



Canutillo Independent School District

7965 Arcraft Rd.
El Paso, Texas 79932

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Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

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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 Arcraft 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 Arcraft 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	Flexinc
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.

