



Consent Item

Date: October 21, 2024

Division: Finance

Subject: RFP #3235-24 Instructional Material Asset Recovery, Recycling, Disposal, and Related Services

Background Information:

- The Technology and Instructional Materials Warehouse Departments have identified the need to remove old and out-of-date instructional and other paper materials currently stored in the Instructional Materials Warehouse. Examples of such items include:
 - Out-of-adoption textbooks
 - Out-of-adoption workbooks
 - Other out-of-date paper instructional materials
- Both CMD(LEGAL) and CI(LOCAL) LISD policies allow for the disposal of out-of-date textbooks and instructional materials that are no longer useful to the district through a sale, recycle, or other lawful means with the LISD Board of Trustees approval.
- The Procurement and Contracts Department worked with the Instructional Materials Warehouse Department to issue a Request for Proposal (RFP).
- The removal of old and out-of-date instructional and other paper materials is a part of routine district operations but by nature, may vary year to year based on new adoption schedules and other factors.
- Texas Education Code 31.105 states that any funds received by a district from such a sale will be used to purchase instructional materials and/or technological equipment.

Administrative Consideration:

- One thousand two hundred thirty-five invitations were sent to vendors, and the District received two responses.
 - Of the two responses, one vendor did not meet the scope of work for this RFP.
- There is not an anticipated cost to LISD for these services. In addition, market conditions may present revenue for LISD on the disposal of out-of-date or discontinued materials.
- This recommendation excludes any materials that are adopted by the State Board of Education.

Recommendations:

- That the Lewisville ISD Board of Trustees approves the disposal or sale of discontinued printed instructional materials utilizing RFP #3235-24 Instructional Material Asset Recovery, Recycling, Disposal, and Related Services with the recommended vendor for two years.

Timeline/Report:

- Term: October 2024 – October 2026