

Purchase Request #8
Regular Board Meeting January 24, 2017
Consideration of Approval to Renew Contract for Furniture

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a renewal of the contract for the purchase of furniture and related installation costs from the following vendors on behalf of the District and the Collin County Governmental Purchaser's Forum.

BACKGROUND

An invitation to bid (ITB) Number 3629 was issued in November 2013 to procure furniture and installation services to establish substantial discounts on behalf of the District and the Collin County Governmental Purchaser's Forum. The Board approved the original contract with the following vendors in January 2014.

Bestway Office Supply, Inc.
Business Interiors by Staples
Corporate Source, Ltd.
Intelligent Interiors, Inc.

Lone Star Furnishings
McKinney Office Supply
Plano Office Supply Co.
Troxell Communications, Inc.

The recommended vendors have provided the broadest range of product lines to fulfill the needs of the District and participating members of the Collin County Governmental Purchasers' Forum and have continued to provide quality products and services at competitive prices.

IMPACT OF THIS ACTION

This contract provides a substantial cost savings to participating members and fulfills the District's furniture and installation requirements with products from suppliers that have proven backgrounds of providing quality and reliable goods and services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$600,000.00. These expenditures will be funded by various department's 2016-2017 operating budgets and subsequent year's budget, subject to Board approval. This amount reflects the District's anticipated expenditure only.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of four (4) one-year renewal options available. The term of contract will be February 1, 2017 through January 31, 2018.

RESOURCE PERSONNEL

Ken Lynn

Acting VP of Administrative Services/CFO

972-758-3831