



Hidalgo County Head Start Program Policy Council Agenda

DATE: January 16, 2013

SUBJECT: Discussion/Approval on Request to Purchase Office Supplies 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 October 31, 2015

- a. Gulf Coast Paper Company
- b. Staples Contract and Commercial, Inc.

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

RECOMMENDATION: Administration recommends approval.

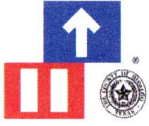
COST: Head Start (HHS-ACF) funds are available in the budget.
Office Supplies: Acct #19-20-205-10000-5201

RELATED INFORMATION INCLUDED: Memo, Participant Info

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

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

PROGRAM DIRECTOR'S APPROVAL: *Jeremy Flores*



HIDALGO COUNTY HEAD START PROGRAM

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TO: Edmundo Garcia, Assistant Director
FROM: Ambrosio Tovar, Procurement Director *A. Tovar*
DATE: January 9, 2013
SUBJ: TASB –Office Supplies

As part of our regular purchasing procedures, the program is seeking approval from the Policy Council and Commissioner's Court to purchase office 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 and Staples Contract and Commercial, Inc.

These companies have provided excellent service in product quality and delivery service. 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.

BUY BOARD CURRENT VENDORS
OFFICE SUPPLIES & EQUIPMENT

Vendor	Address	City	State	Zip	Effective	Expiration
Gulf Coast Paper Company	1101 S.Padre Island Drive	Corpus Christi	TX	78416	11/1/2012	10/31/2015
Staples Contract and Commercial, Inc	500 Staples Drive	Framingham	MA	1702	11/1/2012	10/31/2015