District Office Furniture - Procurement Proposal

November 2026 Special School Board Meeting
Robyn Taylor, Superintendent
Shannon Baird, Finance Director

Proposal Summary

This proposal requests approval for the purchase of new office furniture for the Petersburg School District Office. This procurement addresses immediate staffing additions, upgrades existing workstations to meet modern ergonomic standards, and is fully supported by unanticipated state funding resulting from an increase in student enrollment.

Key Drivers & Justification

1. **Staff Expansion**
   The district office is onboarding one new full-time staff member. To accommodate this position and ensure productivity, a dedicated workstation must be added to the office layout.
2. **Ergonomics & Employee Health**
   Four of the five proposed new desks will be electric sit-stand height-adjustable models. Upgrading our workstations to ergonomic, adjustable designs supports employee wellness, improves overall comfort, and reduces injury risks associated with prolonged sedentary computer work.
3. **Funding Availability**
   Due to an increase in overall student enrollment across the district, Petersburg School District is receiving additional state foundation funding. A portion of these extra operational funds will fully cover this purchase without requiring reallocations from existing departmental or instructional budgets.
4. **Deferred District Office Upgrade Priority**
   This request was intentionally withheld during the previous budget cycle. Last year, the district prioritized directing resources toward school building facilities and ensuring all school-level departments received necessary equipment and furniture upgrades first.

VENDOR	DESCRIPTION	PRICE
Arctic Office Products	District Office Desks, Credenzas, bookshelf and lobby chairs	$ 30,913.31
Alaska Marine Lines	Shipping of Furniture - rough quote on 6,000 lbs on 6 pallets (minimum of 5,5835 lbs)	$ 5,006.08
U-Line	Wall Mounting Mail Cubbies	$ 240.00
	Contingency	$ 3,840.61
TOTAL		**$ 40,000.00**

Arctic Office Products

QUOTATION

Date: 10/27/2026

Rep: Kevin Zelazny

Kevin Zelazny
100 W. Fireweed Lane 99503
Tel: (907) 792-1216 Fax: (907) 279-4359
kzelazny@arcticoffice.com
www.arcticoffice.com

	Part Number	Qty	Sell	Ext Sell
	STATE CONTRACT HON OMNIA ST OF AK FURNITURE CONTRACT PRICING	1	$0.00	$0.00
	CONTRACT NUMBER #R240117 MEMBER #2517170 PETERSBURG SCHOOL DISTRICT	1	$0.00	$0.00
	**H105492** 10500 Series Cred w/Lateral File Left Storage 24x72 $(L1STD) Grd L1 Standard Laminates .D Natural Maple D Natural Maple	2	$1,105.20	$2,210.40
	**H105493** 10500 Series 72Wx24Dx29-1/2H Cred w/Two Storage Cab $(L1STD) Grd L1 Standard Laminates .D Natural Maple D Natural Maple	3	$1,030.50	$3,091.50
	**H105724** 10500 Series 72Wx39Dx42-1/16H Reception Desk Shell $(L1STD) Grd L1 Standard Laminates .D Natural Maple D Natural Maple	1	$674.10	$674.10
	**H10592** 10500 Series Desk Shell 72W x 30D x 29-1/2H $(L1STD) Grd L1 Standard Laminates	3	$478.35	$1,435.05

Part Number		Qty	Sell	Ext Sell
.D	Natural Maple			
D	Natural Maple			



H10541 — 2 — $436.50 — $873.00

10500 Series Cred Shell 72W x 24D x 29-1/2H

$(L1STD)	Grd L1 Standard Laminates
.D	Natural Maple
D	Natural Maple



HWR2424P — 1 — $154.35 — $154.35

Systems Rect Worksurface Edgeband 24D X 24W

$(L1STD)	Grd L1 Standard Laminates
.D	Natural Maple
.D	Natural Maple
.P	Black



HWR2442P — 1 — $191.74 — $191.74

Systems Rectangular Worksurface Edgeband 24D x 42W

$(L1STD)	Grd L1 Standard Laminates
.D	Natural Maple
.D	Natural Maple
.P	Black



HWV95ABLP — 1 — $405.77 — $405.77

Systems 72x48x24x30Left Corner Cove Worksurface Edgebd

$(L1STD)	Grd L1 Standard Laminates
.D	Natural Maple
.D	Natural Maple
.P	Black



HWR2448P — 2 — $203.74 — $407.48

Systems Rectangular Worksurface Edgeband 24D x 48W

$(L1STD)	Grd L1 Standard Laminates
.D	Natural Maple
.D	Natural Maple
.P	Black

Part Number		Qty	Sell	Ext Sell
HUSLMOD1360 Laminate Modesty 13h x 60w		1	$281.95	$281.95
$(L1STD)	Grd L1 Standard Laminates			
.D	Natural Maple			
.D	Natural Maple			
.P	Black			
HUSLMOD1336 Laminate Modesty 13h x 36w		2	$227.75	$455.50
$(L1STD)	Grd L1 Standard Laminates			
.D	Natural Maple			
.D	Natural Maple			
.P	Black			
HHN831124 Flat Bracket 24D		1	$33.61	$33.61
.S	Charcoal			
HLSLZ5SC60 48"W External Stiffener		1	$69.30	$69.30
.P	Black			
HHATB3S3LT 3 Stage 3 Leg Rectangle T Foot		1	$707.61	$707.61
$(P1)	P1 Paint Opts			
.P097	Harbor			
.X	Standard Glide			
.MEM	Memory Preset			
HHATB3S2LT 3 Stage 2 Leg Rectangle T Foot		3	$429.44	$1,288.32
$(P1)	P1 Paint Opts			
.P097	Harbor			
.X	Standard Glide			
.MEM	Memory Preset			

