



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Annaka Whiting, Chief Financial Officer
Date: August 11, 2026
Re: Staples Vendor Approval

Staples is the successor to Hi-Touch, the company that originally furnished the office furniture and cubicle systems in the Administration Center. In addition to routine office supplies, the District also purchases office furniture and related furnishings from Staples throughout the year to support operational needs across the District. Staples is an awarded vendor through a cooperative purchasing program, allowing the District to receive competitive pricing while maintaining procurement compliance. The office furniture is manufactured by HON in Muscatine, Iowa, ensuring compatibility with the District's existing furniture systems.

During FY27, the District anticipates purchasing approximately \$15,000 in routine office supplies and furnishings from Staples. The District is also requesting approval for \$47,083.66 in office and Boardroom furniture improvements, which includes modifications to the existing Human Resources and Business Office cubicle workstations as well as the purchase of additional Boardroom furnishings.

The Human Resources and Business Office improvements will create a more functional, efficient, and productive workspace. The current open cubicle layout creates a noisy and distracting environment, making it difficult for staff to concentrate and conduct confidential conversations. The proposed improvements include increasing the height of the existing cubicles, adding doors to provide greater privacy, and constructing an additional office adjacent to the Business Office. The additional office will provide a flexible workspace for interns and a private location for interview candidates to complete employment assessments.

The Boardroom improvements include the purchase of a modular curved "ganging" table and 20 additional HON chairs. These furnishings will increase the flexibility of the Boardroom by allowing multiple room configurations for Board of Education meetings, committee meetings, staff training, and other district events while increasing seating capacity for participants and guests. Because the furnishings are manufactured by HON, they will be compatible with the District's existing furniture systems, providing a cohesive appearance and allowing the District to continue utilizing its existing investment.

It is recommended that the Board of Education approve Staples as a District vendor for purchases not to exceed \$62,083.66 during fiscal year 2027.

Investment Period: July 1, 2026 – June 30, 2027
Total Investment: \$62,083.66
Funding Source: District Funds

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