

# **Cedar Hill Independent School District**

## **BOARD OF TRUSTEES**

Meeting Date: December 12, 2011

Presented by: Mr. Horace Williams, Superintendent of Schools

Subject: Approve the first renewal and attached vendor list for the catalogue purchase of maintenance goods and services

### **Action Items**

**BOARD GOAL:** Align the budget process to achieve district goals.

This is the legal requirement that will keep the District in compliance with State Purchasing requirements and will allow the District to avoid an audit violation. The bid process allows procurement of goods and services at the best value with the use of the Tax Payer's money for products and services within their budget constraints.

**BACKGROUND INFORMATION:**

Staff requested competitive sealed proposals for the catalogue purchase of maintenance goods and services with the term of contract, February 9, 2010 to January 31, 2011 with an option to renew for three one-year terms. This will be the second renewal of the contract with a term of February 1, 2012 to January 31, 2013 and an option to renew for one one-year term.

**RECOMMENDATION:**

Staff recommends approving the renewal and attached vendor list for the purchase of maintenance goods and services for the term of February 1, 2012 to January 31, 2013 with an option to renew for one one-year term.

**BOARD ACTION REQUIRED:**

Motion to approve the renewal and attached vendor list for the catalogue purchase of maintenance goods and services for the term of February 1, 2012 to January 31, 2013 with an option to renew for one one-year term as recommended by staff.

**POLICY AUTHORIZATION:**

PURCHASING – CH - LEGAL

**CONTACT PERSON(S):**

Carrie Alexander  
Regi Brackin  
Mike McSwain

**FUNDING SOURCE:**

199-General Fund Maintenance Budget – Function 51

**ENCLOSURES:**

Under separate covers