

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for steel supplies with North Shore Supply Company for the San Jacinto College Welding Technology, Continuing and Professional Development (CPD) Applied Technology, and Automotive Body departments.

**BACKGROUND**

An invitation for bids, Project Number 19-09, was issued to procure steel supplies used for instructional purposes by the Welding Technology, CPD Applied Technology, and Automotive Body programs. One response was received and it was determined that the bid submitted by North Shore Supply Company was responsive to all bid requirements and would provide the best value to the College.

North Shore Supply Company has been providing steel supplies to the College for nineteen years at competitive rates and receives satisfactory approval ratings from the departments who procure their products.

**IMPACT OF THIS ACTION**

Approval of this request will provide the College with a vendor that will serve as a reliable source for steel supplies and will accommodate the fluctuations inherent to the steel market with regard to availability and pricing. North Shore Supply Company will supply products which include structural steel and steel pipe on an as needed basis for the programs.

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

The estimated annual expenditure is \$60,000. This expenditure will be funded from the Welding Technology, CPD Applied Technology, and Automotive Body departments' 2018-2019 operating budgets and subsequent year budgets, subject to approval by the Board.

**MONITORING AND REPORTING TIMELINE**

The initial award term will be one (1) year from the date of the final execution of the contract, with renewal options of three (3) additional one-year terms.

**RESOURCE PERSONNEL**

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