

**Cedar Hill Independent School District**  
**BOARD OF TRUSTEES**

Meeting Date: June 11, 2012

Presented by: Mr. Horace Williams, Superintendent of Schools

Subject: Approve Printing Services for 2012 - 2013

**Action Items**

**BOARD GOAL:** Align the budget process to achieve district goals.

This is the legal requirement that will keep the District in compliance with State Purchasing requirements that will allow the District to not have an audit violation. The bid process allows procurement of goods and services at the best value with the use of the Tax Payer's money for products and services within their budget constraints.

**BACKGROUND INFORMATION:**

Staff requested competitive sealed proposals for the printing services for 2012-2013 school year. The term of the contract is July 1, 2012 – June 30, 2013. Low bid by printing category was considered the best bid. The list of award by printing category and the approved vendor list are attached. Copies of the bid document and the bids submitted are available in the Business Office.

**RECOMMENDATION:**

Staff recommends approving vendor list and printing services for 2012-2013 school year as per attached list.

**BOARD ACTION REQUIRED:**

Motion to approve printing services contract for the term of the contract July 1, 2012 to June 30, 2013 as recommended by the staff.

**POLICY AUTHORIZATION:**

PURCHASING – CH - LEGAL

**CONTACT PERSON(S):**

Carrie Alexander

**FUNDING SOURCE:**

199-General Fund 2012-2013

**ENCLOSURES:**

Under separate covers