



Gregory-Portland Independent School District

BOARD MEMORANDUM

TO: DR. MICHELLE CAVAZOS

FROM: CHRIS CASAREZ

CC: BOARD OF TRUSTEES
DR. ISMAEL GONZALEZ III
DEBORAH GARZA

DR. MICHAEL NORRIS

PENNY ARMSTRONG

BRITTNEY SOLIZ SANDOVAL

DATE: MONDAY MAY 18, 2026

SUBJECT: Discuss and Take Possible Action Regarding Utilization of Approved Cooperative Vendor for New T.M. Clark Elementary Furniture.

PRIORITIES

PRIORITY 1: EXCEPTIONAL STUDENT PERFORMANCE

1.4 Annually Increase Student Engagement for all Students and all Student Groups

PRIORITY 2: HIGH PERFORMING AND ENGAGED WORKFORCE

2.1 Annually Increase the Percentage of Staff Satisfaction

PRIORITY 3: QUALITY SERVICE AND IMPACTFUL COMMUNITY ENGAGEMENT

N/A

PRIORITY 4: EFFICIENT AND EFFECTIVE DISTRICT AND CAMPUS OPERATIONS

4.3 Ensure Strategic Alignment of Resources

BACKGROUND INFORMATION:

The District is seeking to furnish the new T.M. Clark Elementary School upon completion of construction. The Purchasing Coordinator met with the Assistant Superintendent to narrow the list of qualified furniture vendors to invite to a District Showcase and presentation before a committee of District Department Leaders and Campus Staff who will occupy the new school.

Five reputable furniture vendors were invited to participate in a Pre-Bid Conference, site walk, and a furniture showcase. The showcase required each vendor to provide a presentation, proposed design layout, preliminary budget, and participate in a committee-led Q&A session. A nine-member committee was formed to evaluate each vendor's design, furniture quality, functionality, and budget.

The Pre-Bid meeting was held on March 27th, with all five vendors invited. Floor plans, blueprints, CAD files, furniture lists, and District expectations—previously shared via email two weeks earlier—were reviewed. The meeting also included a Q&A session to clarify the District's vision for the spaces being designed.

Following the initial showcase on May 4th, vendors were asked to revise their designs. The top-scoring vendor will submit updated plans based on committee feedback. Meetings and negotiations will continue over the next several weeks, with a final recommendation to be presented to Administration for approval. We anticipate issuing a purchase order by the end of May.

To maintain the project timeline for furniture delivery in mid-September, which aligns with the expected completion of the new construction—we are requesting approval today to move forward with a COOP-approved furniture vendor.

All participating vendors were required to submit Cooperative Contract pricing and agreed to provide design services at no cost to the District, understanding that participation did not guarantee award of the contract.

The committee consists of:

Dr. Michelle Cavazos, Superintendent- Absent

Dr. Michael Norris, Executive Director of School Leadership & Accountability- Absent

Melinda Pena, T.M. Clark Principal

Chris Casarez, Purchasing Coordinator

Dominick Hernandez, Construction Specialist- Absent

Wesley Sanchez, Assistant Principal

Roxie Yebra, Instructional Coach

Stacy Gros, Academic Interventionist

Amy Radford, 1st & 2nd Grade Representative

Jamie Joseph, 3rd-5th Representative

Cydra Rodriguez, Special Education Representative

Showcase Vendors:

A. Bargas & Associates

Indeco

Meteor Education

PPG Furnishings

Virco

RECOMMENDATION:

To award the Highest Scoring Furniture Vendor to design and furnish the new T.M. Clark Elementary School.

FINANCIAL IMPACT:

\$1,500,000 Budget from Bond 2023 new T.M. Clark Elementary School Construction Project Furniture, Fixtures & Equipment (FF&E).

BOARD RELATED POLICY:

CH (LEGAL)

CH (LOCAL)

CS (LEGAL)

ACTION ITEM SUGGESTED MOTION (if applicable):

The School Board accepts the Committee's recommendation to award COOP vendor _____ to design and furnish the new T.M. Clark Elementary School with a Budget not to exceed \$_____.