

ACTION ITEM – BIDS
6/16/2025

TOPIC: Consider Approval to Delegate the Board of Trustees Authority to the Superintendent or Her Designee to Negotiate and Award Contract(s) for the Purchase of Facilities Assessment Services

SUBMITTED BY: A. Smith, Ed.D, Chief of Administrative Services / A. Brown, Assistant Director of Purchasing

BACKGROUND: On May 1, 2025, pursuant to Request for Qualifications (RFQ) #25-47-914, the district received Qualification Statements from nineteen (19) firms to provide Facilities Assessment Services.

The Scope of the RFQ included performing a comprehensive Assessment district facilities covering three distinct disciplines: Architectural, MEP (Mechanical, Electrical, and Plumbing), and Civil. This assessment will allow the district to identify current conditions of our facilities, infrastructure and provide written reports and recommendations for improvements, maintenance, and future planning.

Qualification statements and interviews are currently being evaluated by an internal committee to determine the Firm that best meets the scope and best value for the district. The Board's approval of this action will allow the district to select and execute a contract for services to be performed by December 2025.

FUNDING SOURCE: Local Funds / Grant Funds / Bond Funds

COSTS: To be Negotiated

ADMINISTRATIVE RECOMMENDATION: The Administration Recommends that the Board Delegate Authority to the Superintendent or Her Designee to Negotiate and Award Contract(s) for the Purchase of Facilities Assessment Services

RECOMMENDED BOARD ACTION: I Move that the Board Delegate Authority to the Superintendent or Her Designee to Negotiate and Award Contract(s) for the Purchase of Facilities Assessment Services.

Additional Agenda Sheets Attached: ☒ Yes ☐ No

AGENDA SHEET

Meeting Date: 6/16/2025

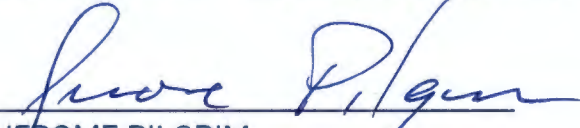
Topic: Consider Approval to Delegate the Board of Trustees Authority to the Superintendent or Her Designee to Negotiate and Award Contract(s) for the Purchase of Legal Services (Outside Counsel)

Awarded Vendor(s)	To be Determined
Contract Type (e.g. Co-op, RFP)	RFQ No. 25-47-914
Contract Term or One Time Purchase	To be Determined.
Sole Source Vendor & Documentation	N/A
Vendor is at least 51% woman or minority business	☐ Yes ☒ No

TO THE BEST OF MY KNOWLEDGE, THE RECOMMENDED VENDOR(S) PROVIDES THE BEST VALUE FOR THE DESCRIBED GOODS OR SERVICES. I FURTHER CERTIFY THE ADMINISTRATION HAS COMPLETED THE PROCUREMENT PROCEDURES REQUIRED BY APPLICABLE STATE AND FEDERAL STATUTES AND REGULATIONS, BOARD POLICY CH(LOCAL).



ANDRE SMITH, Ed.D
CHIEF OF ADMINISTRATIVE SERVICES



JEROME PILGRIM
DIRECTOR OF PURCHASING

A.D. JENKINS
PRESIDENT BOARD OF TRUSTEES

LISA LOBB
SECRETARY BOARD OF TRUSTEES

DATE: _____

DATE: _____

MAGDA HERNANDEZ
SUPERINTENDENT OF SCHOOLS

WESLEY L. NUTE
GENERAL COUNSEL

DATE: _____

DATE: _____

Attachments:

1. Memo from Andre Smith dated June 10, 2025
2. Memo from Jerome Pilgrim dated June 10, 2025

RECOMMENDATION FOR APPROVAL TO DELEGATE THE BOARD OF TRUSTEES AUTHORITY TO THE SUPERINTENDENT OR HER DESIGNEE

To: Board of Trustees,
Magda Hernandez, Superintendent of Schools

From: Jerome Pilgrim, Director of Purchasing

Date: June 10, 2025

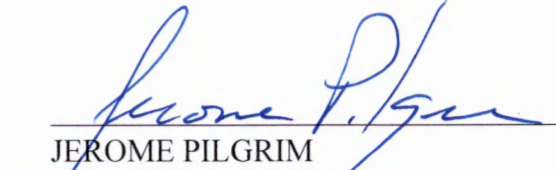
Subject: Recommendation for Approval to Delegate the Board of Trustees Authority to the Superintendent or Her Designee to Negotiate and Award Contract(s) for the Purchase of Facilities Assessment Services

Purchasing concurs with the Recommendation from Administrative Services for the Recommendation for Approval to Delegate the Board of Trustees Authority to the Superintendent or Her Designee to Negotiate and Award Contract(s) for the Purchase of Facilities Assessment Services RFQ No. 25-47-914.

On May 1, 2025, pursuant to Request for Qualifications (RFQ) No. 25-47-914, the district received Qualification Statements from nineteen (19) firms to provide Facilities Assessment Services.

The Administration is requesting that the Board delegate its authority to the Superintendent or Her Designee to Negotiate and Award the proposals and select the firm that best meets the scope of services and provides the best value of services to the District.

Qualification statements and interviews are currently being evaluated by an internal evaluation committee to determine the Firm that best meets the scope of services and best value for the district. The Board's approval of this action will allow the district to select and execute a contract for services to be performed by December 2025.


JEROME PILGRIM
DIRECTOR OF PURCHASING



To: Jerome Pilgrim, Director of Purchasing
Irving Independent School District

From: Dr. Andre Smith, Ed.D.
Chief of Administrative Services

Date: June 10, 2025

SUBJECT: Recommendation for Approval to Delegate the Board of Trustees Authority to the Superintendent or Her Designee to Negotiate and Award Contract(s) for the Purchase of Facilities Assessment Services

On May 1, 2025, pursuant to Request for Qualifications (RFQ) No. 25-47-914, the district received Qualification Statements from nineteen (19) firms to provide Facilities Assessment Services.

The Administration is requesting that the Board delegate its authority to the Superintendent or Her Designee to Negotiate and Award the proposals and select the firm that best meets the scope and provides the best value for the services.

Qualification statements and interviews are currently being evaluated by an internal committee to determine the Firm that best meets the scope and best value for the district. The Board's approval of this action will allow the district to select and execute a contract for services to be performed by December 2025.

Please contact Mr. Adrian Brown or me with any questions regarding this recommendation.

A handwritten signature in blue ink, appearing to read "Andre L. Smith", written over a horizontal line.

Dr. Andre Smith, Ed.D.
Chief of Administrative Services