

Purchase Request #5
Regular Board Meeting May 21, 2019
Consideration of Approval of Additional Funds
for Copier/Multifunctional Device Units

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the lease of copiers/multifunctional devices (MFD) from Novatech, Inc. for the District.

BACKGROUND

Prior to the award of this contract in 2015, the District had lease agreements with multiple companies to provide copiers, which all had different functions and different contract terms with various expiration dates. This contract provides an efficient and economical process for the management of the District's MFD fleet leases and includes preventative maintenance, repair, parts and toner. This contract has allowed the District to consolidate MFD leases so that all contract terms, conditions and billing cycles are consistent.

A request for proposals RFP Number 3792 was issued to procure copier/multifunctional device fleet units for the District. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved purchase order expenditure is reached, which triggers the contract owner to analyze current and future spend.

IMPACT OF THIS ACTION

This contract provides multi-function devices that can be used to print, make copies, fax and scan documents. The request for additional funds is due to the demand for additional units being greater than originally estimated and the estimate of additional units that will be needed at the new campuses.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract in May 2015 for a total amount of \$1,065,351.00 (\$977,351.00 was for lease of new MFD units and \$88,000.00 was for the buyout of existing leases) for a five-year period. This purchasing request is for spend authorization for an additional \$575,000.00 which is budgeted in the District's FY19 general fund and subsequent year's budgeted funds 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 is July 1, 2015 through August 31, 2020.

RESOURCE PERSONNEL

Julie Bradley	Interim Chief Financial Officer	972-758-3830
Mike Dickson	Chief Innovation Officer	972-758-3832