

**TO:** Board of Directors  
Region One Education Service Center

**SUBJECT:** **Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies Proposal 16-01-04**

**DATE:** February 23, 2016

**ITEM 12:** Action

**BACKGROUND AND SIGNIFICANT ISSUES:** On February 3, 2016 Region One Education Service Center Purchasing Department received thirteen (13) responses to Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies Proposal 16-01-04. The term of this proposal is effective March 1, 2016 – February 28, 2017 with two one-year extension options if all parties are in agreement. Eleven (11) vendors are recommended for award, one (1) vendor submitted a “not bid” response, and one (1) proposal submission was received late; these are not being considered.

This proposal allows Region One ESC, and its Region One Purchasing Cooperative (ROPC) members the ability to procure Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies on an as-needed basis. Proposals were evaluated to select the best qualified vendor based on the established criteria. The tabulation and evaluation summary is enclosed.

**RELATED GOAL(S):** To assist the ESC and its cooperative members in Region One and other school districts, charter schools, and governmental entities throughout the State operate more efficiently and economically (TEC §8.002). To contract with vendors that will provide Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies at the best value for Region One ESC and its cooperative members.

**COST AND FUNDING SOURCES:** Region One Education Service Center programs and its cooperative members order products and/or services directly through the awarded vendor(s). There is no membership fee charged to join the Region One Purchasing Cooperative. A one percent (1%) service fee will be paid to Region One ESC by the vendors, of the net total invoice amounts on all services performed under this proposal.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** Recommend approval of Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies, Proposal 16-01-04 to the following vendors: ***Bosworth Papers*** – Austin, TX; ***Cielo Office Products*** – McAllen, TX; ***Coast to Coast Computer Products*** – Simi Valley, CA; ***Gulf Coast Paper*** – Brownsville, TX; ***Olmsted-Kirk Paper*** – Dallas, TX; ***Quill*** – Lincolnshire, IL; ***Ray’s Business Products*** – Pharr, TX; ***Liberty Paper*** – Los Angeles, CA; ***Marketing & Technical Materials*** – Tualatin, OR; ***School Specialty*** – Greenville, WI; ***Staples Advantage*** – Framingham, MA.

Respectfully submitted,



Dr. Cornelio Gonzalez  
Executive Director

**Staff Person(s) Responsible:** Frances Guzman, Deputy Director Business Operations and Finance Support  
D. Mark Wallace, Director of Facilities and Operations  
Lori Ramos, Purchasing Coordinator  
Marc David García, Purchasing Specialist

**Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding,  
Printing-Equipment and Supplies  
Proposal 16-01-04**

**Action Taken**

\_\_\_\_\_ made a motion to approve the Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies, Proposal 16-01-04 to the following vendors: ***Bosworth Papers*** – Austin, TX; ***Cielo Office Products*** – McAllen, TX; ***Coast to Coast Computer Products*** – Simi Valley, CA; ***Gulf Coast Paper*** – Brownsville, TX; ***Olmsted-Kirk Paper*** – Dallas, TX; ***Quill*** – Lincolnshire, IL; ***Ray's Business Products*** – Pharr, TX; ***Liberty Paper*** – Los Angeles, CA; ***Marketing & Technical Materials*** – Tualatin, OR; ***School Specialty*** – Greenville, WI; ***Staples Advantage*** – Framingham, MA.

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**Seconded by:** \_\_\_\_\_

**Vote:** \_\_\_\_\_