

# Memorandum

TO: David Corliss, City Manager  
FROM: Theresa Roach, Gould Evans  
Cc: Brad Allen, Director, Lawrence Public Library,  
Date: March 18, 2014  
RE: Library Furniture

## *Summary*

In fall of 2013, the Lawrence Public Library started negotiating with vendors on state of Kansas purchasing contracts and preparing a request for proposals for other furniture items to be bid. Nine bids were received for the bid items and pricing was very competitive.

Gould Evans has assisted the library in reviewing the bids & contract pricing received. The Lawrence Public Library is purchasing from multiple vendors and has already purchased the office furniture. LPL would now like to proceed with next purchasing contract with Business Interiors by Staples of Kansas City, MO. This contract is for the specialty children's furniture, reading tables, computer tables, occasional tables, and the auditorium lectern. The total cost of this order will be \$63,601 (see attached pricing for breakdown). There are two more orders that will follow this, total costs of which are still being negotiated but are below below the total FF&E budgeted of \$572,000.

## *Recommended Action:*

Authorize purchase order with Business Interiors by Staples of library in the amount of \$63,601.



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy

# QUOTATION

Job: 0005306283

Page: 1

**SOLD TO:**

PO TO BE ISSUED TO:  
 STAPLES ADVANTAGE  
 1400 N. CAMBRIDGE AVE.  
 Attn: Derek Majors  
 KANSAS CITY, MO 64120

**SHIP TO:**

THERESA ROACH  
 CITY OF LAWRENCE  
 PUBLIC LIBRARY  
 LAWRENCE, KS 66044  
 785 330-7062

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005306283	02/24/14		F000000032	Derek Jon Majors

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
<b>Special Instructions</b>					
<b>RETURNS OF SPECIAL ORDER OR NON-STOCK FURNITURE WILL NOT BE ACCEPTED UNLESS MERCHANDISE IS DAMAGED OR DEFECTIVE. APPLICABLE SALES TAX WILL BE ADDED TO INVOICE. THIS QUOTE IS VALID FOR 30 DAYS UNLESS OTHERWISE NOTED.</b>					
0001	2	S922S2 ALLSTEEL INC	Rise - 2 Tier .FSC FSC Mixed Wood \$(KCOM) Grade K COM Uph .QTEK Tracking Number Needed Tag For: C.O.M. FABRIC TO BE USED: PALLAS UNRAVELED CITRINE GRADE K TRACKING # TAG FOR AREA: C 8 A	1381.00	2762.00
0002	4	S922S3 ALLSTEEL INC	Rise- 3 Tier .FSC FSC Mixed Wood \$(KCOM) Grade K COM Uph .QTEK Tracking Number Needed Tag For: C.O.M. TO BE USED: PALLAS UNRAVELED CITRINE GRADE K TRACKING # TAG FOR AREA: C 8 B	1480.00	5920.00
0003	3	S913LTF4896 ALLSTEEL INC	48d x 96w Solid Full Laminate Top Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint \$(CORE) Core Clr Opts .P02 CLR: Flint Tag For: TAG FOR AREA : T 3	732.00	2196.00

Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at [www.staplesadvantage.com/business-interiors/](http://www.staplesadvantage.com/business-interiors/) are included in any furniture order.

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy

# QUOTATION

Job: 0005306283

Page: 2

**SOLD TO:**

PO TO BE ISSUED TO:  
 STAPLES ADVANTAGE  
 1400 N. CAMBRIDGE AVE.  
 Attn: Derek Majors  
 KANSAS CITY, MO 64120

**SHIP TO:**

THERESA ROACH  
 CITY OF LAWRENCE  
 PUBLIC LIBRARY  
 LAWRENCE, KS 66044  
 785 330-7062

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005306283	02/24/14		F000000032	Derek Jon Majors

  

