



# 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 Mariachi Uniforms for the Northwest Early College High School

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 Mariachi Uniforms for the Northwest Early College High School in the total amount of \$10,900.00 from El Charro, LLC.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the purchase of a Mariachi Uniforms for the Northwest Early College High School in the total amount of \$10,900.00 from El Charro, LLC 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: September 30

Campus/Department: Northwest Early College High School

Vendor Name: El Charro LLC

Total Cost: \$10,900.00

Item Description and Justification for Purchase:

The Northwest Early College High School will purchase Mariachi Uniforms for the students participating in the class.

Participating Schools/Departments: Northwest Early College high School

Funding Source: 199.36.6397.44.003.99  
(Account number to charge)

Julie Serrano \_\_\_\_\_ 10/23/2013  
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: Below Bid Threshold

[Signature] \_\_\_\_\_ 10/6/13  
Purchasing Agent Date Signed

Martha Aguiar \_\_\_\_\_ 11/6/13  
Executive Director of Financial Services 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: M. Aguiar Date: 11/6/13

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

Not Required  Approved  Denied

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

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

### 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



Ivette Savina  
Principal

## Canutillo Independent School District

6701 S. Desert Blvd.  
El Paso, TX 79932

Mailing Address P.O. Box 100  
Canutillo, Texas 79835

### Northwest Early College High School

Voice (915) 877-1701  
Fax (915) 877-7703

**Date:** September 30, 2012

**To:** Canutillo ISD Board of Trustees

**From:** Ivette Savina, Principal

**Subject:** Mariachi Uniforms

**Description/justification:** The Northwest Early College HS will purchase mariachi Uniforms for the students participating in the class.

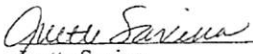
**Vendor name:** El Charro LLC

**Category:** Below Bid threshold

**Funding source:**

**Cost:** \$10,900.00

**Participating Schools:** Northwest Early College High School

**Signature:**   
Ivette Savina  
Principal, Northwest Early College High School



**EL CHARRO LLC**

2509 Wyoming  
 El Paso, TX 79903  
 Tel 915-534-7956  
 Fax 915-533-4735

**Estimate**

Date	Estimate #
8/6/2013	2404

www.elcharro1.com sales@elcharro1.com

Name / Address

Northwest Early College High School  
 6701 South Desert Blvd  
 Building N  
 El Paso, TX 79932

Ship To

Northwest Early College High School  
 6701 South Desert Blvd  
 Building N  
 El Paso, TX 79932

RFQ #

Item	Description	Qty	Cost	Amount	Discount	Total
105J	Classic greca jacket	25	170.00	4,250.00	-20.00%	3,400.00
181A	Adult vest	25	35.00	875.00	-20.00%	700.00
108P	Deluxe Greca pants or skirt	25	160.00	4,000.00	-20.00%	3,200.00
701	Imitation pita belt	25	21.60	540.00	-20.00%	432.00
250A	Adult Rebozo	25	16.00	400.00	-20.00%	320.00
200A	Adult simple bow tie	25	4.50	112.50	-20.00%	90.00
504A	Straw sombrero covered with imitation felt	25	99.00	2,475.00	-20.00%	1,980.00
				<b>Subtotal</b>		\$10,122.00
				<b>Total</b>		\$10,122.00

**EI CHARRO LLC**

2509 Wyoming  
 El Paso, TX 79903  
 Tel 915-534-7956  
 Fax 915-533-4735

**Estimate**

Date	Estimate #
8/6/2013	2404

www.elcharro1.com sales@elcharro1.com

Name / Address
Northwest Early College High School 6701 South Desert Blvd Building N El Paso, TX 79932

Ship To
Northwest Early College High School 6701 South Desert Blvd Building N El Paso, TX 79932

RFQ #

Item	Description	Qty	Cost	Amount	Discount	Total
105J	Classic greca jacket	1	170.00	170.00	-20.00%	136.00
181A	Adult vest	1	35.00	35.00	-20.00%	28.00
108P	Deluxe Greca pants or skirt	1	160.00	160.00	-20.00%	128.00
701	Imitation pita belt	1	21.60	21.60	-20.00%	17.28
250A	Adult Rebozo	1	16.00	16.00	-20.00%	12.80
200A	Adult simple bow tie	1	4.50	4.50	-20.00%	3.60
504A	Straw sombrero covered with imitation felt	1	99.00	99.00	-20.00%	79.20
				<b>Subtotal</b>		\$404.88
				<b>Total</b>		\$404.88