

December 7, 2015  
Revised: April 25, 2016

Ms. Barbara Fabiani  
Department of Construction Services  
State Department of Education  
PO Box 2219  
Hartford, CT 06145

Re: 027-0061 N/PS  
Morgan School  
71 Killingworth Turnpike  
Clinton, CT

Phase 3 of 4 – Scope of Work Letter  
FF&E

Dear Ms. Fabiani:

As requested in the administrative requirements for the submission of the documents to the Department of Construction Services, please find herein the description of the work for Phase 3 of 4 which consists of furniture, furnishing, equipment and technology for the new Morgan School in Clinton, CT.

The FF&E scope includes the following areas and departments:

1. Classrooms (total of 26) require the following typical furniture: teachers' desks and chairs, student tables and chairs, lectern and bookcases.
2. Science (total of 6; 3 natural science rooms in the 9-10 academy, 2 chemistry and 1 physics room in the 11-12 academy) require the following typical furniture: student tables and stools, teachers' desks and chairs.
3. Collaboration Rooms (total of 2; one for 9-10 academy and one for the 11-12 academy) require the following furniture: student chairs, lounge furniture, tables, and mobile whiteboards.
4. Learning Commons requires the following furniture: student tables and chairs, shelving and lounge furniture.
5. Cafeteria requires the following: tables, chairs and booths.
6. Administrative Offices require the following typical furniture: desks, file cabinets, task chairs and guest chairs.
7. Applied Arts requires the following furniture and equipment: art tables, drying racks, construction/manufacturing equipment/tools, culinary arts equipment, film and graphics equipment, student tables and chairs.
8. Athletics requires the following equipment: score tables, folding chairs, basketball/volleyball storage baskets, cheerleading and wrestling mats.

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Furniture will be purchased utilizing the Connecticut State Contract and Public Bid. The items to be purchased off the Connecticut State Contract are items that have been specifically selected for their function and use to serve the needs of the school. They have been validated and approved by the Building Committee, school administration, and the architect, and are available on the Connecticut State Contract for purchase.

Items that will be purchased per Public Bid are not on the Connecticut State Contract and are required for instruction.

All furniture, furnishings and equipment items specified are eligible for reimbursement. With the exception of the following:

- a. Extra or spare items such as; chairs for the cafeteria
- b. Small items or consumables such as; books, background paper, soldering station, etc.
- c. Ineligible per guidelines such as; fitness room equipment, musical instruments, Athletic equipment maintenance equipment, etc.
- d. Excessive quantity or cost such as; table for collaboration room, photo color scanner, teacher's lectern, etc.
- e. Varsity sports items such as; score table, folding chairs, Round logo tables, etc.

Furniture, furnishing and equipment items are as specified. No alternates and/or allowances are being proposed.

In addition to the furniture, furnishings and equipment technology is included in Phase 3 of 4.

The Technology equipment will consist of computers, display equipment, network equipment, servers, printers, security equipment, access control, telephone system, wireless access point system, and wireless panic system.

Computers and printers will be procured off of state contract. Display equipment, network equipment, servers, security equipment, telephone system, wireless access point system, wireless mesh system, and wireless panic system will be procured through bidding.

Equipment that has been considered ineligible consists of laptops, spare equipment, training, extended warranties/support, or application-based licensing.

There are no allowances or contingencies within the technology equipment. There will be no alternates accepted because all equipment will be purchased off state contract.

Please contact the Owner's Representative for the Morgan School, Joe Crouse, if there is any further information you need on this matter.

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Respectfully Submitted,

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