

Extension of HON Furnishings Proposal 041216-F

December 11, 2007

SUMMARY:

- This item requests approval of a four year extension to the HON Furnishings Proposal. The original proposal was awarded to Plano Office Supply.

PREVIOUS BOARD ACTION:

- The proposal was originally approved January 25, 2005

BACKGROUND INFORMATION:

- This proposal is a percentage-off current list pricing for HON, Community and Fairfield furniture brands. The HON discount is 62.3%, and Community and Fairfield are 51%.
- HON brand is used primarily to purchase office furniture, file cabinets, and teacher desks. Community is primarily used to purchase the oak benches and other specialty furniture for campus reception areas. Fairfield is a backup to HON.

SIGNIFICANT ISSUES:

- It may not be possible to receive the same level of discount in the future because of the fuel costs and rising steel costs.

FISCAL IMPLICATIONS:

- Continuing the 62.3% discount will be in the best interest of the district. This will also help hold down increases in purchasing for the 2007 bond projects.

BENEFIT OF ACTION:

- Passage will allow the district to continue to purchase office and certain classroom furnishings without bidding each purchase.

PROCEDURAL AND REPORTING IMPLICATIONS:

- None

PUBLIC COMMENT RECEIVED:

- None

ALTERNATIVES:

- No alternative actions are proposed

OTHER COMMENTS:

- None

SUPERINTENDENT'S RECOMMENDATION:

- It is recommended that proposal 041216-F be extended for one additional term of four years.

STAFF PERSONS RESPONSIBLE:

- Kathy Arrington, Purchasing Agent
- Debbie Monschke, Executive Director of Budget and Finance

ATTACHMENT:

- Original Proposal Tabulation and Ranking

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Comments: _____

Signature of Divisional Leader: _____

Comments: _____

Signature of Superintendent: _____

Comments: _____