



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: November 6, 2013

SUBJECT: Purchase of Vehicles for the Food Services Department

---

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the purchase of a 2014 Chevrolet Suburban and a 2014 Ford Super Duty Utility Bed Truck in the total amount of \$60,158.00. The Buyboard purchasing cooperative contract #358-10 will be utilized for this purchase.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the purchase of a 2014 Chevrolet Suburban and a 2014 Ford Super Duty Utility Bed Truck in the total amount of \$60,158.00 utilizing the Buyboard purchasing cooperative contract #358-10 as presented.

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*



# Request for Board Agenda Item

Purchasing Department

Date: Nov 5, 2013

Campus/Department: Food Services

Vendor Name: Caldwell Country Ford Chevrolet

Total Cost: \$60,158.00 ✓

## Item Description and Justification for Purchase:

1. Suburban will be used for Food Services Program activities and as an alternate vehicle for department:
  - Site visits
  - Transporting Food and non food items
  - Catering
  - Summer Program Activities
2. Maintenance Truck will be used as a maintenance vehicle for service and

Participating Schools/Departments: Food Services

Funding Source: 101.35.6631.00.909.99 ✓  
(Account number to charge)

[Signature]  
Campus/Department Administrator

11/5/13  
Date Signed

\*\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*\*

(To be completed by the Financial Services Division)

Purchasing Method: BUY BOARD CONTRACT # 35810

[Signature]  
Purchasing Agent

11/5/13  
Date Signed

[Signature]  
Executive Director of Financial Services

11/6/13  
Date Signed



# Purchasing Approval Sheet

## For Presentation to Board of Trustees

Purchasing Department

### Financial Services (Verification of Funding Availability and Account Coding)

☒ Approved

☐ Denied

Comment: \_\_\_\_\_

Signature: Martha Aguiar

Date: 11/6/13

### Federal Programs (For Compliance with Grant Requirements)

☐ Not Required

☒ Approved

☐ Denied

Comment: \_\_\_\_\_

Signature: Ana Zúñiga

Date: 11-6-13

### Curriculum & Instruction (For all Curriculum Related Purchases)

☒ Not Required

☐ Approved

☐ Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Technology (For all Computer/Software/Peripheral Purchases)

☒ Not Required

☐ Approved

☐ Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Legal Review

☒ Not Required

☐ Approved

☐ Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Purchasing

☐ Approved

☐ Denied

Comment: \_\_\_\_\_

Signature: [Signature]

Date: 11/6/13

**CALDWELL COUNTRY FORD-CHEVROLET**

800 HWY 21 E. CALDWELL, TEXAS 77836

BUYBOARD #358-10 VEHICLES

End User: CANUTILLO ISDCaldwell Rep: ALAN WILEY 254 865-9112Contact: RON GATLIN 915 877-7426Date: 4-Oct-13Product Description: CHEVROLET SUBURBANA. Bid Series: 18A. Base Price: \$ **32,525.00**

## B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
	CC10906 4X2	INCL		PRIVACY GLASS TINTING	INCL
	5.3L V8 GAS AUTOMATIC	INCL		9 PASSENGER SEATING	INCL
	40-20-40 CLOTH BENCH	INCL			
	2ND/3RD ROW CLOTH SEAT	INCL			
	RUBBER FLOOR	INCL			
	FRONT/REAR A/C AND HEAT	INCL			
	POWER STEERING-BRAKES	INCL			
	FULL SPARE TIRE	INCL			
	POWER WINDOWS-LOCKS	INCL			
	TILT/CRUISE & AM-FM CD	INCL			
	STANDARD TOW PACKAGE	INCL			
	7-PIN TRAILER CONNECTOR	INCL			
	RECEIVER HITCH TUBE	INCL			

Total of B. Published Options: \$ -

## C. Unpublished Options [Itemize each below, not to exceed 25%]

\$= 0.0 %

Options	Bid Price	Options	Bid Price
PLEASE FAX PURCHASE ORDERS TO	NOTE		
254 865-9118			
TWO (2) WHITE IN STOCK	NOTE		
MORE ON ORDER	NOTE		
2014 MODEL	NOTE		

Total of C. Unpublished Options: \$ -

D. Contract Price Adjustment:

E. Delivery Charges: 0 miles @ \$.93/mile

F. Total of A + B + C + D + E = F

G. Quantity Ordered 1 x F =

H. BUYBOARD Administrative Fee

\$400.00 PER PURCHASE ORDER

I. Non-Equip Charges &amp; Credits

J. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE

\$ **32,925.00**



**CALDWELL COUNTRY FORD-CHEVROLET**

800 HWY 21 E. CALDWELL, TEXAS 77836

BUYBOARD BID # 358-10

End User: CANUTILLO ISDCaldwell Rep: ALAN WILEY 254 865-9112Contact: RON GATLIN 915 877-7426Date: 4-Oct-13Product Description: FORD SUPER-DUTYA. Bid Series: 97A. Base Price: \$ 19,988.00