	Part Number	Qty	Sell	Ext Sell
	**H105102** 10500 SeriesMobile Full Ht Ped B/B/F 15-5/8W x 22-3/4D	5	$535.50	$2,677.50
	$(L1STD) Grd L1 Standard Laminates .D Natural Maple D Natural Maple			
	**H105104** 10500 SeriesMobile Full Ht Ped F/F 15-5/8W x 22-3/4D	5	$535.50	$2,677.50
	$(L1STD) Grd L1 Standard Laminates .D Natural Maple D Natural Maple			
	**H10534** 10500 SeriesStack-on Storage 72"W x 14-5/8D x 37-1/8H	5	$632.70	$3,163.50
	$(L1STD) Grd L1 Standard Laminates .D Natural Maple D Natural Maple			
	**H105856** 10500 Series Back enclosure for 72"W Stack on Storage	5	$150.30	$751.50
	$(L1STD) Grd L1 Standard Laminates .D Natural Maple			
	**H90056** 10500 Series Tckbd for 72"W Stack on Strg Bck Enclosure	5	$206.55	$1,032.75
	$(A) Grd A Fab .APN Appoint 09 Morel			
	HH870960 Tasklight 60W	4	$136.17	$544.68
	HKTSHORT Nano short track and keyboard platform	4	$281.95	$1,127.80

	Part Number		Qty	Sell	Ext Sell
	**HLVPM1** Vertical Paper Manager 14-7/8Wx10-7/8Dx19 11/16H		1	$225.90	$225.90
	$(L1STD)	Grd L1 Standard Laminates			
	.D	Natural Maple			
	**HPMJH-D1UP** Brim Wood Frame-Uph Seat-Poly Back		5	$400.95	$2,004.75
	.E	Black - Nylon Glides			
	.LE878	Beigewood			
	.HR	Harbor			
	$(2)	Grade 2 Uph			
	.PNS	Appoint			
	001	Morel			
	**H105531** 36Wx24Dx29-1/2H Bookcase 2-Shelf 1-Adjustable		1	$474.75	$474.75
	$(L1STD)	Grd L1 Standard Laminates			
	.D	Natural Maple			
	D	Natural Maple			
	DEALER SERVICES PROJECT MANAGEMENT, TARIFF, PALLETIZATION FEE		1	$3,953.00	$3,953.00

Total: **$30,913.31**

Approved By: _____ **Date:** _____
Name

_____ **PO:** _____
Title

THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. **Prices are subject to change without notice.**

2. **Prompt Payment Terms: NET 15 Days unless otherwise noted.**

3. **Orders not delivered within 2 weeks from time of receipt are subject to storage fees. Climate controlled storage available as a service. Removal of existing furniture is quoted as a separate charge.**

4. **Prices do not include any sales, use, excise or any other tax. Any applicable taxes will be added at the time of invoicing and the buyer agrees to pay the same.**

5. **Deposits up to the full amount quoted may be required to process orders. 50% deposit is standard.**

6. **The job site is expected to be accessible, heated/air conditioned, well lit, and free of other trades upon arrival. In most projects we can remove and dispose of packaging off-site. In the event we are unable to remove packaging, adequate waste disposal must be provided at the job site, or arrangements must be made to remove and dispose of packaging.**

7. **A licensed electrician and/or data specialist must install all hardwired components and data cabling. Electrical/data services are the responsibility of the customer to arrange prior to installation. Electrical/data services are not included in any quotes unless specifically noted after agreement between the customer and Arctic Office Products representative.**

8. **Delays of prearranged installations will be rescheduled on the next available installation date unless another opening is available. The complete payment of the invoice may be requested.**

9. **Delivery of goods to common carrier or licensed trucker shall constitute delivery to Buyer and all risk of loss or damage in transit shall be borne by the buyer. Freight charges and FOB points are noted on the invoice and may or may not be included in the price of the item.**

10. **We reserve the right to not ship beyond the freight forwarder of choice located in Anchorage, Alaska or Fairbanks, Alaska.**

11. **This contract constitutes the entire agreement between the parties and may not be modified or terminated except in writing signed by an officer of Arctic Office Products. Changes and Cancellation after the processing of the agreed upon order may result in up to 50% restocking fee.**

12. **All furniture is warranted to be free from defects in materials and workmanship for a period of one year from the date of delivery unless otherwise noted. The warranty is made expressly in lieu of any, and all other warranties expressed or implied. After the first year of ownership, we defer to the warranty of the manufacturer. Labor charges may be applied in fulfilling the warranty of the manufacturer.**

13. **This contract shall be governed by and construed according to the laws of the State of Alaska.**