

**Purchase Request # 5**  
**Regular Board Meeting October 23, 2018**  
**Consideration of Approval to Purchase Roofing Products and Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the purchase of roofing products and services from WTI Inc, a subsidiary of Tremco, Inc., for the District's Facility Plant Operations.

**BACKGROUND**

WTI/Tremco, Inc. has provided great customer service, quality products and professional services to the District for the last seventeen (17) years.

Reference number (REF) 3160 was issued to track the volume of spend for roofing products and 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.

WTI/Tremco has a contract through the National IPA Cooperative Purchasing Program to provide roofing products and services, Contract Number 132205, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

The District utilizes WTI/Tremco for roofing products, inspections, repairs and preventive maintenance services to assist in protecting, maintaining and extending the useful life of the roof system and to ensure that roof repairs are made in a timely manner.

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

This purchasing request is for spend authorization for \$206,500.00 which is budgeted in the District Facility Plant Operations departments' FY 19 operating budget and subsequent year's 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.

**MONITORING AND REPORTING TIMELINE**

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

**RESOURCE PERSONNEL**

Ken Lynn

Chief Financial Officer

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