



BOARD OF SCHOOL TRUSTEES

## KELLER INDEPENDENT SCHOOL DISTRICT

**5G. Preview**

**Date: August 14, 2006**

**SUBJECT: BIDS AND BID RENEWALS**

**BOARD GOAL: All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.**

**FISCAL NOTE: Budgeted Funds**

**ANTICIPATED  
DATE FOR ACTION: August 28, 2006**

### **Background Information:**

- The accompanying spreadsheet lists both Bids and Bid Renewals for the Board's review.
- The Communications Department Specialized Printing Service bid is a specific, line item bid typically awarded to one vendor for printing of specialized projects such as The Key Newsletter, the Annual Report, the Bond Update, and Bond election materials.
- The remaining bids, including Elementary Music Instruments, Supplies and Equipment, Audio Visual and CD Rom Software Catalog Discount, Theater Supplies and Equipment, Paperback and Pre-Bound Books, and Athletic Supplies and Equipment are annual catalog bids for purchases of a recurring nature throughout the school year.
  - These types of bids are usually awarded to all vendors due to vendor and product availability.
  - In some cases, the catalog bids have an add-on vendor provision whereby new vendors can be added to the approved list throughout the term of the contract.
- The bid renewals are listed at the bottom of the spreadsheet. All bids listed have provisions for renewals if the Board approves the submittal. After Board approval, the vendors are contacted to find out if they are interested in renewing the designated bid.

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Respectfully submitted,

Denise Sullivan  
Director of Purchasing