

**Perkins&Will**

# **Furniture, Fixture & Equipment**

**Building Committee Meeting  
December 18, 2020**

## Building Committee Presentation

### Agenda:

1. Procurement Method – **VOTE**
2. Budget – **VOTE** (Attachment to Review)
3. Furniture Selection by Department (Attachment to Review)
4. Schedule Overview

## Building Committee Presentation

### Completed 5 out of 7 milestones:

- ✓ 1. Kick-off Meeting
- ✓ 2. Director Meetings\* - Round 1
- ✓ 3. Visioning Meetings
- ✓ 4. Director Meetings\* - Round 2
- ✓ 5. Furniture Fair
- **6. Budget Sign-off**
- 7. Finishes Presentation

Next Steps: Start writing Specifications!



*\*Director Meetings  
(Will include Belmont Staff  
and the FFE Working Group)*

**Building Committee Presentation**

**Procurement Methods:**



**Procurement  
Contracts**



**Public Bid**

## Building Committee Presentation

# 25 Different Manufacturers on State Bid List

## Limited Dealers

(on a State Contract)

9to5 Seating
Allsteel
Columbia Manufacturing Inc.
Davis Furniture
Encore Seating
Fömcore
Haskell
HON
KFI
KI
Leland International
MiEn
Muzo
National Office Furniture
NoraNivel
Origin Furniture
Palmer Hamilton
Safco Products
Scholar Craft
Source International
Spec Furniture
Turnstone by Steelcase
Virco
Vitra
Wenger

→ **1 Dealer**

## Multiple Dealers

(on a State Contract)

9to5 Seating
Allsteel
Columbia Manufacturing Inc.
Davis Furniture
Encore Seating
Fömcore
Haskell
HON
KFI
KI
Leland International
MiEn
Muzo
National Office Furniture
NoraNivel
Origin Furniture
Palmer Hamilton
Safco Products
Scholar Craft
Source International
Spec Furniture
Turnstone by Steelcase
Virco
Vitra
Wenger

→ **Many Different Dealers**

**Building Committee Presentation**

# Impacts of Different Procurement Methods

	Limited Dealers (on a State Contract)	Multiple Dealers (on a State Contract)	Public Bid
Will this method ensure we will receive the <b>exact product</b> we want?	Y	Y	N
Will this method ensure we will be <b>on schedule</b> ?	Y	M	N
Will this method provide the <b>best unit and install cost</b> ?	Maybe		
Will this method <b>streamline services</b> for installation and beyond?	Y	N	N
Will this method <b>simplify phased procurement</b> ?	Y	N	N
Will this method provide a <b>price comparison</b> for the exact piece I want?	N	Y	N

## Building Committee Presentation

# Procurement Methods

### A

## Limited Dealers

(on a State Contract)

- Belmont can purchase exact pieces from furniture fair that have been selected.
- The dealer would provide us their best pricing (for both unit cost and install) – Using either the MSBA CPP, MHEC, their own discount, or any other state approved consortium in compliance with the Ch. 30B Uniform Procurement Act.
- Ideal for scheduling/omit public bidding time and processing.
- Vendors have promised to work within our allotted installation value.
- A manageable list of vendors will help ensure a smooth installation and punch-listing process.
- Future outreach service for products is easier with limited dealers.
- The vendor selected can make a presentation of their services and will be able to answer all questions. (If requested.)

### B

## Multiple Dealers

(on a State Contract)

- Belmont can purchase exact pieces from furniture fair that have been selected.
- Each dealer would provide us their best pricing (for both unit cost and install) – Using either the MSBA CPP, MHEC, their own discount, or any other state approved consortium in compliance with the Ch. 30B Uniform Procurement Act.
- The owner is NOT required to take the lowest quote. This process allows for a price comparison for the unit cost and installation fee.
- Impacts schedule; PW will need to compile packages to send out to multiple dealers that are all on a contract.
- Each vendor can be asked to present on their services, if this is requested.

### C

## Public Bid

- No guarantee that the owner will get the exact piece that they have selected and specified.
- The owner is required to take the lowest bidder.
- In our experience, when we public bid products the pricing comes back similar to the consortium pricing and on some occasions, it is a cost saver.
- Not ideal for schedule; public bids will add more time to the process.

**Building Committee Presentation**

## **FFE WG Recommendation**

**Limited Dealers**

(on a State Contract)

**&**

**Public Bid**

(when necessary)



## Building Committee Presentation

# Limited Dealers on Contracts

Items on Procurement Contracts - PW is currently working with the following dealers:

### FURNITURE

- WB Mason (MHEC\*, OFF38, NCPA\*\*)

### EQUIPMENT

- AET Labs (MHEC\*)
- Life Fitness Sports (MHEC\*)
- Harbour Food Service Equipment (GRO35)
- Theatrix Lighting (MHEC\*)

## Ch. 30b; Sec. 7 – Sole Source Procurements

Item to be quoted by 3 dealers based on the \$50,000 threshold, unless deemed proprietary.

