

**Purchase Request #1
Regular Board Meeting October 24, 2017
Consideration of Approval of Contract
for Lamps, Ballasts and Fuses**

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase lamps, ballasts and fuses from Voss Lighting and Facility Solutions Group for the District.

BACKGROUND

This contract will provide lamps, ballasts and fuses for the District's lighting needs.

Invitation to bid (ITB) Number 4097 was issued to procure lamps, ballasts and fuses. Seven (7) responses were received and evaluated by a team consisting of District Facility Plant Operations Managers who determined the bids submitted by Voss Lighting and Facility Solutions Group would provide the best value to the District. The bids submitted by Voss Lighting and Facility Solutions Group were determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

The lighting products are used to maintain and supply electrical lighting for District facilities. These supplies are essential in providing a safe and productive environment where learning and business operations are conducted to meet the goals of the District.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization for \$200,000.00 which is budgeted in the District Facility Plant Operations' 2017-2018 operating budget and subsequent year's 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

The term of contract will be three (3) years beginning November 1, 2017 through October 31, 2020.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Ken Lynn

Chief Financial Officer

972-758-3831