

TO: Board of Directors
Region One Education Service Center

SUBJECT: **Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies RFP 19-Agency-000062**

DATE: December 18, 2018

ITEM 13: Action

BACKGROUND AND SIGNIFICANT ISSUES: This request for proposal (RFP) allows Region One Education Service Center and its Region One Purchasing Cooperative (ROPC) members the opportunity to contract with qualified vendors for Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies on an as-needed basis to procure services that include, but not limited to copier paper, envelopes, tabs, binding supplies and equipment, printing equipment and supplies. Item descriptions, specifications and/or technical requirements and estimated quantities and pricing, and/or price lists and/or catalogs have been provided by each vendor enclosed. ROPC members are required to conduct a cost or price analysis for the procurement of goods and/or services not listed in the items tab, and within the scope of services offered with this bid solicitation. ROPC members are responsible for the selection of goods and/or services available to meet their needs.

On November 14, 2018 the Region One ESC Purchasing Department received ten (10) responses to Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies RFP 19-AGENCY-000062. Proposals were evaluated to select the best qualified vendors based on the established criteria. Nine (9) vendors are being recommended for award. Vendors recommended for awarded had complete request for proposal submissions with an evaluation score of 70 or greater. One (1) vendor, Sunshine Paper Corp of Donna, Texas, is not recommended, the proposal submission was incomplete and/or had an evaluation score of less than 70. The term of this proposal is effective March 1, 2019 through February 29, 2020 with three (3) one-year extension options if all parties are in agreement. The tabulation and evaluation summary is enclosed for your review and consideration.

RELATED GOAL: To assist the ESC and its cooperative members in Region One and other school districts, charter schools, and governmental entities throughout the State operate more efficiently and economically (TEC §8.002).

COST AND FUNDING SOURCES: Region One Education Service Center programs and its cooperative members order products and/or services directly through the awarded vendor(s). There is no membership fee paid by members to join the ROPC. Of the total net invoice amounts on all services performed under this proposal, a flat fixed service fee rate of \$0.0100 cents on each \$1.00 dollar of total sales made through this contract is paid to Region One ESC.

EXECUTIVE DIRECTOR'S RECOMMENDATION: Recommend approval of the Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies RFP 19-AGENCY-000062 to the following vendors: *Coast to Coast Computer Products, Inc. - Simi Valley, CA; Fasclampitt Paper Co. - McAllen, TX; C&L Business Adventures dba LaserLux - Mercedes, TX; D D Office Products, Inc dba Liberty Paper - Los Angeles, CA; Marketing and Technical Materials also known as MTM - Tualatin, OR; Quill Corporation - Lincolnshire, IL; Ray's Business Products - Pharr, TX; School Specialty, Inc. - Greenville, WI; JP Gould DBA Western BRW / Bosworth Papers - Austin, TX.*

Respectfully submitted,



Dr. Cornelio Gonzalez
Executive Director

Staff Person(s) Responsible: Connie Lopez, Deputy Director
Amanda Galvan, Finance Director
Lori A. Ramos, Purchasing Coordinator
Lucio Mendoza, Purchasing Cooperative Specialist

**Region One Purchasing Cooperative
Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies
RFP 19-Agency-000062**

Action Taken

_____ made a motion to approve the Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing-Equipment and Supplies RFP 19-AGENCY-000062 to the following vendors: *Coast to Coast Computer Products, Inc. - Simi Valley, CA; Fasclampitt Paper Co. – McAllen, TX; C&L Business Adventures dba LaserLux – Mercedes, TX; D D Office Products, Inc dba Liberty Paper - Los Angeles, CA; Marketing and Technical Materials also known as MTM – Tualatin, OR; Quill Corporation – Lincolnshire, IL; Ray’s Business Products - Pharr, TX; School Specialty, Inc. - Greenville, WI; JP Gould DBA Western BRW / Bosworth Papers - Austin, TX.*

Seconded by: _____

Vote: _____