

COLLEGE STATION I.S.D.
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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
DATE: June 11, 2014
SUBJECT: Office Supplies, Equipment and Office Furniture
RFP #14-008

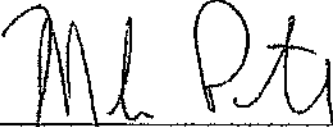
Request for Proposal (RFP) #14-008, Office Supplies, Equipment and Furniture was mailed April 22, 2014 to twenty-five vendors, posted on the district website and advertised April 21 and April 28, 2014. Eighteen vendors responded to the RFP, which opened May 20, 2014.

The proposal was based on a discount off catalog, website or retail pricing. The catalog method of bidding allows an award to multiple vendors and provides a larger product and supplier base for the district. A committee of staff from the central office and a campus evaluated and scored the proposals using the evaluation criteria in the RFP and provided vendor award recommendations using an evaluation matrix.

It is the recommendation of Mark Pantel, Director of Purchasing to award the Office Supplies, Equipment and Office Furniture RFP #14-008 to the following vendors effective July 1, 2014 through June 30, 2015 for an approximate expenditure of \$100,000 per year:

Wilton's Office Works, Ltd.
Office Depot/Max, Inc.
School Specialty

This RFP may be renewed three (3) additional years if agreed upon by both parties sixty (60) days prior to expiration.



Mark Pantel, Director of Purchasing