

Extension of RFP #101102-F HON Furnishings

December 8, 2015

SUMMARY:

This item requests the approval of the fourth and final 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.

The first extension was approved on December 11, 2012.

The second extension was approved on January 21, 2014.

The third extension was approved on December 9, 2014.

BACKGROUND INFORMATION:

The HON brand is primarily to purchase 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, 2016, 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.

OTHER COMMENTS:

None

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the Board approve the fourth and final extension for HON furnishings with Plano Office Supply for a term of one year.

STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services

Kathy Arrington, Purchasing Agent

Cheryl Farmer, Asst. Purchasing Agent

ATTACHMENT:

None

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Comments: _____

Signature of Divisional Leader: _____

Comments: _____

Signature of Superintendent: _____

Comments: _____