

**Purchase Request #2**  
**Regular Board Meeting April 23, 2019**  
**Consideration of Approval to Contract for**  
**Window Glass and Skylight Replacement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase window glass and skylight replacement from BJ Glass Company for the District Facility Plant Operations department.

**BACKGROUND**

BJ Glass Company has been the contracted vendor for window glass and skylight replacement for the last eighteen (18) years and has provided quality work and service.

Invitation to bid (ITB) Number 4167 was issued to procure window glass and skylight replacement. Two (2) responses were received and evaluated by a team consisting of District Facility Plant Operations Managers and the Executive Director of Facilities who determined the bid submitted by BJ Glass Company provides the best value to the District. The bid submitted by BJ Glass Company was determined to be both responsible and responsive to all solicitation requirements. Metroplex Glass qualified their bid by stating that any glass over 40 square feet is subject to a 50% over size fee and is sold as is. This additional cost could result in a significant increase of the overall contract. Metroplex also did not bid on two of the line items and requires a 120-day advance order, which will not meet the District's needs.

**IMPACT OF THIS ACTION**

This service provides professional installation of replacement glass for windows, skylights, and glass doors. Replacing broken glass promotes safety for those on campus, as well as creates a positive impression for our students, visitors, staff, and community.

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

This purchasing request is for spend authorization of \$300,000.00 for three (3) years, which is budgeted in the District Facility Plant Operations department's FY19 operating budget and subsequent year's budgets 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 three (3) years beginning August 25, 2018 through August 24, 2021.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Julie Bradley

Interim Chief Financial Officer

972-758-3821