



BOARD OF SCHOOL TRUSTEES

## KELLER INDEPENDENT SCHOOL DISTRICT

**3I. Action**

**Date: August 28, 2006**

**SUBJECT: APPROVAL OF BIDS AND BID RENEWALS**

**BOARD GOAL: All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.**

**FISCAL NOTE: Budgeted Funds**

### **Background Information:**

- The accompanying spreadsheet lists both Bids and Bid Renewals for the Board's approval.
- The Communications Department Specialized Printing Service bid is a specific, line item bid for the printing of specialized projects such as The Key Newsletter, the Annual Report, the Bond Update, and Bond election materials. The Purchasing Department recommends award for this shaded, line-item annual proposal to Metroplex Finishing as the best bid meeting specifications for the District.
- The remaining bids, including Elementary Music Instruments, Supplies and Equipment, Audio Visual and CD Rom Software Catalog Discount, Theater Supplies and Equipment, Paperback and Pre-Bound Books, and Athletic Supplies and Equipment are annual catalog bids for purchases of a recurring nature throughout the school year.
  - Award of these bids is being recommended to all vendors due to product needs and vendor availability.
  - In some cases, the catalog bids have an add-on vendor provision whereby new vendors can be added to the approved list throughout the term of the contract.
- The bid renewals are listed at the bottom of the spreadsheet and have provisions for renewal terms. After Board approval, the vendors are contacted to find out if they are interested in renewing the designated bid.

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**The administration recommends that the Board of School Trustees approve the bids and bid renewals as presented.**

Respectfully submitted,

Denise Sullivan  
Director of Purchasing