



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

Date: June 27, 2011
To: Board of Trustees
From: Mr. James Colbert
Subject: RECOMMENDATION TO APPROVE PROPOSAL FOR ENVELOPES

Proposals were opened June 1, 2011 for Envelopes. The Purchasing Department mailed four invitations for proposals and received one response. The proposal tabulation is attached for your review.

AGC OF SOUTHEAST TEXAS, INC
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:

James Colbert
Superintendent

Melinda James
Business Manager

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

JULY 1, 2011 THRU JUNE 30, 2012

	TOTAL ESTIMATE USAGE FOR DIST			DOMINION FORMS	Minimum Order Requirements	
1	250 BOXES	ENVELOPES, #10,#24 PRINTED WITH RETURN ADDRESS, 500/BOX		13.10	2 BOXES	PER BOX 500
2	200 BOXES	ENVELOPES, #10,#24 GLASSINE WINDOW PRINTED, 500/BOX		14.25	2 BOXES	PER BOX 500

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