**SAN LEANDRO UNIFIED SCHOOL DISTRICT**
**BUSINESS AND OPERATIONS**

To: Finance and Technology Committee

From: Kevin Collins, Assistant Superintendent, Business and Operations
DeeAnne Cortes, Director, Food and Nutrition Services

Date: August 23, 2017

Re: Purchase of Furniture for SLHS Cafeteria

District staff is planning high school student cafeteria upgrades including new flooring, paint, and seating areas. The current proposal is only for new furniture.

The district staff reviewed vendor proposals for furniture. Staff selected a design from Meteor, which is also supplying library furniture for the district. The quote is based on the TCPN (The Cooperative Purchasing Network) contract, so a bidding process is not required. The design has been reviewed by staff from Facilities, Food Service, and San Leandro High School.

The total cost of the quote is $144,115.79. If approved, cafeteria funds (Fund 13) would be used for this purchase. The district sought and has received approval from the California Department of Education to use cafeteria funds for this purpose. Because of timing, installation of the new furniture would likely not occur until winter break.

Staff recommends approval of the quote from Meteor for high school cafeteria furniture.