

**Purchase Request #6**  
**Regular Board Meeting October 22, 2019**  
**Consideration of Approval to Contract for Furniture**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the purchase of furniture from Southwest Contract for the Student Housing Department.

**BACKGROUND**

This contract will be used to purchase new furniture for the District's Student Housing department. The furniture will be purchased as renovation on each building is completed. The items to be purchased include twin bed steel frames, headboards, mattresses, 4-drawer chests, desks, desk chairs, sofas, side chairs, end tables and entertainment units. None of the College's current furniture vendors has the furniture needed for student housing.

The vendor has a contract through the E&I Cooperative Services purchasing program to provide resident life/student apartment furnishings, Contract Number CNR01354, and is 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.

Reference number (REF) 4272 was issued to track the volume of spend for student housing furniture.

**IMPACT OF THIS ACTION**

Approval of this contract will allow the District to purchase needed furniture for renovated student housing units.

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

This purchasing request is for spend authorization of \$390,000 which is budgeted in the FY20 operating budget.

**MONITORING AND REPORTING TIMELINE**

The term of contract is October 23, 2019 through August 31, 2020.

**RESOURCE PERSONNEL**

Steven Bassett

Chief Financial Officer

972-758-3831