UNIVERSITY OF HOUSTON SYSTEM
BOARD OF REGENTS AGENDA

COMMITTEE: Finance and Administration

ITEM: Approval is requested to delegate authority to the Chancellor to negotiate and execute an extension to the contract with Today’s Business Solutions for providing office supplies to the University of Houston.

DATE PREVIOUSLY SUBMITTED:

SUMMARY:

Approval is requested to delegate authority to the Chancellor to negotiate and execute an extension to the contract (K-07-00160) in excess of $1 million with Today’s Business Solutions for providing office supplies to the University of Houston campus. The contract is also available to the UH System. Following a competitive process, Today’s was awarded a multi-year contract beginning with FY2007. The original contract period was September 1, 2006 through August 31, 2010 with three one-year renewal options. We are requesting to exercise the third one-year renewal option by extending the contract to August 31, 2013.

SUPPORTING DOCUMENTATION:
Reasons to Extend Today’s Business Solutions Contract

FISCAL NOTE:
UH is expected to realize at least $100,000 in product savings and contract rebates if the contract is extended to August 31, 2013.

RECOMMENDATION/ACTION REQUESTED:
Administration recommends approval of this item.

COMPONENT: University of Houston

PRESIDENT
Renu Khator
5/3/12
DATE

EXECUTIVE VICE CHANCELLOR
Carl Carlucci
4/27/2012
DATE

CHANCELLOR
Renu Khator
5/3/12
DATE

05/16/12
CONSENT DOCKET – F&A-K56
Reasons to Extend Today’s Business Solutions

Approval is requested to delegate authority to the Chancellor to negotiate and execute extension to the contract (K-07-00160) with Today’s Business Solutions, a state certified HUB, for providing office supplies to the University of Houston. Following a competitive process, Today’s was awarded a multi-year contract beginning with FY2007. The original contract period was September 1, 2006 through August 31, 2010 with three one-year renewal options. We are requesting to exercise the third one-year renewal option by extending the contract to August 31, 2013.

The University of Houston has received the following benefits from its partnership with Today’s:

- Standard discount of 18% to 48% off list price on over 11,000 items

- Deeper discounts of 40% to 80% off list price on up to 600 items frequently purchased by UH called “Coog’s Top Picks”

- “HP Big Deal Discounts” of 39% to 55% off list price on 17 types of Hewlett Packard toner and ink frequently purchased by UH, which are only available through Today’s  
  - Purchase of HP products also generates “HP Points,” which can be used to purchase more Hewlett Packard equipment and supplies

- $266K in cash rebates under the current contract, which were used to offset budget reductions

- Closed-loop recycling program – paper recycled by UH is sent to a Boise paper mill to produce recycled paper, which is then purchased by UH from Today’s