



SCHOOL BOARD ACTION REPORT

DATE: October 16, 2017
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Dr. Lester Herndon, Associate Superintendent of Facilities and Operations
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For Introduction: November 15, 2017
For Action: December 6, 2017

1. TITLE

BTA IV: Approval of Modification No. 2 to Contract P1481 with Radixos LLC, for Consulting Services for K-12 Furniture Selection

2. PURPOSE

Board action is required to approve a contract modification to Contract No. P1481, for consulting Services for K-12 Furniture Selection with Radixos LLC, in the amount of \$373,288 for an expanded scope of services to create alignment with the educational specifications.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a contract modification with Radixos LLC to increase the base contract in the amount of \$373,288 for K-12 Furniture Selection with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract modification.

4. BACKGROUND INFORMATION

a. Background

The District issued a Request for Proposal (RFP10520) in November 2015 to select a consulting firm to assist in coordinating the procurement of furniture. The District desired to reduce the number of furniture contracts it currently awards (seven furniture contracts are currently awarded annually that are greater than \$250,000); review and confirm required furnishings to support the educational program, create greater cohesion in the school or office environment by limiting the number of manufacturers awarded furnishing contracts and to facilitate greater ease of furnishings repair through product standardization. Four firms submitted their qualifications and as a result of the qualitative review process, the District awarded the contract to Radixos LLC in January 2017.

The original contract scope includes: (a) Review and update SPS's current furniture specifications and conduct a staff survey of recent furniture installation; (b) review and update current SPS furniture room layouts and coordinate with the educational specifications; (c) provide Capital support to facilitate the Request for Qualifications process in conjunction with the District's Contracting Services Department; (d) facilitate Furniture Samples, Furniture Fair

and Evaluation; (e) & (f) provide support for the Bid Process and Analysis; and (g) prepare a final Furniture Catalog.

Contract modification No. 1 was ~~later~~ issued on September 18, 2017, to account for the reimbursable expenses (\$5,000) that were mistakenly omitted in the initial contract total.

Contract modification #2 is being requested for three significant adjustments:

1. Furniture Specification Development: Expanded participation requiring additional meetings, longer duration for the meetings and greater frequency of advisory group meetings to keep ~~the steering committee~~ informed of project status. User group meetings were not anticipated in the original contract and were deemed necessary to align furniture requirements with identified room square footage in the educational specifications for all content areas within K-12 and program areas including Special Education, Science, Performing and Visual Arts, Career Technical Education (CTE), Library, Physical Education, Athletics and Support Services. Expanded on-line staff survey of furniture placed in major projects opening in 2016 and added additional survey for Wilson Pacific project 2017. Coordinate revisions to furniture specification and bid groupings to align with competitive bid process.
2. Room Layouts in Educational Specifications: Increase room layouts from quantity of 60 to a quantity of 183. Provide updated layouts to reflect revised furniture standards and confirm “test fit” with square footage requirements outlined in educational specifications. (The generic elementary educational specifications were updated in 2016 to reflect smaller class sizes in our K-3 classrooms and the generic high school educational specification was developed in 2016.)
3. Request for Qualifications (RFQ) from Furniture Manufacture’s, Furniture Fair, Bid Package and Catalog: Provide additional coordination with Contracting Services to revise RFQ and Bid templates due to revised limited furniture groupings. Provide additional coordination to Furniture Manufacturer’s and Supplier’s for Furniture Fair due to extended duration, revised specifications and site preparation requirements. Additional coordination and meetings to facilitate scheduling revisions and extended durations. Expansion and modifications to Furniture Catalog based on revised specifications.

These contract modifications will result in a more cohesive school and office environment, reducing the number of furniture manufacturers the District currently contracts with from eight to two. The hope is to standardize product selection at the K-5 school environment and 6-12 school and office environments creating continuity for SPS through furniture product standardization, selection of higher quality, more durable components, reduction in administration of product procurement and enhancement of vendor relationships.

Modification #2 will extend the contract timeline to December 2018 to allow for preparation of bid documents and contract award, development of the room layout drawings and development of a furniture, fixtures and equipment catalog for staff use.

Original Contract Sum	\$ 216,960
Modification No. 1	\$ 5,000
Modification No. 2	<u>\$ 373,288</u>

Net Contract Sum incl. Modification 1 & 2 \$ 595,248

b. **Alternatives**

No alternatives were considered.

c. **Research**

No research was conducted for this action.

5. **FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be \$373,288.

The revenue source for this motion is Building, Technology, and Academics/Athletics (BTA IV) Capital levy fund.

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 list of projects to be funded in the BTA levy was developed with the goal of providing equitable access to school facilities across the District.

8. **STUDENT BENEFIT**

Students will benefit from high quality furniture and equitable learning spaces throughout the district.

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 6220, Procurement, all contracts for more than \$250,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$250,000, excluding sales tax and contingencies, must be approved by the School Board.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on November 2, 2017. The Committee reviewed the motion and moved it forward to the full Board for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the Superintendent will sign and execute the contract modification.

13. ATTACHMENTS

- None