

# Quote for Bell Administrative Furnishings

March 8, 2016

**SUMMARY:**

This item requests approval of the Local Bid #101102-F quote by Plano Office Supply for administrative furnishings for Bell Elementary.

**BOARD GOAL:**

VI Growth, Change & Fiscal Responsibility...be environmentally responsible and aggressively pursue energy efficiency and conservation principles in building design...demonstrate effective and efficient management of district resources...provide leadership and /or oversight to ensure District meets all fiscal, legal and regulatory requirements.

**PREVIOUS BOARD ACTION:**

None

**BACKGROUND INFORMATION:**

This bid is used to purchase primarily HON brand furnishings for the district. This quote includes the administrative area as well as teacher desks and file cabinets.

**SIGNIFICANT ISSUES:**

The quote total could change slightly once a principal is announced.

**FISCAL IMPLICATIONS:**

Cost will be borne by 2013 FF&E Bond funds in the amount of \$115,891.11.

**BENEFIT OF ACTION:**

Passage will allow the district to order in time to be ready for the 2016-17 school year.

**PROCEDURAL AND REPORTING IMPLICATIONS:**

None

**PUBLIC COMMENT RECEIVED:**

None

**ALTERNATIVES:**

None

**OTHER COMMENTS:**

None

**SUPERINTENDENT'S RECOMMENDATION:**

It is recommended that the quote submitted by Plano Office Supply, Bid #101102-F in the amount of \$115,891.11 be accepted.

**STAFF PERSONS RESPONSIBLE:**

Debbie Monschke, Assistant Superintendent of Administrative Services  
Susannah Obara, Area Superintendent  
Kathy Arrington, Purchasing Agent

**ATTACHMENT:**

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_