

# Extension of RFP #101102-F HON Furnishings

December 11, 2012

**SUMMARY:**

This item requests the approval of the first extension for HON Furnishings with Plano Office for a term of one year.

**BOARD GOAL:**

**VI. Growth and Change and fiscal responsibility...** demonstrate effective and efficient management of district resources.

**PREVIOUS BOARD ACTION:**

The current proposal was approved on December 14, 2010 for a 2 year term.

**BACKGROUND INFORMATION:**

HON brand is primarily to purchase office furniture, file cabinets, and teacher desks.

**SIGNIFICANT ISSUES:**

None

**FISCAL IMPLICATIONS:**

Purchases will be made on an as-needed basis.

This extension will also be used for Middle School #7 purchases of office furniture, file cabinets and teacher desks.

**BENEFIT OF ACTION:**

Passage of the first extension will allow furniture purchases to continue through December 31, 2013 with the option to extend the discount, upon governing body approval, for three additional terms of one year each.

**PROCEDURAL AND REPORTING IMPLICATIONS:**

None

**PUBLIC COMMENT RECEIVED:**

None

**ALTERNATIVES:**

No alternative actions are proposed.

**OTHER COMMENTS:**

None

**SUPERINTENDENT'S RECOMMENDATION:**

It is recommended that the Board approve the first extension for HON furnishings with Plano Office Supply for a term of one year.

**STAFF PERSONS RESPONSIBLE:**

Debbie Monschke, Assistant Superintendent of Administrative Services  
Kathy Arrington, Purchasing Agent  
Alyce Hamman, Purchasing Buyer

**ATTACHMENT:**

None

**APPROVAL:**

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

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

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