



March 27, 2017

To: Andrea Oquist, Superintendent

From: Cindy Scott, Director of Elementary and District Services
Phillip Francis, Director of Operations

Re: Purchase of Elementary Classroom Furniture

As part of the 2013 bond issue, the school district would like to purchase classroom furniture for the elementary schools. The elementary furniture was included in the bid process conducted in 2016 for the secondary furniture. The bid results are applicable for three years. The purchase is now a change order based on the results of this bid. In addition, one bid item not purchased by secondary will be purchased for the elementary schools, necessitating the need to enter into a contract with Great Lakes Furniture Supply, Holland, Michigan, for Hokki stools.

As you know, we have a District furniture committee that worked to develop specifications for student furniture K-12. There have been numerous sample furniture placements in various schools with input from teachers and students. The elementary principals then identified furniture that would provide some flexibility in the furniture for the classrooms with input from staff. Each elementary school has determined the needs for classroom furniture replacement by teachers requesting desks or tables as the main type of working surface for students. Desks, chairs and some tables are being replaced in each classroom including general education and center classrooms.

On Monday, April 10, 2017 at the Building and Site Committee meeting Plante Moran Cresa will present the elementary furniture recommendation to the Board of Education and provide recommendations for next steps in the process of purchasing from the selected vendors to provide the classroom furniture. Please let us know if you have any questions.