

**Purchase Request #7
Regular Board Meeting January 28, 2020
Consideration of Approval to Contract for
Library Shelving and Furniture**

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the purchase of library shelving, furniture and storage from Library Interiors of Texas, LLC for the new library spaces being constructed as part of the 2017 CIP.

BACKGROUND

Library Interiors of Texas, LLC has a proven history providing furniture and fixtures for libraries in higher education environments, including the Plano Campus library, as well as that of local communities. Their expertise spans from needs assessment, through design, procurement of exclusive products, project management, to installation and after sales care.

Reference number (REF) 4296 was issued to track the volume of spend for library furniture and fixtures. 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.

Library Interiors of Texas, LLC has a contract through the Choice Partner's cooperative purchasing program as well as the Buyboard cooperative purchasing program to provide library related furniture, fixtures as well as installation services, Contract Numbers 19/033MJ-16 and #584-19, respectively. These contracts are 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 requested expenditure will be used to furnish the libraries at the Wylie Campus and the Technical Campus.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$900,000 which is budgeted in the 2017 CIP furniture and equipment budget. There is no spend data for the prior year.

MONITORING AND REPORTING TIMELINE

The term of contract will be two (2) years beginning January 29, 2020 through August 31, 2020.

RESOURCE PERSONNEL

Toni Jenkins

SVP Campus Operations Officer

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