



March 6, 2019

Mr. Phillip Francis  
Director of Operations  
Livonia Public Schools  
15125 Farmington Road  
Livonia, MI 48154

RE: Furniture Change Order Recommendation for Student Desks, Chairs, Tables, and Stools  
Niji-Iro Elementary School

Dear Mr. Francis:

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Livonia Public Schools (LPS) in its selection of Classroom Furniture Vendors for the Project listed above. This update represents the mutual efforts of PMC, LPS administration and staff, and the classroom furniture committee comprised of LPS administration, principals, and teaching staff (Furniture Team) to present a framework in order to identify, evaluate and recommend Vendors for this Project.

In 2016, the district went through a formal RFP process to solicit pricing for various furniture for the middle schools and high schools, and contracts were awarded to Interior Environments and Staples Business Advantage for student desks and chairs. More recently, change orders were written to these Vendors for additional furniture including large purchases at the Elementary and Upper Elementary levels. In addition, a new contract was awarded to Great Lakes Furniture & Supply, Inc. for Hokki Stools as part of the Elementary and Upper Elementary School furniture.

The Furniture Team wishes to continue forward with classroom furniture replacements at Niji-Iro Elementary School and has solicited proposals from these vendors which are attached for your review. The unit pricing (with the exception of the stand-up desks from Staples Business Advantage which are a desk that the manufacturer custom made for LPS) remain the same as they were when the Elementary & Upper Elementary furniture was previously purchased, absent of freight costs which are applicable due to quantities ordered.

Upon completion of our discussions, and after subsequent clarifications and discussions, the Furniture Team is recommending the following change orders totaling **\$40,599.32** as follows:

**Interior Environments – Change Order in the amount of \$15,696.55**

- Student Chairs (ArtcoBell Alphabet Chair (Cantilever Style; 4-leg Kindergarten Only)
- Classroom Tables (KI Oxford Activity Table - 2'-6" x 6'-0" Standard Height - Adjustable)

**Staples Business Advantage – Change Order in the amount of \$20,479.77**

- Student Desks (Alumni Integrity Desk w/ Solid Book Box - Adjustable)
- Stand-up Student Desks (Alumni Integrity Desk customized for LPS)
- Classroom Tables (Alumni Creativity Table - 2'-0" x 3'-0" Low Height - Adjustable)

**Great Lakes Furniture Supply – New Contract Award in the amount of \$4,423.00**

- Stools (V/S Hokki Stools)

The pricing above is based on the quantity of furniture as provided by LPS administration.

For Interior Environments, Staples Business Advantage and Great Lakes Furniture Supply, Inc., the costs for this work will be through a change order to their existing contract.

The Furniture Team is available at the Board's convenience to answer any questions regarding this recommendation. Please direct all questions through me via email at [scott.smith@plantemoran.com](mailto:scott.smith@plantemoran.com).

Sincerely,

PLANTE MORAN CRESA



Scott Smith, LEED AP  
Senior Consultant

Enclosures: Vendor Proposals



48700 grand river ave, novi, mi 48374-1228  
www.ieoffices.com | (248) 213-3010

DATE: 02/18/19

PROPOSAL: 66894  
PROJECT#: 28-600

PROPOSAL FOR:

Livonia Public Schools  
15125 Farmington Road

Livonia, MI 48154

INSTALL AT:

Dickinson Center  
18000 Newburgh Rd  
TAG: Tables & Chairs  
Livonia, MI 48152  
Harry Lau 734-812-8597

SALESPERSON

Rick George

CUSTOMER P/O...:

CONTRACT #

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	25	O256/ACH	Activity Tables, Rectangular, Oxford Adjustable Leg-Chrome, 30x72" Quote # 17AKM-336442/C Blue Grey edge KI Laminates KENSINGTON MAPLE 10776-60	226.00	5,650.00
2	16	AS4L12	Alphabet, Seating, 4L, 12", Poly Shell Nylon Surface Saver Chrome Navy	47.56	760.96
3	124	ASCL14	Alphabet, Seating, Cantilever, 14", Poly Shell Nylon Surface Saver Chrome Navy	60.77	7,535.48
4	1		Artco Bell Incoming Freight	1,750.11	1,750.11

