



Canutillo Independent School District

7965 Arcraft Rd.
El Paso, Texas 79932

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Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

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MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 3, 2014

SUBJECT: Approval of Purchase of Library Books from Opal Booz for District Libraries

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 library books from Opal Booz & Associates in the total amount of \$19,121.24 for District-Wide Libraries. Please find attached quotation and funding source letter.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the purchase of library books from Opal Booz & Associates in the total amount of \$19,121.24 for District-Wide Libraries 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 Arcraft 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 Arcraft Rd., El Paso, TX 79932.



Request for Board Agenda Item

Purchasing Department

Date: 1/29/14

Campus/Department: School Resources Division-Library Services

Vendor Name: Opal Booz & Associates

Total Cost: \$19,121.24

Item Description and Justification for Purchase:

Library books to meet the instructional content objectives in all areas and to meet the needs of at-risk student populations.

Participating Schools/Departments: District-Wide

Funding Source: 199.12.6329.00.999.11
(Account number to charge)

Annette R. Beyler 1/29/14
Campus/Department Administrator 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: BUYBOARD PURCHASING COOPERATIVE CONTRACT # 376-11

[Signature] 2/3/14
Purchasing Agent Date Signed

[Signature] 2/4/14
Executive Director of Financial Services Date Signed

BCE

Childs World:

Pg. 88 Above the Rim Set \$131.70 (1)

Pg. 89 Favorite Basketball Teams Set \$159.60 (1)

pg. 82 Weird but True Facts set \$227.40 (1)

pg. 80 Make Your Own Fun set \$ 151.60 (1)

PG. 48 Introducing Dinosaurs set 113. 70 (1)

Pg. 43 Constellations set \$ 167.60

Pg. 8/9 Magic Castle Readers set \$484.65 x 2= 969.30

Pg. 64. Geography of the World set 239.40 (1)

Sub total: \$2,210.30

Spotlight:

Pg. 5 Black Lagoon set #2 (978-1-59961-951-4) \$ 95.70

Pg. 9 Little Quack (978-1-59961-491-5) \$79.80 x2 = 159.60

Pg. 8 Dora the Explorer, set 1 (978-1-59961-066-5) \$191.40

Sub-Total \$446.70

Abdo

Pg. 6 Reader's Theater, Complete set, \$119.70

Pg. Science Rocks! Complete set \$239.40

Pg. 26 Monster Boy Complete Series, 239.40

Pg. 42 Ghost Detectors, Complete series \$324.84

Pg. 50 Katherine the Almost Great, Complete Series (978-1-60270-578-4, \$ 227.40 x 2 = \$454.80

Pg. 51 Zach Riley Complete Series , 75.80 x 2 = 151.60

Sub-Total \$1,529.74

25 Free Books w Purchase of 1500.00-

Pg. 27 A Monster set (978-61641-930-1)\$ 79.80

Pg. 28 A Flip Flop Adventure, Complete set \$79.80

Pg. 29 Diva Duck, Complete series \$ 79.80

Grand Total \$4,186.74



Canutillo Independent School District

PURCHASE AUTHORIZATION REQUEST

[INSERT CAMPUS NAME]	VENDOR
Name: Heather Parra	Vendor Name: Opal Booz & Associates
Subject/Division: Jose Damian Elementary Library	Address: 213 Harrisburg Rd.
Deliver to: JDE Library	City/State/Zip: Abilene, TX 79602
	Phone: 1-888-293-8795
	Fax: 1-877-299-3744

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
		Library Books/EBooks as per attached lists		5108.75
		No Back Orders		
		CISD Specs on File		
		Free Shipping/Processing		
Goal:		Who: JDE Library	Sub Total	5108.75
Objective:		What: Books	S&H	
Strategy:		When: ASAP	Tax	Tax Exempt
		Why: to enhance curriculum	Total	5108.75

Account Number _____

PO # - Office Use _____

Originator _____

Date _____

Principal/ Director _____

Date _____



Canutillo Independent School District

PURCHASE AUTHORIZATION REQUEST

Gonzalo & Sofia Garcia Elementary	VENDOR
Name:Debbie Copenbarger	Name Opal Booze & Associates
Subject Library Books	Address 213 Harrisburg RD
Deliver to : Debbie Copenbarger	City Abeline St TX ZIP 79602
	Phone 1-888-293-8795 FAX 1-877-299-3744
	Name Opal Booze & Associates

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL
		Various books as per attached lists: Powerkids, Abdo, Amicus, Gareth Stevens, Cherry Lake, Child's World, and Bearport.		
		***No Backorders. No substitutions. Do not hold.		
		***free cataloging/free processing/free shipping.		
		***Specs on file with Coye Duncan.		
		***No Backorders. No substitutions. Do not hold.		
Goal: 2 Increase Student Achievement		Who: Debbie Copenbarger	Sub Total	
Objective: 2		What: Library Books which focus on GES Curriculum needs.	S&H	
Strategy: Librarian will identify reading materials in English and Spanish needed for instruction in the core areas.		When: ASAP	Tax	Tax Exempt
		Why: Library Books to enhance collection, facilitate struggling readers, promote ELL's develop vocabulary , and promote fluency.	Total	5117.10

Account Number

PO # - Office Use

W. Copenbarger 11/13/13
Originator Date

Principal/ Director Date

CANUTILLO ELEM

14-Jan

CREATIVE	1461	FREE MINI IPAD]
BEARPORT	1046.07	15 FREE BOOKS
	2507.07	

CANTUILLO MS
Jan-14

BEARPORT	1097.26	15 FREE BOOKS
ROSEN	728.85	
ENSLOW	375.47	20 FREE BOOKS
	2201.58	

budget	2204
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