



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. B05866

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 current contracts approved by the board on March 11, 2020, and amend the contract amounts for an additional year for Furniture Procurement for 2021-2022 with the following three vendors:

- Catalyst Workplace Activation Inc., a one-year amendment to contract #P5118 (Bid No. B05866) with an increase of \$1,541,836.20 to the current contract amount of \$6,500,858.77 for a revised contract total not to exceed \$8,042,694.97
- Evergreen Furnishings LLC, a one-year amendment to contract #P5119 (Bid No. B05866) with an increase of \$5,000.00 to the current contract amount of \$369,850.00 for a revised contract total in the amount not to exceed \$374,850.00
- Saxton Bradley Inc, a one-year amendment to contract #P5120 (Bid No. B05866) with an increase of \$91,930.00 to the current contract amount of \$235,585.00 for a revised contract total in the amount not to exceed \$327,515.00;

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

4. BACKGROUND INFORMATION

a. Background

As part of the capital improvement projects, furniture 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 2019-2020, was publicly advertised on May 24, 2018. The bid opened July 10, 2018, with a total of five bids being received. Based on the final evaluation, three contracts were awarded, two of which were more than \$250,000. Board Action Approval occurred on September 5, 2018. Initial contract terms were effective as of October 1, 2018 through March 31, 2020. A one-year contract amendment extended the contract terms through March 31, 2021. Board Action Approval occurred on March 11, 2020.

The contract renewal option was stated in the contract term of the bid. This one-year term extends the contract terms and amends 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 #P5118 (Bid No. B05866) that expires March 31, 2021, in the amount of \$6,500,858.77. A one-year extension of the contract for the 2021-2022 amendment increase is \$1,541,836.20. Revised total for P5118 contract amount is not to exceed \$8,042,694.97.

Evergreen Furnishings LLC has a contract #P5119 (Bid No. B05866) that expires March 31, 2021, in the amount of \$369,850. A one-year extension of the contract for 2021-2022 amendment increase is \$5,000. Revised total for P5119 contract amount is not to exceed \$374,850.

Saxton Bradley Inc has a contract #P5120 (Bid No. B05866) that expires March 31, 2021, in the amount of \$235,585. A one-year extension of the contract for 2021-2022 amendment increase is \$91,930. Revised total for P5120 contract amount is not to exceed \$327,515.

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 various 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 Grant 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)
 - B05866 Catalyst P5118 Amendment 2 Exhibit A Pricing 2021
 - B05866 Evergreen P5119 Amendment 2 Exhibit A Pricing 2021
 - B05866 SBI P5120 Amendment 2 Exhibit A Pricing 2021
 - B05866 Exec Amendment 1_Catalyst
 - B05866 Exec Amendment 1_Evergreen
 - B05886_Exec Amend 1_Saxton Bradley