



# College Station Independent School District

*Success...each life...each day...each hour*

## MEMORANDUM

To: Mike Martindale, Superintendent *MM*

From: Amy Drozd, Chief Financial Officer *A Drozd*

Date: February 9, 2022

Subject: Consider award of RFP 22-004 for the refurbishment and customization of AMCHS and CSHS band semi-trailers

Agenda Item: J – 3.

## BACKGROUND

In November of 2021, voters approved the issuance of bonds in the total amount of \$78.125 million. One of the projects communicated to the Bond Planning Committee as well as CSISD voters was the support of the district's fine arts program.

Proposals were solicited on January 12, 2022, for the refurbishment and customization of the AMCHS and CSHS band trailers. The current trailers show wear on the outside and does not have appropriate shelving or loading capabilities to transport the quantity of required equipment safely. The refurbishment will include an overhaul of the outside including wheels, landing gear, paint, and graphics. Inside work will include items such as a power ramp, lights, multiple decks for storage, retractable stairs, and customized shelving for instruments and other equipment.

Multiple vendors were contacted to provide proposals but only one vendor, Clubhouse Trailer Company, submitted a proposal. This company is well known for trailer refurbishment and customization for both high schools and colleges and has excellent references from other Texas school districts.

It is the recommendation of Carmella Shafer, Director of Purchasing, and Eric Eaks, Director of Fine Arts, to award RFP 22-004 to Clubhouse Trailer Company in the amount of \$172,933.48 using 2021 Bond Funds.

## RECOMMENDATION

It is recommended that the College Station Independent School District Board of Trustees award RFP 22-004 for the refurbishment and customization AMCHS and CSHS band semi-trailers to Clubhouse Trailer Company in the amount of \$172,933.48 using 2021 Bond Funds.