

**Purchase Request #3**  
**Regular Board Meeting May 21, 2019**  
**Consideration of Approval of Additional Funds for**  
**Science Lab Equipment and Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of science lab equipment and supplies from Carolina Biological, Flinn Scientific, Frey Scientific and Thermo Fisher Scientific.

**BACKGROUND**

Vendors on this contract currently provide the supplies and equipment used in lab exercises across all natural science disciplines. Items purchased from these vendors range from refrigerators and incubators to common lab consumables such as dissection specimens, microbiological media and different chemicals. Additional funding is requested due to increased enrollment and curriculum changes.

Carolina Biological, Flinn Scientific, Frey Scientific, BuyBoard contract number 487-15, and Thermo Fisher Scientific, US Communities contract number C15-JL-12, provide science lab equipment and supplies procured through multiple cooperative contracts. Both contracts are 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 3033, has been issued in order to track the volume of spend for public safety 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 and provide funds to adequately stock the labs with supplies 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 \$95,000.00. This purchasing request is for spend authorization for an additional \$35,000.00 which is budgeted in the Science 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 September 1, 2018 through August 31, 2019.

**RESOURCE PERSONNEL**

Toni Jenkins

SVP Campus Operations Officer

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