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**PURCHASING OFFICE**

**INTER-DEPARTMENTAL MEMO**

TO: Mike Ball  
FROM: Mark Pantel  
SUBJECT: Purchase of Truck and Cargo Van for Operations  
DATE: December 11, 2007

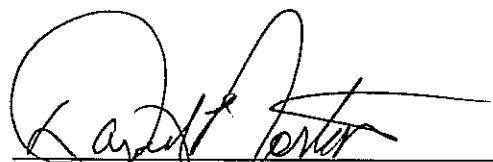
The Operations Department has requested two (2) trucks and two (2) cargo vans for its fleet. These vehicles are available through the Houston Galveston Area Purchasing Cooperative (HGAC) of which College Station ISD is a member. All vehicles have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statutes.

Quotes were requested from Philpott Motors who participates in this cooperative as a Ford dealer. The quotes submitted by Philpott Motors for the 2008 Ford F-150 Standard Cab and Super Cab trucks and the Ford E150 Cargo Vans appear to competitive with similar models of vehicles.

|                                   |             |
|-----------------------------------|-------------|
| (2) Ford E-150 Cargo Vans         | \$29,578.00 |
| (1) Ford F-150 Super Cab Truck    | \$15,293.00 |
| (1) Ford F-150 Standard Cab Truck | \$14,129.00 |
| HGAC Administrative Fee           | \$600.00    |
| Total                             | \$59,600.00 |

It is the recommendation of Mark Pantel, Director of Purchasing and David Norton, Director of Operations to purchase these vehicles truck from Philpott Motors for a total cost of \$59,600. The funds for this purchase were provided in the 2007-2008 Operations Department operating budget.

  
Mark Pantel, Director of Purchasing

  
David Norton, Director of Operations