



Meeting Date: February 20, 2025

Submitted By: Cecilia Davis
Title: Deputy Superintendent

Agenda Item: Consider and take action regarding approving the submittals for Request for Proposal 24-05 for General Products & Services.

CONSENT ITEM

RECOMMENDATION:

It is recommended that the Board approve the submittals for Request for Proposal 24-05 for General Products & Services as presented in the attachments and delegate the authority to the Superintendent or his designee to execute all contracts and related documents necessary to complete any related purchases.

IMPACT/RATIONALE:

Allows the District to purchase goods and services in accordance with Section 44.031 of the Texas Education Code.

Expenditures will be made from all funding sources.

The purpose of this bid opportunity is to compile a pool of vendors that are able to offer products & services related to the day in and day out operations of the District in the areas of facilities, maintenance, transportation, office supplies, general supplies (e.g. plumbing, HVAC, electrical, vehicle parts/supplies and services). The District has received a total of 37 responses to date. A total of five (5) new vendors are being presented for approval on this item. This item was previously presented to the board for approval on January 23, 2025. This proposal is open for a five (5) year period; the District will continue to receive and review vendor responses and bring them to the board for approval periodically.

BOARD ACTION REQUESTED:

Approval/Disapproval



MEMORANDUM

February 3, 2025

To: Cecilia Davis, Deputy Superintendent
From: Lynne Trevino, Director of Purchasing
RE: Request for Proposal (RFP) 24-05 General Products & Services

This proposal was created on behalf of the District for the benefit of all campus/department locations. In accordance with state law, a notice was published in *The Hart Beat* on September 23 and September 30, 2024. Submittals were opened as they were received. The District has received a total of 37 responses to date. A total of five (5) new vendors are being presented for approval on this item. This item was previously presented to the board for approval on January 23, 2025. The purpose of this bid opportunity is to compile a pool of vendors that are able to offer products & services to the District related to the day in and day out operations of the District in the areas of facilities, maintenance, transportation, office supplies, general supplies (e.g. plumbing, HVAC, electrical, vehicle parts/supplies and services). The District will continue to receive and review vendor responses and bring them to the board for approval periodically. This bid opportunity is for a five (5) year period; allowing the District to continue to vet and add vendors to the existing listing. This will allow the District to expand upon vendor options. The contract period will commence upon execution of contract and ending on September 27, 2029. As submittals are received, they will be added to a listing that will be presented to the Board of Trustees for approval at future meetings.

Evaluations were completed based on criteria identified in the Request for Proposal, which required vendors to submit various documents as a part of their packet. This solicitation is formed as a catalog discount pricing model for the purchase of various materials and supplies required throughout the District. Therefore, the evaluation process was limited to verifying the type of products provided to avoid conflict with other contracts that may currently exist. In addition, the review included making sure that the goods offered for sale complied with established standards and were compatible with the needs of the District.

It is recommended that the Board of Trustees approve all the submittals for RFP 24-05 for General Products & Services as presented in the attachment and delegate the authority to the Superintendent or her designee to execute all contracts and related documents necessary to complete any related purchases.

Expenditures may be made from all funding sources.

All board members, employees and agents involved in the planning, recommending, selecting or contracting of a vendor are reminded of the conflict-of-interest reporting requirements as mandated in Chapter 176 of the Local Government Code. A copy of Form CIS has been included as an additional attachment. In the event that a conflict exists, the form should be completed and submitted to the Purchasing Department not later than the 7th day after the conflict is identified. Once a recommendation to make the purchase was established, the prospective vendor was requested to complete a Texas Ethics Commission Form 1295. This requirement became effective on January 1, 2016 and is related to the passage of House Bill 1295 which is now incorporated into the Texas Government Code 2252.908. The form is attached and identifies all interested parties associated with the vendor as it relates to this procurement. Upon approval by the Board of Trustees and issuance of a district purchase order, the form will be posted on the Texas Ethics Commission's website as required by statute.

RFP 24-05 General Products and Services
Vendor Listing
For Board Mtg: 02/20/2025

ITEM	COMPANY (vendor #)	ADDRESS	PHONE	CONTACT	EMAIL	PRODUCT/SERVICES
1	Creative Trophies and Gifts (#0096123) (w9,edgar,sam,1295,no hub)	904 Pat Booker Rd STE A, Universal City TX 78148	210.658.1412	Michele Rogers	michelerozers69@yahoo.com	trophies and awards items
2	Darr Equipment LP (#1101704) (w9,coi,edgar,no sam,1295,no HUB)	8800 Sterling St, Irving TX 75063	281.825.6162	Trace Jordan	tracejordan@darrequipment.com	maintenance, repair, operator safety training, equipment pallet sack sales, equipment parts, equipment rentals, utility cart sales
3	Gateway Printing & Office Supply Inc (#0092710) (w9,edgar,sam,1295,no hub)	14803 Bulverde Rd, San Antonio TX 78247	956.650.3995	Chris Diaz	cdiaz@gatewayp.com	office supplies, educational supplies, furniture sales/installation, printing services and promotional products
4	Hi-Line Electric Co Inc dba Hi-Line Inc (#0089008) (w9,edgar,sam,no HUB)	2121 Valley View Lane, Dallas TX 75234	972.247.6200	Terry Kimbell	govmil@hi-line.com	Industrial hardware distributor - hardware, electrical components, fasteners, safety products, tools, etc.
5	MT Library Services Inc / Junior Library Guild (#0042515) (w9,edgar,no sam,1295,no HUB)	7001 Discovery Blvd STE 100, Dublin OH 43017	800.491.0174	Angela Christianson	jlgbids@juniorlibraryguild.com	newly published print books, library book processing and cataloging services

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of employment or other business relationship with vendor named in item 3

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, with whom the officer has an employment or other business relationship as described by Section 176.003(a)(2)(A), Local Government Code.
- 4. Description of the nature and extent of employment or business relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship with the vendor in item 3 as described by Section 176.003(a)(2)(A), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Affidavit.** Signature of local government officer.