

Livonia Public Schools

Director of Operations

To: Andrea L. Oquist, Superintendent

From: Phillip Francis, Director of Operations

Date: January 17, 2019

Re: Central Office Collaboration Conference Room

I am requesting that the flexible furniture purchase for the Central Office Collaboration Conference Room located on the lower level be placed on the agenda for the January 22, 2019 Committee of the Whole meeting. This is a follow up from the Study Session of January 14, 2019.

For review, since the I.T. Department has moved from the lower level to the second floor, the vacated space is being turned into an area for district use as a collaboration and small group conferencing area. To that end, I am recommending the purchase of furniture from Interior Environments in the amount of \$29,722.96, which includes shipping and installation. Details may be found in the attached layout design and purchase proposal.

Please contact me if you have questions.

Attachments

PF/ko

c: Board of Education