

**To:** Board of Education

**From:** Dr. Rosanne Williamson  
Dr. Kimberly Ptak  
Mr. Ryan Bretag

**Date:** Monday, October 22, 2018

**Re:** Award of Learning Spaces Furniture Bid

**Recommendation**

It is recommended that the Board of Education

1. Award a bid to Forward Space in the amount of \$927,486 to furnish 32 classrooms as part of the overall learning space design initiative.
2. Reject bids received from CDW and Midwest Furnishings for non-compliance with bid specifications.

**Background**

At the September 24, 2018 Board meeting, the Board authorized administration to conduct a public bid process for the procurement of classroom furniture for 32 classrooms at an estimated cost of \$930,000; memo is attached.

On Thursday, September 27, 2018 an advertisement for bid was placed in the local paper and the bid specifications were sent to sixteen companies, of which, five submitted a bid on Wednesday, October 17, 2018. Three of the five bidders fully complied with the bid specifications while two did not.

The bid was structured so bidders could provide pricing on all specified items or only certain components. The bid was also structured to give the flexibility to award it to one bidder or split it between multiple bidders.

Forward Space bid on all items specified in the bid and provided the lowest overall cost, as well as the lowest individual cost for all items in the bid. The pricing includes delivery and installation and products have a 4-7 week lead-time.

**Bids**

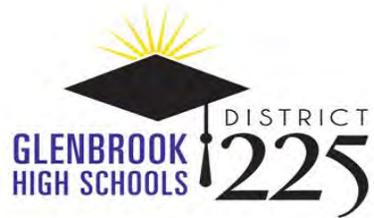
|                             |                  |
|-----------------------------|------------------|
| Forward Space               | \$927,486        |
| Egyptian Workplace Partners | \$1,096,377      |
| Forrer Business             | \$1,220,846      |
| CDW*                        | -                |
| Midwest Furnishings*        | -                |
| <b>Estimate</b>             | <b>\$930,000</b> |

\* Submitted bid not in compliance with bid specifications

**Items Being Purchased**

| <b>Category</b>   | <b>Product(s) to include in bid</b>   |
|---|---|
| Tables/Individual Desks<br><i>(seating for 28 per classroom)</i>              | Steelcase Verb - mixture of two person tables, individual and height adjustable                       |
| Chairs<br><i>(seating for 28 per classroom)</i>                               | Steelcase Cobi<br>Steelcase Node<br>Turnstone Shortcut  |
| Soft Seating<br><i>(seating for 2-3 per classroom for 21 of the 32 rooms)</i> | Turnstone Campfire Half Lounge<br>Turnstone Buoy<br>Turnstone Campfire Table<br>Turnstone Skate Table |
| Vertical Space/Whiteboards  | Polyvision a3 Flow<br>Polyvision a3 Screens<br>Steelcase Verb Whiteboards                             |





**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. Rosanne Williamson  
Dr. Kim Ptak  
Mr. Ryan Bretag

## **HISTORICAL MEMO**

**Date:** Monday, September 24, 2018

**Re:** Learning Space Update

### **Recommendations**

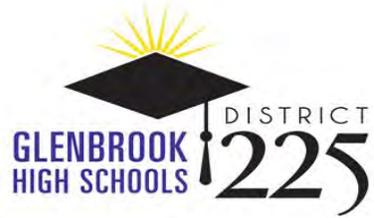
It is recommended that the Board of Education authorize District administration to conduct a public bid process for the procurement of classroom furniture for 32 classrooms at an estimated cost of \$930,000.

### **Background**

During the 2017/18 academic year, 18 teachers and 12 administrators participated in a Learning Space Design process which resulted in three recommended prototype classrooms; all of which include individual or two person tables, chairs, soft seating and vertical spaces. These prototypes were tested in a total of eight classrooms yielding positive results in terms of the overall direction of learning spaces.

