

## LIVONIA PUBLIC SCHOOLS

### Secondary Programs & District Services

To: Andrea Oquist, Superintendent

From: Steven Archibald, Assistant Superintendent

Date: January 19, 2017

Subject: Secondary Furniture Purchase

As part of the 2013 Bond Issue, the District purchased classroom furniture (6200 student desks, 6600 student chairs). Single student desks were identified by the Furniture Committee and the secondary principals as the highest priority furniture need at the secondary level.

You will recall that a Request for Proposals (RFP) was made available on April 27, 2016 and the normal bid opening and review process was followed. It was recommended in June that the Alumni Integrity Desk with the hard plastic top be purchased. The lowest priced responsible vendor, Staples Business Advantage, was awarded the bid.

For the student chair, the Artcobell Alphabet chair with four legs (vs. cantilever) was recommended for purchase. The vendor selected was Interior Environments. This particular chair was one of those piloted in several of our classrooms and specified for in the bid.

The Alumni Integrity desks and the Artcobell chair have received positive reviews from the schools. A few of our schools were very conservative in the amount of furniture that was replaced from the June purchase. At this time, we are recommending the purchase of an additional 465 desks and 660 chairs (425 navy, 235 graphite) from the vendors identified above. The pricing is consistent with the terms of the initial bid. In addition, we recommend purchasing 50 desk tops. A small number of desks, chairs and the desk tops will be stored in the warehouse.

This purchase would address the single student desk needs at the secondary level. A future step will be to identify the next highest priority at each of the secondary schools and to begin researching specific furniture (i.e. two person tables, cafeteria tables, stand up desks, etc.)

We would like to review this item at the Study Session on January 30, 2017.



January 19, 2017

Mr. Phillip Francis  
Director of Operations  
Livonia Public Schools  
15125 Farmington Road  
Livonia, MI 48154

RE: Change Order Recommendation for Supplemental Secondary Student Desks & Chairs  
Frost Middle School / Holmes Middle School / Franklin High School / LPS Warehouse

Dear Mr. Francis:

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Livonia Public Schools (LPS) in its selection of Classroom Furniture Vendors for the Projects listed above. This update represents the mutual efforts of PMC, LPS administration and staff, and the classroom furniture committee comprised of LPS administration, principals, and teaching staff (Furniture Team) to present a framework in order to identify, evaluate and recommend Vendors for this Project.

In June 2016, the Livonia Board of Education approved an initial purchase of 6,200 student desks to Staples Business Advantage and 6,600 student chairs to Interior Environments for distribution to various secondary buildings. This new student furniture arrived in August 2016 and has been implemented into the appropriate buildings. This furniture has been generally well received by staff and students alike.

Since the installation of this new student furniture, the remaining student furniture needs were reviewed within each secondary building. At this time, these schools have requested an additional 465 student desks and 660 student chairs. Of these quantities, 30 student desks and chairs will be allocated to LPS's warehouse to be used as needed within the district. In addition to these quantities, an additional 50 loose desktops are being requested to have on hand to be used on an as needed basis.

As a point of clarification, the contracts with Staples Business Advantage and Interior Environments have unit pricing for this furniture that is locked in for three (3) years. The cost for these additional desks and chairs are reflective of this pricing and would be reflected in a change order to their original contract as follows:

- Staples Business Advantage (Student Desks) of **\$43,688.65**
- Interior Environments (Student Chairs) of **\$32,023.20**

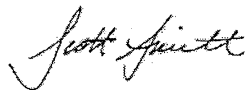
The Furniture Team is available at the Board's convenience to answer any questions regarding recommendations of this update. Please direct all questions through me via email.

Mr. Phillip Francis  
Livonia Public Schools

January 19, 2017  
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Sincerely,

PLANTE MORAN CRESA

A handwritten signature in cursive script, appearing to read "Scott Smith".

Scott Smith, LEED AP  
Senior Consultant

Enclosures:    Order Summary

## Secondary Schools - Student Furniture Summary

School	Student Desks			Student Chairs		
	Original Quantity	Additional Quantity	Total Quantity	Original Quantity	Additional Quantity	Total Quantity
Emerson Middle School	675	0	675	805	0	805
Frost Middle School	590	25	615	720	70	790
Holmes Middle School	470	70	540	520	220	740
Churchill High School	1400	0	1400	1400	0	1400
Franklin High School	1140	340	1480	1140	340	1480
Stevenson High School	1750	0	1750	1840	0	1840
Career Technical Center (LCTC)	175	0	175	175	0	175
LPS Warehouse	0	30	30	175	30	205
	6200	465	6665	6775	660	7435

Added Quantity 465  
 Contractual Unit Price \$ 88.94  
 Total **\$ 41,357.10**

Added Quantity 660  
 Contractual Unit Price \$ 48.52  
 Total **\$ 32,023.20**

Additional Loose Desk Tops (x50) **\$ 2,331.55**

Change Order Total \$ 43,688.65	Total Changes \$ 32,023.20
<i>Staples Business Advantage</i>	<i>Interior Environments</i>