

**Purchase Request #17**  
**Regular Board Meeting January 28, 2020**  
**Consideration of Approval to**  
**Hon Blanket Purchase Agreement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the Hon Blanket Purchase Agreement (BPA), which provides specialized pricing for the District and participating members of the Collin County Governmental Purchaser's Forum (CCGPF) to purchase Hon Furniture.

**BACKGROUND**

Hon and the District, along with members of the CCGPF, originally entered into this agreement in 2009 in order to allow the District and CCGPF members to acquire HON commercial products and services directly from HON, with the assistance of authorized servicing dealers (Plano Office Supply), using Tier 9 pricing, terms, and conditions set forth in the HON Federal Supply Schedule Contract GS-28F-8047H, by and between HON and the General Services Administration (GSA). HON has agreed to continue providing specialized pricing for the District and members of the CCGPF based on achieving a collective minimum dollar volume of \$1,000,000.00 list spend (approximately \$400,000.00 net). The prices reflected on the BPA schedule are the most favored customer prices.

**IMPACT OF THIS ACTION**

The Hon BPA provides exceptional pricing and value to the District and CCGPF members.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

Spend authorization is under the furniture contract with Plano Office Supply.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be one (1) year beginning February 1, 2020 through January 31, 2021. This is the third consecutive year that Hon has asked the college to approve this agreement.

**RESOURCE PERSONNEL**

Steve Bassett

Chief Financial Officer

972-758-3831