

TO: Board of Directors
Region One Education Service Center

SUBJECT: **Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies RFP 16-01-04, Extension 2 of 2**

DATE: January 23, 2018

ITEM 9: Action

BACKGROUND AND SIGNIFICANT ISSUES: This request for proposal (RFP) allows the Region One Education Service Center, and the Region One Purchasing Cooperative (ROPC) members, the opportunity to contract with qualified vendors for copy paper, envelopes, tabs, labels, binding, printing equipment and supplies on an as-needed basis to procure services that include, but not be limited to white copy paper, colored copy paper, white/color paper stock, specialty papers, business envelopes, window envelopes, certificate jackets, labels, binder tabs, binding combs and spirals, binding covers, printer and copier supplies. Item descriptions, specifications and/or technical requirements and estimated quantities and pricing, and/or price lists and/or catalogs have been provided by each vendor enclosed. ROPC members are required to conduct a cost or price analysis for the procurement of goods and/or services not listed in the items tab, and within the scope of services offered with this bid solicitation. ROPC members are responsible for the selection of goods and/or services available to meet their needs.

On February 3, 2016 The Region One ESC Purchasing Department received thirteen (13) responses to Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies Proposal 16-01-04. On February 23, 2016 the Region One ESC Board of Directors met to review and approve the recommendation of the Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies Proposal 16-01-04, effective March 1, 2016 through February 28, 2017, with the option to extend up to two (2) additional one-year terms, if all parties are in agreement. Eleven (11) vendors were awarded, one (1) vendor submitted a “not bid” response, and one (1) proposal submission was received late; and were not considered. On January 18, 2017 the Region One ESC Board of Directors met to review and approve the recommendation of the ROPC, eleven (11) vendors were offered, and accepted the opportunity to extend their proposal for the first of two (2) one-year terms, effective March 1, 2017 through February 28, 2018.

On behalf of the Region One ESC, and its ROPC membership, the current vendors were offered, and accepted the opportunity to utilize a final one-year extension option, the term of the extension is effective March 1, 2018 through February 28, 2019.

RELATED GOAL: 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).

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). Currently, there is no membership fee charged to join the Region One Purchasing Cooperative.

EXECUTIVE DIRECTOR’S RECOMMENDATION: Recommend approval of the Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies RFP 16-01-04, Extension 2 of 2 to the following vendors: *Bosworth Papers* – Austin, TX; *Cielo Office Products* – McAllen, TX; *Coast to Coast Computer Products* – Simi Valley, CA; *Gulf Coast Paper* – Brownsville, TX; *Olmsted-Kirk Paper* – Dallas, TX; *Quill* – Lincolnshire, IL; *Ray’s Business Products* – Pharr, TX; *Liberty Paper* – Los Angeles, CA; *Marketing & Technical Materials* – Tualatin, OR; *School Specialty* – Greenville, WI; *Staples Advantage* – Framingham, MA.

Respectfully submitted,



Dr. Cornelio Gonzalez
Executive Director

Staff Responsible: Connie Lopez, Deputy Director
Amanda Galvan, Finance Director
Lori A. Ramos, Coordinator for Purchasing
Marc David García, Purchasing Specialist
Kristina Carrizales, Cooperative Purchasing Specialist

**Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing –
Equipment and Supplies,
Proposal 16-01-04, Extension 2 of 2**

Action Taken

_____ made a motion to approve the Region One Purchasing Cooperative Copy Paper, Envelopes, Tabs, Labels, Binding, Printing – Equipment and Supplies RFP 16-01-04, Extension 2 of 2 to the following vendors: ***Bosworth Papers*** – Austin, TX; ***Cielo Office Products*** – McAllen, TX; ***Coast to Coast Computer Products*** – Simi Valley, CA; ***Gulf Coast Paper*** – Brownsville, TX; ***Olmsted-Kirk Paper*** – Dallas, TX; ***Quill*** – Lincolnshire, IL; ***Ray’s Business Products*** – Pharr, TX; ***Liberty Paper*** – Los Angeles, CA; ***Marketing & Technical Materials*** – Tualatin, OR; ***School Specialty*** – Greenville, WI; ***Staples Advantage*** – Framingham, MA.

Seconded by: _____

Vote: _____