

**Purchase Request #4**  
**Regular Board Meeting June 23, 2020**  
**Consideration of Approval of Additional Funds for**  
**General Hardware, Tools, Appliances, and Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of general hardware, tools, appliances, and miscellaneous supplies from Lowe's, Fastenal, The Home Depot, HD Supply, and Grainger.

**BACKGROUND**

The District utilizes these vendors to procure miscellaneous operational supplies, such as hardware, tools, and appliances. An increase in spending is due to the purchase of owner furnished equipment at the new Wylie and Technical campuses, such as metal shelving and breakroom appliances, as well as supplies required at all campuses for Personal Protective Equipment (PPE) to be used primarily for campus restart plans related to COVID-19.

Reference number (REF) 3121 was issued to track the volume of spend. The vendors listed have contracts through Omnia Partners (contract number R142101 and R142104), E&I (contract number CNR01248), and US Communities (contract number 16154) cooperative contracts program to provide general hardware, carpentry, tools, electrical, lighting, lumber, plumbing, lawn and garden, paint, and miscellaneous operational supplies. Each contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

Additional spend authorization on these contracts will allow the continued timely procurement of necessary supplies for the Technical Campus, Wylie Campus, and remaining District renewal/replacement projects, as well as daily operational items.

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

The Board approved a total spend authorization of \$525,000 for the above categories for this fiscal year. This purchasing request is for spend authorization for up to an additional \$700,000, which is budgeted in various departments for the FY20 operating budgets, as well as the 2017 Capital Improvement Program (CIP) Fixtures, Furniture, and Equipment (FF&E) budgets. The portion of funds already expended and planned expenditures for personal protective equipment (PPE) will be submitted for reimbursement through CARES Act funds.

**MONITORING AND REPORTING TIMELINE**

The term of the contract is September 1, 2019, through August 31, 2020.

**RESOURCE PERSONNEL**

Toni Jenkins

SVP Campus Operations Officer

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