

Purchase Request # 8
Regular Board Meeting June 26, 2018
Consideration of Approval of Additional Funds for Electrical
And Parking Lot Lighting Maintenance Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of electrical and parking lot lighting maintenance services from Today's Electric and Hot Wire Electric, Inc. for the Facility Plant Operations department.

BACKGROUND

The intent of this annual contract is for the vendor(s) to provide labor and materials for each project on an "as required" basis. This contract will supplement work done in-house.

An invitation to bid (ITB) Number 3930 was issued to procure electrical and parking lot lighting maintenance services for the Facility Plant Operations department. 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 District utilizes this contract for electrical work that requires licensing and code compliance.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract in FY17 for a total amount of \$615,000.00. This purchasing request is for spend authorization for an additional \$215,000.00 for a total of \$830,000.00, which is budgeted in the Facility Plant Operations Department's FY18 operating budget and subsequent year's budgets 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 April 1, 2016 through March 31, 2019

RESOURCE PERSONNEL

Ken Lynn

Chief Financial Officer

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