

Purchase Request #9
Regular Board Meeting January 28, 2020
Consideration of Approval of Additional Funds for
Furniture

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase and installation of Krueger International furniture from Krueger International (KI) Furniture, for various types of classroom, lab, and soft-seating furniture required to complete interiors for 2017 CIP projects.

BACKGROUND

The District has been standardized on KI Furniture for our classroom furniture requirements for 20 years. They have routinely provided the District with high-quality products and excellent customer service.

Bid Number 3943 was issued to procure KI Furniture and installation for the District. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

IMPACT OF THIS ACTION

The contract with KI offers the District a substantial discount of 53% off list price and includes installation. KI will handle all large deliveries and installations, including renovations and new construction orders. The original approval for expenditure did not include funding for projects constructed as part of the 2017 CIP.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract April 26, 2016, before the bond program, for a total amount of \$1,225,000 to be spent over the next five years. This purchasing request is for spend authorization for an additional \$3,500,000 which is budgeted in various departments FY20 operating budgets, 2017 CIP construction budgets, and subsequent years' budgets subject to Board approval. To date, \$816,084 has been utilized under this contract and the FY 19 annual spend was \$332,468.

MONITORING AND REPORTING TIMELINE

The term of contract is April 28, 2016 through April 27, 2021.

RESOURCE PERSONNEL

Steven Bassett

Chief Financial Officer

972-758-3831