

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #244 (2008-2009)

March 23, 2009

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: CLASSROOM AND OFFICE FURNITURE

ASD GOAL: *Ensure public accountability through the wise use of financial resources.*

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract to Arctic Office Products to furnish Classroom and Office Furniture in an amount not to exceed \$450,780.

PERTINENT FACTS:

The district recognized the need to standardize furniture for the most frequently purchased items to be used throughout the district. The district issued a Request for Proposal (RFP) in 2001 requesting a consultant to assist in identifying furniture standards for all levels of education as well as administrative facilities. A Furniture Standards Committee was established and was comprised of representatives from elementary, middle, and high school administrators and teachers, Special Education, Facilities, Maintenance, Operations and the Purchasing Departments. The finished product was the district's Standard Furniture Catalog. The catalog helps streamline the furniture selection process and assures the district of obtaining furniture that is durable, appropriate for school use and priced competitively.

The school furniture recommended for purchase under this bid is for the newly constructed Clark Middle School, scheduled for opening in the 2009-2010 school year. The awarded vendor is required to deliver, assemble and "install" all items. The installation requires all items to be delivered and set up in rooms throughout the school and includes the disposal of all packing materials off-site.

Based on items selected from the Standard Furniture Catalog, an Invitation to Bid for Classroom and Office Furniture was developed. In addition to the items identified in the Standard Furniture Catalog, one item, a Virco student chair was requested by school personnel. The student chair added was the ergonomically

designed Virco Zuma® cantilever student chair. The chair will adjust with the student’s movements to accommodate varying task positions. These chairs were inspected and approved by the District’s Risk Management Department prior to final selection to ensure adherence to district safety guidelines. These chairs were also purchased for Begich Middle School where the chairs are working well for the students.

Bids were issued to 31 vendors on February 6, 2009 (Attachment A). Bidders were required to bid each item delivered, assembled, and installed in designated locations in the school after April 15, 2009. Of the seven (7) vendors responding to our Invitation to Bid, three (3) were selected for various awards (Attachment B). One (1) vendor, ATD American Company, did not provide the required written manufacturer’s authorization to sell the items they bid, nor did they include the required written warranty on all items. Another vendor, Pepco, Inc. did not bid the specified items. Both vendors were considered non-responsive.

All student tables are height adjustable, ADA compliant and come with a 10-year warranty. In addition, all Virco tables and chairs are ‘Green Guard Certified.’

Recommendation for award is based by line item to the lowest responsive, responsible bidder. Due to the large number of line items, a tabulation of bids is not included; however, a copy is available upon request.

CERTIFICATION OF FUNDS:

Funds Description:

- (03) Capital Projects Fund
- (00312501) Bond 2007 Prop 4
- (3125711) B07 Prop 4 Clark Middle School Renewal/Replacement
- (5440) New Equipment

<u>Fund Source</u>	<u>Fund</u>	<u>Funding Source</u>	<u>Funding Control</u>	<u>Account Code</u>	<u>Amount</u>
Clark Middle School	03	00312501	3125711	71101-5440	<u>\$ 450,780</u>
				TOTAL	<u>\$ 450,780</u>

CC/GV/PC/WN/CW/bb

Attachments

Prepared by: Wendy Nyberg, Purchasing Agent  
 Pamela K. Chenier, Director, Purchasing/Warehouse  
 Cessilye Williams, Principal, Clark Middle School

Approved by: George Vakalis, Assistant Superintendent, Support Service

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ABSTRACT OF BID

Commodity or Service:	ITB2009-504 <u>Classroom and Office Furniture</u>
Bids Opened On:	3:00 p.m., Anchorage Time <u>March 5, 2009</u>
Budget Fund:	<u>Capital Projects Fund</u>
Number of Invitations Sent:	<u>31</u>
Number of Responsive Bids Received:	<u>Seven (7)</u>
Number of Non-Responsive Bids Received:	<u>Two (2)</u>
Number of "NO BIDS" Received:	<u>Seven (7)</u>
Advertised Date:	Anchorage Daily News <u>February 6, 2009</u>
Pre-bid Conference Held:	10:00 a.m. Anchorage Time <u>February 13, 2009</u>
Addenda:	<u>Two (2)</u>

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RECOMMENDED AWARDS  
BY VENDOR FOR CLASSROOM AND OFFICE FURNITURE

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<u>VENDOR</u>	<u>TOTAL AWARD BY VENDOR</u>
Award over \$100,000:	
Arctic Office Products 100 W. Fireweed Lane Anchorage, AK 99503	\$450,780.00
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Awards under \$100,000:	
Business Interiors Northwest	\$ 34,600.84
School Specialty	\$ 72,505.22