



# College Station Independent School District

*Success...each life...each day...each hour*

## MEMORANDUM

To: Mike Martindale, Superintendent *mm*

From: Amy Drozd, Chief Financial Officer *A Drozd*

Date: June 10, 2021

Subject: Consider approval of RFP# 21-008 for Plumbing Services

Agenda Item: J – 6.

## Background

Request for Proposal (RFP) #21-008 for Plumbing Services was advertised and posted according to state law and local policy on April 16 and April 23. Two vendors responded to the RFP which opened on May 17, 2021 and was evaluated by various staff from the Facilities and Purchasing Departments.

The RFP will be used by the Facilities Department on an as-needed basis to supplement the departments plumbing labor. Each proposer was asked to provide hourly rates for the various classes of paving maintenance labor and a percentage mark-up for materials purchased. The quantity of hours listed in the proposal were annual estimated usages. The award would be for a two-year period beginning September 1, 2021 with the option to extend for two additional one year periods if agreed to within 60 days of expiration.

It is the recommendation of Carmella Shafer, Director of Purchasing, and Jon Hall, Executive Director of Facilities to award to both proposing vendors, Ed Phillips Plumbing and Gowan Garrett Mechanical, Inc. The vendors selected for the various projects would be based on qualifications, availability, and price.

## Recommendation

It is recommended that the College Station Independent School District Board of Trustees award Request for Proposal #21-008 for Plumbing Services to the identified two (2) vendors for twenty-four (24) months beginning September 1, 2021 with the option to extend for two (2) additional one-year periods.

**Amy Drozd**  
Chief Financial Officer

1812 Welsh Avenue  
College Station, TX 77840  
979-764-5400 -- www.csisd.org

**Mike Martindale**  
Superintendent of Schools