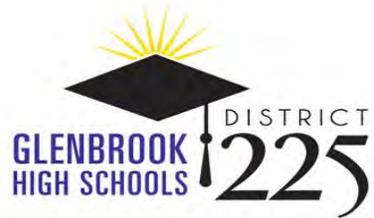
### **Process Leading to Public Bid**

- In June, 2018, Dr. Ptak, Dr. Williamson, and Mr. Bretag attended the 2018 NeoCon furniture manufacturer showcase held in Chicago. NeoCon is the largest annual conference in the design and furniture industry. The purpose for attending the showcase was to gauge how a variety of furniture manufacturers could support our active learning pedagogical drivers and well-being dimensions that served as the criteria for our tested prototypes.
- A request for proposal (RFP) was developed and sent to ten leading furniture manufacturers: Haskel, Herman Miller, Hon, KI, National, Norva Nivel, Paragon, Smith Systems, Steelcase and VS. The RFP process requested each manufacturer to respond to the District's three tested prototype classrooms with products in keeping with the identified design criteria. Each manufacturer also was required to provide pricing, renderings and warranty information.



- Six of the ten manufacturers (Herman Miller, KI, National, Norva Nivel, Steelcase and VS) responded to the RFP and each gave a 45 minute presentation to Dr. Williamson, Dr. Finan, Mr. Muir, Mr. Bretag and Dr. Ptak. During the presentations, the manufacturers showcased specific products and presented recommended prototypes. Three of the six manufacturers presented products to furnish an entire prototype classroom; while the remaining three only had products partially meeting our criteria. The per classroom cost for the specified prototypes ranged from \$27,000 - \$30,000 (conservative estimated cost with mix of prototypes: \$29,000 x 32 rooms = \$928,000, approximately \$930,000). The most recent, board-approved, building funded classroom furniture purchase was \$27,809 for the science resource center at Glenbrook North.
- Dr. Williamson, Dr. Finan, Mr. Muir, Mr. Bretag and Dr. Ptak debriefed on the presentations, proposals and identified desired products to develop a formal bid that would meet our tested design criteria. Each of the three prototype classrooms has four categories of furniture. The table below is a summary of these categories as well as the recommended products to include in the bid. The products being recommended are listed by manufacturer. The manufacturer does not bid directly, instead each manufacturer has several authorized dealers who will participate in the bidding process.

| Category   | Product(s) to include in bid  |
|--|---|
| Tables/Individual Desks<br><i>(seating for 28)</i> | Steelcase Verb  |
| Chairs<br><i>(seating for 28)</i>                  | Steelcase Cobi<br>Steelcase Node<br>Turnstone Shortcut                          |
| Soft Seating<br><i>(seating for 2-3)</i>           | Steelcase Bfree<br>Turnstone Campfire Half Lounge<br>Turnstone Buoy<br>VS Hokki |
| Vertical Space/Whiteboards                         | Polyvision a3 Flow<br>Polyvision a3 Screens<br>Steelcase Verb Whiteboards       |



### **Next Steps**

The proposed next step is to conduct a public bid process to furnish 32 classrooms within the English (GBN & GBS), Mathematics (GBN), Social Studies (GBN & GBS), Special Education (GBS) and World Language departments (GBN & GBS). The bid will specify the products presented in the table above and will be sent to all of the manufacturer's authorized furniture dealers. For example, Steelcase is the manufacturer of some of the furniture; however, five dealers in Illinois are authorized dealers and each of the five will receive the advertised bid. We anticipate bid results will be presented at the October 22, 2018 Board meeting.

### **Follow-Up Documents**

Attached to this memo are five important documents based upon Board member questions regarding learning spaces. These documents are as follows along with prior memos for reference point:

1. District 225 Report: Purpose over Preference

This report was developed internally to better understand the criteria behind the design of our tested prototypes as well as individual parts (e.g. whiteboards, soft seating) as tied to learning.

2. Hanover Research Report: Literature Review on New Learning Spaces

Upon securing a contract with Hanover Research, a review of their prior studies yielded one on learning spaces. The findings align with our research and process.

3. District 225 Pre-/Post-Occupancy Report: Steelcase Active Learning Classroom Survey

This is a high level overview of the findings from the pre- to post- occupancy surveys. This report was provided at the May 8, 2018 finance committee.

4. Overview of the Pre-/Post-Occupancy Survey Construct

This provides an overview on the construct of the pre-/post-occupancy survey used as one mechanism for evaluating spaces. It is important to note that this survey uses the High School Survey of Student Engagement (HSSSE) instrument as one component of measuring learning spaces. District 225 has used this in the past to measure student engagement.

5. BOE Memo: Learning Spaces Update May 2018, Prototype Test Results

This memo was provided at the May 21, 2018 BOE meeting to inform the Board of the results from the prototype testing phase.