



# **SCHOOL BOARD ACTION REPORT**

**DATE:** September 10, 2020  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Fred Podesta, Chief Operations Officer  
206-252-0102, [fhpodesta@seattleschools.org](mailto:fhpodesta@seattleschools.org)

**For Introduction:** September 23, 2020  
**For Action:** October 7, 2020

## **1. TITLE**

BEX V: Award State Master Contract #05416, Classroom Lock Security Upgrades for the secure lockdown project

## **2. PURPOSE**

The purpose of this action is to provide authorization for the Superintendent to enter into a contract in the amount of \$2.5 million, plus Washington State sales tax, that would provide secure lockdown functionality on doors across the district. Additional benefits of this project include: simplifying the buildings' keyway system, updating obsolete door hardware, and meeting ADA code requirements.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to execute a contract with Intermountain Lock and Security Supply in the amount of \$2.5 million, plus Washington State sales tax, for lock hardware purchases. Purchases will be based on volume pricing obtained through an Interlocal Cooperative Purchasing agreement with the State of Washington Department of Enterprise Services through contract #05416 as 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.

## **4. BACKGROUND INFORMATION**

### **a. Background**

The classroom lock security installation is part of the approved security measures within the BEX V levy that was passed by the voters in February 2019. This contract is for lock hardware purchases to upgrade classroom locks to increase the security posture within all classrooms across the district. The upgrades will primarily replace or retrofit existing mortise locks with more secure functionality, such as having thumb turns and indicators, to lockdown from inside in case of emergencies.

In addition to increasing the security posture, the modifications will standardize hardware according to the district technical standards to two hardware types (Schlage and Best) with lifetime warranties. This move will consolidate the hardware to provide manageable

maintenance and further improving secure access to district buildings. Many classrooms currently do not have ADA accessible handles and these installations would remedy this.

**b. Alternatives**

Deny Motion. If motion is denied, the district will not be able to execute the contract to provide secure lockdown functionality on classroom doors. Current obsolete hardware would remain, further complicating maintenance and increasing repair costs. It would also fail to address ADA access. This is not recommended because it would negatively impact the district's commitment to provide secure and equitable access in our schools.

**5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be \$504,000, plus Washington State sales tax, for fiscal year 2020-21 (Phase 1) with extensions for five years (Phases 2-5), totaling \$2.5 million, plus Washington State sales tax, over the course of five (5) years.

The revenue source for this motion is the Building Excellence BEX V Capital Levy.

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

The selection of projects in the BEX V program went through an extensive community vetting process and ultimately received 73% approval from voters in February 2019.

**7. EQUITY ANALYSIS**

The district's Racial Equity Analysis toolkit was utilized to guide the planning process for the BEX V Capital Levy, influencing community engagement methods, preparation of the 2018 update to the Facilities Master Plan, and ultimately the final proposed levy package. The Board's guiding principles stated that racial and educational equity should be an overarching principle for the BEX V Capital Levy planning in accordance with Board Policy 0030, Ensuring Educational and Racial Equity. Projects identified for inclusion in the BEX V levy will ultimately improve conditions for all students in the affected schools. Improved building conditions create a better

environment for learning and can provide facilities to better position students for academic success.

**8. STUDENT BENEFIT**

It is a health and safety issue for district staff and students as it provides them the opportunity to quickly lock classrooms from inside during a lockdown. The installation will provide a safe environment for all students and staff.

**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 requires Board approval.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Operations Committee meeting on September 10, 2020. The Committee reviewed the motion and moved the item forward with a recommendation for approval by the full Board.

**12. TIMELINE FOR IMPLEMENTATION**

Upon the approval of this motion, the contract will be executed with Intermountain Lock and Security Supply through the State Master Contract #05416.

**13. ATTACHMENTS**

- State Master Contract #05416 (for approval)



# BEX V: Award State Master Contract #05416

## Classroom Lock Security Upgrades for the secure lockdown project





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For questions and more information about this document, please contact the following:

Beata Chouinard  
Facilities Analyst  
[bechouinard@seattleschools.org](mailto:bechouinard@seattleschools.org)

The classroom lock security installation is part of the approved security measures within the BEX V levy that was passed by the voters in February 2019. This contract is for lock hardware purchases to upgrade classroom locks to increase the security posture within all classrooms across the district. The upgrades will primarily replace or retrofit existing mortise locks with more secure functionality, such as having thumb turns and indicators, to lockdown from inside in case of emergencies.

