

Hidalgo County Head Start Program Policy Council Agenda

DATE: February 19, 2025


SUBJECT: Discussion/Approval on Request to Purchase Office Furniture Through The Hidalgo County’s Membership/ Participation With The Buyboard Awarded Vendor Coastal Office Solutions, Inc. (Contract #667-22).

RATIONALE/NEED: This would allow the Hidalgo County Head Start Program to obtain the best pricing under the Buyboard contract. This purchase will furnish the Alamo Administration Building and replace any obsolete furniture in the Administration Building.



RECOMMENDATION: Administration recommends approval.

COST: Head Start Program (DHHS) funds are available.
Cost \$143,836.04

RELATED INFORMATION INCLUDED: Participant Info/Proposal/
Form 1295 & ACK/Sam.gov/Price Verification

INITIATED BY: Ambrosio Tovar, Procurement Director 

REVIEWED BY: Dr. Nereyda Cantu, Assistant Program Director for Operations

PROGRAM DIRECTOR’S APPROVAL:  



Vendor Contract Information Summary

Vendor Coastal Office Solutions, Inc
Contact Shad Estes
Phone 361-578-5392
Email shad@coastaltx.com
Vendor Website www.coastaltx.com
TIN 27-0002593
Address Line 1 PO Box 4407
Vendor City Victoria
Vendor Zip 77903
Vendor State TX
Vendor Country USA
Delivery Days 10
Freight Terms FOB Destination
Payment Terms Net 30 days
Shipping Terms Freight prepaid by vendor and added to invoice
Ship Via Best Way
Designated Dealer No
EDGAR Received Yes
Service-disabled Veteran Owned No
Minority Owned No
Women Owned Yes
Certificate Number 1270002593000
Certifying Agency Texas Comptroller of Public Accounts CPA
National No
No Foreign Terrorist Orgs Yes
No Israel Boycott Yes
MWBE Yes
ESCs All Texas Regions
States Texas
Contract Name Furniture for School, Office, Science, Library and Dormitory
Contract No. 667-22
Effective 04/01/2022
Expiration 03/31/2025
Accepts RFQs Yes
Quote Reference Number 667-22
Return Policy Custom and Special Order Furniture is NON returnable. Damaged or defective product must be reported immediately upon delivery.

2/13/2025 9:24 AM

Quote

Coastal Office Solutions
 1514 N Ben Jordan
 Victoria, TX 77901
 Phone: 361-578-5392
 Fax: 361-578-0610

Quote QT-30342
Terms: 10th Day
Customer: 21284
PO Number:



Ship To: ALAMO

Hidalgo County Head Start Program
 303 S 7TH ST
 ALAMO, TX 78516-2535
 US
 Attn: Angelica Salinas
 Phone: 956-383-0706x128010

Sold To:

Hidalgo County Head Start Program
 1901 W HIGHWAY 107
 MCALLEN, TX 78504-9552
 US

**Special Instructions: Priced on Coastal Office Solutions Buyboard Contract 667-22
 Factory Order Non-returnable**

Salesperson	Quote Date	Quote Entry	Ordered By
HOUSE: House	02/08/2025	Shad Estes	
Route Code			
Valley			

Product Number	Qty	Description	Unit	Price	Extension
BSH.WC81630K	1	Desk,Return,Somerset,Bush,60",L-Shaped,Desk Return Only,Ash Gray	ST	637.80	637.80
Message: 60" Desk/Return Alamo					
BSH.WC81631	1	Hutch,60",Somerset,Bush,60",Hutch OnlyAsh Gray	EA	318.60	318.60
Message: Hurch for 60" Desk Alamo					
BSH.WC81610K	15	Desk,Return,Somerset,Bush,72",L-Shaped,Desk Return Only,Ash Gray	ST	763.20	11,448.00
Message: 72" Desk/Return Alamo					
BSH.WC81611	15	Hutch,Somerset,Bush,72",Hutch OnlyAsh Gray	EA	372.00	5,580.00
Message: Hutch 72" Alamo					
BSH.WC81680	10	Lateral File,Somerset,Bush,Ash Gray	EA	432.00	4,320.00
Message: 2 Drwr Lateral Alamo					
BSH.WC81665	5	Bookcase,5 Shelf,Somerset,Bush,Ash Gray	EA	264.60	1,323.00
Message: Bookcase Alamo					
BSH.STC003SGS	4	Desk,U-Shaped,Studio C,Bush,72x36 Bow Desk,Bridge,Credenza,Hutch,Mobile BBF,Storm Gray	ST	2,200.20	8,800.80
Message: U Shaped with Hutch Alamo					
BSH.SCF216SGS	5	Pedestal,Mobile,Box/Box/File,Studio C,Storm Gray	EA	411.00	2,055.00
Message: BBF Pedestal Alamo					
BSH.STC015SG	3	Bookcase,With Doors,36"Wide,5Shelf,Studio C,Storm Gray	EA	490.80	1,472.40
Message: Studio C 5 Shelf Bookcase With Doors Alamo					
BSH.SCF116SGS	1	Pedestal,Mobile,File/File,Studio C,Bush,Storm Gray	EA	413.40	413.40
Message: Studio C File File Pedestal Alamo					
BSH.99TB9642SG	1	Table,Boat Shaped,96wx24x42dx29h,Wood Base,Storm Gray	EA	745.20	745.20
Message: Conference Table Alamo					
COA.BUYBOARD	1	Coastal Office Solutions Buyboard Contract #667-22	LT	0.00	0.00
COA.INSTALLATI	1	Installation/Delivery/Setup will be added to the Quote depending on Quantity.	LT	6,620.00	6,620.00
ON					
COA.DEPOSIT	1	50% Deposit is Required to Order	LT	0.00	0.00

