

BOARD OF EDUCATION OF HARFORD COUNTY
INFORMATIONAL REPORT
DECISION ON
CONTRACT FOR SCHOOL AND OFFICE FURNITURE
JANUARY 14, 2008

Background Information:

The Purchasing Department is requesting a decision by the Board for acceptance of a contract for the acquisition of school and office furniture on an as needed basis. This request for approval is based upon the purchase of a variety of furniture utilized by schools and offices at an estimated value from \$300,000 to \$900,000 annually depending upon funding by fiscal year and projects taking place where furniture is needed.

The basis for the cost of the various furniture items awarded by manufacturer has been established through utilization of a cooperative solicitation through the Baltimore Regional Cooperative Purchasing Committee (BRCPC). The new agreement, Bid# 2008-001, was competitively solicited by Howard County Government as the lead BRCPC agency and replaces the prior contract solicited by the Baltimore City Bureau of Purchases. The initial term of the new contract is three years, beginning January 1, 2008 through December 31, 2010. This contract may be extended up to five additional one year periods beyond the initial term.

Discussion:

This contract vehicle covers a broad range of preferred K-12 manufacturers' product lines for systems furniture, case goods, classroom, library and early childhood furniture as well as seating, filing and storage, lockers, and other miscellaneous and specialty furniture items. A percent off published list price is the method used to determine the cost. Unit prices include inside delivery, installation and assembly, setting the products in place, and removing all packing materials off site. The contract is primarily used for individual school or office furniture requirements, fulfilled from one or more area distributors to obtain the best product mix on an as needed basis, but also for budgetary purposes to estimate costs when quantities and characteristics of furniture required has not been finalized.

Funds for these purchases are allocated in the operating and capital budgets according to relevant projects and fiscal time periods.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education approve this contract for the purchase of classroom and office furniture on an as needed basis.