

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: January 18, 2022

Subject: **DISCUSS AND CONSIDER APPROVAL OF PURCHASE ORDER(S) EXCEEDING \$50,000 FOR AIR PURIFIERS**

Administrator Responsible: Vanessa R. Riggs

Position: Chief Financial Officer

A. Purpose of Agenda Item:

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Information Only

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Action Needed

B. Authority for this Action:

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Local Policy _____

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Law or Rule CH (Local)

C. Strategic Objective, Goal, or Need Addressed:

The objective is to obtain approval to purchase air purifiers from awarded vendors from RFP#22-002 for portable high-efficiency particulate air (HEPA) fan / filtration systems or other small items that may allow for improved air circulation.

D. Summary:

According to CH Local "any single, budgeted purchase of goods and services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

In November, the Texas Education Agency announced the 2021-2022 COVID-19 School Health Support Grant was available to Texas school districts. Our district was allocated \$100,321 for health / safety initiatives. The grant period ends March 31, 2022 and the district is required to use the goods / services during the grant period. The district requested \$80,321 for the purchase of air purifiers and \$20,000 for janitorial supplies. The district issued as RFP for the purchase of the air purifiers. Two vendors have been awarded and as a result the district is requesting the board to approve purchase order(s) not to exceed \$100,321 for air purifiers. The district will be evaluating the amount of janitorial supplies needed for the district and if not all the \$20,000 is needed administration is requesting to use unused funds for additional air purifiers.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

Administration recommends the board of trustees approve purchase order(s) exceeding \$50,000 for air purifiers.