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
EXECUTIVE VICE CHANCELLOR Carl Carlucci 4/27/2012
CHANCELLOR Renu Khator 5/3/12

05/16/12
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