

TO: Board of Directors
Region One Education Service Center

SUBJECT: **Region One Purchasing Cooperative Promotional Bottled Water,
Proposal 16-01-05**

DATE: February 23, 2016

ITEM 13: Action

BACKGROUND AND SIGNIFICANT ISSUES: On February 3, 2016 Region One Education Service Center Purchasing Department received five (5) responses to Promotional Bottled Water Proposal 16-01-05. The term of this proposal is effective March 1, 2016 – February 28, 2018 with one two-year extension option if all parties are in agreement. One (1) vendor is recommended for award, two (2) vendors submitted a “not bid” response, one (1) proposal submission was received late and these are not being considered.

This proposal allows Region One ESC, and its Region One Purchasing Cooperative (ROPC) members the ability to procure promotional bottled water on an as-needed basis. Proposals were evaluated to select the best qualified vendor based on the established criteria. The tabulation and evaluation summary is enclosed.

RELATED GOAL(S): To assist the ESC and its cooperative members in Region One and other school districts, charter schools, and governmental entities throughout the State operate more efficiently and economically (TEC §8.002). To contract with vendors that will provide Promotional Bottled Water at the most economical price for meeting rooms and other departments within the Region One ESC.

COST AND FUNDING SOURCES: Region One Education Service Center programs and its cooperative members order products and/or services directly through the awarded vendor(s). There is no membership fee charged to join the Region One Purchasing Cooperative. A one percent (1%) service fee will be paid to Region One ESC by the vendors, of the net total invoice amounts on all services performed under this proposal. Funding source 752 – revenue received for meeting rooms charged to internal departments and districts.

EXECUTIVE DIRECTOR’S RECOMMENDATION: Recommend approval of Region One Purchasing Cooperative Promotional Bottled Water, Proposal 16-01-05 to the following vendor:
Labatt Food Service – San Antonio, Texas.

Respectfully submitted,



Dr. Cornelio Gonzalez
Executive Director

Staff Person(s) Responsible: Frances Guzman, Deputy Director Business Operations and Finance Support
D. Mark Wallace, Director of Facilities and Operations
Lori Ramos, Purchasing Coordinator
Marc David García, Purchasing Specialist

**Region One Purchasing Cooperative Promotional Bottled Water,
Proposal 16-01-05**

Action Taken

_____ made a motion to approve the Region One Purchasing
Cooperative Promotional Bottled Water, Proposal 16-01-05 to the following vendor: ***Labatt
Food Service – San Antonio, Texas.***

Seconded by: _____

Vote: _____