All Furniture and Special orders are non-returnable and may require a 50% deposit at time of order. Thank you for the opportunity to serve you!
Approval Signature: _____

Subtotal: \$43734.20
Total Sales Tax: \$0.00
Total: \$43734.20

Quote

Coastal Office Solutions
 1514 N Ben Jordan
 Victoria, TX 77901
 Phone: 361-578-5392
 Fax: 361-578-0610

Quote QT-30341
Terms: 10th Day
Customer: 21284
PO Number:



Ship To: MCALLEN

Hidalgo County Head Start Program
 1901 W HIGHWAY 107
 MCALLEN, TX 78504-9552
 US
 Attn: Angelica Salinas
 Phone: 956-383-0706x128010

Sold To:

Hidalgo County Head Start Program
 1901 W HIGHWAY 107
 MCALLEN, TX 78504-9552
 US

**Special Instructions: Priced on Coastal Office Solutions Buyboard Contract 667-22
 Factory Order Non-returnable**

Salesperson	Quote Date	Quote Entry	Ordered By
HOUSE: House	02/08/2025	Shad Estes	
Route Code			
Valley			

Product Number	Qty	Description	Unit	Price	Extension
BSH.WC81630K	7	Desk,Return,Somerset,Bush,60",L-Shaped,Desk Return Only,Ash Gray	ST	637.80	4,464.60
Message: 60" Desk/Return Administration					
BSH.WC81631	7	Hutch,60",Somerset,Bush,60",Hutch OnlyAsh Gray	EA	318.60	2,230.20
Message: Hurch for 60" Desk Administration					
BSH.WC81610K	14	Desk,Return,Somerset,Bush,72",L-Shaped,Desk Return Only,Ash Gray	ST	763.20	10,684.80
Message: 72" Desk/Return Administration					
BSH.WC81611	11	Hutch,Somerset,Bush,72",Hutch OnlyAsh Gray	EA	372.00	4,092.00
Message: Hutch 72" Administration					
BSH.WC81680	13	Lateral File,Somerset,Bush,Ash Gray	EA	432.00	5,616.00
Message: 2 Drwr Lateral Administration					
BSH.WC81665	10	Bookcase,5 Shelf,Somerset,Bush,Ash Gray	EA	264.60	2,646.00
Message: Bookcase Administration					
BSH.STC003SGS	10	Desk,U-Shaped,Studio C,Bush,72x36 Bow Desk,Bridge,Credenza,Hutch,Mobile BBF,Storm Gray	ST	2,200.20	22,002.00
Message: U Shaped with Hutch Administration					
BSH.SCF216SGS	7	Pedestal,Mobile,Box/Box/File,Studio C,Storm Gray	EA	411.00	2,877.00
Message: BBF Pedestal Administration					
BSH.SCF130SGS	4	File,Mutifunction,30 in x 17 in x 26 in,Bush,Studio C,Storm Gray	EA	523.20	2,092.80
Message: File Multi Function Administration					
BSH.SCB136SG	4	Bookcase,36"W,5 Shelf,Studio C,Storm Gray	EA	373.80	1,495.20
Message: Studio C 5 Shelf Bookcase Administration					
BSH.STC015SG	9	Bookcase,With Doors,36"Wide,5Shelf,Studio C,Storm Gray	EA	490.80	4,417.20
Message: Studio C 5 Shelf Bookcase With Doors Administration					
BSH.SCF116SGS	9	Pedestal,Mobile,File/File,Studio C,Bush,Storm Gray	EA	413.40	3,720.60
Message: Studio C File File Pedestal Administration					
BSH.99TB9642SG	3	Table,Boat Shaped,96wx24x42dx29h,Wood Base,Storm Gray	EA	745.20	2,235.60
Message: Conference Table Administration					
COA.BUYBOARD	1	Coastal Office Solutions Buyboard Contract #667-22	LT	0.00	0.00
COA.INSTALLATION	1	Installation/Delivery/Setup will be added to the Quote depending on Quantity.	LT	14,750.00	14,750.00
COA.DEPOSIT	1	50% Deposit is Required to Order	LT	0.00	0.00

All Furniture and Special orders are non-returnable and may require a 50% deposit at time of order. Thank you for the opportunity to serve you!
Approval Signature: _____

