

**Purchase Request #7**  
**Regular Board Meeting June 25, 2019**  
**Consideration of Approval of Additional Funds for**  
**Supplies & Equipment for District Science Labs**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of supplies and equipment from VWR International, LLC for the District science labs.

**BACKGROUND**

VWR International is a leading supplier of science lab supplies and equipment and have been providing quality goods and services to the District for many years. Items purchased from VWR include geological specimens, anatomical models, glassware and consumables such as petri dishes, pipettes and high purity chemicals. Also purchased are core lab appliances such as incubators, refrigerators and freezers. The additional funding is requested due to increased enrollment and curriculum changes.

VWR International, LLC has a contract through Educational & Institutional (E&I) Cooperative Services program to provide science lab equipment and supplies, Reference 3013, and is in compliance 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. Reference (REF) Number 3013, has been issued in order to track the volume of spend for supplies and equipment procured on behalf of the District. 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 additional funding on this contract will allow the District lab managers to maintain continuity with the supplies used in laboratory exercises. Approval of this action will also give the lab managers the opportunity to adequately stock the District science labs for the beginning of the Fall 2019 semester.

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

The Board approved the original contract in August 2018 for a total amount of \$85,000.00. This purchasing request is for spend authorization for an additional \$25,000.00 which is budgeted in the 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 is August 1, 2018 through August 31, 2019.

**RESOURCE PERSONNEL**

Toni Jenkins

SVP Campus Operations Officer

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