

**WEST ORANGE COVE-CONSOLIDATED INDEPENDENT
SCHOOL DISTRICT
P.O. BOX 1107
ORANGE, TEXAS 77630**

Date: June 28, 2010

To: Board of Trustees

From: Dr.O.T. Collins

Subject: RECOMMENDATION TO APPROVE PROPOSAL FOR ENVELOPES

Proposals were opened May 18, 2010 for Envelopes. The Purchasing Department mailed five invitations for proposals and received three responses. The proposal tabulation is attached for your review.

**ARTCRAFT PRINTING CO
CLASSIC FORMS& PRODUCTS
DOMINION FORMS
GRAPHICS UNLIMITED, INC
STAN DARD STATIONERY SUPPLY**

It is recommended that the Board award contract to Dominion Forms for Envelopes at the prices submitted.

Respectfully Submitted:

Dr. O.T. Collins

Melinda James

Superintendent

Business Manager

WEST ORANGE-COVE C.I.S.D. ENVELOPES

JULY 01, 2010 THRU JUNE 30, 2011

	TOTAL ESTIMATE USAGE FOR DIST		ART CRAFT PRINTING	Minimum Order Requirements	DOMINION FORMS	Minimum Order Requirements	STANDARD STATIONERY	Minimum Order Requirements
1	200 BOXES	ENVELOPES, #10,#24 PRINTED WITH RETURN ADDRESS, 500/BOX	NB	NB	13.10	2 BOXES	10.12	QUALITY PACK 50,000 EA
2	150 BOXES	ENVELOPES, #10,#24 GLASSINE WINDOW PRINTED, 500/BOX	NB	NB	14.25	2 BOXES	13.35	QUALITY PACK 50,000 EA

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