

**PASADENA INDEPENDENT SCHOOL DISTRICT
PURCHASING OFFICE**

**ACCOMMODATIONS FOR EVENTS SUCH AS BANQUETS,
PROMS, MEETINGS, ETC.
CSP #07-023**

CONTRACT PERIOD: 8/1/08 THROUGH 7/31/09

Attached is a list of companies who were awarded the contract for accommodations for events such as banquets, proms, meetings, etc. A summary of all vendors is provided. In addition to this, purchasing has also included a vendor's information sheet for each company. The vendor's information sheet provides additional information on each vendor's terms and conditions, payment requirements, etc. District personnel can purchase these items and/or services from any of these vendors, remembering that the purpose of competitive bidding is to secure the best service or materials at the lowest practical price. **It is the user department's responsibility to compare pricing and secure items and services that meet your needs for the lowest price from a responsible vendor. This purchasing procedure allows the users the flexibility to purchase the products and/or services they desire, but also shifts the responsibility for justifying what they purchase and from whom entirely to the users.**

You should order from the company who offers you the best price that can meet your needs. These are the only companies you should use when placing and order for these items and/or services. **OCCASIONALLY WHAT YOU REQUIRE MAY NOT BE AVAILABLE FROM ANY OF THESE VENDORS. WHEN THIS OCCURS ITEMS AND/OR SERVICES MAY BE ORDERED FROM ANOTHER SUPPLIER UP TO DISTRICT WIDE LEGAL LIMITS, AS LONG AS THERE IS JUSTIFICATION ATTACHED TO THE ORDER, AND A MINIMUM OF THREE PRICE QUOTATIONS ARE ATTACHED. A signed note must accompany the order stating that none of the companies that were awarded this contract are able to meet your needs and/or requirements. The order will then be processed as usual.**

The contract period for this proposal is from August 1, 2008 till July 31, 2009. All orders must reference CSP #07-023 if they are going to be considered part of this proposal. This will avoid any delay in processing.

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Proms, and Meetings, Etc.**

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Vendor's Information Sheet
APPROVED VENDOR
CSP Number: 07-023
**Contract for: Accommodations for Events such as Banquets,
Proms, and Meetings, Etc.**

Vendor Name: Castaways Resort Properties, Inc.

Address: 11132 FM 3005
Galveston TX 77554

Company Contact: Paula Gregory
Owner

Phone Number: (409) 737-5300
Fax Number: (409) 737-1229

Pricing: Pricing depends on which house is requested for rental. All of the properties are individually owned. Call for pricing.

Exceptions: We do not accept purchase orders. We do short term resort rentals only. We do not serve food; our proposal is just for resort rentals, we do not rent for banquets or proms.

Vendor's Information Sheet
APPROVED VENDOR
CSP Number: 07-023
**Contract for: Accommodations for Events such as Banquets,
Proms, and Meetings, Etc.**

Vendor Name: Hilton Houston Hobby Airport

Address: 8181 Airport Blvd.
Houston TX 77061

Company Contact: Laura Russell
Controller

Phone Number: (713) 645-3000
Fax Number: (713) 645-2251

Pricing: See attached pages for menu items and pricing.

Exceptions: We do not accept purchase orders. Prices are subject to change. Payment must be made in advance of the function. See attached pages.

Vendor's Information Sheet
APPROVED VENDOR
CSP Number: 07-023
**Contract for: Accommodations for Events such as Banquets,
Proms, and Meetings, Etc.**

Vendor Name: Houston Grand Plaza Hotel

Address: 8686 Kirby Dr.
Houston TX 77054

Company Contact: Megan Williams
Director of Catering

Phone Number: (713) 795-8427
Fax Number: (713) 799-2017

Pricing: See attached pages for menu items and pricing.

Exceptions: We do not accept purchase orders. Prices are subject to change. See attached pages.

Vendor's Information Sheet
APPROVED VENDOR
CSP Number: 07-023
**Contract for: Accommodations for Events such as Banquets,
Proms, and Meetings, Etc.**

Vendor Name: Houston Hobby Airport Marriott

Address: 9100 Gulf Freeway
Houston TX 77017

Company Contact: Gladys Roberts
Catering Manager

Phone Number: (713) 943-4021
Fax Number: (713) 943-1621

Pricing: See attached pages for menu items and pricing.

Exceptions: Prices are subject to change. Payment is due three working days prior to the event or must be guaranteed with a major credit card. See attached pages.

Vendor's Information Sheet
APPROVED VENDOR
CSP Number: 07-023
Contract for: Accommodations for Events such as Banquets,
Proms, and Meetings, Etc.

Vendor Name: Moody Gardens, Inc.

Address: Seven Hope Blvd.
Galveston TX 77554

Company Contact: Garvin O'Neil
General Manager

Phone Number: (409) 683-4405
Fax Number: (409) 683-4936

Pricing: See attached pages for menu items and pricing.

Exceptions: We do not accept purchase orders. Prices are subject to change. See attached pages.

Vendor's Information Sheet
APPROVED VENDOR
CSP Number: 07-023
Contract for: Accommodations for Events such as Banquets,
Proms, and Meetings, Etc.

Vendor Name: South Shore Harbour Resort
& Conference Center

Address: 2500 South Shore Blvd.
League City TX 77573

Company Contact: Christina Ryan
Director or Catering

Phone Number: (281) 334-1000 ext. 2021
Fax Number: (281) 334-1157

Pricing: See attached pages for menu items and
pricing.

Exceptions: Prices are subject to change. See attached
pages.

Vendor's Information Sheet
APPROVED VENDOR
CSP Number: 07-023
**Contract for: Accommodations for Events such as Banquets,
Proms, and Meetings, Etc.**

Vendor Name: Springhill Suites by Marriott
Houston Hobby Airport

Address: 7922 Mosley Road
Houston TX 77061

Company Contact: Ovit Pursley
Director of Sales

Phone Number: (713) 943-1713
Fax Number: (713) 943-1813

Pricing: Call for pricing.

Exceptions: All meeting room functions, food and beverage service, and equipment rentals are subject to a 20% service charge. See attached page.