



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# 21-010 for Floral and Craft Supplies

Agenda Item: J-7.

Background

Request for Proposal (RFP) #21-010 for Floral and Craft Supplies was advertised and posted according to state law and local policy on April 12 and April 19. Eight vendors responded to the RFP which opened on May 7, 2021 and was evaluated by staff from the Purchasing Department. Due to the large variety of items that might be needed, the proposals were based on discounts from catalog or shelf pricing.

It is the recommendation of Carmella Shafer, Director of Purchasing, to award the Floral and Craft Supply RFP# 21-010 to the following seven (7) identified vendors: Southern Floral Company, Armadillo Clay, Blick Art Materials, Ace Mart Restaurant Supply, American Ceramic Supply Company, Texas Art Supply, and Teachers Discovery Inc. Awarding to multiple vendors by catalog pricing provides for a larger product and supply base for the district. The award would be for a twelve-month period beginning July 1, 2021, and ending June 30, 2022, with the option to extend for two additional one-year periods if agreed to within 60 days of expiration.

Recommendation

It is recommended that the College Station Independent School District Board of Trustees award Request for Proposal #21-010 for Floral and Craft Supplies to the identified seven (7) vendors for one year beginning July 1, 2021, and ending June 30, 2022, with the option to extend for two one-year terms.