

**Carl Sandburg College**  
**Board of Trustees Meeting**  
**Regular Meeting – June 26, 2008**

**Item**            14            Project Campus Refresh – Furniture Purchase

**Focal Points and Goals**

A-2, C-1, D-1, E-5 & 7

**Background**

As a part of the College's overall facility refresh program, college personnel audited facilities throughout the district and came up with a recommendation for facilities to be refreshed this summer. The College is in the process of refreshing classrooms and faculty offices in the A, C and F buildings on the Galesburg campus as a part of the Campus Refresh Project approved for this summer by the President and Cabinet. The project involves painting, carpeting and replacing furniture in all the above mentioned areas. A substantial amount of this work is being performed by the College's Physical Plant team.

The College took advantage of applicable provisions of the State of Illinois statutes under the Intergovernmental Cooperation Act (ILCS 220/3) to seek bids from vendors who are members of any statewide purchasing consortium without having to administer a general request for proposal (RFP) process.

Having standardized on HON furniture over the years because of its' quality and Total Cost of Ownership (TCO), the College none the less, sought proposals from vendors who deal in HON furniture namely, Corporate Express Business Interiors (CEBI) of Davenport, Iowa, and Office Specialists Inc. (OSI) of Galesburg, Illinois, who are also members of statewide purchasing consortiums.

The results of this process are tabulated in the attachment.

**Recommended Action**

The Administration recommends the award of a contract to Office Specialists Inc. of Galesburg, Illinois, based on low bid, to refresh our classroom and faculty office furniture in the amount of \$137,961.72 with a target completion date of August 15, 2008.