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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
SUBJECT: Purchase of Box Trucks
DATE: March 19, 2014

As part of the 2013 Bond Program, the Transportation Department requested two (2) box trucks to help carry equipment with students for out of town events. The Transportation Department has reviewed the available models for the purchase of these trucks.

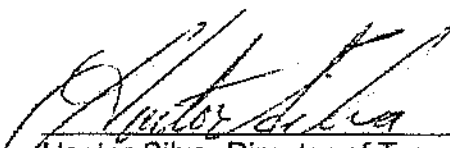
Vehicles are available through the Houston Galveston Area Council (HGAC) Purchasing Cooperative. All items have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statues.

The International Model 4300 is the vehicle that Transportation has identified as the one that best meets the district's needs. The attached quote was requested from Santex Truck Centers, the awarded HGAC vendor for International Trucks.

It is the recommendation of Hector Silva, Director of Transportation and Mark Pantel, Director of Purchasing to purchase two (2) International 4300 box trucks with lifts from Santex Truck Centers for a total of \$153,142.00 per HGAC Contract #HT11-12 for Motor Vehicles. The HGAC Administration Fee of \$1,000 is included in this total.



Mark Pantel, Director of Purchasing



Hector Silva, Director of Transportation