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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
SUBJECT: Carpenter Labor RFB#-13-001
DATE: December 5, 2012

Request for Bid (RFB) # 13-001, Carpenter Labor was mailed November 8, 2012 to seven bidders, advertised November 9 and November 16, 2012 and posted on the CSISD website. Three vendors responded to the RFB which opened December 4, 2012. The responsive bidders were:

Brazos Valley Maintenance
Milleco
Original DKC Enterprises

This bid will be used by the CSISD Maintenance and Operations Department for the primary purpose of providing carpenter labor and materials on an as needed basis. Each bidder was asked to quote hourly rates for the various classes of cabling labor and the mark up percentage on materials for bid evaluation purposes.

The bids were evaluated and scored by staff members from the Maintenance and Operations and Purchasing Departments using an evaluation matrix. Brazos Valley Maintenance received the highest score based on the evaluation criteria listed in the Request for Bid.