

Ron Gatlin Purchasing Agent

## Canutillo Independent School District

7965 Arteraft Rd. El Paso, Texas 79932 Mailing Address: PO Box 100 Canutillo, Texas 79835

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#### **MEMORANDUM**

TO:

Members of the Board of Trustees

FROM:

Ron Gatlin, Purchasing Agent

DATE:

January 17, 2014

SUBJECT: Award of RFP 14-03 School Uniform Suppliers

As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve the award of RFP 14-03 School Uniform Suppliers as listed in the attached memorandum.

#### ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the award of RFP 14-03 School Uniform Suppliers as listed in the attached memorandum as presented.

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arteraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

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### **MEMORANDUM**

**Date:** January 16, 2014

To: Board of Trustees

CC: Dr. Pedro Galaviz, Superintendent of Schools

Martha Aguirre, Executive Director of Financial Services

From: Ron Gatlin, Purchasing Agent

**Subject** Award of RFP 14-03 School Uniform Suppliers

The Purchasing Department prepared RFP 14-03 and advertised in the El Paso Times on Thursday, December 12, 2013 and on Thursday, December 19, 2013 for School Uniform Suppliers.

Bids were received and tabulated on January 9, 2014 and 15 qualified bids were received. A bid evaluation committee was formed to evaluate the bid. The committee met on January 14, 2014 to complete their recommendations. I also attended these meetings and acted as an impartial advisor and did not vote. These are the members that served on the committee:

- Marnie Rocha, Principal AMS
- Julie Melendez, Principal CES
- Susie Ramos, Office Manager CMS
- Josie Perez, Office Manager GES
- Isaura Prado, Office Manager DDE

The goal of this RFP was to select Preferred Vendors with the competencies, expertise and resources necessary to assist the Canutillo Independent School District in supplying school uniforms and other customized clothing items. Campuses, clubs, groups or organizations within the district campus/department will determine which Awarded School Uniform Company they wish to use. Only Approved School Uniform Companies will be allowed to solicit business from departments or campuses.

Below is the listing of ranked vendors that complied with all requirements of the bid and therefore are recommended as "Approved School Uniform Companies":

#### Awarded Ranking **Vendor Name** 1 Flexing 2 Fred's Service 3 Advertising Specialist of El Paso 4 G.L. Graphics 5 La Estrella 6 Blue Star 7 Olivas Music 8 Elementary Spirit Zone 9 **Inkspress Urself** 10 Chameleons 11 El Paso Screenprint 12 El Milagro 13 Fan Cloth 14 **Groggy Dog**

Baptist's Athletics Supply was the only vendor that did not comply with the requirements of the request for bids because they did not include a price sheet or catalog with the proposal. Therefore they are not recommended for award.

Campuses will be allowed to select a School Uniform Company from the awarded list.

Awarded School Uniform Companies will be presented an Approved School Uniform Award Letter. Only Approved School Uniform Companies will be allowed to solicit business from departments or campuses. The awarded vendor is required to present the letter issued by the District's Purchasing Department to the school or department when entering a District facility. The letter is not an endorsement of the product or service, or guarantee of service acceptance by individual campuses.

Awarded Ranking	Vendor Name	Location of Vendor	Discounted Amount		Freight	Additional Fees	Catalog/Price Sheet Y/N	School Uniforms	Custom Printing	Sports Uniforms
-	And the second second second second second second		And the same that the spring is the same of the same and the same and the same and the same of the same and the same of the sa	Quantities	Free on order	Order under	The second second second second			
10	Chameleons	Local	40% off - Price List/Catalog	above 20	over \$250.00	\$250 flat rate	Y	Y	Y	
8	Elementary Spirit Zone		None		Free		Logo Brochure	Y	Y	
1	Flexinc	Local	None					Υ	Y	_
5	La Estrella	Local	20% Off - Catalog				Υ	Υ	Y	
3	Advertising Specialist of El Paso	Local	20% off - Price List/Catalog		Free		Y-Include Embroid	Y	Y	Υ
6	Blue Star	Local	30% off - Price List/Catalog		Free		Υ	Y	Y	Y
12	El Milagro	Local	20% off - Price List/Catalog 10% off - Warehouse		Free		Y	Y	Y	Y
4	G.L. Graphics	Local	25% off - Price List/Catalog		Free		Υ	Y	Y	Y
9	Inkspress Urself	Local	30% off - Price List		Free	SERVICE PARTY	Y	Y	Y	Y
11	El Paso Screenprint	Local	None		Free		Y	Υ	Y	Y
13	Fan Cloth	Grand Prairie, TX	None		Free		Υ	-1550010101	Y	
2	Fred's Service	Local	10% off - Catalog						Y	
7	Olivas Music	Local	2-15% off - Price List/Catalog/Warehouse				Υ			
15	Baptist's Athletics Supply	Local	30% off - Price List/Catalog/Warehouse		Yes					
14	Groggy Dog	Denton, TX	None		Free		Logo Brochure			
	School Uniforms and Custom Printin									
	School Uniforms, Custom Printing ar	nd Sports Uniforms								
	Custom Printing Only									
	Color Guard/Band Uniforms									