

RFP# 161209 Furniture for School and Office

January 10, 2017

SUMMARY:

This item requests approval of a proposal for furniture vendors to provide for district needs as they arise for both campus and administrative office locations.

BOARD GOAL:

VI. Growth, Change & Fiscal Responsibility...demonstrate effective and efficient management of District resources.

PREVIOUS BOARD ACTION:

The original proposal (RFP#101102-F) expired on December 31, 2016. The award of the previous proposal had been for one year, with four additional one year extensions.

BACKGROUND INFORMATION:

This proposal was issued on November 16, 2016. Responses from vendors were due on December 9, 2016. Sixteen responses were received from vendors for this proposal. Responses included vendors that had a very broad base of items to ones that had a more specialized line of items. The responses were reviewed by individuals from the Finance, Instructional Technology, Grants and Purchasing Departments. The vendors were reviewed and evaluated on points based on designated criteria. This proposal will be EDGAR compliant for purchases using a federal funding source.

SIGNIFICANT ISSUES:

The district has a wide range of furniture needs. These needs range from standard classroom, early childhood, library, CTE, special education, cafeteria, office and collaboration spaces. As the district continues to grow, the need for new and innovative furniture will continue to grow. All purchases whether for additional classroom space or replacement of existing furniture will be on an as needed basis.

FISCAL IMPLICATIONS:

Cost will be borne by a variety of funds. New campus location needs will be borne thru bond funds. Other funds that maybe used include but are not limited to general funds, student activity funds and federal funds.

BENEFIT OF ACTION:

Passage will allow the district to build its base of furniture vendors to provide for current and future needs.

RESPONDING VENDORS AND AVERAGE POINT RANKING:

*--indicates vendor evaluated at 85 points or higher on criteria

*Advantage Supply—86	*Lone Star Furnishings—95
Custom Educational Furnishings—82	*Meteor Educations (Contrax)--85
*Educator's Depot—88	*Office Depot--92
*iOffice—92	*Plano Office Supply--98
*J&S Equipment—92	*Reynolds Manufacturing--88
*Kaplan Early Learning—90	*School Specialty--87
*Lakeshore Learning—91	*Staples Advantage--95
The Library Store—84	*Texas Furniture Source—97
	*Virco--93

SUPERINTENDENT'S RECOMMENDATION:

It is recommended, from the list above, the vendors with an "*" in front of the company name be awarded for this proposal. These vendors have an average of 85 or more points from the evaluation. This award is for a term of one year, with the option to extend for one additional one-year period.

STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services
Cindy Willis, Director of Purchasing
Cheryl Farmer, Asst. Purchasing Agent

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Signature of Divisional Assistant Superintendent: _____

Signature of Superintendent: _____