

Purchase Request #4
Regular Board Meeting January 22, 2019
Consideration of Approval to Contract for Furniture

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase furniture from Plano Office Supply, McKinney Office Supply, Business Interiors Intelligent Interiors, GL Seaman Company, BKM Total Office of Texas, LLC and Computer Comforts, Inc. on behalf of the District and members of the Collin County Governmental Purchaser's Forum per the attached tabulation.

BACKGROUND

The Collin College Purchasing Department issued a Request for Proposal (RFP) Number 4203 for procurement of furniture items and services on behalf of the District and members of the Collin County Governmental Purchaser's Forum.

Eight (8) responses were received and evaluated by the Purchasing Department faculty and staff who determined the proposals submitted by recommended vendors would provide the best value to the District and members of the Collin County Governmental Purchaser's Forum. The proposals submitted by these vendors were determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

The contract provides a substantial cost savings to participating members and fulfills the District's furniture and installation requirements with products from suppliers that have proven backgrounds of providing quality and reliable goods and services. This contract is used to procure furniture items and services for annual operational needs as well as furnishing new campuses under the 2017 CIP.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization for \$15,000,000.00 for five (5) years, which is budgeted in the various departments' FY19 operating budgets, as well as 2017 CIP funds, 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 five (5) years beginning February 1, 2019 through January 31, 2024.

ATTACHMENTS - Attachment 1 – Tabulation

RESOURCE PERSONNEL

Ken Lynn

Chief Financial Officer

972-758-3831