



Memo

To: Superintendent David Krenz, School Board
From: Paul Durbahn, Executive Director of Finance and Operations
Date: May 19th, 2025
Re: Cafeteria Furniture Purchase, Contract Pricing

As mentioned in an earlier board meeting, we have had a need to spend down our food service fund. The estimated costs for new cafeteria furniture at ALHS was going to be near the threshold for needing to go out for bids (\$175,000). Due to that concern, we have sought after state contract pricing for the purchase of cafeteria furniture. The project via state contract pricing will cost \$227,646.22. This was accounted for in our FY25 revised budget. The vendor will be Premier Furniture, who also secured the project earlier this year for our elementary furniture which we were pleased with.

Also, as a side note, any projects that exceed the bid threshold I will be bringing forward for board approval via consent. It is important that the board be informed on these larger purchases.

Minnesota statute allows municipalities to utilize state contract pricing in leu of going through a formal bid process. The providers verify that they have collected bids in advance on all materials and labor and that they follow all legal requirements of the bid processes. Essentially, they do the work collecting bids for you. With Premier Furniture, they use a company called Equalis Contract pricing. Also attached with this memo are documents verifying the legal requirements for this bid.

The high school cafeteria furniture is currently a majority of tables with stackable chairs. The hundreds of chairs are not easy for custodial staff to move in order to clean daily. And even though we think of the high school as our most recent build, it is 25 years old and the furniture is starting to show its age. Further, the current chairs cause a tremendous amount of wear and tear on our floors. By the end of each school year we need to fully strip the floors and refinish them, and it's becoming increasingly more difficult to maintain the flooring appropriately. This project came at the request of our high school administration. Working through their team, they have recommended tables that have seats/benches built into them. The new furniture will also be easy to move and provide more flexible seating options.

It is my opinion this project is needed and will be something we can celebrate upon completion. Further, it will have no impact on our general fund. Please contact me with any questions.