



# Hidalgo County Head Start Program

## Policy Council Agenda

**DATE:** February 19, 2009

**SUBJECT:** Discussion/Approval on Request to Purchase Janitorial/Industrial Supplies for fiscal year 2009 through the Hidalgo County's membership /Participation with the Texas Association School Board (TASB) Buyboard's Multiple Awarded Vendors for the Term of the TASB Contract Expiring on May 31, 2011

- a. Corporate Express of Texas, Inc.
- b. Gulf Coast Paper Company
- c. Matera Paper Co., LTD.

**RATIONALE/NEED:** This contract would allow the purchasing of the lowest and best pre-bided prices on Janitorial/Industrial supplies (as needed) under program/cooperative.

**RECOMMENDATION:** Administration recommends approval.

**COST:** Budget: Janitorial Supplies - \$100,000.00

**RELATED INFORMATION INCLUDED:** Participant Info

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**INITIATED BY:** Ambrosio Tovar, Procurement Director

**REVIEWED BY:** Mr. Edmundo Garcia, Assistant Director

**PROGRAM DIRECTOR'S APPROVAL:**

*[Handwritten signature: Teresa Flores]*



## HIDALGO COUNTY HEAD START PROGRAM

P. O. BOX 0117 ♠ EDINBURG, TEXAS 78540♠ TEL: (956) 383-0706 ♠ FAX: (956) 380-2588

TO: Edmundo Garcia, Assistant Director  
FROM: Ambrosio Tovar, Procurement Director *AT*  
DATE: February 11, 2009  
SUBJ: TASB -Janitorial Supplies

As part of our regular purchasing procedures, the program is seeking approval from the Policy Council and Commissioner's Court to purchase janitorial supplies, for fiscal year 2009, through the Hidalgo County's membership/participation with the Texas Association of School Boards (TASB).

The TASB awarded vendors we prefer to use are Corporate Express of Texas, Inc., Gulf Coast Paper Company, and Matera Paper Co., LTD.

These supplies consist of (but not limited to):

Straw Brooms	Dust Mop Head	Mop Handle	Floor Wax
Hand Soap	Bath Tissue	Disinfectant	Paper Towels
Cone Cups	Bleach	Gloves	Masking Tape
Duct Tape	Trigger Sprayer	Floor Cleaner	Toilet Bowl Cleaner
Toilet Deodorant	Urinal Screen	Toilet Brush	Facial Tissue
Latex Gloves	Trash Can Liner	Trash Cans	Paper Plates (Craft)
Lunch Bag (Craft)	Vacuum Bags	Vacuum Cleaner	Absorbent Powder
Furniture Polish	Dust Cloth	Foam Soap	Wet Floor Signs
Bowl Block	Deodorizer	Bathroom Cleaner	Non-Acid Disinfectant

These companies have provided excellent service in product quality and delivery service and are highly recommended by the Procurement Department and the Field Operations Department. Our past experience in working with these companies has been satisfactory and the delivery service has been excellent and dependable.

Should you have any questions please let me know. Thank you.

**Vendor Contract Information**

[Proposal Documents](#)

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**Vendor:** Corporate Express of Texas, Inc.

**Address:** 1905-B Kramer Lane, Suite 800  
Austin, TX 78757

**Phone:** (512) 997-2151

**Contact:** Randy Ericson

**Email:** [randy.ericson@cexp.com](mailto:randy.ericson@cexp.com)

**Website:** [www.cexp.com](http://www.cexp.com)

**Federal ID:** 74-1926921

**Accepts RFQs:** Yes

**Contract:** Custodial Supplies & Equipment #291-08

**Effective Date:** 6/1/2008

**Expiration Date:** 5/31/2011

**Payment Terms:** Net 30 days

**Delivery Days:** 10

**Shipping Terms:** Free Shipping

**Freight Terms:** FOB Destination

**Ship Via:** Common Carrier

**Quote Reference Number:**

291-08

**Regions Served:** All Texas Regions

**States Served:** All States

**Vendor Exceptions:** None

**Return Policy:** Non-customized products in the original packaging can be returned within 30 days without restocking charges.

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**Vendor Contract Information**

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**Vendor:** Gulf Coast Paper Company

**Address:** 1101 S.Padre Island Drive  
Corpus Christi, TX 78416

**Phone:** (361) 852-5252

**Contact:** Clay Dibble

**Email:** [cdibble@gulfcoastpaper.com](mailto:cdibble@gulfcoastpaper.com)

**Website:** [www.gulfcoastpaper.com](http://www.gulfcoastpaper.com)

**Federal ID:** 741533700

**Accepts RFQs:** Yes

**Contract:** Custodial Supplies & Equipment #291-08

**Effective Date:** 6/1/2008

**Expiration Date:** 5/31/2011

**Payment Terms:** Net 30 days

**Delivery Days:** 5

**Shipping Terms:** Free Shipping

**Freight Terms:** FOB Destination

**Ship Via:** Company Truck

**Quote Reference Number:**

291-08

**Regions Served:** Texas Regions 1-4, 11, 12, 13, 20

**States Served:** Texas

**Vendor Exceptions:** \$2.80 fuel surcharge per order.

**Return Policy:** None

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**Vendor Contract Information**

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**Vendor:** Matera Paper Company

**Address:** 835 North W. W. White Road  
San Antonio, TX 78219

**Phone:** (800) 580-8350

**Contact:** Diane Salmon

**Email:** [matera@netxpress.com](mailto:matera@netxpress.com)

**Website:** [www.materapaper.com](http://www.materapaper.com)

**Federal ID:** 74-2382166

**Accepts RFQs:** Yes

**Contract:** Custodial Supplies & Equipment #291-08

**Effective Date:** 6/1/2008

**Expiration Date:** 5/31/2011

**Payment Terms:** Net 30 days

**Delivery Days:** 2

**Shipping Terms:** Free Shipping

**Freight Terms:** FOB Destination

**Ship Via:** Company Truck

**Quote Reference Number:**

Buyboard Contract

**Regions Served:** Texas Regions 1-4, 13, 20

**States Served:** All States

**Vendor Exceptions:** Members outside of our service area will be FOB shipping point.

**Return Policy:** 15% restocking fee and items must be in resellable condition.

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