Procurement Approvals	Initials	Date
(3)Purchasing: Craig Murphy		7/30/2020
(4)Contracting: Nancy Milgate		7/30/2020
(5)Legal: Ronald Boy		8/4/2020
(6)Accounting: Amy Fleming		8/4/2020

## Seattle Public Schools Inter-local, Cooperative Purchasing Agreement Justification Form

### Instructions

- This form must be completely filled out and must accompany any Federally funded procurement (including Personal Services Contracts-PSCs) requests over \$3500.00, any non-Federally funded Personal Services Contract (PSC) request over \$25,000 and all other procurement requests over \$40,000.00 (in aggregate purchases) where an **Inter-Local, Cooperative Purchasing Agreement** is requested to be used in lieu of the District's standard self-performed competitive procurement processes. If purchasing goods/equipment or services, this form must be completed and accompany the Purchase Requisition (B2B/Market Place) whenever an **Inter-Local, Cooperative Purchasing Agreement** based purchase is requested. An **Inter-Local, Cooperative Purchasing Agreement** purchase is made only when the District's self-performed competitive procurement processes are determined by the Procurement Working Group (consisting of representatives from Accounting, Contracting Services, the General Counsel's Office, and Purchasing Services) to not likely produce the lowest price on quotes/bids or the best weighted outcome in the case of RFPs. Approvals for **Inter-Local, Cooperative Purchasing Agreement** requests shall be made in accordance with the thresholds indicated in the Authority matrix. While this form is titled Inter-Local, Cooperative Purchasing it is meant to also include similar processes referred to as "piggybacking", Third party aggregator cooperatives, etc.
- The **Inter-Local, Cooperative Purchasing Agreement** must meet the requirements of RCW 39.04.030 Joint Powers, RCW 39.26.060 Cooperative Purchasing, Board Policy 6220 and Superintendent Procedure 6220SP.B and 6220SP.F must be followed.

**As a minimum, consideration for the use of an Inter-Local, Cooperative Purchasing Agreement is dependent on the following criteria. Competitive practice comparable to the District's, competition for the same product or service that the District identified in its scope and terms and conditions that agree with District standard or have been reviewed/approved by District Legal Dept.**

- Completing this form does not guarantee that the proposed Inter-Local, Cooperative Purchasing Agreement will be selected. Additional information may be required. It is the requestor's responsibility to provide all the required information and documentation indicated on this form. It is the requestor's responsibility to allow for and plan for alternative competitive procurement processes should this request be declined.

**This request to use an Inter-Local, Cooperative Purchasing Agreement is for a specific** (check appropriate box below):

- ☐ Personal or Purchased Service Vendor/Contractor  
☒ Vendor, Manufacturer, Brand and/or Model of goods, materials, software or equipment

INITIATORS'S DEPARTMENT INFORMATION			
Department	FACILITIES	Phone	206.252.0552
Contact Name	BEATA CHOUINARD	E-mail	<a href="mailto:bechouinard@seattleschools.org">bechouinard@seattleschools.org</a>
Title	Facilities Operations Analyst		

Procedure 6220SP.A

Attachment (tba)

**Inter-Local, Cooperative Purchasing Agreement Justification Form**

Page 1 of 4

Contract amount: \$504K IS ESTIMATED VALUE PER YEAR PRE-TAX ANNUAL EXPENSE FOR FY21-FY25 SO TALLING \$2.5 MILLION OVER 5 YEARS. FACILITIES INTENDS TO GO PREPARE A BAR FOR MAJOR MULTIYEAR PROJECT APPROVAL. YEAR 5 OF FACILITIES PLAN EXCEEDS THE DURATION OF THE CURRENT STATE OF WA DES CONTRACT, SO WILL HAVE TO BE RESOLVED AT A FUTURE DATE. A SMALLER AMOUNT < \$75k WILL BE ORDERED AGAINST THIS INTER-LOCAL BY THE END OF FY20 TO COVER APPROXIMATELY 3 SCHOOLS.