### FURNITURE

- Davis Contract Furniture – Media Sofas
  - Purchase either through NCPA\*\* or the Sole Source Procurement

### EQUIPMENT

- None

\*Massachusetts Higher Education Purchasing Consortium

\*\*National Cooperative Purchasing Alliance

## Building Committee Presentation

# Public Bid

Items NOT on Procurement Contracts – Will need to Public Bid

### **FURNITURE**

- None

### **EQUIPMENT**

- Handful of items from the following spaces:
  - Maker Spaces
  - Science Classrooms
  - Theater Shop
  - Digital Keyboards
  - Custodian Equipment

Perkins&Will

# Procurement Method VOTE

Perkins&Will

# Budget Review

## Building Committee Presentation

# Budget Summary

FFE BUDGET SUMMARY (GROUP 2 AND 3)	BELMONT BUDGET
CORE ACADEMIC SPACES	\$988,039
SPECIAL EDUCATION (EXCLUDING LABBB)	\$241,890
ART/MUSIC	\$271,520
VOCATIONAL AND TECHNOLOGY	\$475,588
WELLNESS AND FITNESS	\$126,520
MEDIA	\$197,955
AUDITORIUM/DRAMA	\$102,498
DINING AND FOOD SERVICE	\$275,452
MEDICAL	\$49,984
ADMINISTRATION & GUIDANCE	\$208,950
CUSTODIAL AND MAINTENANCE	\$131,438
OTHER: IT SUITE AND DISTRICT OFFICES	\$58,655
<b>SUBTOTAL FFE BUDGET ESTIMATE (NOT INCLUDING THEATER EQUIPMENT)</b>	<b>\$3,128,489</b>
2.5% CONTINGENCY	\$78,212
11% FREIGHT AND INSTALL	\$344,134
TAX	\$0
<b>CURRENT FFE BUDGET ESTIMATE TOTAL (NOT INCLUDING THEATER EQUIPMENT)</b>	<b>\$3,550,835</b>
<b>CURRENT THEATER EQUIPMENT BUDGET ESTIMATE TOTAL (INCLUDING 2.5% CONTINGENCY &amp; 11% FRIEIGHT/INSTALL)</b>	<b>\$295,608</b>
<b>TRANSFER OF TECHNOLOGY FUNDS</b>	<b>-\$50,000</b>
<b>VE OPTIONS PRESENTED ON 12.16.20 MTG</b>	<b>-\$30,943</b>
<b>CURRENT FFE BUDGET ESTIMATE TOTAL</b>	<b>\$3,765,500</b>

See attached handout for  
Full Budget Breakdown

SD Budget: \$3,765,500  
Delta: \$0

Perkins&Will

# FFE Budget VOTE

Perkins&Will

# Furniture Selections by Department

## **Building Committee Presentation**

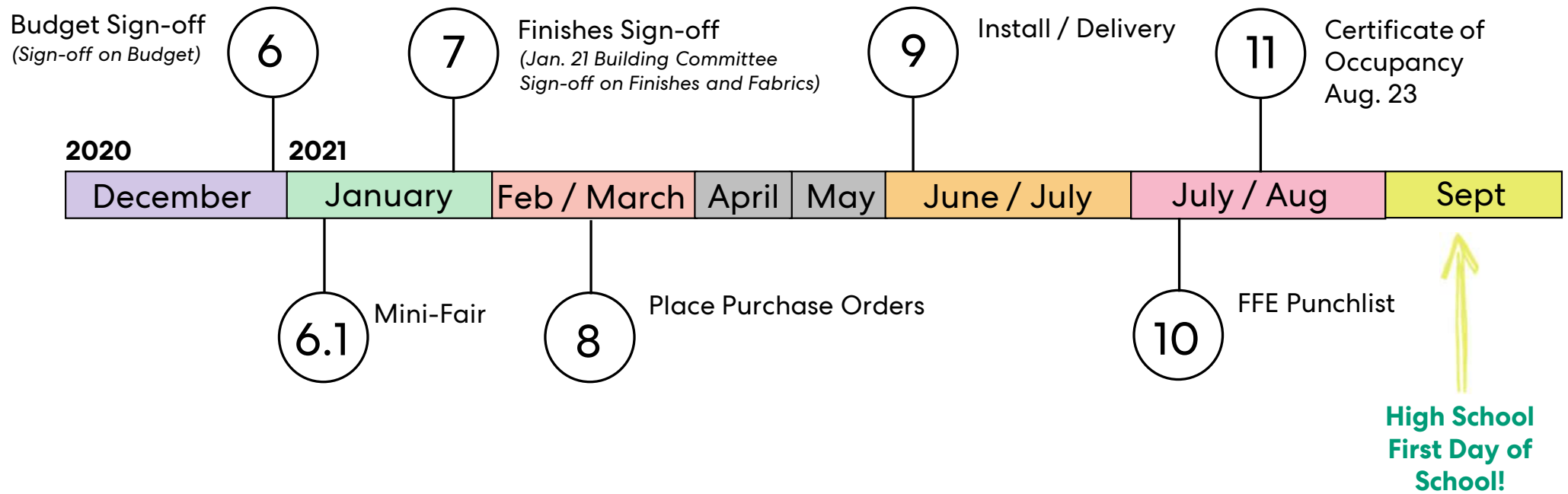
**See attached handout for  
Furniture Selection by Department Slides**



Perkins&Will

# Schedule

## Building Committee Presentation



## Next Steps

Upcoming Building Committee Presentations:

January 21st- **Finishes**



MS Media Center