

Purchase Request #2
Regular Board Meeting April 25, 2017
Consideration of Approval to Renew Contract
for Elevator Maintenance and Repairs

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a renewal of the contract for elevator maintenance and repairs from Texas Independent Elevator for the District.

BACKGROUND

Texas Independent Elevator has provided elevator maintenance and repairs to the District for the past four years and has consistently provided satisfactory service.

An invitation to bid (ITB) Number 3553 was issued in March 2013 to procure elevator maintenance and repair on behalf of the District. Tracking of spend volume is accomplished through 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.

IMPACT OF THIS ACTION

The District does not employ staff that are qualified or licensed to work on elevator equipment, which requires the District to outsource needed repairs and preventative maintenance. The renewal of this contract ensures that the elevators operate in a safe manner and are in compliance with state and local laws.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization for \$60,000.00 which is budgeted in the District Facility Plant Operations 2016-2017 operating budget and subsequent years budgets subject to Board approval 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

This renewal will exercise the last of four (4) one-year renewal options available. The term of contract will be May 1 2017 through April 30, 2018.

RESOURCE PERSONNEL

Ken Lynn

Chief Financial Officer

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