**PROPOSED VENDOR/CONTRACTOR INFORMATION**

Company Name: INTERMOUNTAIN LOCK & SECURITY (IML)

Description: KEY TURN LOCKS,VARIOUS MAKES/MODELS

Address	710 South 2nd Street	Phone:	TOM MOORE (425) 271-8431
City, State, Zip	RENTON, WA 98057	Email	<a href="mailto:tom.moore@imlss.com">tom.moore@imlss.com</a>
Description of service:	REPLACING /RETROFITTING EXISTING MORITSE LOCKS WITH MORE SECURE FUNCTIONALITY	Web Address	<a href="https://www.imlss.com/locations.html">https://www.imlss.com/locations.html</a>

**PROPOSED MANUFACTURER INFORMATION (IF SUBMITTING REQUEST FOR A SPECIFIC MANUFACTURER, BRAND AND/OR MODEL GOODS, SOFTWARE OR EQUIPMENT)**

Manufacturer : HANES

Description of goods, materials, software or equipment:	HARDWARE:LOCKS AND OTHER ITEMS AS NEEDED RELATED TO DOORS, FRAMES, AND HARDWARE BRAND, SCHLAGE, BEST, PRECISION, VON-DUPRIN, ETC	Brand/Model :	VARIOUS MODELS
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**PROPOSED INTER-LOCAL, COOPERATIVE PURCHASING AGREEMENT INFORMATION**

**Inter-Local, Cooperative or Agency Name:** WA STATE DEPT OF ENTERPRISE SERVICES **CONTRACT #05416**

Address	1500 Jefferson Street, #6097	Phone:	(360) 407-2210
City, State, Zip	OLYMPIA,WA 98501	Email:	<a href="mailto:contractingandpurchasing@des.wa.gov">contractingandpurchasing@des.wa.gov</a>
Description of goods or service:	<b>DOORS, FRAMES, &amp; HARDWARE</b>	Web Address	<a href="https://apps.des.wa.gov/DESContracts/">https://apps.des.wa.gov/DESContracts/</a>

Contract validity period

From: 12/01/2016 To: 11/30/24

**Awarded to: Company Name: INTERMOUNTAIN LOCK & SECURITY (IML)**

December 1, 2016 THRU November 30, 2024

Have you attached **proof that recommended vendor is not debarred** (verify at <https://www.dol.gov/ofccp/regs/compliance/preaward/debarlst.htm> and <http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/> ) from participating on government contracts?

Procedure 6220SP.A

Attachment (tba)

**Inter-Local, Cooperative Purchasing Agreement Justification Form**

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See definition for debarment at RCW [39.26.010](#)

Effect of debarment on a contractor <http://apps.leg.wa.gov/wac/default.aspx?cite=200-305-100>

☒ Yes

☐ No

Have you attached proof showing that the specific proposed Inter-Local, Cooperative agreement is **valid in the State of WA for the period of time you require goods/services?**

☐ Yes

☒ No

Have you attached the required proof /**affidavit of public advertising from a newspaper or website** as required by the lead agency establishing the contract for the proposed Inter-Local, Cooperative Purchasing Agreement? This can be supplied via an advertising affidavit, copy of newspaper ads or copy of “screen shots” showing the lead agency website posting of bid?

☐ Yes

☒ No

Have you attached the required proof showing the lead agency **solicitation document package (Invitation to Bid, Request for Proposal, Request for Informal Quote)** for the proposed Inter-Local, Cooperative Purchasing Agreement?

☐ Yes

☒ No

Have you attached the required **proof of competition, bid/quote tabulation, evaluation, award recommendation** for the proposed Inter-Local, Cooperative Purchasing Agreement?

☐ Yes

☒ No

Have you attached the required proof showing the final **lead agency’s or other appropriate contract** for the proposed Inter-Local, Cooperative Purchasing Agreement?

☐ Yes

☒ No

Have you attached the required proof indicating that the **proposed vendor accepts the District’s standard Terms and Conditions of purchase or that District Legal has reviewed/approved any non-District Standard Terms and Conditions** that the proposed Inter-Local, Cooperative Purchasing Agreement are based on?

☐ Yes

☒ No

In the event that District Procurement does not approve this procurement via an Inter-Local, Cooperative Purchasing Agreement, **has sufficient planning been put in place to permit a District self-performed competitive process to take place?** See [Introduction to Procurement Online Training](#) to review timelines required for Procurement Teams to self-perform various competitive procurement processes.

☒ Yes

☐ No

Are the **pricing, delivery, terms and conditions** of the specific proposed Inter-Local, Cooperative agreement advantageous to the District?

☒ Yes

☐ No

Please provide a brief narrative indicating why you feel using this Inter-Local, Cooperative agreement will result in lower material or services costs to the District. Please attach copies of competitive quotes you obtained or other documentation that will help validate your due diligence.

Seattle Public Schools is undertaking to upgrade classroom locks at 88 locations over the next five (5) years to increase the security posture within these classrooms. The upgrades will primarily replace or retrofit existing mortise locks with more secure functionality, such as having thumb turns and indicators.

