**Board Memo**

**DATE:** 6/30/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Transportation

**Product Vendor or Grant Issuer**

Office H20

**Product or Grant Name**

Water Dispenser Rental Agreement

**Date/Term (Beginning and End Dates/Year)**

August 1, 2021 to July 31, 2024

**APPLICABLE BOARD POLICY:**

04.32Model Procurement Code Purchasing Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

36 Month rental agreement for 3 water dispensers. Terms and pricing of the agreement are the same as what was awarded to Office H20 for the District Office following a competitive bid conducted in July 2020.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$5,184.00

**Funding Source**

General Fund

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I request approval of the Water Dispenser Rental Agreement with Office H20 for the Transportation Department, as presented.

**CONTACT PERSON: (submitter)**

Jehan M. Ghouse, Purchasing Administrator