



Consent Item

Date: November 11, 2024

Division: Finance

Subject: Office Supplies – Cooperative Contract(s)

Background Information:

- This recommendation is to provide additional procurement options for campuses and departments for office-related supplies, utilizing LISD-eligible cooperative contracts.
- If approved, LISD-eligible cooperative contracts will help provide additional awarded vendors for the procurement of various types of materials, including but not limited to pens, sticky notes, laminating film, cardstock, markers, power strips, envelopes, glue sticks, paper clips, dry erase markers, tape, construction paper, staplers, and desk organizers.
- The District has utilized Staples Advantage through Tarrant County's cooperative bid for the previous twelve years. Staples has provided excellent customer service, competitive pricing, and next-day deliveries.
- Due to LISD's membership with this cooperative contract, the District received a \$25,180 rebate payment for the period of January through December 2023.
- By approving the use of LISD-eligible cooperative contracts for this commodity, the District will have access to a wide range of vendors, products, services, and pricing to help provide the best value.
- Best value involves considering several factors, which may include, but are not limited to price, quality, availability, delivery timing, support, and other relevant factors.
- Interlocal Cooperative Contracts have gone through a competitive procurement process to assist members in complying with Texas local, state, and federal procurement laws.

Administrative Consideration:

- Funds for these supplies will come from campus and department general operating, state, local, federal, and grant funds.
- Previous annual expenditures in this commodity:
 - 2023-2024: \$1,751,015
- Estimated annual expenditures in this commodity: \$1,925,000 but will not exceed the approved budget(s).
- Expenditures utilizing federal funds require a multi-step approval process which helps comply with federal purchase allowability and local guideline adherence.
- This procurement complies with LISD Board Policy, Section 44.031 of the Texas Education Code, and other applicable procurement laws.

Recommendations:

- That the Lewisville ISD Board of Trustees approves the use of LISD-eligible cooperative contracts for Office Supplies, the associated awarded vendors, and the estimated annual commodity expenditures for a one-year term.

Timeline/Report:

- Term: December 2024 – December 2025