

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the expenditure of additional funds for the purchase of office supplies, classroom supplies, art supplies, scientific lab supplies, and other miscellaneous items from Amazon Capital Services, Inc. for the District.

BACKGROUND

The District utilizes Amazon Capital Services, Inc. to procure office supplies, classroom supplies, art supplies, scientific lab supplies, and other miscellaneous items.

Reference Number SCON-101308 was issued to track the contract spend for office supplies, classroom supplies, art supplies, scientific lab supplies, and other miscellaneous items. Amazon Capital Services, Inc. has a contract through the Choice Partners cooperative contracts program to provide office supplies, classroom supplies, art supplies, scientific lab supplies, and other miscellaneous items, Contract Number #22/045KN-01. The contract complies with the competitive procurement requirements outlined in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

Purchasing from Amazon Capital Services, Inc. provides a resource for the District to purchase various products at a substantial cost savings with free shipping on items fulfilled by Amazon.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

- Board Approved Authorization: \$750,000
- Additional Authorization Request: \$65,000
- Funding Source: Various departments' FY26 operating budgets
- Current Contract Spend: \$590,013

MONITORING AND REPORTING TIMELINE

The contract term is September 1, 2025 through August 31, 2026.

RESOURCE PERSONNEL

Melissa Irby, Chief Financial Officer
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