

**Purchase Request #15**  
**Regular Board Meeting January 28, 2020**  
**Consideration of Approval of Additional Funds for**  
**Landscape Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of landscape services from Dyna-Mist for the District.

**BACKGROUND**

The District uses this vendor for the removal, replacement, and addition of landscaping around the District-owned student housing, and to supplement work provided by the grounds maintenance crews on other campuses. The additional funds requested will be for additional work at student housing.

Reference number (REF) 4254 was issued to track the volume of spend for landscape additions and replacement services. 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.

Vendor has a contract through Allen ISD to provide landscape additions and replacement services, Contract Number RFB 2016 A04-04, and is compliant with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code

**IMPACT OF THIS ACTION**

The requested increase is needed due to additional work at the student housing complex that staff was not aware of when the original contract was approved. These landscaping services provide a much more aesthetically appealing landscape environment, reduce safety concerns, reduce building maintenance costs, and reduce water usage.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in August 2019 for a total amount of \$175,000. This purchasing request is for spend authorization for an additional \$110,000 to bring the total expenditure approval to \$285,000 for FY20, which is budgeted in the Grounds Maintenance Department's FY20 operating budget and building fund and renewal and replacement budgets.

**MONITORING AND REPORTING TIMELINE**

The term of contract is September 1, 2019 through August 31, 2020.

**RESOURCE PERSONNEL**

Jason Parry

Executive Director of Facilities & Construction

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