

Livonia Public Schools

Director of Operations

Date: January 17, 2019

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Re: PO #86241 – Flexible Furniture at Churchill

I would like the opportunity to discuss, at the next Committee of the Whole meeting on Monday, January 22, 2019, the recommendation to increase the Interior Environments (IE) purchase order #86241 for Churchill High School's flexible furniture purchase.

Due to an oversight by IE, 12 stools were left off the final quote/proposal sent to Churchill. The original order should have included a total of 28 Flock Stools, but IE's quote listed 16. Unfortunately, the lower number of units was not caught prior to the Board's approval in December for \$50,048.88. I am requesting the Board approve an additional \$4,329.60 for PO #86241 so Churchill can receive the additional 12 Flock Stools in its furniture plan. To be clear, Churchill's 2013 Bond flexible furniture budget is \$75,000, so they have the funding available for the additional \$4,329.60.

Thank you.

Attachment

PF

c: Board of Education