



MEMORANDUM

TO: Shawn Pratt, Superintendent

FROM: Laura Duree, Director of Purchasing

DATE: May 18, 2026

RE: RFP2025-12-647 Instructional, Career and Technical Education (CTE) Supplies, Equipment & Services Catalog Discount

The above referenced solicitation was advertised on December 19, 2025, and December 26, 2025. Vendors were required to submit responses by April 24, 2026, at 2:00 P.M. to be considered for this board recommendation. Bid notifications were sent to all registered vendors with commodities regarding Instructional, Career and Technical Education (CTE) Supplies, Equipment & Services for district use via the purchasing e-Bidding site.

Five (5) proposals were submitted, opened and evaluated with the results detailed in the attached Evaluation Summary. It is recommended to award vendors in the attached Award Summary based on the best value to the district. Purchases are to be made on a "comparison basis" utilizing individual vendor rates and discounts. This will allow campuses and departments to determine the best value for purchases throughout the year.