

Purchase Request #2
Regular Board Meeting May 24, 2016
Consideration of Approval to Contract for Window Coverings

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase window coverings from Blind Depot for the District.

BACKGROUND

The District has standardized Mecho System roller shades for all classrooms and offices. The renewal/replacement projects for the Preston Ridge and Spring Creek Campuses will allow all the shades to be replaced with the Mecho System roller shades.

An invitation to bid (ITB) Number 3961, was issued to procure window coverings and installation services. Two (2) responses were received and evaluated by a team consisting of District's Facility Plant Operations Managers who determined the bid submitted by Blind Depot would provide the best value to the College. The bid submitted by Blind Depot was the low bid and determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

Blind Depot has provided window covering products and installation services for the District for the last eight (8) years, consistently providing great customer service, quality product and professional installation services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure is \$106,387.00 for Preston Ridge Campus and \$142,948.00 for Spring Creek Campus for a total of \$249,335.00. This expenditure is funded by the Preston Ridge Campus and Spring Creek Campus Facility Plant Operations 2015-2016 Renewal/Replacement budget.

In addition to the Preston Ridge Campus and Spring Creek Campus projects, approval of an additional \$93,000.00 is requested for the replacement of worn or broken shades as needed over the next three (3) years. This expenditure is funded by the District's Campus Facility Plant Operations 2015-2016 operating budget and subsequent year's budget, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be (3) three years beginning May 24, 2016 through May 23, 2019

ATTACHMENTS

Attachment 1 – Tabulation

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RESOURCE PERSONNEL

Ken Lynn

Acting VP of Administrative Services/CFO 972-758-3831