



# **SCHOOL BOARD ACTION REPORT**

**DATE:** January 16, 2020  
**FROM:** Denise Juneau, Superintendent  
**LEAD STAFF:** Fred Podesta, Chief Operations Officer  
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**For Introduction:** February 26, 2020  
**For Action:** March 11, 2020

## **1. TITLE**

Recommendation to Extend Contract Terms and Amend Contract Amounts for Furniture Procurement for 2020-2021, 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 2020-2021 exceeds \$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 September 5, 2018, effective as of October 1, 2018 through March 31, 2020, and amend the contract amounts for an additional year for the Furniture Procurement for 2020-2021 with the following two (2) Vendors:

- Catalyst Workplace Activation Inc. one-year amendment to contract #P5118 (Bid No. B05866) increase of \$2,294,889.12 to initial contract amount of \$4,205,969.65 for a revised contract total not to exceed \$6,500,858.77
- Evergreen Furnishings LLC one-year amendment to contract #P5119 (Bid No. B05866) increase of \$4,820.00 to initial contract amount of \$365,030.00 for a revised contract total in the amount not to exceed \$369,850.00

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 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 opening occurred on July 10, 2018, with a total of five (5) bids being received. Based on the final evaluation, three (3) contracts were awarded, two (2) of which are over \$250,000. Board Action Approval Date occurred on September 5, 2018. Initial contract terms were effective as of October 1, 2018 through March 31, 2020.

The contract renewal option was stated in the contract term of the bid. This one-year term extends the contract terms and amend contract amounts for furniture procurement April 1, 2020 through March 31, 2021.

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

Catalyst Workplace Activation Inc had an initial contract #P5118 (Bid No. B05866) that expires March 31, 2020 in the amount of \$4,205,969.65. The one-year extension of the contract for 2020-21 amendment increase is \$2,294,889.12. Revised total for P5118 contract amount is not to exceed \$6,500,858.77.

Evergreen Furnishings LLC had an initial contract #P5119 (Bid No. B05866) that expires March 31, 2020 in the amount of \$365,030.00. The one-year extension of the contract for 2020-21 amendment increase is \$4,820.00. Revised total for P5119 contract amount is not to exceed \$369,850.00.

Saxton Bradley had an initial contract #P5120 (Bid No. B05866) that expires March 31, 2020 in the amount of \$52,570.00. The one-year extension of the contract for 2020-21 amendment increase is \$183,015.00. Revised total for P5120 contract amount is not to exceed \$235,585.00.

### **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 necessary furniture will need to be procured on a per-project basis which will delay the schedule.

#### **b. 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 (1) year to purchase furniture for both BTA and BEX Capital 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 program was designed to provide equitable access to safe school facilities across the city.

**8.     STUDENT BENEFIT**

This motion helps ensure that the district is able to 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 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 February 6, 2020. The Committee reviewed the motion and moved the item forward for consideration 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 over that period, purchase orders will be executed for each project.

**13. ATTACHMENTS**

- Contract Amendments (available upon request in the Capital Projects & Planning department)