



# **SCHOOL BOARD ACTION REPORT**

**DATE:** January 19, 2021  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Fred Podesta, Chief Operations Officer  
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**For Introduction:** February 24, 2021  
**For Action:** March 10, 2021

## **1. TITLE**

Recommendation to Extend Contract Terms and Amend Contract Amounts for Furniture Procurement for 2021-2022, Bid No. B01834

## **2. PURPOSE**

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 2021-2022 exceed \$250,000.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to execute the contract amendments that extend the current contracts approved by the board on April 4, 2018, effective as of April 2018 through March 31, 2021, and amend the contract amounts for an additional year for the Furniture Procurement for 2021-2022 with the following four vendors:

- Catalyst Workplace Activation Inc., a one-year amendment to contract #P5110 (Bid No. B01834) with an increase of \$469,834.10 to a current contract amount of \$943,232.10 for a revised contract total not to exceed \$1,413,066.20
- Evergreen Furnishings LLC, a one-year amendment to contract #P5111 (Bid No. B01834) with an increase of \$1,722,557.50 to a current contract amount of \$3,584,355 for a revised contract total not to exceed \$5,306,912.50
- Saxton Bradley Inc, a one-year amendment to contract #P5112 (Bid No. B01834) with an increase of \$68,010 to a current contract amount of \$289,235 for a revised contract total not to exceed \$357,245
- School Specialty LLC, a one-year amendment to contract #P5114 (Bid No. B01834) with an increase of \$494,520.65 to a current contract amount of \$610,345.35 for a revised contract total not to exceed \$1,104,866;

plus Washington State sales tax, with any minor additions, deletions, and modifications deemed necessary, and to take any necessary actions to implement the contracts.

#### 4. **BACKGROUND INFORMATION**

##### a. **Background**

As part of capital improvement projects, furniture, fixtures, and equipment will be required. These contracts are part of the district furniture procurement plan and establish a competitively bid furniture catalog from which Capital Projects and schools can order furniture. The district is not required to pay the amount listed in each contract but may purchase furniture up to that contract amount.

The project, Furniture Procurement 2018-2020, was publicly advertised on January 26, 2018. The bid opening occurred on March 2, 2018, with a total of seven bids being received. Based on the final evaluation, five contracts were awarded, four of which were over \$250,000. Board Action Approval occurred on April 4, 2018. Initial contract terms were effective as of April 2018 through March 31, 2021.

The contract renewal option was stated in the contract term of the bid. This one-year term extends the contract terms and amends the contract amounts for furniture procurement April 1, 2021 through March 31, 2022.

The contracts being extended will be in effect for this additional year.

Catalyst Workplace Activation Inc has a contract # P5110 (Bid No. B01834) that expires March 31, 2021, in the amount of \$943,232. A one-year extension of the contract for 2021-2022 amendment increase is \$469,834.10. Revised total for P5110 contract amount is not to exceed \$1,413,066.20.

Evergreen Furnishings LLC has a contract # P5111 (Bid No. B01834) that expires March 31, 2021 in the amount of \$3,584,355. The one-year extension of the contract for 2021-2022 amendment increase is \$1,722,557.50. Revised total for P5111 contract amount is not to exceed \$5,306,912.50.

Saxton Bradley Inc has a contract # P5112 (Bid No. B01834) that expires March 31, 2021 in the amount of \$289,235. The one-year extension of the contract for 2021-2022 amendment increase is \$68,010. Revised total for P5112 contract amount is not to exceed \$357,245.

School Specialty LLC has a contract # P5114 (Bid No. B01834) that expires March 31, 2021 in the amount of \$610,345.35. The one-year extension of the contract for 2021-2022 amendment increase is \$494,520.65. Revised total for P5114 contract amount is not to exceed \$494,520.65.

##### b. **Alternatives**

Do not approve the motion. This is not recommended. If the contracts are not awarded, multiple Capital Projects' schedules could be delayed because they won't have the necessary furniture procured on a per-project basis.

##### c. **Research**

- Seattle School District/Heery Furniture Bids 2009, and rebid 2013
- Seattle School District Bids 2015

**5. FISCAL IMPACT/REVENUE SOURCE**

These contracts will extend the purchasing agreement for a period of one year to purchase furniture for both BTA and BEX Capital Levy Projects, in addition to other school needs. Purchases will be made primarily from capital budgets. These purchasing agreements also support other school or district purchasing needs from other 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**

The selection of projects in the BEX/BTA capital levy programs and State of Washington Distressed School Grants program were designed to provide equitable access to safe school facilities across the city.

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 efforts in accordance with Board Policy 0030, Ensuring Educational and Racial Equity. Projects identified for inclusion in the BEX V Capital 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**

This motion helps ensure that the district can provide students with safe and comfortable furniture that is conducive to learning.

**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: OSPI requires Board acceptance of this report.

**10. POLICY IMPLICATION**

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

**11. BOARD COMMITTEE RECOMMENDATION**

This motion is to be discussed at the Operations Committee meeting on February 4, 2021. The committee reviewed the motion and moved the item forward with a recommendation for approval by the full Board.

**12. TIMELINE FOR IMPLEMENTATION**

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 during that period, purchase orders will be executed for each project.

**13. ATTACHMENTS**

- Contract Amendments (for reference as part of motion) (available upon request from the Capital Projects & Planning department, 206-538-7315)
  - B01834 Catalyst P5110 Amendment 2 Exhibit A Pricing 2021
  - B01834 Evergreen P5111 Amendment 1 Exhibit A Pricing 2021
  - B01834 SBI P5112 Amendment 1 Exhibit A Pricing 2021
  - B01834 School Specialty P5114 Amendment 1 Exhibit A pricing 2021
  - B01834 Catalyst exec agreement\_P5110
  - B01834 Evergreen Exec. Agreement\_P5111
  - B01834 Saxton Bradley exec. agreement\_P5112
  - B01834 School Specialty Exec. Agreement\_P5114