

**Denton Independent School District**

**RFP #2203-01B Local Retail Stores**

December 13, 2022

**SUMMARY:**

This item requests approval of RFP #2203-01B Local Retail Stores.

**BOARD GOAL:**

Growth & Management - Demonstrate effective and efficient management of district resources

**PREVIOUS BOARD ACTION:**

The first award of RFP #2203-01B Local Retail Stores was on November 1, 2022.

**BACKGROUND INFORMATION:**

This proposal was issued on September 3, 2022. Twenty-eight (28) vendors were notified of this proposal. Responses were received from four (4) vendors on October 18, 2022. An additional three (3) responses were received for Award #2. This proposal establishes an approved list of vendors to be used to purchase various commodities and services from local retail stores. This proposal is EDGAR compliant for purchases using a federal funding source.

**SIGNIFICANT ISSUES:**

The District has a wide range of needs for various commodities and services from local vendors. All purchases will be made on an “as needed” basis. The term of this contract, upon governing body approval, shall be for a period from date of award through April 25, 2023, with an option to auto-renew for four (4) one-year extensions. The final expiration date would be April 25, 2027.

**FISCAL IMPLICATIONS:**

The cost will be borne by the appropriate department or campus fund.

**BENEFIT OF ACTION:**

Passage will allow the District to build its base of vendors who can provide various commodities and services for current and future needs.

**SUPERINTENDENT’S RECOMMENDATION:**

It is recommended that the proposal be awarded to all responding vendors on the attached bid tabulation.

**STAFF PERSONS RESPONSIBLE:**

Cindy Willis, Director of Purchasing  
Vicki Garcia, Executive Director of Financial Operations  
Amy Pierce, Senior Buyer

**ATTACHMENT:**

RFP #2203-01B Local Retail Stores Vendor Tabulation

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_