

Resolution 2017-18: 18
FF&E Purchase Order Reconciliation – Hertz Furniture School 12

By Board Member Brown

WHEREAS, the Rochester School Facilities Modernization Program Act (“the Act”) established the Rochester Joint Schools Construction Board (“RJSCB” or “Board”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the Act authorized up to 13 projects in Phase I of the Rochester Schools Modernization Program (“RSMP”) including a District Wide Technology program which involves technology upgrades and infrastructure work at each of the 12 school projects identified in Phase 1; and

WHEREAS, the RJSCB’s Program Manager, with the advice of Vargas Associates (the “Move Manager”), the RJSCB’s general counsel, the Construction Managers, the Architects, and the RJSCB’s Independent Compliance Officer, prepared request for bids packages for Furniture, Fixtures, and Equipment (“FF&E”) for the projects in Phase 1; and

WHEREAS, the RJSCB’s Executive Director received bids on October 1, 2015, per the deadline stipulated in the request for bids, and those bids were subsequently publicly opened and read aloud at the location stated in the request for bids; and

WHEREAS, the RJSCB approved the selection of Hertz Furniture (“Hertz”) as one of the FF&E suppliers for the Phase 1c School 12 project (Resolution 2105-16: 68); and

WHEREAS, Hertz was awarded the portion of the FF&E work for the supply of activity tables, music furniture, and student furniture for the School 12 project; and

WHEREAS, the RJSCB issued a purchase order to Hertz for the above groups of FF&E for the School 12 project in the total amount of \$162,333.06; and

WHEREAS, Hertz has completed its provision of FF&E for the School 12 project, and the Program Manager has completed its reconciliation of all invoices for such FF&E resulting in an unused purchase order balance remaining in the amount of \$2.40 (which has been agreed to by Hertz); and

WHEREAS, the Move Manager and the Program Manager recommended to the M/WBE and Services Procurement Committee (the “Committee”) that Hertz’s purchase order should be amended to credit the amount of \$2.40 back to the RSMP; and

WHEREAS, the Committee, at its August 3, 2017 meeting, considered and discussed the Program Manager’s recommendation to reduce Hertz’s purchase order amount by \$2.40, and after due deliberation, it approved the request by the Program Manager to reduce the purchase order amount;

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby approves the recommendation of the Move Manager and the Program Manager to reduce the purchase order to Hertz in the amount specified, related to the furniture, fixtures, and equipment purchases for School 12 in Phase 1 of the RSMP; and
2. The RJSCB's Chair is hereby authorized, in the name and on behalf of the RJSCB, to execute a revised purchase order that is consistent with this approval and in an acceptable form to the Chair upon the advice of the RJSCB's general counsel.

Second by Board Member Benincasa

Approved 4-0 with Vice Chair Schmidt and Members Cruz and Richards away