

**APPROVE ENTERING INTO AN AGREEMENT WITH DESKS INC.  
FOR THE PURCHASE OF OFFICE WORKSTATION PRODUCTS**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with Desk Inc. for the purchase of office workstations products for the Department of Operations at a cost not to exceed \$32,515.00. Vendor was selected pursuant to a duly advertised Bid Solicitation (Specification #01-250245.) A written agreement for purchase is available for signature. No payment shall be made to Vendor prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 60 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**SPECIFICATION NO.: 01-250245**

**VENDOR:** Desks Inc.  
2323 W. Pershing Road  
Chicago, IL 60609  
Alison Walwark  
(773) 650-9702  
Vendor # 21165

**USER:** Department of Operations/ Capital Planning  
125 South Clark Street, 16<sup>th</sup> Floor  
Chicago, IL 60603  
Rebecca Grespan  
(773) 553-2909

**TERM:** The term of this agreement shall commence on February 1, 2002 and shall end January 31, 2003 with the Board having the option to extend the contract for one additional one-year period.

**EARLY TERMINATION RIGHT:** The Board may terminate this agreement for any or on reason with 30 days notice.

**DESCRIPTION OF PURCHASE:**

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|---|--|
| <b>1. Goods:</b> Workstation Type A-IL (A-IR)<br>Unit Price: \$2,717.40 | <b>2. Goods:</b> Workstation Type A- 2L (A-2R)<br>Unit Price: \$2,302.30 |
| <b>3. Goods:</b> Workstation Type A-3L (A-3R)<br>Unit Price: \$2,935.80 | <b>4. Goods:</b> Workstation Type A- 4L (A-4R)<br>Unit Price: \$3,411.80 |
| <b>5. Goods:</b> Office Group<br>Unit Price: \$5,509.00                 | <b>6. Goods:</b> Workstation Type C- 1L (C-1R)<br>Unit Price: \$5,614.00 |
| <b>7. Goods:</b> Workstation Type D- 1L(D-1R)<br>Unit Price: \$5,328.40 | <b>8. Goods:</b> Workstation Type D- 2L (D-2R)<br>Unit Price: \$2,531.20 |
| <b>9. Goods:</b> Tables (Small)<br>Unit Price: \$234.50                 | <b>10. Goods:</b> Tables (Medium)<br>Unit Price: \$341.60                |
| <b>11. Goods:</b> Tables (large)<br>Unit Price: \$431.90                | <b>12. Goods:</b> Task Chair<br>Unit Price: \$513.80                     |
| <b>13. Goods:</b> Side Chair<br>Unit Price: \$228.20                    | <b>14. Goods:</b> Lateral Files<br>Unit Price: \$415.10                  |

**Grand Total Cost Not to Exceed:** \$32,515.00

**COMPENSATION:** Vendor shall be paid as follows: based upon the actual items ordered at the specified unit prices in the written agreement in an amount not to exceed the sum of \$32,515.00 for the term.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement.

**AFFIRMATIVE ACTION:** This contract is in full compliance with the goals required the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan).

The M/WBE participation goals for the contract are: 26% total MBE, 16% total African American, 7.5% total Hispanic, 2% total Asian and 5% total WBE.

The vendor has identified and scheduled the following firms and percentages:

*Total MBE 26%*

**LSC REVIEW:** Local School Council approval is not applicable to this report

**FINANCIAL:** Charge to Capital Planning: \$32,515.00 Fiscal Year: 2002  
Budget Classification: 0944-410-000-9026-5400  
Source of Funds: Capital Funds

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board's Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

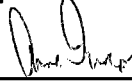
Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



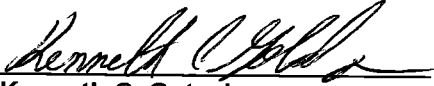
Anita Rocha  
Acting Chief Purchasing Officer

Approved:



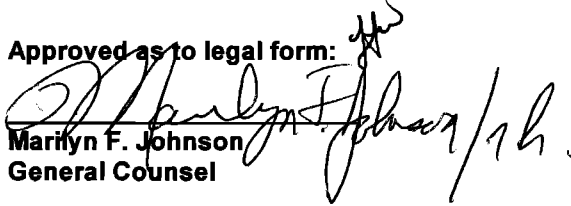
Arne Duncan  
Chief Executive Officer

Within Appropriation:



Kenneth C. Gotsch  
Chief Fiscal Officer

Approved as to legal form:



Marilyn F. Johnson  
General Counsel