

Livonia Public Schools

Business Services

Date: May 17, 2016

To: Andrea Oquist, Superintendent

From: Steve Archibald, Assistant Superintendent for Secondary Programs and District Services
Lisa Abbey, Assistant Superintendent of Business Services

Re: Bid Results for Classroom Furniture

As part of the 2013 bond issue, the school district would like to purchase classroom furniture. We would like to discuss the responses received from the Request for Proposals (RFP) for furniture at the next Building and Site Committee meeting on May 23, 2016.

The RFP for furniture was made available on April 27, 2016. Plante Moran Cresa, our Owner's Representative conducted a pre-bid meeting on May 4. The bid responses were due on May 12, 2016. Plante Moran Cresa is currently reviewing the information. The process for evaluation will be in accordance with the criteria that were established previously.

The bid responses will be available in the Business Office conference room for any Board member that would like to look at the documents provided by the various firms.

As you know, we have a District furniture committee that has been working to develop specifications for student furniture K-12. There have been numerous sample furniture placements in various schools with input from teachers and students. The secondary departments and schools have made a selection for student desks and chairs, and are prepared to move forward with a recommendation. Each secondary school including the Career Center has reviewed their classroom needs at this time and determined what student desks needed to be replaced and which could remain in service. As a result, we are requesting approval to purchase 6,600 chairs and 6,200 desks. While we are still making our final selections, we are estimating approximately \$1 million in costs for this purchase. This is within the budget parameters for secondary furniture.

On Monday, May 23, 2016 at the Building and Site Committee meeting Plante Moran Cresa will present the results of their evaluation to the Board of Education and provide recommendations for next steps in the process of selecting the vendors to provide the classroom furniture. Please let me know if you have any questions.

LA/kp

c: Board of Education