

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 17-057E – Lexmark Toner & Supplies

This request is to approve the recommendation for additional spending authority for the awarded Invitation to Bid (ITB) 17-057E – Lexmark Toner & Supplies. The term of this ITB is October 19, 2016 through October 18, 2018, for two (2) years. This ITB provides the District with a volume leveraged competitively solicited price for toners and supplies for the standard Lexmark printers approved by the District Standards Committee.

Prior to October 2016, toner was purchased through purchase orders issued to an assortment of vendors, making actual the quantities purchased elusive. Best efforts were made to estimate and forecast for the future, but the District's toner need has surpassed the initial calculations. With approximately seven (7) months remaining in the Agreement term, average monthly expenditure was utilized to arrive at the additional spending authority request of \$560,000.

Financial Impact

Toner and supplies are purchased District-wide and funded with operational budgets. Below is the detail of the new spending authority request.

(historical average monthly expenditures)	\$ 79,600
<u>(number of months)</u>	<u>7</u>
(estimated forecasted spend)	\$ 560,000
<u>(approved spending authority)</u>	<u>\$ 1,475,000</u>
<u>(Total spend authority (rounded))</u>	<u>\$ 2,050,000</u>

Approval of this recommendation does not mean the authorized amount will be spent.