

Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: August 20, 2024

Subject: Approve the purchase of the College's Office Supplies from Reliant Business Products, Inc. of Houston.

Recommendation: Approve the use of the National Interlocal Purchasing Agreement # R141701 for the purchase of the College's office supply needs from Reliant Business Products.

Background and Rationale: The College currently uses Reliant Business Products, Inc. of Houston for our office supply needs. Supplies are priced through the National Interlocal Purchasing Agreement (NIPA) # R141701. The pricing and customer service using this contract and Reliant Business Products has been excellent. We are asking the Board to approve their use for an additional year. Purchases are charged to the ordering department's operating budget. As authorized in the Texas Government Code, Title 7, Chapter 791, and again under section 271.102 of the Local Government Code, districts may utilize the contracts from purchasing cooperatives in order to provide the best value to the taxpayers of the District. Use of these cooperative contracts satisfy State bid law requirements.

Cost and Budgetary Support: \$130,000.00
Current Unrestricted Operating Budget 2024 – 2025

Strategic Priority Alignment:

Student Success

Community Impact

Resource Optimization

Institutional Excellence

Resource Person(s):

Gus Wessels, Jr. Dean of Business Services
Cindy Ward, Controller

Signatures:

Cynthia Ward
Originator

8-7-24
Date

Cabinet-Level Supervisor

Date

President's Approval:

Betsy McElroy
President

8-7-24
Date