



To: Al Piper
Contract Manager

From: Robert Zingelmann
Chief Financial Officer

Date: April 25, 2017

Subject: Approval of Contract Award

Per official action taken by the Board of Directors of Region 4 Education Service Center (ESC) on April 25, 2017 the following contract was approved as presented:

➤ **Automotive Parts and Supplies**

- AutoZone

Contract is effective May 1, 2017. If you have any questions, please let me know.



To: Dr. Pam Wells
Executive Director

From: Robert Zingelmann
Chief Financial Officer, Business/Operations Services

Date: April 25, 2017

Re: Single Award Justification

The evaluation committee has reviewed the response and recommend that the following company is awarded:

- [AutoZone](#)

The recommended vendor submitted an offer that was determined to be most advantageous to The Cooperative Purchasing Network (TCPN) members based upon their response and pricing.

We believe the vendor demonstrated the ability to provide and perform the services requested in the proposal. AutoZone is well established with a long history in the business. They have national capabilities and a proven track record of service and quality to TCPN members. Their pricing was determined to be competitive for the amount of service and the guarantees of quality they provide. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

Please let me know if you have any questions.

To: Board of Directors
From: Robert Zingelmann
Date: April 25, 2017
Subject: Recommendation of Contract Award

Region 4 ESC/TCPN held a bid opening on February 23, 2017 for RFP # 17-02 for **Automotive Parts and Supplies**. There was one (1) proposal submitted:

- AutoZone Parts Inc. ("AutoZone")

After careful review of the proposal, the Evaluation Team has determined that the company demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following company for award based on its response:

| Contract | Vendor | Term of Contract |
|-------------------------------|-------------------------------------|--|
| Automotive Parts and Supplies | AutoZone Parts Inc. ("AutoZone") | Three (3) years with option of two (2) one year renewals |

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary