



# Oak Park Elementary School District 97

970 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

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**TO:** Dr. Carol L. Kelley, Superintendent of Schools

**FROM:** Therese M. O'Neill, Assistant Superintendent for Finance & Operations

**RE:** Furniture Fixtures & Equipment (FF&E) Bid – New Administration Building

**DATE:** April 12, 2016

The Cabinet, as an entire team, has been actively involved in the development of the Furniture Fixtures & Equipment Bid for the new Administration Building. Once the design of the building was completed, the District's architect, Jennifer Costanzo, and Dave Tatge from Lowery McDonnell began exploring FF&E options for the new building – options that would be available to multiple furniture suppliers through the bidding process. Once some concepts were collectively agreed upon, the Cabinet conducted a "field trip" to the Merchandise Mart and literally viewed, on site, actual furniture components to finalize the bid specification. We decided upon an overall furniture manufacturer (Lacasse) and derived a list of eight specific furniture vendors who would be able to bid on this manufacturer's products.

Wanting to insure the most viable and yet economical furniture, we bid this project both as a total project and then in component pieces – Casegoods, Soft Seating, Staff & Guest Seating, and Installation & Rubbish Removal associated with each category.

An appropriate bid notice was published in the March 9, 2016 *Wednesday Journal* calling for bids on Friday, March 25, 2016 but amended to Monday, March 28 (please see attached two notices). All eight identified Lacasse dealers were invited via email to bid upon this project (see attached list of Lacasse dealers). On Monday, March 28, three bids were received (see attached summary).

Whether bid as a total project or by individual category, Lowery McDonnell is the low bidder on the base bid (\$282,722) versus an estimated cost of \$313,190. We also took two alternates, one for electrically operated desks (\$17,942) and sliding marker board bookcases (\$17,144). While we would have sufficient funds within our FF&E allowance to recommend their purchase, the Cabinet believes it is in the best interests of the District to forego these alternates at this time.

Therefore, we are recommending award of a contract to Lowery McDonnell for the FF&E for the Administration Building in the total amount of \$282,722. This will return to the Board for formal approval at its April 26, 2016 meeting. Further, this recommendation will be reviewed by FAC at its next scheduled meeting on April 19, 2016.

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Attachments (4)

# LEGAL NOTICE

## Invitation to Bid – FF & E (New Administration Building)

The Board of Education of Oak Park Elementary School District 97 will receive sealed bids at the District's Administrative Offices – 970 West Madison Street – Oak Park, IL (60302) until 10:00 a.m. on Friday, March 25, 2016. This bid is for office furniture, fixtures and equipment for District 97's new Administration Building, all in accordance with the contract documents, including specifications, as filed with the Assistant Superintendent for Finance & Operations.

Specifications may be obtained from Therese M. O'Neill, Assistant Superintendent for Finance & Operations – Administration Building – 970 West Madison Street – Oak Park, IL (60302) – [toneill@op97.org](mailto:toneill@op97.org), commencing Thursday, March 10, 2016.

Only those bids complying with the provisions and specifications of the bid document will be considered. The front of the envelope should be marked “**BID PROPOSAL FOR FF&E (New Administration Building)**”. No bids may be withdrawn for a period of 60 days after the bid opening date.

The Board of Education reserves the right to waive any informalities, qualifications or irregularities, and/or reject any and all proposals, when, in its opinion, such action will serve the best interest of the Board of Education of Oak Park Elementary School District 97.

Sheryl Marinier  
Board Secretary

# LEGAL NOTICE

## Invitation to Bid – FF & E (New Administration Building)

### **REVISION: Opening Date & Time**

The Board of Education of Oak Park Elementary School District 97 originally published a notice indicating sealed bids for FF & E for its new Administration Building would be received at the District's Administrative Offices – 970 West Madison Street – Oak Park, IL (60302) until 10:00 a.m. on Friday, March 25, 2016. However, the District Office is closed due to Good Friday.

**Bids for FF & E will now be received until 2:00 p.m. on Monday, March 28, 2016.**

Specifications may be obtained from Therese M. O'Neill, Assistant Superintendent for Finance & Operations – Administration Building – 970 West Madison Street – Oak Park, IL (60302) – [toneill@op97.org](mailto:toneill@op97.org), commencing Thursday, March 10, 2016.

Only those bids complying with the provisions and specifications of the bid document will be considered. The front of the envelope should be marked “**BID PROPOSAL FOR FF&E (New Administration Building)**”. No bids may be withdrawn for a period of 60 days after the bid opening date.

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Sheryl Marinier  
Board Secretary



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## Authorized Groupe Lacasse Dealers

- Forward Space – Kim Larsen – [klarsen@forwardspace.com](mailto:klarsen@forwardspace.com)
- Office Revolution – Victor Fay – [vfay@office-revolution.com](mailto:vfay@office-revolution.com)
- BOS – Tina Zimmer – [tina.zimmer@bos.com](mailto:tina.zimmer@bos.com)
- Lowery McDonnell – Dave Tatge – [dtatge@lmcinc.net](mailto:dtatge@lmcinc.net)
- Interior Investments – Jeanne Jacobson – [jjacobson@interiorinvestments.com](mailto:jjacobson@interiorinvestments.com)
- Frank Cooney Co.– Eileen Reynolds – [eileen@frankcooney.com](mailto:eileen@frankcooney.com)
- Kayhan – Daniel Starr – [daniel.starr@kayhan.com](mailto:daniel.starr@kayhan.com)
- Henricksen – Jill Harper – [j.harper@henricksen.com](mailto:j.harper@henricksen.com)

Furniture, Fixture Equipment Bid  
**(FF&E)** - New Administration Building  
 April 12, 2016

	<b>Office Revolution</b>	<b>Office Depot</b>	<b>Lowery McDonnell Co.</b>
	54 West Hubbard Street	515 Kehoe Boulevard	25 Mittel Drive
<b>Description</b>	<b>Chicago, IL (60654)</b>	<b>Carol Stream, IL (60188)</b>	<b>Wood Dale, IL (60191)</b>
Base Bid	\$293,235.35	\$332,108.37	<b>\$282,722.00</b>
<b>Alternate #1</b>			
Electrically Operated Desks	\$20,024.00	\$22,835.44	<b>\$17,942.00</b>
<b>Alternate #2</b>			
Sliding Markerboard Bookcases	\$18,854.00	\$20,559.44	<b>\$17,144.00</b>
<b>Grand Total</b>	<b>\$332,113.35</b>	<b>\$375,503.25</b>	<b>\$317,808.00</b>
<b>Component Bid</b>			
Casegoods *	\$195,736.00	\$213,623.23	<b>\$182,651.00</b>
Soft Seating *	\$23,374.00	\$24,695.25	<b>\$21,853.00</b>
Staff & Guest Seating *	<b>\$52,125.00</b>	\$53,306.94	\$53,665.00
* Installation & Rubbish Removal	<b>\$21,780.00</b>	\$40,482.95	\$24,553.00
<b>Grand total</b>	<b>\$293,015.00</b>	<b>\$332,108.37</b>	<b>\$282,722.00</b>
<b>Red denotes low bid</b>			