


  
**Stanwood Camano**  
School District

TO: Board of Directors  
FROM: Gary Platt – Chief Financial Officer – Capital Projects   
SUBJECT: Purchasing Authorization – Bond Projects – Furniture, Fixtures and Equipment (FF&E)  
DATE: March 3, 2020  
TYPE: Action Needed

We have begun the process to select and order the furniture, fixtures and equipment for the new Stanwood High School, Church Creek Campus, and the Maintenance & Technology Center. Board Policy 6210 requires board approval of purchases exceeding \$50,000. The budget for all three bond projects combined is \$6.1 million. We anticipate using bids for most items that have been obtained by purchasing cooperatives, such as King County Directors Association (KCDA). The district has been a member of this cooperative for more than 20 years. There may be some items for which we need to issue formal bids and that would require specific school board approval.

Below is a partial listing of items we are purchasing.

Furniture items include:

- Student tables
- Student chairs
- Teacher lecterns and desks
- File cabinets
- Bookcases
- Office furniture - work tables, desks, conference tables, task chairs
- Music stands
- Chemical resistant tables (science rooms)
- Waiting area furniture (coffee table, guest chairs)
- Cafeteria tables

Fixtures include:

- Restroom tissue, towel, and soap dispensers
- White boards
- Wall mounted flags
- Tack boards

Equipment includes:

- Document cameras
- PE and athletic equipment
- CTE shop floor and table mounted tools
- Kitchen appliances and ice makers
- Trash and recycling bins
- Telephones
- Clocks
- Storage shelving
- Televisions

At this point, we are requesting school board authorization to begin issuing purchase orders for furniture, fixtures and equipment for all three projects. We will keep the school board updated as we work through the purchasing process.

Recommendation:

We recommend the board move to authorize purchasing of furniture, fixtures and equipment for the new Stanwood High School, Church Creek Campus, and Maintenance & Technology Center buildings.