

**Purchase Request #3**  
**Regular Board Meeting March 22, 2016**  
**Consideration of Approval for Annual Contract for**  
**Preventative Maintenance and Repairs for Lab Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve an annual contract for preventative maintenance and repairs for lab equipment from Aldinger Company and Midwest Bioservice Company, LLC for the District's Science Labs.

**BACKGROUND**

Preventative maintenance includes regularly scheduled cleaning, maintenance, calibrations and repairs for microscopes, pipettes, spectrophotometers, balances and pH meters. Aldinger Company and Midwest Bioservice have provided this service for several years. Both vendors provide high quality services in a timely manner at competitive prices. The equipment is used extensively for instructional purposes in the District's Science Labs.

An invitation to bid (ITB) Number 3931, was issued to procure preventative maintenance and repair services. Two (2) responses were received and evaluated by a team consisting of District Science Lab Managers Rosanne Ciccia, Melanie Dodson and Ed Lukomski who determined the bids submitted by Aldinger Company and Midwest Bioservice would provide the best value to the College. The bids submitted by Aldinger Company and Midwest Bioservice were determined to be both responsible and responsive to the solicitation requirements.

**IMPACT OF THIS ACTION**

Providing these services will prevent an accelerated rate of decline of the condition and quality of our equipment. Equipment would need to be replaced more frequently and at a much greater cost than the cost of regularly scheduled preventative maintenance, calibrations and cleanings

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

The three (3) year estimated expenditure is \$96,000.00. This expenditure is funded by the Math and Natural Science departments' 2016-2017 operating budget and subsequent year's budget, subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years, beginning April 1, 2016 through March 31, 2019.

**ATTACHMENTS**

Attachment 1 – Tabulation

**Purchase Request #3**  
**Regular Board Meeting March 22, 2016**  
**Consideration of Approval for Annual Contract for**  
**Preventative Maintenance and Repairs for Lab Equipment**

**RESOURCE PERSONNEL**

Ken Lynn	Acting VP of Administrative Services/CFO	972-758-3831
Cameron Neal	Dean Math and Natural Sciences	972-881-5881
Cindy L. White, CPPO, CPPB	Director of Purchasing	972-758-3871