



Gregory-Portland Independent School District

BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: CHRIS CASAREZ

CC: BOARD OF TRUSTEES
DR. ISMAEL GONZALEZ III
DEBORAH GARZA

DR. MICHAEL NORRIS

PENNY ARMSTRONG

BRITTNEY SOLIZ SANDOVAL

DATE: MONDAY DECEMBER 15, 2025

SUBJECT: Discuss and Take Possible Action Regarding Utilization of Approved Cooperative Vendor for High School Fine Arts & Cafeteria Addition Renovation Furniture.

PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

1.4 Annually Increase Student Engagement for all Students and all Student Groups

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

2.1 Annually Increase the Percentage of Staff Satisfaction

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

N/A

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.3 Ensure Strategic Alignment of Resources

BACKGROUND INFORMATION:

The District is seeking to furnish the newly renovated wings of the High School Fine Arts building—including the Band Halls, classrooms, cafeteria, and the new Culinary Arts classroom addition—with updated furniture. The Purchasing Coordinator met with the Assistant

Superintendent to narrow the list of qualified furniture vendors to invite to a District Showcase and presentation before a committee of District Department Leaders who will occupy the renovated spaces.

Five reputable furniture vendors were invited to participate in a Pre-Bid Conference, site walk, and a furniture showcase. The showcase required each vendor to provide a presentation, proposed design layout, preliminary budget, and participate in a committee-led Q&A session. A nine-member committee was formed to evaluate each vendor's design, furniture quality, functionality, and budget.

The Pre-Bid meeting was held on December 3, with all five vendors invited. Floor plans, blueprints, CAD files, furniture lists, and District expectations—previously shared via email two weeks earlier—were reviewed. The meeting also included a Q&A session to clarify the District's vision for the spaces being designed.

Following the initial showcase on January 5, vendors were asked to revise their designs. The top-scoring vendor will submit updated plans based on committee feedback. Meetings and negotiations will continue over the next several weeks, with a final recommendation to be presented to Administration for approval. We anticipate issuing a purchase order by the end of January.

Because there is no regularly scheduled Board Meeting in January—and to maintain the project timeline for furniture delivery in April, which aligns with the expected completion of the initial renovation—we are requesting approval today to move forward with a COOP-approved furniture vendor in advance of selecting the final vendor from the five evaluated.

All participating vendors were required to submit Cooperative Contract pricing and agreed to provide design services at no cost to the District, understanding that participation did not guarantee award of the contract.

The committee consists of:

Dr. Michael Norris, Executive Director of School Leadership & Accountability

Elizabeth Schubert, High School Principal

Michael Thieme, Executive Director of Safety & Operations

Selena Pereida, Fine Arts Teacher

Chris Morrow, Band Director

Nick Lopez, Choir Director

Jeff Atkinson, Director of Food Services

Dominick Hernandez, Construction Specialist

Chris Casarez, Purchasing Coordinator

Showcase Vendors:

A. Bargas & Associates
Coastal Office Solutions
Edu Source
PPG Furnishings
School Specialty

RECOMMENDATION:

To award the Highest Scoring Furniture Vendor to design and furnish the High School Fine Arts & Cafeteria Addition Renovation Furniture.

FINANCIAL IMPACT:

\$1,000,000 Budget from Bond 2023 High School Fine Arts & Cafeteria Addition Renovation Project.

BOARD RELATED POLICY:

CH (LEGAL)
CH (LOCAL)
CS (LEGAL)

ACTION ITEM SUGGESTED MOTION (if applicable):

The School Board accepts the Committee's recommendation to award a COOP furniture vendor to design and furnish the High School Fine Arts & Cafeteria Addition Renovation with a Budget not to exceed \$1,000,000.