

Livonia Public Schools

Business Services Office

Date: September 6, 2012

To: Randy Liepa, PhD., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Purchase of desks and chairs

We would like to discuss the purchase of furniture for schools at the next Finance Committee meeting. As you know, we currently have approximately \$138,000 in a designated fund from the sale of property in 2012. We have discussed utilizing these funds to replace some of the furniture in schools. While every school needs replacement desks at this time, we are focusing on secondary schools as we can continue to repair the elementary desks. Ray Raymond, Administrator of Operations worked with staff to determine what furniture to purchase. At this time he is recommending we purchase desks similar to the style we currently have in the high schools as these are replacements and will be distributed throughout classrooms as needed. The chairs are more sturdy than our current chairs.

We are recommending the purchase of 700 desks and 1,000 chairs. We will distribute 100 desks to each of the secondary schools, 50 to the Career Center and retain 50 for spares. The chairs will be distributed across the schools based on need.

We are recommending that the purchase be made from School Specialty, at a total cost of \$108,826. The quote detailing the cost per desk and chair is attached. This quote is from the bid site NJPA (National Joint Purchasing Alliance) and therefore does not need to be formerly bid. We did look at other purchasing sites and vendors, and determined this is the best price for this furniture.

Please let me know if there are any questions.

LA/kp

Attachment

Desk and Chair Furniture Quotes
September 6, 2012

Item	Quantity	Vendor Shiffler	Vendor School Specialty
Desks	700	\$88,370.00	\$80,556.00
Chairs	1,000	<u>\$30,780.00</u>	<u>\$28,270.00</u>
Total		\$119,150.00	\$108,826.00