

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
PURCHASING DEPARTMENT**

**SCHOOL BOARD EXECUTIVE SUMMARY**

**June 14, 2010**

**V. D. CONSENT AGENDA / PURCHASING**

**28. Change Notice #2 to Purchase Order #301274 – New Downtown Elementary School**

**DESCRIPTION OF PURCHASE:**

Request authorization to issue Change Notice #2 to Purchase Order #301274 to provide assistance to the Principal in the selection of furniture, fixtures and equipment for the new Downtown Elementary School. The firm will also help integrate these FF&E items into the total school design. See attached proposal for details.

**REQUESTED BY:**

Facilities Planning

**DISTRICT GOAL SUPPORTED / PURPOSE OR END USE:**

District Goal #E.3: Continuity: Improve operational continuity in the learning, work, and virtual/technological environment. Purpose or End Use: New Downtown Elementary School.

**SUPPLIER NAME:**

Quina Grundhoefer Architects, Pensacola, FL

**AMOUNT OF PURCHASE:**

**FUNDING SOURCE:**

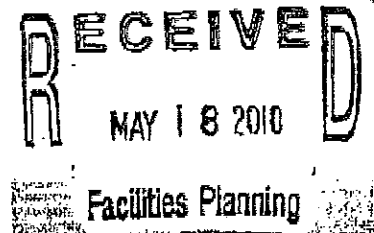
Additional Expenditure: \$ 84,000.00 Half Cent Sales Tax Fund (3948) – New Downtown  
New Total Expenditure: \$1,629,134.70 Elementary School (2142)

**METHOD OF PROCUREMENT:**

Consultants Competitive Negotiations Act (CCNA)

**OTHER REFERENCES:**

Original purchase order was approved by the Board, February 17, 2009.



May 14, 2010

Mr. Ron Peacock, Director  
Facilities Planning  
Escambia County School District  
30 East Texar Street  
Pensacola, FL 32503

Re: **Fee Proposal for Interior Design Services  
for the New Downtown Elementary School  
Escambia County School Board**

Dear Ron,

We are pleased to submit this fee proposal for **Interior Design Services** for the new Downtown Elementary School. I have attached our outline of services, as we discussed earlier this week in your office.

Our proposed fee for these services is the lump sum of \$84,000.

If this meets your approval and is accepted by the School Board, it will become an amendment to our existing contract with the School District for architectural services.

As we noted in our discussions, these services will not only allow us to assist and relieve Sheree Cagle from much of the coordination and administration of the furniture, fixtures and equipment, but also will help integrate these FF&E items into the total school design.

Please call me with any questions that you may have with this proposal.

Sincerely,



Daniel Grundhoefer, AIA



5/19/2010

1/2 Cent Sales TAX 3948

3948 5400317400 12/420128/



Interior Design Services  
Downtown Elementary School  
May 14, 2010

Coordination of the following furniture, fixtures and equipment in the specific areas:

I. Furniture:

1. Classrooms: Tables, desks, chairs, rolling laptop carts  
Teacher workstations  
ESE furniture, including hoists  
Smart Board / AV coordination  
Flags, globes, etc.
2. Collaboration: Workstations  
Chairs, accessories
3. Administration:  
Offices: Desks, credenzas, bookcases, task chairs and guest chairs  
Conference Rooms (2): table and chairs  
Reception desk chairs  
Workroom chairs  
Teacher lounge: Tables and chairs, appliances (refrigerator, microwave)  
Storage and vault: Filing cabinets
4. Media Center: Reading room: Tables and chairs, lamps at tables, bookcases  
Professional library: Tables and chairs  
Staff chairs  
Circulation desk book drop  
Rolling carts  
Platform and news desk for student broadcasting  
AV equipment: Video cameras, editing equipment  
AV office: Desk, chairs, bookcases
5. Cafeteria: Dining area: Tables and chairs (and mobile carts for the tables and chairs)  
Stage: Curtains and shades (already completed)  
Kitchen office: Chair, shelves
6. Science rooms: Display cases, bookcases, chairs, tables, desks
7. Music Room: Tables, keyboards, music racks, CD/MP3 player  
Piano for practice room  
Office chairs, bookcases
8. Art Room: Butcher block tables (or other type), chairs, stools, shelving  
Office chairs, bookcases
9. Main Lobby (Town Center):  
Large Globe ( $\pm 10'$  diameter minimum)  
Public seating (chairs or benches)
10. Clinic: Cots and privacy curtains  
Office Furniture: Desk, chairs, bookcases  
Receptionist chair  
Waiting room chairs  
Clinic chairs, filing cabinets  
Appliances (refrigerator, microwave)
11. Other areas:  
Resource rooms: Tables, bookcases, chairs  
Student services: Chairs, shelving  
Itinerant offices: Desks, chairs, bookcases  
Greenhouse: Outdoor chairs, tables  
Covered Play building: Office chairs, rolling equipment racks

**II. Finishes:**

1. Coordination of all the interior colors with furniture: Walls, floors, acoustical panels, tackboards, laminates and solid surfaces, signs,
2. Main Lobby (Town Center): Flags or appliques of the "Countries of the World"
3. Cafeteria: Supergraphics in the Cafeteria wall (above the food queuing)
4. Media Center: Artist's painting of the Castle

**III. Equipment:**

1. Flat screen TV's: 2 at the main reception  
2 at the Town Center
2. Special signs: "Cafeteria"  
"Media Center"  
Entrance to each Cluster of classrooms (ei, "G Wing")
3. Wi Stations and Climbing Wall for Covered Play Building

**IV. Site Furnishings:**

1. Benches:
  - a. Students waiting areas (bus, parent drop off)
  - b. Teachers monitoring the playground
  - c. Boardwalk
  - d. Possibly at Park across P Street
2. Outdoor tables and chairs for Dining under Solar Screen
3. Trash cans
4. Exterior Signs:
  - a. Street ground sign – identifying the school
  - b. Bronze Plaque at entrance recognizing the School Board members
  - c. Directional signage: "Service Entrance", "Main Office"
  - d. Teaching signs: "Water Collection System"  
"Green Roof Pallets"  
"Solar Panels"  
"Wetland Protection area"  
"Plant species"