



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



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