

**Purchase Request #3**  
**Regular Board Meeting May 26, 2020**  
**Consideration of Approval to Contract for**  
**Forklift Purchases**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approves a contract to purchase five forklifts from Shoppas Material Handling as part of the FF&E procurement for the Wylie Campus and the Technical Campus.

**BACKGROUND**

Forklifts are required equipment for both the Wylie and Technical campuses for operations to begin in the Fall of 2020. This procurement will include five forklifts, one for each Plant Operations/Facilities department, and an additional three to be housed in each trade bar (one for each trade bar) of the Technical Campus. These forklifts were specified based on the need of each area.

Request for proposal (RFP) Number 4323 was issued to procure forklifts. Five (5) responses were received and evaluated by a team consisting of faculty and staff at the Wylie and Technical campuses. They determined the proposal submitted by Shoppas Material Handling would provide the best value to the District. The bid submitted by Shoppas Material Handling was determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

Forklift procurements are necessary for the Plant Operations/Facilities department to manage the daily central receiving requirements for each campus effectively. Additionally, the specialized nature of the classes offered at the Technical Campus requires movement of heavy materials and equipment throughout the trade bars.

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

This purchasing request is for spend authorization of \$148,992, which is budgeted in the 2017 CIP, as well as the new campus start-up/stabilization funds.

**RESOURCE PERSONNEL**

Toni Jenkins	Senior Vice President of Campus Operations	972-758-3880
--------------	--	--------------