



Integrated Design Solutions

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June 9, 2010

Revised June 15, 2010

Mr. Timothy Loock
Executive Director for Business and Finance
Oxford Community Schools
1420 Lakeville Road
Oxford, Michigan 48371

Project Name: Oxford Community Schools
Administrative Office Relocation
Furniture & Equipment Package

ids Project No.: 09283-1005

Dear Mr. Loock:

On Friday, May 28, 2010, (5) bids were received for the above-mentioned project. Bid packages had been sent to (15) bidders who requested them. The low bid submittal from Kerr Albert (\$66,029.97), in addition to the contracts to Equip to reconfigure, relocate and match existing office furniture (\$44,953,74), Casper Systems to relocate existing high-density storage shelving (\$4,004) and the allowance for appliances (\$5,000.00) exceeds the \$95,000 Furniture and Equipment budget.

Based on discussion with the Board, our recommendation would be to defer some of the new furniture purchases for the Boardroom and lower level Professional Development room and re-use existing furniture in those areas. We would also defer the purchase of clocks and wastebaskets and the new waiting furniture outside the Administration area.

As noted on the attached spreadsheet, by accepting (7) deduct alternates, the total furniture and equipment cost will be reduced to \$91,359.30, which will be within the \$95,000 budget.

In response to our evaluation, we would like to make the following recommendations for awarding contracts.

Award to Kerr Albert Office Supply:	
Accessories	\$ 384.90
KI Products	\$ 34,259.36
HON Products	& 2,757.30

Total Value of Awarded Contract **\$ 37,401.56**

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Integrated Design Solutions is recommending the above bidder be awarded the contract for the Administrative Office Relocation Furniture Package. The products recommended are as specified. We find the bids to be fair and within industry expectations.

For clarification of any numbers on this document, please refer to the detailed bid tabulation form attached. Purchase Orders should be issued no later than June 23, 2010.

Please do not hesitate to call if you have any additional questions or concerns.

Sincerely,

Integrated Design Solutions, LLC



Ann K. Green
Senior Associate
Manager of Interior Design

ec: File
William Skilling, OCS
B. Schneider, GCC
C. Lewis, ids

Oxford Community Schools
Administration Office Relocation Furniture and Equipment

- Low Bid
- Deduct Alternates. These items were not purchased
- Error on bid calculation
- No Bid

Final Items for PO
Kerr Albert Office Supply
with deduct alternates

Item	Qty	Description	Budget Unit Price	Ext Budget Price	Interior Environments		NBS		SBD- BASE BID		Kamar Office Express		Kerr Albert Office Supply		with deduct alternates	
					Unit Cost	Extension	Unit Cost	Extension	Unit Cost	Extension	Unit Cost	Extension	Unit Cost	Extension	Unit Cost	Extension
Accessories																
A1	4	Large Waste receptacle	\$85.00	\$ 340.00	\$66.60	\$ 266.40	\$71.51	\$ 286.04	\$64.00	\$ 256.00	\$ 58.99	\$ 235.96	\$ 52.14	\$ 208.56	\$ -	\$ -
A2	6	Wall Clock	\$81.00	\$ 486.00	\$333.60	\$ 2,001.60	\$195.58	\$ 1,173.48	\$250.00	\$ 1,500.00	\$ 188.88	\$ 1,133.28	\$ 216.06	\$ 1,296.36	\$ -	\$ -
A3	2	Decorative Waste receptacle	\$375.00	\$ 750.00	\$217.11	\$ 434.22	\$218.13	\$ 436.26	\$225.00	\$ 450.00	\$ 175.88	\$ 351.76	\$ 194.24	\$ 388.48	\$ -	\$ -
A4	2	Small Dual Flip-up Grommet	\$335.00	\$ 670.00	\$456.75	\$ 913.50	\$425.65	\$ 851.30	\$467.00	\$ 934.00	\$ 389.88	\$ 779.76	\$ 192.45	\$ 384.90	\$ -	\$ -
	1		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.04	\$ 125.04	\$ -	\$ -	\$ -	
				\$ 2,246.00		\$ 3,615.72		\$ 2,747.08		\$ 3,140.00		\$ 2,625.80		\$ 2,278.30		\$ -

