



## Hidalgo County Head Start Program Policy Council Agenda

**DATE:** August 17, 2011

**SUBJECT:** Discussion/Approval on Request to Purchase Janitorial and Industrial Supplies Through the Hidalgo County's Membership/Participation With Texas Association School Board (TASB) Buyboard's Multiple Awarded Vendors for the Term of The TASB Contract Expiring on July 31, 2014

- a. Gulf Coast Paper Company
- b. Matera Paper Company, LTD
- c. Staples Contracts and Commercial

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

**RECOMMENDATION:** Administration recommends approval.

**COST:** \$100,000.00

**RELATED INFORMATION INCLUDED:** Memo/Participant Info

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

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

**PROGRAM DIRECTOR'S APPROVAL:**



## HIDALGO COUNTY HEAD START PROGRAM

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TO: Edmundo Garcia, Assistant Director  
FROM: Ambrosio Tovar, Procurement Director  
DATE: August 5, 2011  
SUBJ: TASB -Janitorial Supplies

*A. Tovar*

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

The TASB awarded vendors we recommend to use are Gulf Coast Paper Company, Matera Paper Co., LTD, and Staples Contracts & Commercial.

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	Scouring Powder
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 and are highly recommended by the Procurement Department and the Field Operations Department. Our past experience in working with these companies has been satisfactory, excellent and dependable.

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

## BuyBoard Current Vendors

<u>Vendor</u>	<u>Address1</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Effective Expiration</u>	<u>Commodity</u>
Gulf Coast Paper Company	1101 S.Padre Island Dr.	Corpus Christi	TX	78416	8/1/2011 7/31/2014	Custodial Supplies & Equipment
Matera Paper Co.	13500 Immanuel Rd.	Pflugerville	TX	78660	8/1/2011 7/31/2014	Custodial Supplies & Equipment
Staples Contract & Commercial	500 Staples Drive	Framingham	MA	01702	8/1/2011 7/31/2014	Custodial Supplies & Equipment