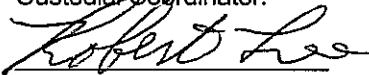


Memo

To: Mark Pantel
From: Robert Lee
CC: David Norton, Adrian Rivera and Glenda Graham
Date: August 7, 2007
Re: Custodial Supplies and Equipment

Mr. Pantel, I am requesting that all Custodial Supplies and Equipment in the amount of approximately 200,000 dollars for the 2007-2008 school year be purchased through the TASB BuyBoard or through Co-ops such as TCPN, Harris County Co-Op and others that the district has a membership with. This change will allow us to save money without having to go through the bidding process and possibly deal with as many vendors as we have products that are bid. The BuyBoard and the co-ops are State approved bids, that allow Government Agencies including school districts to purchase goods without having to bid those items themselves. I have looked at bids of our surrounding neighbors and found them to be very cumbersome with more than five or six different vendors being awarded some portion of the bided products. This procedure as you know is time consuming and does not produce anymore savings overall than purchasing through the BuyBoard or our co-ops. The following is a list of preferred vendors who are members of our co-ops and or the BuyBoard, Gulf Coast Paper, Brawner Paper, TK Sales and Buckeye Chemical. This list is not all inclusive, but a brief representation of historic vendors to the district.

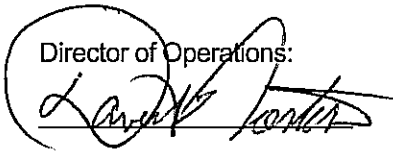
Custodial Coordinator:



Date:

8/8/07

Director of Operations:



Date:

8/8/07