

Purchase Request #4
Regular Board Meeting January 24, 2017
Consideration of Approval to Purchase Smallwares and Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the purchase of smallwares and equipment from Pasco Brokerage, Inc. and Edward Don and Company for Culinary Arts, Food Services and various other departments.

BACKGROUND

Pasco Brokerage Inc. and Edward Don & Co. have provided quality smallwares and equipment to Culinary Arts for many years. Reference number (REF) 4047 was issued to track the volume of smallwares and equipment for Culinary Arts, Food Services and various departments. Expenditures will increase with the District taking over providing food services internally.

Pasco Brokerage, Inc. and Edward Don and Company have contracts through the BuyBoard cooperative purchasing program to provide smallwares and equipment, Contract Number 519-16, 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.

IMPACT OF THIS ACTION

This contract will be used for the purchase of smallwares and equipment needed for classroom instruction in Culinary Arts as well as the preparation and serving of food to be sold by Food Services for students, faculty and staff.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$200,000.00. This expenditure is funded by Culinary Arts (\$15,000.00), Food Services' (\$175,000.00) and various department's (\$10,000) 2016-2017 operating budgets.

MONITORING AND REPORTING TIMELINE

The term of contract will be one (1) year beginning December 1, 2016 through August 31, 2017.

RESOURCE PERSONNEL

Ken Lynn

Acting VP of Administrative Services/CFO

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