

Cedar Hill Independent School District

BOARD OF TRUSTEES

Meeting Date: June 10, 2013

Presented by: Mr. Horace Williams, Superintendent of Schools

Subject: Approve Printing Services for 2013-2014

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 with their budget constraints.

BACKGROUND INFORMATION: Staff requested competitive sealed proposals for the printing services for 2013-2014 school year. The term of the contract is July 1, 2013 - June 30, 2014. 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 bids submitted are available in the Business Office.

RECOMMENDATION:

Staff recommends approving vendor list and printing services for 2013-2014 school year as per attached list.

BOARD ACTION REQUIRED:

Motion to approve printing services contract for the term of the contract July 1, 2013 to June 30, 2014 as recommended by the staff.

POLICY AUTHORIZATION:

Purchasing and Acquisition – CH(LEGAL)

CONTACT PERSON(S):

Marcy Moran

FUNDING SOURCE:

2013-2014 Board approved budget

ENCLOSURES:

Attached