### Inter-local, Cooperative Purchasing Agreement - Approvals required

**This Inter-Local Cooperative Purchasing Agreement form is to be attached to the Executive Approval Routing Cover Sheet (Superintendent Procedure 6220SP.A, Attachment 2) to obtain proper approval signatures as noted below.**

Grants, Interagency (other governmental agencies), MOU's*, and Revenue-Producing Contracts		Initiator (Manager or School Principal)	Grants Office (as appropriate)	Accounting	Purchasing/ Contracting Services (as appropriate)	Director	Legal	Asst. Supt. for Ops, TL or CF	Asst. Supt. B&F	Superintendent	Board
		RA	RA	RA,E	RA,E**						
	Up to \$75K	RA	RA	RA	RA	RA	RA	RA	E		
	\$75K - \$100K	RA	RA	RA	RA	RA	RA	RA	RA	E	
	\$100K - \$250K	RA	RA	RA	RA	RA	RA	RA	RA	E	
	Over \$250K	RA	RA	RA	RA	RA	RA	RA	RA	E	RA

RA – Review/Approval

E – Execute

**I have read and understand the District's Board Policy 6220XYZ(tba) for Procurement and specifically Inter-local Cooperative Purchasing Agreement procedures and certify that this contract meets the guidelines and requirements of inter-local cooperative purchasing contracting.**

(1) Department Initiator	Signature	DocuSigned by: <i>Beata Chouinard</i> B1C9E744F27D4B6...	Date	7/29/2020
	Printed Name: BEATA CHOUINARD			
(2) Reviewed and Approved by Department Manager or Director:	Signature	DocuSigned by: <i>Frank Griffin</i> E1223F85BB314BA...	Date	7/30/2020
	Printed Name: FRANK GRIFFIN			

Procedure 6220SP.A

Attachment (tba)

Inter-Local, Cooperative Purchasing Agreement Justification Form

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From: arfesta@seattleschools.org  
Subject: STATE OF WA DES CONTRACT # 05416 DOORS FRAME AND HARDWARE INTERMOUNTAIN  
LOCK AND SECURITY "IMLS"  
Sent:  
Importance: Normal

## **RCW 43.19.005**

### **Department created—Powers and duties.**

(1) The department of enterprise services is created as an executive branch agency. The department is vested with all powers and duties transferred to it under chapter 43, Laws of 2011 1st sp. sess. and such other powers and duties as may be authorized by law.

(2) In addition to the powers and duties as provided in chapter 43, Laws of 2011 1st sp. sess., the department shall provide products and services to support state agencies, and may enter into agreements with any other governmental entity or a public benefit nonprofit organization, in compliance with RCW 39.34.055, to furnish such products and services as deemed appropriate by both parties. The agreement shall provide for the reimbursement to the department of the reasonable cost of the products and services furnished. All governmental entities of this state may enter into such agreements, unless otherwise prohibited.

[ 2012 c 224 § 25; 2011 1st sp.s. c 43 § 103.]

**Subject:**

STATE OF WA DES CONTRACT # 05416 DOORS FRAME AND HARDWARE INTERMOUNTAIN LOCK AND SECURITY "IMLS"

Washington State Department of  
**Enterprise Services** [Services](#) [About](#) [Contact](#)

## All Active Contracts

Showing 1 to 1 of 1 Contracts  
(filtered from 199 contracts)

Show:  Contracts Per Page.

Contract #	Contract Title	Award Date	Exp. Date	Small	Veteran	OMWBE	Green	2 TIER
05416	DOORS, FRAMES, & HARDWARE	12-01-2016	11-30-2024					

= Contract w/ Green Recycled Content  
 = Contract With Certified Small Business  
 = Contract With OMWBE Certified Business  
 = Contract With Vet-Owned Certified Business  
 = Two Tier Contract

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## Showing 1 to 8 of 8 Vendors

[Reset Sorting](#) [?](#)  Vendors Per Page. Search Vendors:

Vendor	Vendor #	Authorized Fulfillment Partners	OMWBE	Veteran	Small Business
A.M. HARDWARE, INC.	W12794				
KDL HARDWARE SUPPLY, INC.	W1359				
INTERMOUNTAIN LOCK & SECURITY SUPPLY	W18268				
ANIXTER INC.	W451				
PUGET SOUND HARDWARE, INC.	W45506				
SYBIS LLC	W47293		M		
AMERICAN DIRECT PROCUREMENT INCORPORATED	w52849				
CRAFTMASTER HARDWARE LLC	W57304				