



# LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL  
ADMINISTRATOR FOR BUSINESS AND FINANCE

March 26, 2015

To: School Committee  
Becky McFall, Superintendent  
From: Buckner Creel

Subject: Furniture, Fixtures and Equipment (FF&E) for the Hanscom Middle School

**Background** Furniture, fixtures and equipment (FF&E) are "...movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building or utilities" (Wikipedia). They are personal property if they are not affixed to the real property represented by the building.

Most schools use the event of a major school building project to trigger a renewal of the school furniture; most often in Massachusetts, this renewal is part of the bonded project cost. In the early phases of the Hanscom Middle School (HMS) Replacement Project, we initially assumed that the FF&E was similarly included in the funds set aside by the Department of Defense for school construction.

In February, 2012, the Superintendent, HMS principal and I attended an "on-board" 65% design review meeting at the offices of the project architects of record, EwingCole (EC) in Philadelphia. A significant portion of the time was devoted to FF&E. One of the sessions revolved around viewing samples of the furniture under discussion for the classrooms. It was very clear when we finished that there was a particularly strong value in using the concept and associated furniture for operating the planned building as a "21<sup>st</sup> Century" school, and that our current classroom furniture stock would not meet the needs set by the new building.

In May, 2012, as part of the final design process, EC created an FF&E package. Several cut sheets and the plan pages are attached for your information. A sub-consultant, FutureSys from New Jersey, prepared a "Multimedia Communications Technology Systems Program Report" which specifies the technology items suggested for purchase for the new school. Both reports follow the DODEA guide specifications and were created with the premise that DODEA funds would purchase the FF&E.

Our contract with DODEA includes the following clause:

"2.0 SCOPE OF WORK. The contractor shall provide all necessary labor, services, administration, transportation, **supplies and equipment** to present a comprehensive educational program similar to that provided to students in comparable public school districts in the Commonwealth of Massachusetts..." (emphasis added)

Subsequent to the solicitation of the HMS construction contractor, during the early phases of the Hanscom Primary School replacement project, the DODEA Contracting Officer determined that this clause meant that we are responsible for all FF&E and directed that no project funds be used for the purchase of FF&E for either of the two MILCON projects under design for Hanscom.

The design efforts for both the HMS and the HPS had included funding for development of an FF&E package for the schools, and we have received a detailed list with estimated prices and cut sheets for both projects. The furniture package for the HMS project had a manufacturer's list price of \$1,568,410; the similar price for the Technology package is \$1,441,600, for a total price of \$3,010,010. We could not afford a purchase for one school at this level.

**Furniture discussion** Accordingly, we have built a furniture database and have sought quotes for the classroom furniture, commons chairs and a few other items. At the same time, the Hanscom Middle School principal and administrative assistant have begun a detailed inventory to determine what is required in the new school, what is currently serviceable and could be moved, and what may have to be purchased. Once that inventory is completed we can adjust the furniture list and develop a finer estimate. Unfortunately, the HMS FF&E package does not include the shelving needed for the gymnasium storage and building support areas, and other similar furnishings, so we will likely have to expand the furniture list after the inventory is complete.

The current administration consensus is that we should buy all new classroom and cafeteria/commons furniture. The catalog cuts included with this memo show the table and chairs we anticipate purchasing. The Business Office is exploring two approaches to buying these items:

- Seeking the least-expensive source for the specified items
- Seeking less-expensive alternatives to the specified items, but not at the expense of long-term durability (best value, not lowest first cost)

This approach will carry into the rest of the FF&E list, with the addition of the third approach: moving serviceable items which are appropriate to the new facility. For example, we anticipate that much of our library shelving and band furniture will not be replaced. The desks in the building support zone will not be new, but most of the other desks are old and virtually unserviceable, and should be replaced.

**Furniture cost** The furniture consultant told us in May 2012 briefing that we should expect to receive a 30% discount from the manufacturer's pricing. Applying that factor reduces their package estimate to \$1.1M. Our intention is to seek prices from multiple firms who are listed on one of the three collaborative purchasing groups of which we are members:

- Massachusetts COMMBuys (the "state bid list");
- U.S. Communities; and the
- Massachusetts Higher Education Collaborative (MHEC).

We have already received several quotes which make us believe that we will likely receive a greater discount. Balancing that reduction is the addition of charges for installation, estimated to add between 10 and 20% to the furniture cost. The current estimate for furniture for the HMS is \$1.15M.

