

**Purchase Request #3**  
**Regular Board Meeting August 22, 2017**  
**Consideration of Approval to Contract for Audio Visual**  
**Equipment, Media Supplies, Installation and Repair Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase audio visual equipment, media supplies, installation, and repair services from Digital Resources, Lantek Audio, Video and Communications, and Videotex Systems, Inc. for the District.

**BACKGROUND**

The recommended vendors will provide full and partial media solutions in district classrooms, A/V solutions in small and large conference centers and mobile display/projection equipment for District events.

Invitation to bid (ITB) 4092 was issued on a catalog discount pricing basis to procure audio visual equipment, media supplies, installation, and repair services. Seventeen (17) responses were received and evaluated by a team consisting of Academic Technology and Network Services (ATNS) staff who determined the bids submitted by the above vendors would provide the best value to the District and were determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

The equipment and services purchased through this contract will aid and enhance classroom instruction using various types of media, as well as, digital signage in common areas. Percentage discounts for the recommended vendors is between 8%-50% depending on equipment being purchased.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization for \$2,500,000.00 for five (5) years which is budgeted in the Academic Computing department's 2017-2018 operating budget and subsequent year's budgets, subject to Board approval, for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be five (5) years beginning September 1, 2017 through August 31, 2022.

**RESOURCE PERSONNEL**

Kim Davison

SVP Organizational Effectiveness

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