## B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
	REGULAR CAB	INCL	F2A	3/4 TON CAB CHASSIS	\$ (350.00)
	TRAILER TOW PACKAGE	INCL	66D	WITH PICKUP BED REMOVED	
	TILT STEERING WHEEL	INCL			
	FULL SPARE TIRE	INCL	GTB	KNAPHEIDE 696J1 SERVICE	\$ 7,595.00
	6.2L V8 GAS	INCL		BODY INSTALLED WITH	
	6-SPEED AUTOMATIC	INCL		1000# LIFTGATE	
	VINYL 40-20-40 SEAT	INCL			
	RUBBER FLOOR	INCL		ESTIMATED DELIVERY OF A	NOTE
	AM-FM RADIO	INCL		2013 MODEL IN 30-45 DAYS	NOTE
	8 FOOT BED	INCL			
	A/C AND HEAT	INCL		ESTIMATED DELIVERY OF A	NOTE
	RECEIVER HITCH TUBE	INCL		2014 MODEL IN 120 DAYS	NOTE
	WHITE	COLOR			

Total of B. Published Options: \$ 7,245.00

## C. Unpublished Options [Itemize each below, not to exceed 25%]

S= 0.0 %

Options	Bid Price	Options	Bid Price
PLEASE FAX PURCHASE ORDERS TO	NOTE		
254 865-9118			
<a href="mailto:alan@caldwellcountry.com">alan@caldwellcountry.com</a>	E-MAIL		

Total of C. Unpublished Options: \$ -

D. Contract Price Adjustment: \_\_\_\_\_

E. Delivery Charges: 0 miles @ \$ .93/mile

F. Total of A + B + C + D + E = F

G. Quantity Ordered 1 x F =

H. BUYBOARD FEE

I. Non-Equip Charges &amp; Credits \_\_\_\_\_

J. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE

\$ 27,633.00

# FOOD SERVICES DEPARTMENT 2013-2014

Account Number	Account Name	Year	Adopted Budget	Budget Changes	Amended Budget	Encumbrances	Transactions	Balance
101.35.6221.00.909.99	Staff Tuition & Fees	2014	2,500.00	0.00	2,500.00	550.00	1,894.00	56.00
101.35.6249.00.909.99	Maintenance/Repair	2014	5,000.00	0.00	5,000.00	919.38	3,607.06	473.56
101.35.6269.00.909.99	Copy Machine Rental/Lease	2014	2,000.00	0.00	2,000.00	851.82	1,148.18	0.00
101.35.6299.00.909.99	Misc. Contracted Services	2014	150,000.00	-11,000.00	139,000.00	91,954.00	31,294.25	15,751.75
101.35.6311.00.909.99	Gasoline & Other Fuels	2014	10,000.00	0.00	10,000.00	8,592.26	1,407.74	0.00
101.35.6341.00.909.99	Food	2014	1,316,540.00	0.00	1,316,540.00	980,944.56	288,977.44	46,618.00
101.35.6342.00.909.99	Non Food	2014	95,000.00	0.00	95,000.00	69,174.03	23,939.93	1,886.04
101.35.6344.00.909.99	USDA Donated Commodities	2014	0.00	0.00	0.00	0.00	0.00	0.00
101.35.6349.00.909.99	Food Service Supplies	2014	35,000.00	0.00	35,000.00	30,827.23	3,971.48	201.29
101.35.6349.01.909.99	Food Service Supplies - Office	2014	5,000.00	0.00	5,000.00	0.00	2,103.89	2,896.11
101.35.6395.02.909.99	Supplies/Automotive	2014	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
101.35.6397.00.909.99	Controlled Assets Other-Furniture and E	2014	10,690.00	0.00	10,690.00	0.00	149.34	10,540.66
101.35.6398.00.909.99	Controlled Assets - Technology	2014	11,250.00	15,795.00	27,045.00	12,312.00	4,097.55	10,635.45
101.35.6399.00.909.99	General Supplies	2014	0.00	1,000.00	1,000.00	626.52	0.00	373.48
101.35.6411.00.909.99	Employee Travel	2014	3,000.00	0.00	3,000.00	215.16	1,320.86	1,463.98
101.35.6411.89.909.99	In-City Mileage Reimbursement	2014	1,000.00	0.00	1,000.00	0.00	112.05	887.95
101.35.6495.00.909.99	Membership Dues	2014	350.00	0.00	350.00	0.00	136.75	213.25
101.35.6497.00.909.99	Postage	2014	200.00	0.00	200.00	0.00	8.69	191.31
101.35.6499.00.909.99	Misc. Operating Expense	2014	5,000.00	0.00	5,000.00	119.50	827.64	4,052.86
101.35.6631.00.909.99	Vehicles	2014	75,000.00	0.00	75,000.00	0.00	0.00	75,000.00
101.35.6639.00.909.99	Capital Outlay Furniture & Equipment	2014	55,000.00	-5,795.00	49,205.00	0.00	49,204.01	0.99
101.51.6259.00.909.99	Utilities	2014	95,000.00	0.00	95,000.00	0.00	0.00	95,000.00

Orlando Salcedo

11/5/13

## Capital Expenditure Requests

00351 Status: Active  
**CANUTILLO ISD**  
DBA:  
7965 ARTCRAFT  
na  
EL PASO, TX 79932  
County District Code: 071-907  
ESC Region: 19

Action	Request Amount	Received Date	Reviewed Date	Status
View	\$154,000.00	07/26/2013	07/27/2013	Approved
View	\$57,000.00	07/24/2013	07/26/2013	Approved
View	\$195,000.00	07/24/2013	07/26/2013	Approved
View	\$98,000.00	07/24/2013	07/26/2013	Denied
View	\$75,000.00	07/24/2013	07/26/2013	Approved
View   Modify	\$24,000.00			Error

chg Amt on serving line.

