



Board Action Required

No Action Required

To: Coppell ISD Board of Trustees
From: Josette Dobbins, Director of Purchasing
Date: August 19, 2024

cc: Dr. Brad Hunt and Mrs. Diana Sircar

Re: *Recommendation to Award Multiple Catalog RFPs Contracts for 2024-2025*

To support the district's procurement needs, the purchasing department has issued several Requests for Proposals (RFPs). As outlined in the Texas Education Agency's 2024 [Financial Accountability System Resource Guide, Update 19, Module 5: Purchasing](#), the need for such RFP contracts often arises unpredictably. The district is required to conduct formal procurements to comply with legal aggregation requirements. These RFPs will provide pre-approved options to address the evolving educational needs of the campuses and departments while ensuring adherence to State, Local, and Federal procurement regulations. The RFPs recommended for approval are as follows:

- **RFP #FoodSvc-001-24R1** for Food Services: Groceries/Restaurants (including Food & Catering) and Other Related Services
- **RFP #837966-23R1:** Printing, Promotional Items, Awards, and Related Services (Catalog)
- **RFP #AthEqSvc-002-24R1:** Athletics Equipment / Services
- **RFP #785-23R1:** School Equipment, Teaching Aids, Supplies, and Related Services, including Online Subscriptions
- **RFP #910-25R1:** General Equipment, Supplies, and Related Services
- **RFP #1207** – Landscape and Maintenance – Amendment #1 for Pest Control Services

Term of Award: The successful vendors will enter into a contract for catalog/categorical supplies. The contract will automatically renew annually for up to five (5) years, provided the vendor continues to meet the district's needs. The district reserves the right to award contracts to multiple suppliers to ensure the best value, in accordance with TEC, Subchapter B, Sec. 44.031(b). The RFP may be posted annually to allow additional suppliers to participate. If a vendor has been previously awarded, resubmission will not be required until the bidding process restarts in 2028.

Fiscal Impact: Funding for purchases under these bids is included in the budgets of the campuses and departments.

Recommendation: That the Coppell ISD Board of Trustees approve the award of multiple vendor contracts as outlined above.