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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker

SUBJECT: Membership in the Southeast Texas Cooperative Purchasing Organization

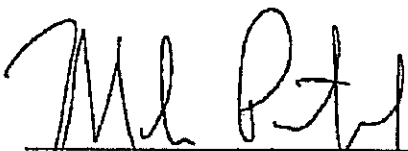
DATE: September 6, 2011

The Southeast Texas Cooperative Purchasing Organization is another cooperative purchasing program that was established to identify qualified vendors of goods and services, comply with state bidding requirements and to relieve the burdens of governmental purchasing by realizing economies of scale. This cooperative is administered by the Region 5 Education Service Center.


Membership in the Southeast Texas Cooperative Purchasing Organization is \$500 per year and is open to local governments, nonprofits and other political subdivisions of the State of Texas and United States. Membership requires the governing body to approve and sign the attached Letter of Commitment and Resolution.

The Operations Department has requested CSISD join this cooperative primarily due to the potential cost savings available from the Janitorial Equipment and Supplies contract. The annual membership fee will be paid out of the Operations Department operating budget.

It is the recommendation of Mark Pantel, Director of Purchasing and David Norton, Director of Operations we join the Southeast Texas Cooperative Purchasing Organization. Membership shall remain in effect from the date of signature until August 31, 2012 and will be renewed annually upon payment of the annual membership fee.



Mark Pantel, Director of Purchasing



David Norton, Director of Operations