

**WEST ORANGE COVE-CONSOLIDATED INDEPENDENT  
SCHOOL DISTRICT  
P.O. BOX 1107  
ORANGE, TEXAS 77630**

Date: June 28, 2010

To: Board of Trustees

From: Dr.O.T. Collins

Subject: RECOMMENDATION TO APPROVE PROPOSAL FOR ENVELOPES

Proposals were opened May 18, 2010 for Envelopes. The Purchasing Department mailed five invitations for proposals and received three responses. The proposal tabulation is attached for your review.

**ARTCRAFT PRINTING CO  
CLASSIC FORMS& PRODUCTS  
DOMINION FORMS  
GRAPHICS UNLIMITED, INC  
STAN DARD STATIONERY SUPPLY**

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It is recommended that the Board award contract to Dominion Forms for Envelopes at the prices submitted.

Respectfully Submitted:

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Dr. O.T. Collins

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Melinda James

Superintendent

Business Manager

**WEST ORANGE-COVE C.I.S.D. ENVELOPES**

**JULY 01, 2010 THRU JUNE 30, 2011**

	TOTAL ESTIMATE USAGE FOR DIST		ART CRAFT PRINTING	Minimum Order Requirements	<b>DOMINION FORMS</b>	<b>Minimum Order Requirements</b>	STANDARD STATIONERY	Minimum Order Requirements
1	200 BOXES	ENVELOPES, #10,#24 PRINTED WITH RETURN ADDRESS, 500/BOX	NB	NB	<b>13.10</b>	<b>2 BOXES</b>	10.12	QUALITY PACK 50,000 EA
2	150 BOXES	ENVELOPES, #10,#24 GLASSINE WINDOW PRINTED, 500/BOX	NB	NB	<b>14.25</b>	<b>2 BOXES</b>	13.35	QUALITY PACK 50,000 EA

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