

Purchase Request #1
Regular Board Meeting January 28, 2020
Consideration of Approval to
Microscopes and Microscope Accessories

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase microscopes and microscope accessories for District Science Labs from Nikon Instruments Inc. for the Science department.

BACKGROUND

The District Science Labs are standardized on Nikon Microscopes and accessories. Nikon offers an educational discount when purchasing direct that is not available from resellers.

Reference (REF) Number 3018, has been issued in order to track the volume of spend for Microscopes procured on behalf of the District Science Labs. 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

Nikon Microscopes and accessories provide a state-of-the art experience through advanced technologies for our students. Approximately \$130,000 in new microscopes and accessories are needed to equip the science labs at the new Allen and Wylie campuses.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$185,000, which is funding is provided from the District Science Lab departments' FY20 operating budgets (\$55,000) and the 2017 CIP budgets (\$130,00). \$3,627 was spent last year. The operating budget is set up to cover replacements as needed during the year.

MONITORING AND REPORTING TIMELINE

The term of contract will be May 27, 2019 through August 31, 2020.

RESOURCE PERSONNEL

Toni Jenkins

SVP Campus Operations Officer

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