



# **SCHOOL BOARD ACTION REPORT**

**DATE:** March 14, 2018  
**FROM:** Dr. Larry Nyland, Superintendent  
**LEAD STAFF:** Dr. Lester Herndon, Associate Superintendent of Facilities and Operations  
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**For Introduction:** March 21, 2018  
**For Action:** April 4, 2018

## **1. TITLE**

Recommendation to Award Contracts for Furniture Procurement for 2018-2020, Bid No. B01834

## **2. PURPOSE**

Through the approval of master contracts, this Board action establishes a competitively bid furniture catalog from which Capital Projects and schools can order furniture.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to execute contracts for the Furniture Procurement for 2018-2020 with the following four (4) Vendors:

- Catalyst Workplace Activation Inc. in the amount not to exceed of \$943,232.10;
- Evergreen Furnishings LLC in the amount not to exceed of \$3,584,355.00;
- BRAG Investments dba Saxton Bradley in the amount not to exceed of \$289,235.00;
- School Specialty, Inc. in the amount not to exceed of \$610,345.35

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 the capital improvements 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 2018-2020 was publicly advertised on January 26, 2018. The bid opening occurred on March 2, 2018, with a total of seven (7) bids being received. Three hundred three (303) furniture items were included in the District's request, with some bid items evaluated individually and some bid items evaluated as a group, such as chair sets, where reasonable. Bids received on Group 1(MO1) were considered non-responsive and will be re-bid. Based on the final evaluation, five (5) contracts will be awarded, four (4) of which are over \$250,000.

The contracts being awarded as part of the Procurement for 2018-2020 which will be in effect for three (3) years as noted below:

- Catalyst Workplace Activation Inc. in the amount not to exceed of \$943,232.10;
- Evergreen Furnishings LLC in the amount not to exceed of \$3,584,355.00;
- BRAG Investments dba Saxton Bradley in the amount not to exceed of \$289,235.00;
- School Specialty, Inc. in the amount not to exceed of \$610,345.35
- School Outfitters LLC in the amount not to exceed of \$135,360.00

Total of all awarded Contracts \$5,562,527.45

**b. Alternatives**

Do not approve the motion. This is not recommended. If the contracts are not awarded, 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.

**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**

These contracts will establish a purchasing agreement for a period of three (3) years to purchase furniture for both BTA and BEX projects, in addition to other school needs. Purchases will be made from various funding sources.

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**

This motion was not put through the process of an equity analysis.

**8. STUDENT BENEFIT**

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

**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 must be brought before the Board for approval.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Operations Committee meeting on March 8, 2018. The Committee reviewed the item and moved it forward to the full Board for consideration.

**12. TIMELINE FOR IMPLEMENTATION**

Bid Schedule:

First Advertisement	January 26, 2018
Second Advertisement	February 2, 2018
Bid Due at 2:00pm	March 2, 2018

Upon approval of this motion, the contracts will be executed establishing a purchasing agreement for furniture for a three (3) year period. As furniture needs are finalized for individual projects over that period, purchase orders will be executed for each project.

**13. ATTACHMENTS**

- Bid Tab (available upon request)