

Memo

To: Superintendent Jeff Stephens, WSD Board of Education
From: Purchasing
CC: Robert Petersen, Scott Zellmer
Date: 07/30/2021
Re: Pioneer Elementary Furniture Purchase

Superintendent Stephens asked that a needs assessment of the furnishings at Pioneer Elementary be completed. This needs assessment determined that most of the student furniture had exceeded its intended lifespan and was in poor repair. Request for quotation was solicited from Edutek Corporation, a state-contracted furniture vendor, for a complete refurbishment package of Pioneer Elementary. Edutek Corporation was chosen for this refurbishment due to their superior customer service to Weber School District and state-contracted pricing tier. Edutek is a locally-operated company that has demonstrated an ability to quickly address warranty issues and provide high-quality student furniture while staying within budget guidelines. I have worked with Edutek extensively and they have proven to be a reliable partner to the District. Upon approval, a purchase order will be placed with delivery and installation to be determined based upon manufacturing schedules. It is anticipated that a phased installation will need to occur as delivery will be after the start of the school year due to post-COVID material shortages and delayed schedules.

Thank you for your consideration,

Kelli Hall