

**WEST ORANGE COVE-CONSOLIDATED INDEPENDENT
SCHOOL DISTRICT
P.O. BOX 1107
ORANGE, TEXAS 77630**

Date: June 29, 2009
To: Board of Trustees
From: Dr. O. Taylor Collins
Subject: RECOMMENDATION TO APPROVE PROPOSAL FOR ENVELOPES

Proposals were opened May 19, 2009 for Envelopes. The Purchasing Department mailed five invitations for proposals and received five responses. The proposal tabulation is attached for your review:

**ARTCRAFT PRINTING COMPANY
CLASIC FORMS & PRODUCTS
DOMINION FORMS
GRAPHICS UNLIMITED, INC.
STANDARD STATIONERY SUPPLY**

It is recommended that the Board award contract to Dominion Forms for Envelopes at the prices submitted.

Respectfully Submitted:

Dr. O. Taylor Collins

Dr. O. Taylor Collins
Superintendent

Melinda James
Business Manager

**WEST ORANGE-COVE C.I.S.D.
ENVELOPES**

JULY 01, 2009 THRU JUNE 30, 2010

	VENDORS		ART CRAFT PRINTING	Minimum Order Requirements	DOMINION FORMS	Minimum Order Requirements	GRAPHICS UNLIMITED	Minimum Order Requirements	STANDARD STATIONARY	Minimum Order Requirements
1	160 BOXES	ENVELOPES, #10,#24 PRINTED WITH RETURN ADDRESS, 500/BOX	28.80	N/A	13.10	2 BOXES	9.675	BASED ON QTY'S REQUESTED	10.93	QUALITY PACK 50,000 EA
2	110 BOXES	ENVELOPES, #10,#24 GLASSINE WINDOW PRINTED, 500/BOX	28.80	N/A	14.25	2 BOXES	11.445	BASED ON QTY'S REQUESTED	12.29	QUALITY PACK 50,000 EA

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