

**Furniture, Fixtures & Equipment (FF&E) Taskforce Meeting Notes**  
**April 30, 2020 – 9:00 am to 11:00 am**  
**Zoom Conference Call**

**Present:** Michael Renzi, Vice President, Administrative Services  
Denee Pescarmona, Vice President, Academic Affairs and Student Services  
Veronica Martinez, Interim Dean, Student Success and Equity, Enrollment Services and Student Pathways  
Jeff Gopp, Director, Facility Services  
Candice Whitney, Director, Admissions and Records  
Kyle Billups, Director, Information Technology  
Saul Salinas, CSEA  
Erik Medina, Faculty

**Absent:** Ozzy Zamora, Faculty

**Also Present:** Rob Barthelman, Steinberg Hart  
Brian Capelli, Steinberg Hart  
Melody Javaherian, Steinberg Hart  
Stephanie O'Brien, Dovetail  
Matt Kennedy, AKG  
Carol Anderson, AKG

1. Stephanie reviewed the results of the survey that was distributed to the taskforce members to share with their constituencies. There were 83 participants in the survey and the top three priorities were:
  - a. Safety
  - b. Comfort
  - c. Function

Stephanie took the definitions of these three priorities and created performance specifications. These specifications will be shared with the vendors so if there are any issues, they need to be discussed at this time.

2. As part of the College Buys program, products are required to meet a very high quality and performance level. If a product is on the list, it has been deeply vetted by community college evaluators. All products have a 15 year warranty for both labor and parts. There are two parts to the selection process:
  - a. Manufacturer – what products do we want for our program
  - b. Service Provider – what services are required to make the project a success, such as specs and quoting, site verification, receiving and installing of products, and lifetime servicing of the products
3. Three (3) options were given on how to best serve the needs of the District when engaging a vendor:
  - a. Invite one (1) CollegeBuys vendor to present two (2) products for each of the required product types. Select the best product from this offering
  - b. Invite two (2) CollegeBuys vendors to present one (1) product for each of the required product types, and make sure that they can both use the same service provider if both vendors are selected for the Standards program. Award to one vendor per application

- c. Invite two (2) CollegeBuys vendors to present one (1) product for each of the required product types, and make sure that they can both use the same service provider if both vendors are selected for the Standards program. Award per product type.

The taskforce members voted and option 2 was selected as the best option to move forward with. Stephanie will issue the invitation to participate on May 1<sup>st</sup>, and will provide the written responses to the taskforce prior to the next meeting.

4. The next meeting is May 15<sup>th</sup> from 2:00 pm – 4:00 pm.



# GAVILAN FF&E TASK FORCE

4.30.20 MEETING

FF&E PERFORMANCE

# SURVEY PARTICIPANTS



## ◆ 83 TOTAL

- ◆ 32 CLASSIFIED STAFF
- ◆ 8 FACILITIES & IT STAFF
- ◆ 18 ADMINISTRATORS
- ◆ 2 STUDENTS
- ◆ 23 FACULTY

# SURVEY RESULTS

01

SAFETY (45  
TOTAL)

02

COMFORT (35  
TOTAL)

03

FUNCTION (34  
TOTAL)

# ISSUE DEFINITIONS

## SAFETY

- \* Wrong product details for work requirements can increase health and safety costs, decrease productivity and levels of customer service
- \* Anchored furniture reduces potential to use as protection in active security situation, increasing risks and costs

## COMFORT

- \* Poor ergonomics impacts productivity and morale
- \* Some spaces that have been retrofitted don't work well for users, decreasing productivity
- \* Products not sized correctly for students decreases learning
- \* Products that don't support adult learners or a wide range of student body types decreases learning outcomes

## FUNCTION

- \* Wrong product details in space create safety issues, can be distracting, impact student learning, and increase labor costs, creates privacy and productivity issues, and can create confidentiality challenges
- \* Poor planning for cabling within products increases labor costs
- \* Wrong products specified for application decreases productivity and resources

# PERFORMANCE SPECIFICATIONS

## SAFETY

- \* All product details must actively reduce user harm, increase productivity and user morale
- \* All products must inherently support safe learning, working and engagement activities
- \* All products must minimize the potential for materials or details to be removed during use

## COMFORT

- \* All products must support a wide range of users in all typical learning and working environments
- \* All products must support reuse in a range of applications to increase future utilization
- \* All products must provide appropriate physical support for bodies and materials
- \* All products must actively promote productivity and engagement

## FUNCTION

- \* All products must be specifically intended to support a range of institutional needs, from learning to working
- \* All products that will support technology must provide effective and easily accessible cable and wire management
- \* All products must support a wide range of pedagogies and changing learning environments



**NEXT UP: VENDOR ENGAGEMENT**



# CONTRACT AND VENDORS

## ◆ COLLEGE BUYS PROGRAM:

- ◆ COMMUNITY COLLEGE DRIVEN
- ◆ PRE-VETTED PRODUCTS
- ◆ PUBLIC CONTRACT CODE COMPLIANT
- ◆ HIGH LEVEL OF VENDOR ACCOUNTABILILTY
- ◆ EXTENDED WARRANTY

## ◆ COLLEGE BUYS VENDORS:

- ◆ ACCUSTOMED TO PERFORMANCE-BASED REQUIREMENTS
- ◆ MANUFACTURER HELD CONTRACTS
- ◆ LOCAL SERVICES OFFERED
- ◆ PRODUCTS FOR BOTH ACADEMIC AND ADMIN AREAS

VENDOR  
ENGAGEMENT  
PROCESS

---

PRIORITIES FOR VENDOR  
ENGAGEMENT, PRODUCT  
SELECTION AND SERVICES

---

PRODUCT RECOMMENDATIONS  
BASED UPON PERFORMANCE  
SPECIFICATIONS

---

EVALUATE PRODUCTS & MAKE  
SELECTIONS

# TIMING

## TODAY

- \* HOW MANY MANUFACTURERS ARE REASONABLE TO CONSIDER?
- \* HOW MANY PRODUCTS PER MFGR ARE REALISTIC TO EVALUATE EFFECTIVELY?
- \* HOW MANY SERVICE PROVIDERS MAKE SENSE TO ENGAGE IN PROJECTS?
- \* COMMITTEE OR COMMUNITY PRODUCT EVALUATION PROCESS?

## MAY 7

- \* MANUFACTURER PRODUCT RECOMMENDATION PROCESS
- \* CONFIRM PHYSICAL EVALUATION PROCESS AND TIMING (IF APPLICABLE)

## TBD

- \* FINAL PRODUCT SELECTION
- \* FINAL PRODUCT DETAILS
- \* DOCUMENTATION AND APPLICATION TO SBC PROJECT



# GAVILAN FF&E TASK FORCE

4.30.20 MEETING

FF&E PERFORMANCE