

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #190 (2009-2010)

February 22, 2010

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: CLASSROOM FURNITURE

*ASD GOAL: All ASD departments support the mission of the District and will be highly effective, efficient, and responsive to internal and external customers.*

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract to Saxton Bradley, Inc. to furnish Classroom Furniture in the amount of \$128,500.

PERTINENT FACTS:

The school furniture recommended for purchase is for the newly renovated Sand Lake Elementary School. The furniture selection process for Sand Lake Elementary School was collaborative among school personnel and began with an establishment of priorities. Teachers chose to give the highest priority to student furniture as the condition of the current furnishings in the building is quite deteriorated.

Sand Lake staff identified a number of criteria as important for selecting student furniture including stability, adaptability, adjustability, configurability, durability, comfort, ergonomic design, and ease of storage when cleaning different areas of the school. A major criterion for selecting student furniture was the ability of items to adapt to a wide variety of classroom layouts and configurations. The furniture selected needed to provide concise areas for small group work or instruction as well as support cooperative learning groups.

Student comfort and incorporation of ergonomics was also a significant factor. Sand Lake staff was particularly interested in employing a student chair that was ergonomically designed. Research has shown that the brand specified should have a cantilevered design based on its ability to provide adequate back support while also ensuring flexibility in response to the natural fidgets or movements of students.

Classrooms and general use areas in schools face many challenges when it comes to storage and cleaning. Chairs must either be stacked or placed on top of desks to clear the floor for cleaning each day. Sand Lake staff felt it was a priority to find a chair that not only met ergonomic criteria but which was also stackable to six high. In addition, it was important that the chair would not fall or cause a cascade of chairs when placed on top of the table or desk. The cantilevered design serves this purpose well.

Based on items and specifications provided by Sand Lake Elementary staff after actual examination and testing, an Invitation to Bid for Classroom Furniture was developed and issued to 28 vendors on December 7, 2009 (Attachment A). Bidders were required to bid each item delivered, assembled, and installed in designated locations in the school. Brands and model/part numbers were provided on the Specifications/Bid Form to indicate an established standard of quality acceptable to the District. Bidders were required to bid the brand and model specified or better. Descriptive literature, including technical specifications, was required for all items bid.

Of the seven (7) vendors responding to our Invitation to Bid, four (4) were selected for various awards (Attachment B). Two (2) vendors bid products that did not meet specifications and were considered non-responsive. Northern Office Supply, bid student chairs that are not stackable and Arctic Office Supply, bid chairs that are not stackable and student desks that are not sled based. Four (4) bidders did not meet specifications on individual line items. Business Interiors Northwest bid a single C-frame desk having only two connecting uprights. Capital Office and School Specialty bid student desks with a single C-frame and single center legs, respectively, and both bid small group tables with V-brace leg construction. Indoff bid chairs stackable to a maximum of four (4), student desks with single Y-design legs, and small group tables with V-brace leg construction. These bidders were considered non-responsive for these items only. Saxton Bradley bid "all or none" in combination with student and kindergarten tables causing their bid to be higher than the cost of purchasing the tables separately; therefore, award was made on individual line item for item 5 through 7.

Recommendation for award is based by line item to the lowest responsive, responsible bidder (Attachment B).

CERTIFICATION OF FUNDS:

Funds Description:

(03) Capital Projects Fund  
(00312701) Bond 2008 Prop 2  
(3127350) B08 Prop 2 Sand Lake Elementary Addition/Renewal  
(5440) New Equipment

<u>Fund Source:</u>	<u>Fund</u>	<u>Funding Source</u>	<u>Funding Control</u>	<u>Account Code</u>	
Sand Lake Elementary	03	00312701	3127350	35040-5440	<u>\$128,500</u>

CC/MA/PC/WN/PG/ah

Attachments

Prepared by: Wendy Nyberg, Purchasing Agent  
Pamela K. Chenier, Director, Purchasing/Warehouse  
Patrick Garrity, Principal, Sand Lake Elementary School  
Linda Carlson, Director, Elementary Education

Approved by: Michael K. Abbott, Assistant Superintendent, Support Services  
Ed Graff, Assistant Superintendent, Instruction

