



Livonia Public Schools

Operations

Date: April 14, 2021

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations
Alison Smith, Director of Finance

Re: Central Office Furniture Purchase

We are requesting the Central Office furniture purchase be placed on the agenda for the April 19, 2021 Committee of the Whole meeting. This is a planned purchase of furniture as part of the Central Office Administration Building renovation occurring this summer.

We are recommending the purchase of office furniture (workstations, desks, chairs, etc.) from Interior Environments (I.E.) using cooperative purchasing pricing from OMNIA Partners Public Sector. I.E. is currently finalizing the full quote. We will bring copies to the Board of Education meeting on April 19. Funds for this purchase will be from the Capital Improvements Fund.

Please contact one of us if you have questions. Thank you.

PF/ko

c: Board of Education