Subtotal:	\$83324.00
Total Sales Tax:	\$0.00
Total:	\$83324.00

50% Deposit Required to Order: -\$41662.00

Balance Due After Deposit is Received: \$41662.00

Quote

Coastal Office Solutions
1514 N Ben Jordan
Victoria, TX 77901
Phone: 361-578-5392
Fax: 361-578-0610

Quote QT-30392
Terms: 10th Day
Customer: 21284
PO Number:



Ship To: ALAMO

Hidalgo County Head Start Program
303 S 7TH ST
ALAMO, TX 78516-2535
US
Attn: Angelica Salinas
Phone: 956-383-0706x128010

Sold To:

Hidalgo County Head Start Program
1901 W HIGHWAY 107
MCALLEN, TX 78504-9552
US

Special Instructions: Priced on Coastal Office Buyboard Contract 667-22
Factory Order Non-Returnable

Salesperson Quote Date Quote Entry Ordered By
HOUSE: House 02/11/2025 Shad Estes
Route Code
Valley

Table with 6 columns: Product Number, Qty, Description, Unit, Price, Extension. Lists various office furniture items like panels, posts, and pedestals.

All Furniture and Special orders are non-returnable and may require a 50% deposit at time of order. Thank you for the opportunity to serve you!
Approval Signature: _____

Subtotal: \$16777.84
Total Sales Tax: \$0.00
Total: \$16777.84

50% Deposit Required to Order: -\$8388.92
Balance Due After Deposit is Received: \$8388.92

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
 CERTIFICATION OF FILING**

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
 Coastal Office Solutions, Inc
 Victoria, TX United States

Certificate Number:
 2025-1268180

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
 Hidalgo County Head Start Program

Date Filed:
 02/11/2025

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
 C-25-003-02-19
 Furniture

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is J. Shad Estes, and my date of birth is 10/28/1974.

My address is 1514 N. Ben Jordan, Victoria, Tx, 77901, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Victoria County, State of Texas, on the 11 day of Feb, 2025.
(month) (year)

J. Shad Estes

 Signature of authorized agent of contracting business entity
 (Declarant)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
 2025-1268180

Date Filed:
 02/11/2025

Date Acknowledged:
 02/13/2025

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
 Coastal Office Solutions, Inc
 Victoria, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
 Hidalgo County Head Start Program

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
 C-25-003-02-19
 Furniture

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)



COASTAL OFFICE SOLUTIONS, INC

Unique Entity ID LXJYK57D2HA8	CAGE / NCAGE 9K0P7	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Oct 9, 2025	
Physical Address 1514 N Ben Jordan ST Victoria, Texas 77901-7392 United States	Mailing Address PO Box 4407 Victoria, Texas 77903 United States	

Business Information

Doing Business as COASTAL OFFICE PRODUCTS INC	Division Name Coastal Office Solutions	Division Number (blank)
Congressional District Texas 27	State / Country of Incorporation Texas / United States	URL www.coastaltx.com

Registration Dates

Activation Date Oct 11, 2024	Submission Date Oct 9, 2024	Initial Registration Date Feb 16, 2023
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Entity Dates

Entity Start Date Apr 1, 2002	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USApending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?
No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Entity Types

Business Types		
Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure For Profit Organization		

Socio-Economic Types

Self Certified Small Disadvantaged Business
 Economically Disadvantaged Women Owned
 Small Business
 Women-Owned Small Business
 Women-Owned Business
 DOT Certified DBE

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments Yes	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 9K0P7

Points of Contact

Electronic Business

👤 JoAnn Graci	PO Box 4407 Victoria, Texas 77903 United States
Brooke Chang	PO Box 4407 Victoria, Texas 77903 United States

Government Business

👤 Shad Estes	PO Box 748 Gregory, Texas 78403 United States
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Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	449110	Furniture Retailers
	449122	Window Treatment Retailers
	459410	Office Supplies And Stationery Retailers

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States	Counties	Metropolitan Statistical Areas
Texas	TX: Victoria, Nueces, Bexar	TX: Victoria, San Antonio, Corpus Christi

Angelica Salinas

From: Contract Admin <ContractAdmin@buyboard.com>
Sent: Thursday, February 13, 2025 7:07 AM
To: Angelica Salinas
Subject: RE: Price Verification
Attachments: Quote_QT-30342 Quote for Alamo Location Revised.pdf

Information provided is in accordance with vendors awarded BuyBoard contract.

Jim Tulberg
Contract Administrator
Email: jim.tulberg@tasb.org



From: Angelica Salinas <angelica.salinas@hchsp.org>
Sent: Wednesday, February 12, 2025 4:45 PM
To: Contract Admin <ContractAdmin@buyboard.com>
Cc: Ambrosio Tovar <ambrosio.tovar@hchsp.org>
Subject: Price Verification

Good afternoon.

Can you please provide price verification on the attached quote.

Thank you

Angelica Salinas
Procurement Manager
1901 W. State Hwy 107
McAllen, TX 78504
956-383-0706