

Purchase Request #2
Regular Board Meeting January 26, 2016
Consideration of Approval to Renew Annual Contract for Furniture

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a renewal of the contract for the purchase of furniture and related installation costs from the following vendors on behalf of the District and the Collin County Governmental Purchaser's Forum.

BACKGROUND

An Invitation to Bid, Bid Number 3629, was issued by the District in November 2013 for procuring furniture and installation services to establish substantial discounts on behalf of the District and the Collin County Governmental Purchaser's Forum. The Board approved the original contract with the following vendors in January 2014.

Bestway Office Supply, Inc.
Business Interiors by Staples
Corporate Source, Ltd.
Intelligent Interiors, Inc.

Lone Star Furnishings
McKinney Office Supply
Plano Office Supply Co.
Troxell Communications, Inc.

The recommended suppliers have provided the broadest range of product lines to fill the needs of the District and the numerous entities in the Collin County Governmental Purchasers' Forum and have continued to meet the standardization requirements for the users at the lowest prices.

IMPACT OF THIS ACTION

This contract will continue to provide a substantial cost savings to all users of this contract as well as fulfill Collin College's furniture and installation requirements with products from suppliers with proven backgrounds of providing quality and reliable goods and services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$600,000.00. These expenditures will be funded by the Building Fund and various departments' Fiscal Year 2016 operating budget and subsequent year's budget, subject to Board approval of budgets and reflects the District's anticipated expenditure only.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of four (4) one-year renewal options available. Term of contract: 2/1/2016 through 1/31/2017.

RESOURCE PERSONNEL

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| Ken Lynn | Acting VP of Administration/CFO | 972-758-3831 |
| Cindy L. White, CPPO, CPPB | Director of Purchasing | 972-758-3871 |