

**Resolution 2017-18: 36**  
**Reconciliation of FF&E Purchase Orders – School 12 (FM Office Products)**

**By Board Member Benincasa**

WHEREAS, the Rochester School Facilities Modernization Program Act (“School Modernization 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 School Modernization Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the School Modernization 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 approved the selection of FM Office Products (“FM”) for the purchase of furniture, fixtures and equipment (“FF&E”) for the School 12 project in the amount of \$279,567.27 (Resolution 2015-16: 68); and

WHEREAS, the RJSCB approved the issuance of additional FF&E purchase orders to FM that increased the contract value to \$291,079.61; and

WHEREAS, FM has completed its FF&E services for the School 12 project and the Program Manager has completed its reconciliation of all invoices for the purchases resulting in an unused balance remaining in the total amount of \$540.22 (which has been agreed to by FM); and

WHEREAS, the Program Manager recommended to the M/WBE and Services Procurement Committee (the “Committee”) that FM’s purchase orders should be amended to credit the amount of \$540.22 back to the RSMP; and

WHEREAS, the Committee considered and discussed the Program Manager’s recommendation at its September 7, 2017 meeting to reduce FM’s purchase orders by the total amount of \$540.22, and after due deliberation, the Committee approved the request to reduce the purchase order amount.

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby approves the recommendation of the Program Manager to reduce the purchase orders to FM in the amount of \$540.22 related to the School 12 project; and
2. The RJSCB’s Chair is hereby authorized, in the name and on behalf of the RJSCB, to execute revised purchase orders that are 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 Brown**  
**Approved 6-0 with Member Cruz away**