

**Purchase Request # 6**  
**Regular Board Meeting October 23, 2018**  
**Consideration of Approval to Purchase Toner**  
**Cartridges and Ribbons for Office Machines**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase toner cartridges and ribbons for office machines from Limitless Office Supply (Limitless) for the District.

**BACKGROUND**

Ink and toner cartridges are required for the operation of desktop printers and office machines.

Invitation to bid (ITB) Number 4173 was issued to procure toner cartridges and ribbons for office machines. Six (6) responses were received and evaluated by a team consisting of Academic Technology and Network Services who determined the proposal submitted by Limitless would provide the best value to the District. The evaluation was based on pricing provided for standard ink and toner cartridges that the District purchases on a regular basis. The bid submitted by Limitless was determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

This contract will allow District personnel to purchase toner cartridges and ribbons for use on a variety of District owned desktop printers and office machines.

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

This purchasing request is for spend authorization for \$195,000.00 for three (3) years, which is budgeted in the various departments' FY19 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 will be three (3) years beginning November 1, 2018 through October 31, 2021.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Kim Davison

SVP Organizational Effectiveness

972-758-3781