
MEMORANDUM

TO: Board of Education
FROM: Stephen Goss, Assistant Superintendent
DATE: August 4, 2022
RE: Cafeteria furniture bid results and award recommendation

Vicksburg Community Schools recently requested proposals for the replacement of cafeteria tables at all school buildings. We received five bids, with base bids ranging from \$158,850 to \$441,417. Below is a summary of the bids received:

Company	Base Bid
Nelson Adams	158,850
Quality Specialty	190,250
Learning Environments	214,957
HPS	236,089
Holland Desk & Chair	441,417

Of the bids received, two were considered non-responsive, as explained below:

Nelson Adams: The company did not offer bids on all products specified, and did not provide any technical specifications for the furniture that they did include in the bid. No alternatives were offered for those products omitted from the bid.

Quality Specialty: The company has sold furniture to government entities in the past, including the US military, but has no experience working with schools. The company was also unable to provide any information regarding installation, including timeframes, cost, or identification of the company or individuals responsible for installation.

The next lowest bidder, Learning Environments, met all requirements and is recommended for approval.

Learning Environments did offer the following recommendations and alternatives:

1. Provide matte finish laminate table tops as opposed to a glossy finish. The matte finish is less expensive, more readily available, and is comparable to the gloss finish in terms of cleaning and expected useful life.
2. Reduce the lengths of tables from 12' to 10'. The shorter tables are lighter and easier to move and operate. The reduction in seating capacity requires some additional tables to be purchased at a slight increase in overall cost. There is adequate space in each of the cafeterias to accommodate the additional tables.

These two changes result in a \$12,141 net reduction to the base bid, from \$214,957 to \$202,816.

Additionally, the proposal included a number of mobile booths for the middle and high schools, the styling of which Food Service Director Sarah Dyer felt did not meet her goals for the cafeterias. If the contract is awarded to Learning Environments, those items will be removed from the order, further reducing the total contract amount to \$180,952. Sarah will continue to search for a suitable alternative and purchase those items at a later date.

We anticipate the new furniture to be delivered and installed, and the old furniture to be removed, no later than the December holiday break.

This purchase will be paid out of the Food Service Fund. The tables are covered by a 15-year warranty, and we estimate the useful lives to be approximately 20 years.

The Administration recommends that the contract be awarded to Learning Environments, in an amount not to exceed \$180,952.