

Memo

To: Dr. Jeff Turner
From: Sid Grant
CC: Ralph Seeley
Date: 2/9/2004
Re: **Annual Catalog Proposals for Science Supplies, Classroom Supplies and Library Books**

Attached are the results from the annual Request for Proposals for science supplies, classroom supplies, and library books. The discounts and terms offered by the vendors will be effective from March 1, 2004 through February 28, 2005.

The Request for Proposal method used in obtaining the attached bids is one of the accepted competitive procurement options under the Texas Education Code 44.031.

The bids and discounts are essentially the same as last year for our primary vendors of books and supplies.

In cases where multiple vendors carry the same item(s), it is the responsibility of the individual campus or department ordering supplies or books to ensure they are placing the order with the vendor that offers the best value to the district for the specific item(s) they are ordering.

Office supplies were not included as part of this proposal as they have been in past years. We are currently utilizing the Region IV Texas Cooperative Purchasing Network agreement with Office Depot for our office supply needs. We found that we could save approximately \$21,000 per year (based on last fiscal year's purchases) by purchasing through this cooperative agreement instead of through our former catalog bid proposal from Office Depot.

RECOMMENDATION: **That the Coppel ISD Board of Trustees approves all attached proposals as submitted at the February 16, 2004 board meeting.**