**Technology discussion** The Technology Director and his staff have reviewed the "Multimedia Communications Technology Systems Program Report" specifying the technology items. In general, the package includes items which we will not purchase, (i.e., several video conferencing systems), and does not include several areas of expenses which we will incur, such as phone system relocation and expansion, a network closet uninterrupted power source (UPS) and others. In addition, the labor rates for installation appear greater than prevailing wage rate.

Although we have not received all of the needed quotes to establish realistic pricing for the planned projects, the current estimate for the technology items is \$775K. Finally, we are evaluating some of the technology costs for inclusion in move-related change orders.

**Schedule** The Corps of Engineers will shortly make a decision on the proposal to take possession of the current temporary modular classrooms; the option to do so will expire in June. If they do take possession of the mods for use in the follow-on HPS project,

there will be increased pressure to occupy the new HMS as soon as possible to free up the temporary mods for renewal followed by the HPS demolition.

The construction contractor told us that he will have a better and more firm idea of the anticipated ready-to-occupy date in September, but currently plans to be complete in late January. The Corps of Engineers has told us that the most likely ready-to-move-in date will be in late February.

Given all of this, it seems prudent to plan for an April 2016 move into the new HMS. We would like to move furniture into place 2-3 weeks ahead of the actual move, which means late March. A typical lead time for manufacture and delivery of school furniture is four months, so we should plan for procurement in October and place orders in November 2016.

**Conclusion** We are refining estimates for the technology equipment and furniture required for the new Hanscom Middle School, but it appears that approximately \$2M to \$2.2M will be the likely budget. The administration at both the district and school levels is committed to keeping the budget to the minimum required to provide the appropriate lasting-quality FF&E to support the 21<sup>st</sup> Century learning we anticipate in the new setting.



# HANSCOM MIDDLE SCHOOL

HANSCOM AIR FORCE BASE | MASSACHUSETTS

**FINAL SUBMISSION  
FF&E PACKAGE**

EWINGCOLE PROJECT NUMBER: 20110519

**MAY 29, 2012**

**HANSCOM MIDDLE SCHOOL  
HANSOM AIR FORCE BASE, MA**

**EC Project #:** 20110519

**Issue Date:** 29 May 2011

**EC Contact:** Lindsay Spatola: 215-409-4240

**C14**  
Product Code

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**Product Information**

**Product Type:** Student Chair

**Preferred Manufacturer:** Vanerum Stelter

**Model/Style:** Airley / SG.AY.4L.17.6.4L.7.7S

**Dimensions:** 15.5" W x 17.5" D x 17" H

**Location:** Classrooms / Group / Science / Foreign Lang

**Quantity:** Refer to Furniture Plans for Quantities.

**Description:** 4 leg model/ Stackable Frame/ Powdercoated Finish/ Nylon Glides w/ Felt Bottom

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**Local Rep. Info:** Frank Sirch; 610-970-1981

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**Finishes**

**Trim/Frame:** Powdercoated Finish: Silver (7SV), Shell Color: TBD

**Upholstery:** N/A

**Content:** N/A

**Finish:** N/A

**Width:** N/A

**Repeat:** N/A

**Wood Finish:** N/A

**Laminate Finish:** N/A

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**Product / Finish Images**

**Note:** Dealer to confirm all quantities, Refer to Furniture Plans.

\*\* Image not representative of product finish selections



**HANSCOM MIDDLE SCHOOL  
HANSON AIR FORCE BASE, MA**

**EC Project #:** 20110519

**Issue Date:** 29 May 2011

**EC Contact:** Lindsay Spatola: 215-409-4240



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**Product Information**

**Product Type:** Student Table

**Preferred Manufacturer:** V/S

**Model/Style:** Lite Table / 21011s

**Dimensions:** 23.5" W x 23.5" D x 28.3" H

**Location:** Classrooms

**Quantity:** Refer to Furniture Plans for Quantities.

**Description:** Plastic Laminate /Circular Tube Aluminum Frame / Stackable /2 Casters/ 2 Glides per Table

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**Local Rep. Info:** Leslie Kearns; 610-220-8270

