

Extension of RFP #101102-F HON Furnishings

December 9, 2014

SUMMARY:

This item requests the approval of the third extension for HON furnishings with Plano Office Supply for a term of one year.

BOARD GOAL:

VI. Growth and Change and Fiscal Responsibility....demonstrate effective and efficient management of district resources.

PREVIOUS BOARD ACTION:

The current proposal was approved on December 14, 2010 for a period of two years with the option to extend the term, upon governing body approval for four additional terms of one year each. The first extension was approved on December 11, 2012. The second extension was approved on January 21, 2014.

BACKGROUND INFORMATION:

The HON brand is primarily for the purchase of office furniture, file cabinets, and teacher desks. The discount submitted in 2010 was 61.1%. Plano Office Supply has agreed to extend the percentage for this term.

SIGNIFICANT ISSUES:

None

FISCAL IMPLICATIONS:

Purchases will be made on an as-needed basis from both local budgets and bond budgets.

BENEFIT OF ACTION:

Passage of the extension will allow furniture purchases to continue through December 31, 2015, with the option to extend the discount, upon governing body approval, for one additional term of one year.

PROCEDURAL AND REPORTING IMPLICATIONS:

None

PUBLIC COMMENT RECEIVED:

None

ALTERNATIVES:

No alternative actions are proposed.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the third extension for HON furnishings with Plano Office Supply be approved for a term of one year.

STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services
Kathy Arrington, Purchasing Agent

ATTACHMENT:

None

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Comments: _____

Signature of Divisional Leader: _____

Comments: _____

Signature of Superintendent: _____

Comments: _____