

RFP #101102-F HON Furnishings

December 14, 2010

SUMMARY:

- This item requests approval of a proposal for the purchase of office furniture and teacher desks, file cabinets and other miscellaneous items. Proposals were received from Office Depot, Plano Office Supply, Staples, and Worthington Direct. They were ranked according to the attached criteria. Plano Office Supply was ranked first, Staples ranked second, Office Depot ranked third, and Worthington Direct ranked fourth.

BOARD GOAL:

- VI. Growth, Change& Fiscal Responsibility...In pursuit of excellence, the district will:** demonstrate effective and efficient management of district resources

PREVIOUS BOARD ACTION:

- January 25, 2005 one year bid was approved with 4 additional one year extensions.
- December 2009 final extension

BACKGROUND INFORMATION:

- This proposal is a percentage-off current list pricing for HON and Community furniture brands. The HON discount submitted by Plano Office Supply is 61.1 % and the discount for Community is 40.1%, Staples discount for HON is 57.6% and 50.0% for Community, Office Depot submitted a discount of 52.44% for HON and 52.44% for Community, and Worthington Direct submitted a discount of 5% for HON and 5% for Community.
- 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.

SIGNIFICANT ISSUES:

- None

FISCAL IMPLICATIONS:

- Purchases will be made on an as-needed basis.

BENEFIT OF ACTION:

- Passage will allow furniture purchases to continue through December 31, 2012 with the option to extend the discount, upon governing body approval, for four additional terms of one year each.

ALTERNATIVES:

- No alternative actions are proposed.

SUPERINTENDENT'S RECOMMENDATION:

- It is recommended that the highest ranked proposal submitted by Plano Office Supply be accepted for a term of 2 years with the option to extend the term, upon governing body approval, for four additional terms of one year each.

STAFF PERSONS RESPONSIBLE:

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

ATTACHMENT:

- Proposal Tabulation and Ranking

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Comments: _____

Signature of Divisional Leader: _____

Comments: _____

Signature of Superintendent: _____

Comments: _____