<u>4D. Action</u> Date: March 27, 2006

SUBJECT: <u>APPROVAL OF BIDS</u>

BOARD GOAL: All systems in the Keller Independent School District will be

effective, efficient, and accountable in support of the

district's mission.

FISCAL NOTE: Budgeted Funds

## **Background Information:**

- The Preview for the following bids was presented to the Board of Trustees on February 27, 2006. The length of each contract term including possible renewal terms are noted below.
- For the two catalog bids, Art Supplies and Library Books, the Purchasing department has included terms in the specifications to allow vendors to be added during the term of the contract. Any subsequent vendors that complete and return the appropriate form from the Purchasing department may be added and considered approved for this catalog proposal during the contract term on an "as needed" basis. This procedure has been approved by the Texas Education Agency and our legal counsel. Several other area school districts have implemented this procedure as well. This process will only be used for certain catalog bids, and the Board will be notified as to which bids this process will be used.

#### **Administrative Considerations:**

## Art Supplies and Equipment #0601-07

The Purchasing Department and the Fine Arts Department recommend award to all vendors for this catalog proposal due to departmental needs as well as vendor availability. The original contract term is valid until April 2007, with three additional one-year renewal terms possible upon the agreement of both the successful vendor and Keller Independent School District. This award represents the best bid meeting specifications for the District.

### Printing Services #0602-09

➤ The Purchasing Department recommends award for this line-item proposal to Crestview Printing, JMB Business Forms, and Metroplex Finishing as represented by the shaded tabulation sheet. The original contract term is valid until May 2007, with three additional one-year renewal terms possible upon the agreement of both the successful vendor and Keller Independent School District. References were checked with favorable results. These awards represent the lowest and best bid meeting specifications for the District.

# Food Service - Small Equipment #0602-10

➤ The Purchasing Department and the Food Service department recommends award for this line-item proposal to Ace Mart Restaurant, Calico Industries, and Strategic Equipment as represented by the shaded tabulation sheet. The original contract term is valid until December 2007, with two additional one-year renewal terms possible upon the agreement of both the successful vendor and Keller Independent School District. These awards represent the best bid meeting specifications for the District.

## Library Books #0602-08

The Purchasing Department and the Media Services department recommend award to all vendors for this catalog proposal. Awarding the proposal to all vendors allows for greater flexibility and vendor product availability in the placement of library orders for existing campuses as well as the ordering of core collections for the new campuses. The original contract term is valid until April 2007, with three additional one-year renewal terms possible upon the agreement of both the successful vendor and Keller Independent School District. This award represents the best bid meeting specifications for the District.

The administration recommends that the Board of School Trustees approve the bids as presented.

Respectfully submitted,

Denise Sullivan
Director of Purchasing