

Board of Trustees

Meeting Date: 08/26/2026

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Consideration and Possible Approval to Ratify Commitment and Authorize Payment for movable signage provided to Canutillo ISD at Jose Damian Elementary Campus

Justification Statement: Board action is necessary to authorize payment in order to settle the outstanding balance and comply with CH (Local) and 2024 Bond Project Payments

Purpose of Agenda Item: ☐ Information ☐ Discussion ☒ Action
Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☒ Business Services

Staff Responsible: Dr. Oscar Rico / Veronica Campbell

Signature of Requester(s)

Signature of Presenter(s)

CP

Business Services Approval (Initials)

Date

Agenda Summary:

During the Fiscal Year 2024-2025, goods and services totaling \$7,230 were ordered and recieved by Canutillo ISD from Westside Welding, Inc without a valid purchase order or prior documented authorization from the District Purchasing Department. Additionally, Purchase Order 25002538 was issued to this vendor in March 2025 for \$95.980. Under Texas Education Code 44.031 and District Policy CH (Local), all purchases must follow established purchasing procedures and received proper authorization prior to encubmering district funds. Because thiscommitment was made outside the scope of the established purchasing authority under Policy CH (local) at the time and with the threshold at \$100,000, the District had no legal obligation to pay at the time the goods and services were rendered when no proper authorization was in place.

Following a review of the transaction, staff verified that:

1. The goods and services were received, verified, and utilized for legitimate district purposes
2. The pricing is fair, reasonable and within market rates and vendor holds an awarded Region 19 Contract # 22-7434
3. The vendor acted in good faith based on instructions from district personnel.

RECOMMENDATION:

Board action is required to ratify the committment and authorize payment to settle the outstanding balance.

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

None

AMOUNT(S):

\$7,230

ACCOUNT NO(S):

2024 Bond Funds

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

Region 19 Coopertive Purchasing Contract # 22-7434

REQUESTING DEPARTMENT:

Operations & Financial Services

CONSEQUENCES OF NON-APPROVAL:

Invoice will remain unpaid

IMPLEMENTATION TIMELINE:

Upon Board of Trustees Approval

ATTACHMENT(S): ✓

PO #25002538

Westside Weldidng Inc documentation

CANUTILLO | A Premier District





PURCHASE ORDER

Canutillo Independent School District

Attn: Accounts Payable
PO Box 100
Canutillo, TX 79835

PURCHASE ORDER NUMBER

25002538

Date: 03/27/25

Page 1 of 2

VENDOR: 52040

TO: Westside Welding Inc
141 El Chanate Dr
CANUTILLO, TX 79835

SHIP TO: Canutillo Independent School
7965 Artcraft Rd
El Paso, TX 79932

ATTN:

Vendor Fax: 915-877-5345

Vendor Fax: 915-877-3545

Vendor Email:

REC. LOC: Administration Building

REC. GRP: Administration Building

LINE#	QUANTITY	UOM	ITEM NO.	UNIT PRICE	UNIT DISC	TAX	FREIGHT	TOTAL
1	2.00000	Each		15,760.00	0.00	0.00	0.00	31,520.00
			Contract: Region 19 #22-7434					
			Fabricate 8'x16' Steel portable sign frame structure out of 2'x2'x3/16 square tubing frame with adjustable legs. As per drawing with 8'x16' sub from covered. All around with 16-gauge steel welded cover. Includes paint (Canutillo orange color) for CMS. Special Instructions: Please send a copy of the invoice to David Martinez @ davidmartinezjr@procedeogroup.com					
2	2.00000	Each		15,760.00	0.00	0.00	0.00	31,520.00
			Fabricate 8'x16' Steel portable sign frame structure out of 2'x2'x3/16 square tubing frame with adjustable legs. As per drawing with 8'x16' sub from covered. All around with 16-gauge steel welded cover. Includes paint (Canutillo orange color) for AMS.					
3	2.00000	Each		15,760.00	0.00	0.00	0.00	31,520.00
			Fabricate 8'x16' Steel portable sign frame structure out of 2'x2'x3/16 square tubing frame with adjustable legs. As per drawing with 8'x16' sub from covered. All around with 16-gauge steel welded cover. Includes paint (Canutillo orange color) for DDE.					

Reprint

INSTRUCTIONS TO VENDORS

1. Reference all Packages, Packing Slips & Invoices on PO Number
2. Ship Prepaid
3. FOB Destination Only
4. Invoice in Duplicates; Attn: Accounts Payable
5. No Back Orders or C.O.D. Shipments Allowed
6. Ship Only to Address on Purchase Order
7. Tax Exempt EIN-74-6028038
8. Price Increases must be Pre-Approved

THIS PURCHASE ORDER IS NOT BINDING UNLESS
SIGNED BY AN AUTHORIZED DISTRICT OFFICIAL.

This Purchase Order is subject to Canutillo ISD's purchase order terms and conditions. All vendors have agreed to such terms as part of the vendor packet submission and approval. The terms and conditions can be viewed on our website at : www.canutillo-isd.org.

4	1.00000	Each	1,420.00	0.00	0.00	0.00	1,420.00
		Removable wheels and spinet					
		1 set of 2 wheels					
TOTAL							95,980.00

****Reprint****

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Westside Welding Inc.
141 El Chanate Dr
Canutillo, TX 79835
9158775345
mike@westsideweldinginc.com

Estimate

ADDRESS
Canutillo ISD
P.O. BOX 1007710/CapCarter
Rd
Canutillo, TX 79835

ESTIMATE # 8730
DATE 07/30/2025

DESCRIPTION	QTY	RATE	AMOUNT
Jose Damian Elementary			
Material and labor to fabricate movable signs as per customer request. Frames are made out of 2" x 2" x 1/4" square tube with receiving tube for legs and 2-1/2" x 2-1/2" x 1/4" square tube. Adjustable legs are made out of 2" x 2" x 3/16" square tube. Sign plate is 1/4" steel plate.			
Sign Frame 4'x 8'	1	7,230.00	7,230.00
Due to increasing costs out of our control please note that prices are subject to change daily			
SUBTOTAL			7,230.00
TAX			0.00
TOTAL			\$7,230.00

Accepted By

Accepted Date