

Board Information Item

Information
Packet
☐

Board Agenda
Information
☐

Board Agenda
Action
☐

Board Agenda
Consent
☒

10/27/2025

Subject: Approve Bid: 26-03-4-RFP General Services and Supplies

Contact Person: David Johnson, Chief Financial Officer

Policy/Code: CH(LEGAL); CH(LOCAL)

Priority and Performance Objective: Priority 4: Strong Financial Stewardship and Internal System Efficiency
Objective 4.2: Effective and Efficient District Operations

Summary: The District issued an annual request for proposals (RFP) to establish a procurement contract with multiple vendors for various general services and supplies. Proposals were evaluated according to TEC § 44.031. Vendors were evaluated by various departmental subject matter experts. This RFP award will give the District options and flexibility as specific needs arise without creating any obligation. General services include, but are not limited to, catering, building maintenance, moving, photography, staff and student development, and translation services. General supplies include, but are not limited to, building supplies (air filters, door parts, glass, paint, etc.), HVAC parts, landscaping supplies (mulch, seed, etc.), hand tools, instructional aids, and moving supplies (boxes, tape, etc.).

The RFP remains open through June 1, 2026, and as new vendors submit proposals during the year, Purchasing will facilitate their evaluation and board recommendation.

The contract will begin following Board award and expire June 30, 2026. Bid specifications include four (4) annual, automatic renewal options after the initial year, provided the District appropriates the funds for the supplies or service and both parties

wish to continue with the final expiration date being June 30, 2030.

Attachments:

N/A

Recommendation:

The recommendation is for the Board of Trustees to award the proposal for general services and supplies to: Recognition Resources of the Southwest, David Thompson, Crisis Prevention Institute Inc., Field Dots LLC, Michael Keys & CI Pavement.