ANCHORAGE SCHOOL DISTRICT  
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ABSTRACT OF BID

Commodity or Service:	ITB2009-529 <u>Classroom Furniture</u>
Bids Opened On:	3:00 p.m., Anchorage Time <u>December 22, 2009</u>
Budget Fund:	<u>Capital Projects Fund</u>
Number of Invitations Sent:	<u>Twenty-eight (28)</u>
Number of Responsive Bids Received:	<u>Five (5)</u>
Number of Non-Responsive Bids:	<u>Two (2)</u>
Number of "NO BIDS" Received:	<u>Six (6)</u>
Advertised Date:	Anchorage Daily News <u>December 7, 2009</u>
Pre-bid Conference Held:	<u>N/A</u>
Addenda:	<u>One (1)</u>

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, AK 99517

TABULATION OF BIDS

Opened 3:00 p.m., Anchorage Time, December 22, 2009  
Invitation: Classroom Furniture

VENDORS

1. Business Interiors Northwest  
3909 Arctic Boulevard - #100  
Anchorage, AK 99503
2. Capital Office Systems  
1120 East 35<sup>th</sup> Avenue  
Anchorage, AK 99508
3. Indoff  
5515 East Fireweed Road  
Palmer, AK 99645
4. Saxton Bradley, Inc.  
801 SW 16<sup>th</sup> Street, Suite 200  
Benton, WA 98057
5. School Specialty, Inc.  
100 Paragon Parkway  
Mansfield, OH 44903

LINE ITEM	QTY	UNITS	PRODUCT DESCRIPTION	1		2		3		4		5	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	110	EA	STUDENT CHAIR 13.5" CANTILEVERED, ANATOMICAL SHAPE, STACKABLE TO SIX OR HIGHER ARTCO BELL PRODIGY SERIES, MODEL P303 Z-LEG OR BETTER	\$61.23	\$6,735.30	\$65.99	\$7,258.90			\$64.00	\$7,040.00	\$58.00	\$6,380.00
2	320	EA	STUDENT CHAIR 15.5" CANTILEVERED, ANATOMICAL SHAPE, STACKABLE TO SIX OR HIGHER ARTCO BELL PRODIGY SERIES, MODEL P305 Z-LEG OR BETTER	\$62.44	\$19,980.80	\$69.64	\$22,284.80			\$64.00	\$20,480.00	\$63.00	\$20,160.00
3	560	EA	STUDENT CHAIR 17.5" CANTILEVERED, ANATOMICAL SHAPE, STACKABLE TO SIX OR HIGHER ARTCO BELL PRODIGY SERIES, MODEL P307 Z-LEG OR BETTER	\$64.30	\$36,008.00	\$74.49	\$41,714.40			\$71.00	\$39,760.00	\$66.00	\$36,960.00
4	500	EA	STUDENT DESKS SINGLE, SLED BASED, 27" X 19", ADJUSTABLE FROM 24" TO 30", ATTACHED BOOKBOX / BASKET AND BACKPACK HOOK MODEL VS 2451DUO-C DESK WITH LIGNO DUR TOP AND DOUBLE PEDESTAL BASE OR BETTER							\$257.00	\$128,500.00		
5	70	EA	STUDENT TABLES 36"D X 60"W, MINIMUM HEIGHT ADJUSTABLE FROM 22" TO 34" SMITH SYSTEMS INTERCHANGE ACTIVITY TABLE #04112 OR BETTER	\$285.09	\$19,956.30	\$518.22	\$36,275.40	\$215.00	\$15,050.00	\$358.00	\$25,060.00	\$305.00	\$21,350.00
6	24	EA	KINDERGARTEN TABLES 60" DIAMETER FLOWER SHAPED FOR SIX STUDENTS SMITH SYSTEMS FLOWER HUSKY ACTIVITY TABLE #04390 OR BETTER	\$293.99	\$7,055.76	\$356.28	\$8,550.72	\$230.33	\$5,527.92	\$386.00	\$9,264.00	\$318.00	\$7,632.00
7	124	EA	SMALL GROUP TABLES 24"W X 56"D QUARTER ROUND TABLE FOR TWO STUDENTS, MINIMUM HEIGHT ADJUSTABLE FROM 25" TO 31.5" SIS MODEL L13101 OR BETTER	\$350.41	\$43,450.84					\$269.00	\$33,356.00		
TOTAL AWARD					\$99,439.64				\$20,577.92		\$128,500.00		\$6,380.00