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PURCHASING OFFICE

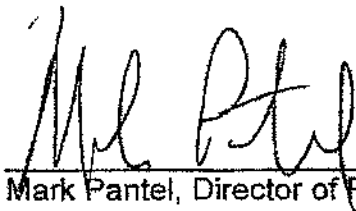
INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
SUBJECT: Purchase of Suburbans
DATE: March 5, 2012

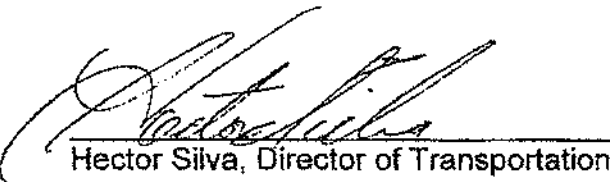
The Special Services Department has funds available to purchase two (2) Chevrolet Suburbans for the district. The Transportation Department has reviewed the models for the purchase of these vehicles for the district.

Vehicles are available through the Texas Local Government Statewide Purchasing Cooperative. The Buy Board is the secured website for this cooperative which allows members to search for and access various products and services. College Station ISD is a member of this cooperative, which is administered by TASB. All items and catalogs posted on the Buy Board have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statutes.

The attached Buy Board quote was requested from Caldwell Country for two (2) 2012 Chevrolet 1500 Suburbans. It is the recommendation of Mark Pantel, Director of Purchasing and Hector Silva, Director of Transportation to purchase two (2) suburbans from Caldwell Country Chevrolet for a total of \$63,370.00 per Buy Board contract #358-10. The Buy Board Administration fee of \$400 is included in this total.



Mark Pantel, Director of Purchasing



Hector Silva, Director of Transportation