



SCHOOL BOARD ACTION REPORT

DATE: April 24, 2017
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Dr. Lester Herndon, Assistant Superintendent, Facilities and Operations
(206) 252-0644, ltherndon@seattleschools.org

For Intro: May 3, 2017
For Action: May 3, 2017

1. TITLE

Approval of Amendment No. 2 with Saxton Bradley for Furniture Procurement Contract No. P5079

2. PURPOSE

The purpose of this motion is to increase the 2017 contract with Saxton Bradley by \$400,000 for furniture procurement through December 31, 2017. The district does not intend to increase its overall spending on furniture in 2017 and plans to decrease spending within other furniture vendor contracts to compensate.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute contract Amendment No. 2 with Saxton Bradley in the revised contract amount not to exceed \$1,001,304.00, plus Washington State sales tax, in the form of the draft Amendment attached to the School Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract amendment.

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 establishes a competitively bid furniture catalog from which Capital projects and schools can order furniture.

The project, Furniture Procurement for 2016, was publicly advertised on November 12, 2015. The bid opening was on December 9, 2015, with a total of twelve (12) bids being received. Ninety bid items were included, with some bid items evaluated individually and some bid items evaluated as a group, such as chair sets, where practicable. Based on the final evaluation, nine (9) contracts were awarded, eight (8) of which are over \$250,000.

The initial intent of these contracts was for a one-year term so the district could execute a furniture selection process to update the current furniture specifications. This process has

not been completed, so the district extended the 2016 contracts through 2017, which was approved by the School Board on January 4, 2017.

After consultation with school staff receiving furniture this past year, Capital Projects and Planning recommends the contract with Saxton Bradley be amended to increase the not-to-exceed purchasing amount by \$400,000. Capital Projects and Planning has identified contract furniture items from other vendors that are not meeting the needs of staff, but items available through Saxton Bradley meet staff needs. Utilizing the King County Directors Association (KCDA) purchasing cooperative, Capital Projects and Planning can acquire requested furniture from Saxton Bradley addressing staff requests, purchase a higher quality product and create greater uniformity in selected products reducing long-term operating costs. (KCDA is a purchasing cooperative formed by school districts throughout the State of Washington that complies with competitive bid requirements.)

It is the intention of Capital Projects and Planning to revise our furniture procurement practices this year so the amendment will be in effect through December 31, 2017. The amendment is in the amount as noted below:

Contract P5079 with BRAG Investments dba as Saxton Bradley	
2016 Contract Amount:	\$ 600,600.00
2017 Contract Amount:	\$ 601,340.00
2017 Amendment No. 2 Revised Total Amount:	\$ 1,001,340.00

b. Alternatives

Not approve the amendment. This is not recommended. If the amendment is not approved, the planned schedules for multiple Capital Projects will not be maintained as needed furniture will need to be procured on a per project basis which will delay the schedule.

Utilize interlocal furniture contracts. While this is a viable option, due to the District's volume of furniture needed, when the District bids out the furniture contracts independently we are often able to leverage our buying power, and in many cases, historically, either compete with or beat pricing of interlocal agreements and save the District money that can go back to the school project.

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 \$400,000.00
Purchases will be made from various budgets.

Expenditure: One-time (over a 1 year period) Annual Multi-Year N/A

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

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

6. 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.

7. STUDENT BENEFIT

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

8. 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: _____

9. POLICY IMPLICATION

Per Board Policy No. 6220, Procurement, all contracts exceeding \$250,000 must be approved by the Board. Amendment No. 2 to Contract P5079 exceeds \$250,000.

10. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on April 20, 2017. The Committee moved this item to the full Board for introduction and action on May 3, 2017 with a recommendation for approval.

11. TIMELINE FOR IMPLEMENTATION

Upon Board approval, the contract will be executed establishing a purchasing agreement for furniture for an additional one-year period. As furniture needs are finalized for individual projects over that period, purchase orders will be executed for each project.

12. ATTACHMENTS

- Contract Amendment No. 2 (for approval)