

Purchase Request #4
Regular Board Meeting February 28, 2017
Consideration of Approval of Additional Funds for
Purchase of Science Lab Equipment and Supplies

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of science lab equipment and supplies from VWR International, LLC for Math and Natural Sciences.

BACKGROUND

This request will increase our current annual contract to cover the additional cost of equipment and supplies for the science labs. Expenditures have increased with the addition of new science lab classrooms in the newly renovated portions of the Central Park Campus.

Reference number (REF) 3013 was issued to track the volume of spend for equipment and supplies. All contracts approved by the Board of Trustees are loaded into 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.

VWR International, LLC has a contract through Educational & Institutional (E&I) Cooperative Services program to provide science lab equipment and supplies, Reference 2137, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Educational Code, as permitted under Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

The items being purchased are required to support the lab curriculum of various science courses currently offered district-wide.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization for \$93,000.00 which is budgeted in the Math & Natural Science departments' 2016-2017 operating budget for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section, 44.031.

MONITORING AND REPORTING TIMELINE

The term of contract is May 26, 2016 through August 31, 2017.

RESOURCE PERSONNEL

Brenda Kihl

Executive Vice President

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