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
0004	3	S913LNB4842 ALLSTEEL INC	48d x 42h Non-Powered Lam Base Pair Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint Tag For: TAG FOR AREA : T 3	1275.00	3825.00
0005	2	S913LTS4896 ALLSTEEL INC	48d x 96w Split Laminate Top Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint \$(CORE) Core Clr Opts .P02 CLR: Flint Tag For: TAG FOR AREA : T 6	880.00	1760.00
0006	2	S913LPB4829 ALLSTEEL INC	48d x 29h Double Powered Lam Base Pair Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint Tag For: TAG FOR AREA : T 6	1712.00	3424.00
0010	4	S912T16L ALLSTEEL INC	Laminate Top for 16 dia Belong End Table \$(L1SLD) L1 Gather Core Lam Opts .LM14 Frosty White .EW White Tag For: TAG for AREA : T 8 A	89.00	356.00
0011	4	S912B2116 ALLSTEEL INC	Belong End Table Base 21H 16 dia \$(SELECT) Select CLR Opts .PR3 CLR: Gunmetal Metallic Tag For: TAG for AREA : T 8 A	309.00	1236.00

Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at [www.staplesadvantage.com/business-interiors/](http://www.staplesadvantage.com/business-interiors/) are included in any furniture order.

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy

# QUOTATION

Job: 0005306283

Page: 3

**SOLD TO:**

PO TO BE ISSUED TO:  
 STAPLES ADVANTAGE  
 1400 N. CAMBRIDGE AVE.  
 Attn: Derek Majors  
 KANSAS CITY, MO 64120

**SHIP TO:**

THERESA ROACH  
 CITY OF LAWRENCE  
 PUBLIC LIBRARY  
 LAWRENCE, KS 66044  
 785 330-7062

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005306283	02/24/14		F000000032	Derek Jon Majors

  

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
0012	4	PAINT BI BY STAPLES - KCM	UPCHARGE FOR GUNMETAL METALLIC PAINT * NON-STANDARD PAINT SELECTION Tag For: TAG for AREA : T 8 A	15.00	60.00
0013	5	S912T16L ALLSTEEL INC	Laminate Top for 16 dia Belong End Table \$(L1SLD) L1 Gather Core Lam Opts .LM14 Frosty White .EW White Tag For: TAG for AREA : T 8 B	89.00	445.00
0014	5	S912B2116 ALLSTEEL INC	Belong End Table Base 21H 16 dia \$(SELECT) Select CLR Opts .PR3 CLR: Gunmetal Metallic Tag For: TAG for AREA : T 8 B	309.00	1545.00
0015	5	PAINT BI BY STAPLES - KCM	UPCHARGE FOR GUNMETAL METALLIC PAINT NON-STANDARD SELECTION Tag For: TAG for AREA : T 8 B	15.00	75.00
0016	12	S912T16L ALLSTEEL INC	Laminate Top for 16 dia Belong End Table \$(L1SLD) L1 Gather Core Lam Opts .LM14 Frosty White .EW White Tag For: TAG for AREA : T 8 C	89.00	1068.00
0017	12	S912B2116 ALLSTEEL INC	Belong End Table Base 21H 16 dia \$(SELECT) Select CLR Opts .PR3 CLR: Gunmetal Metallic Tag For: TAG for AREA : T 8 C	309.00	3708.00
0018	12	PAINT BI BY STAPLES - KCM	UPCHARGE FOR GUNMETAL METALLIC PAINT NON-STANDARD SELECTION Tag For: TAG for AREA : T 8 C	15.00	180.00

Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at [www.staplesadvantage.com/business-interiors/](http://www.staplesadvantage.com/business-interiors/) are included in any furniture order.

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy

# QUOTATION

Job: 0005306283

Page: 4

**SOLD TO:**

PO TO BE ISSUED TO:  
 STAPLES ADVANTAGE  
 1400 N. CAMBRIDGE AVE.  
 Attn: Derek Majors  
 KANSAS CITY, MO 64120

**SHIP TO:**

THERESA ROACH  
 CITY OF LAWRENCE  
 PUBLIC LIBRARY  
 LAWRENCE, KS 66044  
 785 330-7062

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005306283	02/24/14		F000000032	Derek Jon Majors

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
0019	5	S913LTF4872 ALLSTEEL INC	48d x 72w Solid Full Laminate Top Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint \$(CORE) Core Clr Opts .P02 CLR: Flint Tag For: TAG for AREA : T 9 A 1	880.00	4400.00
0020	5	S913LPB4829 ALLSTEEL INC	48d x 29h Double Powered Lam Base Pair Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint Tag For: TAG for AREA : T 9 A 1	1606.00	8030.00
0021	5	NACG15EL NATIONAL OFFICE FURN	ACCESSORIES,8DX8W DOUBLE PIVOTING POWER GROMMET,SILVER - TO BE POSITION IN THE CENTER OF THE TABLE UNLESS OTHERWISE INSTRUCTED Tag For: TAG for AREA : T 9 A 1	.00	.00
0022	4	S913LTS4872 ALLSTEEL INC	48d x 72w Split Laminate Top Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint \$(CORE) Core Clr Opts .P02 CLR: Flint Tag For: TAG for AREA : T 9 A 2	880.00	3520.00
0023	4	S913LPB4829 ALLSTEEL INC	48d x 29h Double Powered Lam Base Pair Harvest .X Standard Wood	1606.00	6424.00

Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at [www.staplesadvantage.com/business-interiors/](http://www.staplesadvantage.com/business-interiors/) are included in any furniture order.

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy

# QUOTATION

Job: 0005306283

Page: 5

**SOLD TO:**

PO TO BE ISSUED TO:  
 STAPLES ADVANTAGE  
 1400 N. CAMBRIDGE AVE.  
 Attn: Derek Majors  
 KANSAS CITY, MO 64120

**SHIP TO:**

THERESA ROACH  
 CITY OF LAWRENCE  
 PUBLIC LIBRARY  
 LAWRENCE, KS 66044  
 785 330-7062

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005306283	02/24/14		F000000032	Derek Jon Majors

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
<b>(Line 0023 continued)</b>					
0024	1	S913LTF4872 ALLSTEEL INC	\$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint Tag For: TAG for AREA : T 9 A 2 TO INCLUDE POWER / DATA MODULES ON BOTH ENDS 48d x 72w Solid Full Laminate Top Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint \$(CORE) Core Clr Opts .P02 CLR: Flint Tag For: TAG for AREA : T 9 B	880.00	880.00
0025	1	S913LNB4829 ALLSTEEL INC	48d x 29h Non-Powered Lam Base Pair Harvest .X Standard Wood \$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint Tag For: TAG for AREA : T 9 B	928.00	928.00
0026	2	S912T32L ALLSTEEL INC	Laminate Top for 32 dia Belong \$(L1SLD) L1 Gather Core Lam Opts .LM14 Frosty White .EW White Tag For: TAG for AREA : T 15 A	116.00	232.00
0027	2	S912B1632 ALLSTEEL INC	Belong Coffee Table Base 16H 32 dia \$(SELECT) Select CLR Opts .PR3 CLR: Gunmetal Metallic Tag For: TAG FOR AREA : T 15 A	397.00	794.00

Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at [www.staplesadvantage.com/business-interiors/](http://www.staplesadvantage.com/business-interiors/) are included in any furniture order.

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy

# QUOTATION

Job: 0005306283

Page: 6

**SOLD TO:**

PO TO BE ISSUED TO:  
 STAPLES ADVANTAGE  
 1400 N. CAMBRIDGE AVE.  
 Attn: Derek Majors  
 KANSAS CITY, MO 64120

**SHIP TO:**

THERESA ROACH  
 CITY OF LAWRENCE  
 PUBLIC LIBRARY  
 LAWRENCE, KS 66044  
 785 330-7062

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005306283	02/24/14		F000000032	Derek Jon Majors

  

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
0028	2	PAINT BI BY STAPLES - KCM	UPCHARGE FOR GUNMETAL METALLIC PAINT NON-STANDARD SELECTION Tag For: TAG FOR AREA : T 15 A	25.00	50.00
0029	3	S912T32L ALLSTEEL INC	Laminate Top for 32 dia Belong \$(L1SLD) L1 Gather Core Lam Opts .LM14 Frosty White .EW White Tag For: TAG FOR AREA: T 15 B	116.00	348.00
0030	3	S912B1632 ALLSTEEL INC	Belong Coffee Table Base 16H 32 dia \$(SELECT) Select CLR Opts .PR3 CLR: Gunmetal Metallic Tag For: TAG FOR AREA : T 15 B	397.00	1191.00
0031	3	PAINT BI BY STAPLES - KCM	UPCHARGE FOR GUNMETAL METALLIC PAINT NON-STANDARD SELECTION Tag For: TAG FOR AREA: T 15 B	25.00	75.00
0032	4	*S913LTF3672S ALLSTEEL INC	SPECIAL HARVEST TABLE TOP - MODIFIED TO 60" LENGTH from 72" - WIDTH REMAINS AT 36" - REFERENCE SPECIAL MODEL # SPLA-WSMN-M210044 - LAMINATE TO BE : FLINT - LM16 - EDGE TO BE : FLINT - E9 - PAINT TO BE: FLINT P02 Tag For: TAG FOR AREA : T 15 A	773.00	3092.00
0033	4	*S913D72 ALLSTEEL INC	SPECIAL FOR MODIFIED DOORS UNDERNEATH - MODIFY TO 60" LENGTH from 72" - PAINT COLOR TO BE: FLINT - P02 Tag For: TAG FOR AREA : T 15 A	.00	.00
0034	4	S913LNB3629 ALLSTEEL INC	36d x 29h Non-Powered Lam Base Pair Harvest .X Standard Wood	1073.00	4292.00

Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at [www.staplesadvantage.com/business-interiors/](http://www.staplesadvantage.com/business-interiors/) are included in any furniture order.

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy

# QUOTATION

Job: 0005306283

Page: 7

**SOLD TO:**

PO TO BE ISSUED TO:  
 STAPLES ADVANTAGE  
 1400 N. CAMBRIDGE AVE.  
 Attn: Derek Majors  
 KANSAS CITY, MO 64120

**SHIP TO:**

THERESA ROACH  
 CITY OF LAWRENCE  
 PUBLIC LIBRARY  
 LAWRENCE, KS 66044  
 785 330-7062

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005306283	02/24/14		F000000032	Derek Jon Majors

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
<b>(Line 0034 continued)</b>					
0035	8	S913P06CE ALLSTEEL INC	\$(L1SLD) L1 Gather Core Lam Opts .LM16 Flint E9 Edge: Flint Tag For: TAG FOR AREA : T 15 A 6' Corded Pwr Harvest End Cond 2 Rec 1 Data Tag For: POWER / DATA MODULES FOR PANEL ENDS 1 MODULE PER LEG 2 POWER - 1 DATA PER MODULE TAG FOR TABLES IN AREA: T 9 A 2	.00	.00
M001	1	CFSINSTALLIN BI BY STAPLES - KCM	DELIVERY-INSTALL - PLACEMENT OF ALL ITEMS ON THIS QUOTE	.00	.00
				<b>Freight Total</b>	<b>Actual 62816.00</b>

Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at [www.staplesadvantage.com/business-interiors/](http://www.staplesadvantage.com/business-interiors/) are included in any furniture order.

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



1400 N. Cambridge Ave.  
 Kansas City, MO 64120  
 Phone: (816) 504-2100  
 Fax: (816) 504-2530

Customer Copy

# QUOTATION

Job: 0005306284

Page: 1

**SOLD TO:**

PO TO BE ISSUED TO:  
 STAPLES ADVANTAGE  
 1400 N. CAMBRIDGE AVE.  
 Attn: Derek Majors  
 KANSAS CITY, MO 64120

**SHIP TO:**

THERESA ROACH  
 CITY OF LAWRENCE  
 PUBLIC LIBRARY  
 LAWRENCE, KS 66044  
 785 330-7062

**Terms: Sunrise Billing**

QUOTE NO	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
0005306284	02/23/14		F000000032	Derek Jon Majors

LINE	QUANTITY	CATALOG NO / VENDOR	DESCRIPTION	UNIT SELL	EXTENSION
<b>Special Instructions</b> RETURNS OF SPECIAL ORDER OR NON-STOCK FURNITURE WILL NOT BE ACCEPTED UNLESS MERCHANDISE IS DAMAGED OR DEFECTIVE. APPLICABLE SALES TAX WILL BE ADDED TO INVOICE. THIS QUOTE IS VALID FOR 30 DAYS UNLESS OTHERWISE NOTED.					
0001	1	HTLLECT HON COMPANY	Preside Laminate Lectern ~ Undecided LAMINATE Option .D With Door ~ Undecided PULL Option Tag For: TAG FOR AREA : MSC2	785.00	785.00
M001	1	CFSINSTALLIN BI BY STAPLES - KCM	DELIVERY-ASSEMBLY-PLACEMENT OF PRODUCT ON QUOTE	.00	.00
				<b>Freight Total</b>	<b>Actual 785.00</b>

Customer acknowledges and agrees that in addition to any contractual terms between the parties, the Terms and Conditions located at [www.staplesadvantage.com/business-interiors/](http://www.staplesadvantage.com/business-interiors/) are included in any furniture order.

ACCEPTED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_