



MSBA

FF&E – Story of a Building

FF&E Cost Savings Considerations:

- The depth of the product line into multiple building areas can lead to savings when considering tier contract pricing with a contract purchase. (ie. Classroom, cafeteria, administration, labs...)
- A source that can offer a large variety of products at varying price points to meet your FF&E needs. (Choices based on budgetary needs) Optional configurations (ex. Bookracks, non standard product or colors, etc.)or bells and whistles add cost and lead time.
- Lead time and product availability: What is the product availability before & after your building project? Is the product imported to the U.S. ? Is the product meeting your need?
- USA manufacturing vs imports: There are cost and lead time considerations with imports (waiting for containers shipments from overseas, warranty issues, replacement part lead time)

FF&E Cost Savings Considerations:

- FF&E specifications written as custom from one source to another (ex. Colors vary from one mfr to another. Work with colors/product from the awarded vendor.)
- Basis of specification to pinpoint level of product desired allowing competitive responses. If specification is too general there could be submittals with product outside of the intended product quality/function level. Specification needs to allow an apples to apples comparison while also allowing competitive products to be considered. Consider specifying 3 equals to get the best bid price consideration.
- Purchasing for design continuity and pricing: Choose products that meet your needs considering the cost of non-standard items. Consider your operating budget for purchasing additional products. (can you afford from operating budget the same product that you purchased a large quantity of with project capital dollars) Customized items add cost, lead time and make purchasing difficult in the future.
- Awarded product: Is the product on a contract? Awarded product from a bid may not be on a contract for future purchasing making it difficult to procure additional items.
- Contract purchasing: There are multiple contracts to choose from including MA State Contract, MHEC, or National Contracts – (ex. US Communities). Building projects are typically installed projects however there are delivery options (tailgate, inside delivered, or installed). These contracts have tiered pricing structures, allow for large purchasing savings price reductions as well as offering specials to be run during the contract period saving budget dollars.
- State of MA OFF38 Category 9 Services: Consider items like warehousing, labor rates for install, space planning when evaluating one supplier vs another.

FF&E Cost Savings Considerations:

- Contracts typically are multi year contracts with renewal dates securing pricing. Bidding is current pricing factoring in many things particular to the project, conditions and time.
- What are the building site conditions? Is this a phased delivery/installation? Is there an elevator available or a stair carry up? How many floors are there? What is the building access?
- What is the order placement and installation timeline?
- Recommend FF&E purchasing team have a furniture fair or furniture sampling to allow vendor to show/discuss product options. The school/district has to make sure it meets their needs considering cost, quality, function, features & benefits and references.

- Additional Considerations:
- ANSI/BIFMA Tested products.
- Consumer Product Safety Compliance – CARB – CPSIA Certificate of Conformity.
- GreenGuard indoor air quality certification for LEED projects.
- U.S. Factories – USA made.

