



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

**Date:** June 27, 2016  
**To:** Board of Trustees  
**From:** Mr. Rickie Harris  
**Subject:** RECOMMENDATION TO APPROVE BID FOR ENVELOPES

Bids were opened June 10, 2016 for Envelopes. The Purchasing Department mailed three invitations for bids and received one response. The bid tabulation is attached for your review.

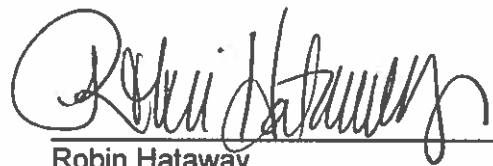
**DOMINION FORMS  
GRAPHICS UNLIMITED, INC  
STANDARD STATIONERY SUPPLY CO**

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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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Rickie Harris  
Superintendent

  
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Robin Hataway  
Accountant



WEST ORANGE-COVE C.I.S.D.  
 P.O. BOX 1107  
 ORANGE, TEXAS 77631

**BID FOR ENVELOPES**

**JULY 1, 2016- JUNE 30, 2017**

ITEM NO	ESTIMATE USAGE FOR DIST	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
1	300 BOXES	ENVELOPES, #10 #24 PRINTED WITH RETURN ADDRESS, 500/BOX	14.50	Per box
2	250 BOXES	ENVELOPES, #10 #24 GLASSINE WINDOW PRINTED, 500/BOX	15.50	Per box