

## Furniture Purchasing Guidelines

In March of 2020, the District issued a Request for Proposal to contract with a furniture vendor for all district furniture needs, which includes a classroom furniture standard and a future replacement plan. The Board of Education approved the award to OfficeScapes as the District selected vendor. LeAnn Slama, Chief of Staff, is the Contracting Officer's Technical Representative (COTR) for this contract and will primarily oversee all district level purchases and overall contract requirements. The competition was evaluated by a large collaborative team of stakeholders representing all grade levels including teachers and administrators. The selected vendor was awarded a 10-year contract. The COTR intends to pursue and obtain an annual replacement budget and establish a district wide replacement cycle. We anticipate this to begin in school year 2021-22 dovetailing the completion of the Facility Master Plan and Academic Plan.

Therefore, all D11 furniture requests for purchase (schools, offices and departments) should go through OfficeScapes as our vendor on contract. This includes all classroom furniture, office furniture, media center furniture and cafeteria furniture.

**INSTRUCTIONAL FURNITURE GUIDELINES:** ALL classroom furniture must be the D11 standard pieces designated in the D11 LookBook with OfficeScapes (there will be a link on the D11 website to this).

Quotes can be requested from our designated OfficeScapes representative, Seth Elliott (sellriott@officescapes.com). Contracting Officer Ja'Nail Johnson (janail.johnson@d11.org) needs to be copied on any requests sent to OfficeScapes.

**OFFICE FURNITURE GUIDELINES:** If you cannot find what you are looking for in the D11 LookBook (non-classroom furniture pieces), you can contact Seth Elliott at OfficeScapes and he will assist you.

Office furniture items include the following: work desk, bookcases and credenzas, conference table and chairs, reception area furniture, etc.

ALL OfficeScapes furniture purchases over the amount of \$500 must go through the Procurement and Contracting office. Contact Shantelle Nix at 520-2070 or our Procurement Buyer at 520-2174 for assistance.

OfficeScape purchases less than \$500 can be purchased using a district purchasing credit card, please "cc" Shantelle Nix on these purchases for inclusion into the contract warranty tracking.

Accessories, including work/desk chairs and other personal work items such as a desk lift, are an exception to the OfficeScapes requirement. These purchases MUST obtain prior approval by Carole Johnson (carole.johnson@d11.org) before placing any orders.

This contract was competed, and the vendor was selected based on their overall quality, warranty, service to respond and repair and past performance of providing a quality product.

When working with Procurement to purchase furniture, a building point of contact will need to be identified, as well as the funding source.

**DISPOSAL GUIDELINES:** Disposal guidelines will vary on a case-by-case basis, please contact Shantelle Nix in Procurement for guidance. If only disposing of 1 item that is no longer usable, each school/department is responsible for disposing of their item. Procurement will work with the warehouse on bigger item disposal requests as needed.