

Approval of Purchase for Support Services Building Office Furniture

February 27, 2018

SUMMARY:

This item requests approval of the quote received from Plano Office Supply Co. for the office furniture at the Support Services Building.

BOARD GOAL:

VI. Growth, Change & Fiscal Responsibility...be environmentally responsible and aggressively pursue energy efficiency and conservation principles in building design...demonstrate effective and efficient management of District resources...provide leadership and /or oversight to ensure District meets all fiscal, legal and regulatory requirements.

BACKGROUND INFORMATION:

The Support Services Building is a project approved in the 2007 Bond. The anticipated completion of this project is June 2018. The building will house approximately 160 people. The quote for approval is for the workspace and office furniture included in this building. The quote does not include any items for the storage areas. The storage organization needs have not been determined. Plano Office Supply, Co. is an awarded vendor on RFP# 161209, the District's School & Office Furniture proposal. This purchase is being brought for approval in accordance with Board policy CH (local).

FISCAL IMPLICATIONS:

Cost will be borne by 2007 Bond funds.

BENEFIT OF ACTION:

Passage will allow the furniture to be ordered and installed for a June 2018 building completion date.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the quote from Plano Office Supply, Co. in the amount of \$626,938.19 be approved.

STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services
Cindy Willis, Director of Purchasing

ATTACHMENT: Quote

APPROVAL:

Signature of Staff Member Recommendation _____

Signature of Divisional Assistant Superintendent _____

Signature of Superintendent: _____