

**Purchase Request #9**  
**Regular Board Meeting August 6, 2019**  
**Consideration of Approval of Additional Funds**  
**for Floor Covering Replacement Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of floor covering replacement services from Gomez Floor Covering.

**BACKGROUND**

This request for approval of additional funds is to furnish and install new flooring at the student apartments.

Reference number (REF) 3965 was issued to track the volume of spend for floor covering 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 the BuyBoard cooperative purchasing program to provide floor covering replacement services, Contract Number 561-18, 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

**IMPACT OF THIS ACTION**

The current flooring at the apartments is beyond its useful life and not up to district standards.

**MONITORING AND REPORTING TIMELINE**

The term of contract is September 1, 2018 through August 31, 2019

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

The Board approved the original contract on August 28, 2018 for a total amount of \$535,000. This purchasing request is for spend authorization for an additional \$39,000, which is budgeted in the Student Housing Budget FY 19 operating budget 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.

**RESOURCE PERSONNEL**

Steven Bassett

Chief Financial Officer

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