KI Products																
C1	55	Armless Task Chairs (training room) (revised quantity = 25 for final order)	\$290	\$ 15,950.00	\$308.25	\$ 16,953.75	\$335.26	\$ 18,439.30	\$314.00	\$ 17,270.00		NO BID	\$ 304.35	\$ 16,739.25	\$ 304.35	\$ 7,608.75
C12	1	Task stool w/o arms	\$345	\$ 345.00	\$350.07	\$ 350.07	\$386.20	\$ 386.20	\$358.00	\$ 358.00		NO BID	\$ 347.28	\$ 347.28	\$ 347.28	\$ 347.28
C2	2	Task Chair w/ Arms	\$343	\$ 686.00	\$373.90	\$ 747.80	\$406.96	\$ 813.92	\$384.00	\$ 768.00		NO BID	\$ 371.74	\$ 743.48	\$ 371.74	\$ 743.48
C3	34	Stack Chairs	\$135	\$ 4,590.00	\$157.79	\$ 5,364.86	\$173.18	\$ 5,888.12	\$162.00	\$ 5,508.00		NO BID	\$ 157.07	\$ 5,340.38	\$ -	\$ -
C9	2	Wood frame Guest Chair	\$535	\$ 1,070.00	\$704.72	\$ 1,409.44	\$655.42	\$ 1,310.84	\$629.00	\$ 1,258.00		NO BID	\$ 608.70	\$ 1,217.40	\$ -	\$ -
D1	1	Instructors Desk w/ return and mobile pedestal	\$1,260	\$ 1,260.00	\$1,380.83	\$ 1,380.83	\$1,459.55	\$ 1,459.55	\$1,355.00	\$ 1,355.00		NO BID	\$ 1,296.74	\$ 1,296.74	\$ 1,296.74	\$ 1,296.74
T1	5	Seminar Table 96" x 24" (powered)	\$1,313	\$ 6,565.00	\$1,338.80	\$ 6,694.00	\$1,524.36	\$ 7,621.80	\$1,411.00	\$ 7,055.00		NO BID	\$ 1,350.00	\$ 6,750.00	\$ 1,350.00	\$ 6,750.00
T2	2	Seminar Table 156" x 24" (powered)	\$2,000	\$ 4,000.00	\$1,859.40	\$ 3,718.80	\$2,068.31	\$ 4,136.62	\$1,894.00	\$ 3,788.00		NO BID	\$ 1,811.96	\$ 3,623.92	\$ 1,811.96	\$ 3,623.92
T3	2	Seminar Table 60" x 24"	\$370	\$ 740.00	\$419.65	\$ 839.30	\$452.05	\$ 904.10	\$407.00	\$ 814.00		NO BID	\$ 394.57	\$ 789.14	\$ 394.57	\$ 789.14
T4	2	Table 48" x 18"	\$347	\$ 694.00	\$385.12	\$ 770.24	\$415.18	\$ 830.36	\$383.00	\$ 766.00		NO BID	\$ 371.20	\$ 742.40	\$ 371.20	\$ 742.40
T5	6	Seminar Table- Flip top w/ modesty panels and wood edge	\$833	\$ 4,998.00	\$902.50	\$ 5,415.00	\$976.45	\$ 5,858.70	\$920.00	\$ 5,520.00		NO BID	\$ 890.22	\$ 5,341.32	\$ 890.22	\$ 5,341.32
T8	1	Occasional Table 24" dia x 22"h	\$500	\$ 500.00	\$528.10	\$ 528.10	\$569.86	\$ 569.86	\$535.00	\$ 535.00		NO BID	\$ 517.93	\$ 517.93	\$ -	\$ -
T11	1	Occasional Table 24" square x 22"h	\$460	\$ 460.00	\$485.21	\$ 485.21	\$523.86	\$ 523.86	\$489.00	\$ 489.00		NO BID	\$ 473.91	\$ 473.91	\$ 473.91	\$ 473.91
T13	1	Castered Table 48" x 24"	\$350	\$ 350.00	\$394.17	\$ 394.17	\$430.79	\$ 430.79	\$387.00	\$ 387.00		NO BID	\$ 374.46	\$ 374.46	\$ 374.46	\$ 374.46
T14	10	Flip top Seminar Tables 60" x 24"	\$561	\$ 5,610.00	\$575.30	\$ 5,753.00	\$621.10	\$ 6,211.00	\$573.00	\$ 5,730.00		NO BID	\$ 554.35	\$ 5,543.50	\$ 554.35	\$ 5,543.50
T15	6	Seminar Table 90" x 21" (non- powered) Fixed leg	\$490	\$ 2,940.00	\$562.70	\$ 3,376.20	\$604.29	\$ 3,625.74	\$553.00	\$ 3,318.00		NO BID	\$ 535.33	\$ 3,211.98	\$ -	\$ -
T16	6	Seminar Table 60" x 21" (non-powered) Fixed Leg	\$370	\$ 2,220.00	\$436.17	\$ 2,617.02	\$463.55	\$ 2,781.30	\$419.00	\$ 2,514.00		NO BID	\$ 405.43	\$ 2,432.58	\$ -	\$ -
T19	1	Console Table	\$550	\$ 550.00	\$641.23	\$ 641.23	\$683.13	\$ 683.13	\$645.00	\$ 645.00		NO BID	\$ 624.46	\$ 624.46	\$ 624.46	\$ 624.46
				\$ 53,528.00		\$ 57,439.02		\$ 62,475.19		\$ 58,078.00		\$ -		\$ 56,110.13		\$ 34,259.36

HON Products																
C10	6	Conference Chairs w/ castered base	\$450	\$ 2,700.00	\$416.40	\$ 2,498.40	\$426.78	\$ 2,560.68	\$332.00	\$ 1,992.00	\$ 410.55	\$ 2,463.30	\$ 395.86	\$ 2,375.16	\$ 395.86	\$ 2,375.16
C11	2	Guest Chair w/ Arms	\$250	\$ 500.00	\$211.53	\$ 423.06	\$211.00	\$ 422.00	\$337.00	\$ 674.00	\$ 199.88	\$ 399.76	\$ 191.07	\$ 382.14	\$ 191.07	\$ 382.14
C7	12	Boardroom Chairs	\$410	\$ 4,920.00	\$427.85	\$ 5,134.20	\$438.44	\$ 5,261.28	\$332.00	\$ 3,984.00	\$ 425.55	\$ 5,106.60	\$ 407.02	\$ 4,884.24	\$ -	\$ -
	1	Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 398.48	\$ 398.48	\$ -	\$ -	\$ -	\$ -
				\$ 8,120.00		\$ 8,055.66		\$ 8,243.96		\$ 6,650.00		\$ 8,368.14		\$ 7,641.54		\$ 2,757.30

Grand Total				\$ 63,894.00		\$ 69,110.40		\$ 73,466.23		\$ 67,868.00		\$ 10,993.94		\$ 66,029.97		\$ 37,016.66
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