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**Finishes**

**Trim/Frame:** Metal Legs: Arctic / Plastic Edge Color: TBD

**Upholstery:** N/A

**Content:** N/A

**Finish:** N/A

**Width:** N/A

**Repeat:** N/A

**Wood Finish:** N/A

**Laminate Finish:** TBD

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**Product / Finish Images**

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**HANSCOM MIDDLE SCHOOL  
HANSOM AIR FORCE BASE, MA**

**EC Project #:** 20110519

**Issue Date:** 29 May 2011

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**Product Information**

**Product Type:** High Density Stack Chair, Metal Sled Base

**Preferred Manufacturer:** KI

**Model/Style:** Strive / SWNA-CH-TBD-G

**Dimensions:** 19-1/2"W x 23"D x 32"H

**Location:** Commons / InfoCenter / Small Group

**Quantity:** Refer to Furniture Plans for Quantities.

**Description:** Armless Chair: Polypropylene Seat & Back / Flex Back / Ganging Polycarbonate Glides / 300 Pound Functional Load / Transport Dolly : Refer to A6

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**Local Rep. Info:** Andrew Vandiver, 215.277.7100

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**Finishes**

**Trim/Frame:** Frame: Nickel –Chrome (CH) / Seat & Back Color: Manufactures Standard Colors, TBD

**Upholstery:** N/A

**Content:** N/A

**Finish:** N/A

**Width:** N/A

**Repeat:** N/A

**Wood Finish:** N/A

**Laminate Finish:** N/A

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**Product / Finish Images**

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**EC Project #:** 20110519

**Issue Date:** 29 May 2011

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**Product Information**

**Product Type:** Flip Top Table

**Preferred Manufacturer:** V/S

**Model/Style:** FlipTable-TF / 21067

**Dimensions:** 70.1" W x 31" D x 28.3" H

**Location:** Commons

**Quantity:** Refer to Furniture Plans for Quantities.

**Description:** FlipTable Top LINGOpal (Melamine Resin)/ Powder-Coated Post Legs with T foot / Casters/ Nesting

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**Local Rep. Info:** Leslie Kearns; 610-220-8270

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**Finishes**

**Trim/Frame:** Metal Legs: Arctic / Plastic Edge Color: TBD

**Upholstery:** N/A

**Content:** N/A

**Finish:** N/A

**Width:** N/A

**Repeat:** N/A

**Wood Finish:** -

**Laminate Finish:** Melamine Resin Top: TBD

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**Product / Finish Images**

**Note:** Dealer to confirm all quantities, Refer to Furniture Plans.

\*\* Image not representative of product finish selections





**HANSCOM MIDDLE SCHOOL  
HANSON AIR FORCE BASE, MA**

**EC Project #:** 20110519

**Issue Date:** 29 May 2011

**EC Contact:** Lindsay Spatola: 215-409-4240



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**Product Information**

**Product Type:** Instructors Table

**Preferred Manufacturer:** V/S

**Model/Style:** Rondo Lift / 2829

**Dimensions:** 47.2" W x 33" D x 27.1-44.4" H

**Location:** Classrooms / Art / Science / Group

**Quantity:** Refer to Furniture Plans for Quantities.

**Description:** Height Adjustable/ Top: LINGOpal (Melamine Resin) / Asymmetrical Column Frame w/ Base Cross & Gas Lift Height Adjustment / Barrel-Shape Top / 2 drawers (1 left, 1 right) / Lockable casters

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**Local Rep. Info:** Leslie Kearns; 610-220-8270

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**Finishes**

**Trim/Frame:** Metal Legs: Arctic / Plastic Edge Color: TBD

**Upholstery:** N/A

**Content:** N/A

**Finish:** N/A

**Width:** N/A

**Repeat:** N/A

**Wood Finish:** N/A

**Laminate Finish:** Melamine Resin Top: TBD

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**Product / Finish Images**

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\*\* Image not representative of product finish selections



**HANSCOM MIDDLE SCHOOL  
HANSON AIR FORCE BASE, MA**

**EC Project #:** 20110519

**Issue Date:** 29 May 2011

**EC Contact:** Lindsay Spatola: 215-409-4240



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**Product Information**

**Product Type:** Storage Tower

**Preferred Manufacturer:** KI

**Model/Style:** All Terrain / AT66242MBP-74P

**Dimensions:** 24" W x 24" D x 67 5/16" H

**Location:** Classrooms / Art

**Quantity:** Refer to Furniture Plans for Quantities.

**Description:** Locking Casters, 1-15" deep bookcase with shelf, 1-9" wide cupboard with shelf, one drawer lock, 3-24" wide x 12" high drawers, 3 accessory slots,

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**Local Rep. Info:** Andrew Vandiver; 610-277-7100

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**Finishes**

**Trim/Frame:** Trim: / Frame: TBD

**Upholstery:** N/A

**Content:** N/A

**Finish:** N/A

**Width:** N/A

**Repeat:** N/A

**Wood Finish:** N/A

**Laminate Finish:** N/A

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