

### **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends that the Board of Trustees approves a contract for general retail merchandise, supplies, equipment, and services from Pitsco, Plano Office Supply, and Uline for the District.

### **BACKGROUND**

Uline is regularly utilized to purchase industrial materials, supplies, and equipment for the District. Plano Office Supply has a complete catalog of office supplies and general merchandise. Pitsco offers a line of teaching materials and supplies pertaining to STEM education.

Invitation To Bid #4536 was issued to procure general retail merchandise, supplies, equipment, and services. Four responses were received. The bids submitted by Pitsco, Plano Office Supply, and Uline are being recommended as the best value to the District.

### **IMPACT OF THIS ACTION**

Contracting with these vendors will provide additional, competitively solicited options for procuring these goods and services at a discounted cost.

### **BUDGET INFORMATION**

This purchasing request is for spend authorization of \$600,000 for three years, which is budgeted in various Departments' FY23 operating budget and subsequent years' budgets, subject to Board approval.

### **MONITORING AND REPORTING TIMELINE**

The contract term is August 1, 2023 through July 31, 2026.

### **RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer  
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