**CALDWELL COUNTRY FORD-CHEVROLET**

800 HWY 21 E. CALDWELL, TEXAS 77836

BUYBOARD #358-10 VEHICLES

End User: CANUTILLO ISDCaldwell Rep: ALAN WILEY 254 865-9112Contact: RON GATLIN 915 877-7426Date: 4-Oct-13Product Description: CHEVROLET SUBURBANA. Bid Series: 18A. Base Price: \$ 32,525.00

## B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
	CC10906 4X2	INCL		PRIVACY GLASS TINTING	INCL
	5.3L V8 GAS AUTOMATIC	INCL		9 PASSENGER SEATING	INCL
	40-20-40 CLOTH BENCH	INCL			
	2ND/3RD ROW CLOTH SEAT	INCL			
	RUBBER FLOOR	INCL			
	FRONT/REAR A/C AND HEAT	INCL			
	POWER STEERING-BRAKES	INCL			
	FULL SPARE TIRE	INCL			
	POWER WINDOWS-LOCKS	INCL			
	TILT/CRUISE & AM-FM CD	INCL			
	STANDARD TOW PACKAGE	INCL			
	7-PIN TRAILER CONNECTOR	INCL			
	RECEIVER HITCH TUBE	INCL			

Total of B. Published Options: \$ -

## C. Unpublished Options [Itemize each below, not to exceed 25%]

\$= 0.0 %

Options	Bid Price	Options	Bid Price
PLEASE FAX PURCHASE ORDERS TO	NOTE		
254 865-9118			
TWO (2) WHITE IN STOCK	NOTE		
MORE ON ORDER	NOTE		
2014 MODEL	NOTE		

Total of C. Unpublished Options: \$ -

D. Contract Price Adjustment: \_\_\_\_\_

E. Delivery Charges: 0 miles @ \$.93/mile

F. Total of A + B + C + D + E = F

G. Quantity Ordered 1 x F =

H. BUYBOARD Administrative Fee

\$400.00 PER PURCHASE ORDER

I. Non-Equip Charges &amp; Credits \_\_\_\_\_

J. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE

\$ 32,925.00



**CALDWELL COUNTRY FORD-CHEVROLET**

800 HWY 21 E. CALDWELL, TEXAS 77836

BUYBOARD BID # 358-10

End User: CANUTILLO ISDCaldwell Rep: ALAN WILEY 254 865-9112Contact: RON GATLIN 915 877-7426Date: 4-Oct-13Product Description: FORD SUPER-DUTYA. Bid Series: 97A. Base Price: \$ 19,988.00

## B. Published Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
	REGULAR CAB	INCL	F2A	3/4 TON CAB CHASSIS	\$ (350.00)
	TRAILER TOW PACKAGE	INCL	66D	WITH PICKUP BED REMOVED	
	TILT STEERING WHEEL	INCL			
	FULL SPARE TIRE	INCL	GTB	KNAPHEIDE 696J1 SERVICE	\$ 7,595.00
	6.2L V8 GAS	INCL		BODY INSTALLED WITH	
	6-SPEED AUTOMATIC	INCL		1000# LIFTGATE	
	VINYL 40-20-40 SEAT	INCL			
	RUBBER FLOOR	INCL		ESTIMATED DELIVERY OF A	NOTE
	AM-FM RADIO	INCL		2013 MODEL IN 30-45 DAYS	NOTE
	8 FOOT BED	INCL			
	A/C AND HEAT	INCL		ESTIMATED DELIVERY OF A	NOTE
	RECEIVER HITCH TUBE	INCL		2014 MODEL IN 120 DAYS	NOTE
	WHITE	COLOR			

Total of B. Published Options: \$ 7,245.00

## C. Unpublished Options [Itemize each below, not to exceed 25%]

\$= 0.0 %

Options	Bid Price	Options	Bid Price
PLEASE FAX PURCHASE ORDERS TO	NOTE		
254 865-9118			
<a href="mailto:alan@caldwellcountry.com">alan@caldwellcountry.com</a>	E-MAIL		

Total of C. Unpublished Options: \$ -

D. Contract Price Adjustment: \_\_\_\_\_

E. Delivery Charges: 0 miles @ \$.93/mile

F. Total of A + B + C + D + E = F

G. Quantity Ordered 1 x F =

H. BUYBOARD FEE

I. Non-Equip Charges &amp; Credits \_\_\_\_\_

J. TOTAL PURCHASE PRICE INCLUDING BUYBOARD FEE

\$ 27,633.00