



# School Board Briefing/Proposed Action Report

**Informational** (no action required by Board)     **Action Report** (Board will be required to take action)

**DATE:** November 28, 2016  
**FROM:** Dr. Larry Nyland, Superintendent  
**LEAD STAFF:** Dr. Lester Herndon, Associate Superintendent of Facilities & Operations,  
(206) 252-0644, [ltherndon@seattleschools.org](mailto:ltherndon@seattleschools.org)

## I. TITLE

Recommendation to Extend Contract Terms and Amend Contract Amounts for Furniture Procurement for 2016, Bid No. B09501    **For Introduction:** December 7, 2016  
**For Action:** January 4, 2017

## II. WHY BOARD ACTION IS NECESSARY

Per Board Policy No. 6220, Procurement, all contracts exceeding \$250,000 must be approved by the Board. Public Works Contracts for the Furniture Procurement for 2016 exceeds \$250,000.

## III. FISCAL IMPACT/REVENUE SOURCE

These contracts will extend the purchasing agreement for a period of one (1) year to purchase furniture for both BTA and BEX projects, in addition to other school needs. Purchases will be made from various budgets.

Expenditure:     One-time (over 1 year)     Annual     Other Source

## IV. POLICY IMPLICATION

Per Board Policy No. 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.

## V. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute the contract amendments that extend current contracts and amend the contract amounts for an additional year for the Furniture Procurement for 2016, with the following seven (7) Vendors:

- Business Interiors Northwest dba Catalyst Workplace Activation, Inc. in the amount of \$1,500,834.50;
- DOF Inc. dba Ducky’s Office Furniture in the amount of \$558,462.00;
- Office Depot, Inc. in the amount of \$305,098.30;
- BRAG Investments dba Saxton Bradley in the amount of \$601,340.00;
- School Specialty, Inc. in the amount of \$1,506,084.90;
- Virco, Inc. in the amount of \$558,793.50; and

- Diversification Inc. dba Workpointe in the amount of \$790,350.00 plus Washington State Sales Tax, in the form of the Agreements attached to the 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.

**VI. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Operations Committee meeting on November 17, 2016. The Committee moved the item forward to the full Board with a recommendation for approval.

**VII. BACKGROUND INFORMATION**

As part of the implementation of some BTA and BEX projects, furniture is required to be provided. This contract is part of the District furniture procurement plan, establishing 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. 90 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 making it necessary for the district to continue with the existing contracts.

The contracts being extended will be in effect for one additional year in the amounts as noted below:

Contract	Vendor	2016 Contract Amount	2017 Contract Amount
P5074	Business Interiors Northwest, Inc. dba Catalyst Workplace Activation, Inc.	\$1,479,654.50	\$1,500,834.50
P5075	DOF Inc. dba Ducky’s Office Furniture	\$507,180.70	\$558,462.00
P5077	Office Depot, Inc.	\$299,590.30	\$305,098.30
P5078	Palmer Hamilton, LLC	\$ 11,731.40	\$11,731.40 (No Change)
<del>P5076</del>	<del>McDowell-Craig</del>	<del>\$361,300.00</del>	Not extended
P5079	BRAG Investments dba Saxton Bradley	\$600,600.00	\$601,340.00
P5080	School Specialty, Inc.	\$1,444,263.70	\$1,506,084.90
P5081	Virco, Inc.	\$558,793.50	\$558,793.50 (No Change)
P5082	Diversification Inc. dba Workpointe	\$ 790,350.00	\$790,350.00 (No Change)
	<b>TOTAL CONTRACTS AWARD</b>	<b>\$6,053,464.10</b>	<b>\$5,832,694.60</b>

**VIII. STATEMENT OF ISSUE**

Whether to extend and execute the contract amendments for the Furniture Procurement for 2016.

**IX. ALTERNATIVES**

- Not award the contracts. This is not recommended. If the contracts are not extended, 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.

**X. RESEARCH AND DATA SOURCES / BENCHMARKS**

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

**XI. TIMELINE FOR IMPLEMENTATION / COMMUNITY ENGAGEMENT**

Upon Board approval, the contracts 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.

**XII. ATTACHMENTS**

- Contract Amendments (for approval)