

**Purchase Request #5**  
**Regular Board Meeting August 6, 2019**  
**Consideration of Approval of Additional Funds for**  
**General Hardware, Tools and Miscellaneous 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 and miscellaneous supplies from Fastenal, Lowe's, Grainger, Home Depot, and HD Supply for the District.

**BACKGROUND**

Utilizing these cooperative contracts allows the District to purchase general hardware, appliances, carpentry, tools, electrical, lighting, lumber, plumbing, lawn and garden, and miscellaneous operational supplies.

Fastenal and Lowe's have a contract through National IPA contract number R142101 & R142104. Grainger has a contract through E&I contract number CNR01248. The Home Depot and HD Supply have a contract through US Communities contract number 16154. These contracts provide general hardware, tools and miscellaneous supplies. These cooperative contracts are in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code. Reference number (REF) 3121 was issued to track the volume of spend for general hardware, tools and miscellaneous supplies. 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 expenditure is reached, which triggers the contract owner to analyze current and future spend.

**IMPACT OF THIS ACTION**

The approval of additional funds is needed due to the addition of the Public Safety Training Center, the District owned apartments and aging facilities.

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

The Board approved the original contract in August, 2018 for a total amount of \$200,000. This purchasing request is for spend authorization for an additional \$40,000 which is budgeted in the various department's FY 19 operating budget 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 September 1, 2018 through August 31, 2019.

**RESOURCE PERSONNEL**

Steven Bassett                      Chief Financial Officer

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