



# **SCHOOL BOARD ACTION REPORT**

**DATE:** June 5, 2017  
**FROM:** Dr. Larry Nyland, Superintendent  
**LEAD STAFF:** Dr. Lester Herndon, Associate Superintendent of Facilities and Operations  
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**For Introduction:** June 28, 2017  
**For Action:** July 5, 2017

## **1. TITLE**

BEX IV: Approval of Purchase Order with Catalyst Workplace Activation, Inc. for furniture procurement for schools opening in 2017

## **2. PURPOSE**

The purpose of this motion is to approve the purchase of furniture for schools opening in 2017 from Catalyst Workplace Activation, Inc. utilizing the U.S. Communities purchasing cooperative.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the purchase of furniture for schools opening in 2017 from Catalyst Workplace Activation, Inc., in the amount of \$293,635.68, plus Washington State sales tax, with any minor additions, deletions, and modifications deemed necessary by District Capital Projects and/or procurement staff, and to take any necessary actions to implement the purchase order.

## **4. BACKGROUND INFORMATION**

### **a. Background**

The district provides furniture as part of the implementation of capital levy projects. By having one master set of furniture contracts, the district normally establishes a competitively bid furniture catalog from which Capital projects and schools can order furniture. Catalyst Workplace Activation, Inc. is one of nine (9) contract vendors in the current catalog. However, the specific type of furniture desired is not a part of this contract, so the District is seeking to use a national purchasing cooperative to obtain competitive pricing, U.S. Communities.

Utilizing the U.S. Communities purchasing cooperative, Capital Projects and Planning can issue a purchase order to Catalyst Workplace Activation, Inc. to address staff requests, purchase a higher quality product and begin to create greater uniformity in selected products reducing long-term operating costs. U.S. Communities is a national purchasing cooperative utilized by local governments to acquire furniture, fixtures and equipment.

It is the intention of Capital Projects and Planning to revise our furniture procurement practices at the end of this year so the purchase order will be in effect through December 31, 2017.

This action does not increase the total amount to be spent on furniture in the district this year, as approval of the financial amount identified in this Board Action Report will be offset by a similar reduction in the financial amounts to the nine approved/executed furniture contracts.

**b. Alternatives**

Do not approve the motion. This is not recommended. If the motion is not approved, the planned schedules for the activation and occupancy of the multiple Capital projects will not be maintained. Needed furniture will need to be procured on a per project basis potentially delaying receipt of furniture until after the start of the school year.

**c. Research**

- Seattle School District/Heery Furniture Bids 2009, and rebid 2013
- Seattle School District Bids 2015, Bid No. B09501

**5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be \$293,635.68. Purchases will be made from various budgets.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

**6. COMMUNITY ENGAGEMENT**

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

**7. EQUITY ANALYSIS**

This motion was not put through the process of a full racial equity analysis. The goal of the district is to provide equitable access to school facilities across the city.

**8. STUDENT BENEFIT**

This motion helps ensure a safe, secure learning environment for every student.

**9. WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item
- Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

Per Board Policy No. 6220, Procurement, any contract over \$250,000 must be brought before the Board for approval.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Operations Committee meeting on June 15, 2017. The Committee moved this item forward to the full Board with a recommendation for approval.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, purchase orders will be executed establishing the procurement of furniture for five schools opening in the fall of 2017.

**13. ATTACHMENTS**

- N/A