TERMS AND CONDITIONS OF SALE PER THE ATTACHED

DEPOSIT REQUIRED: 7,800.00

SUBTOTAL..... 13,946.44

FREIGHT..... 1,750.11

ACCEPTED BY \_\_\_\_\_

DATE ACCEPTED \_\_\_\_\_

TOTAL 15,696.55



Business Interiors By Staples  
17187 N. Laurel Park Drive - St 220  
Livonia  
MI 48152  
Phone: 5869435715  
Fax:

# QUOTATION

**SOLD TO:****SHIP TO:**

Scott Smith  
Livonia Public Schools

Livonia MI 48154

**Project: Niji-Iro Proposal**

FQO / QUOTE #		DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON	
		2/27/2019		Niji-Iro	SHERRY LOCKHART	
<u>Line #</u>	<u>Qty</u>	<u>Part Number</u>	<u>Part Description</u>		<u>Sell</u>	<u>Ext Sell</u>
1	157	D-INT-2026-BB-HP-P C-ADJ	Integrity student desk, 20x26 hard plastic top, with solid steel bookbox	Bookbox Painted Frame Top	Hammertone Grey Hammertone Grey, with Chrome insert Sugar Maple	\$100.81 \$15,827.17
2	5	D-INT-CANT-2026-HP -PC-ADJ30-42	Integrity Cantilever Desk with Footrest standing height. 20x26 hard plastic top.	Adj Footrest Adj Ht. Painted Frame Top	To be placed closer to the standing user 30-42" Range Hammertone Grey, with Chrome insert Sugar Maple	\$165.85 \$829.25
3	11	TN-2436-HPL-PC-AD J15-23	Creativity table - 24x36" 1 1/8 HPL Top with PVC Edge	Adj Frame PVC Top Painted Upper	15-23" Navy Blue Sugar Maple Hammertone Grey	\$86.51 \$951.61
4	1	Freight	Freight			\$2,871.74 \$2,871.74
5	1	Labor	Deliver Only			\$0.00 \$0.00
					<b>Total Sell:</b>	<b>\$20,479.77</b>

----- **Special Instructions** -----

**Return Policy:** Furniture is sourced specifically for the customer and is non-returnable. Damaged or Defective items will be repaired or replaced in keeping with the manufacturer warranties in place at time of order.

This quote is valid for 30 days unless otherwise noted. Applicable Sales Tax will be added at time of invoicing.

----- **Additional Instructions** -----

FQO / QUOTE #		DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON	
		2/27/2019		Niji-Iro	SHERRY LOCKHART	
<u>Line #</u>	<u>Qty</u>	<u>Part Number</u>	<u>Part Description</u>		<u>Sell</u>	<u>Ext Sell</u>

By signing this quote, the customer authorizes procurement of the products and services contained herein.  
This sale is subject to the Staples Workplace Studio Terms and Conditions attached.

ACCEPTED BY	TITLE	DATE	PO NUMBER
			<b>Total Sell: \$20,479.77</b>

## Great Lakes Furniture Supply, Inc.

590 East 32nd Street  
Holland, MI 49423  
616-796-3245  
616-296-1202 (fax)

Date: 2/8/2019  
Customer: Livonia Public Schools  
Quote Hokki Stools

<u>Quantity</u>	<u>Manufacturer</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
13	V/S America	Hokki Stool Model Number 3825 Seat Height - 12 1/4" Plastic Color - 029 Dark Blue Seat Type - Foam Overlay	\$ 75.00	\$ 975.00
13	V/S America	Hokki Stool Model Number 3825 Seat Height - 15" Plastic Color - 029 Dark Blue Seat Type - Foam Overlay	\$ 79.00	\$ 1,027.00
22	V/S America	Hokki Stool Model Number 3825 Seat Height - 18 1/8" Plastic Color - 029 Dark Blue Seat Type - Foam Overlay	\$ 87.00	\$ 1,914.00
Total Product Cost			\$	3,916.00
Installation Cost - Customer to Receive and Place			\$	-
Shipping Cost			\$	507.00
<b>Total Project Cost</b>			<b>\$</b>	<b>4,423.00</b>