

Clint Pechacek

From: Clint Pechacek
Sent: Wednesday, March 25, 2015 7:39 AM
To: 'Kurtzman, Scott'
Cc: Harbaugh, Greg; Singer, Jason; Deweerd, Jason; Deborah Bushnell; Lorraine Vuong; Jason Wickel
Subject: RE: TCPN Contract # R141608

Good morning Scott,

Please accept this correspondence as official TCPN acceptance and approval to **add the attached pricelist and services to School Specialty's contract R141608**. This update will take effect immediately and this correspondence and the attached discount structure and scope of services have been added to your contract file as backup documentation. If I can be of further assistance please let me know. Thank you for your continued support.

Thanks,

Clint Pechacek
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From: Kurtzman, Scott [mailto:Scott.Kurtzman@schoolspecialty.com]
Sent: Wednesday, March 18, 2015 3:29 PM
To: Clint Pechacek
Cc: Harbaugh, Greg; Singer, Jason; Deweerd, Jason
Subject: TCPN Contract # R141608

Good afternoon Clint. Per our recent conversation, School Specialty is requesting the inclusion of the attached discount schedule enhancement under Contract # R141608.

In addition, I have attached a Scope of Services document further detailing our Projects by Design program which is referenced on this discount schedule.

Should you have any questions, please don't hesitate to contact me or Greg Harbaugh (856-217-8307) for assistance. Thank you for your consideration as it relates to enhancing the value of this contract for TCPN members.

Scott Kurtzman
F&E Northeast Operations Manager



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A Collaborative Team Approach

More than a Furniture Company...

School Specialty can offer solutions for every area of your school. More than a furniture distributor, we are an education company that can offer holistic solutions that support your vision for educating students. You already enjoy a relationship with a dedicated local Account Manager that you know and trust, who has a vested interest in ensuring that you receive personal service when you need it – before, during and after a project has been completed.

However, renovations and large school projects require special expertise and a more focused approach... so, in addition to your local Account Manager, we offer a collaborative approach and the additional support of a dedicated, Projects by Design F&E Coordinator and project management team. Projects by Design is a comprehensive turnkey solution to help you select the right furniture, equipment and educational products for your 21st century facilities – at no extra cost to you. Since 1993, *Projects by Design* has designed and managed more than 3,000 turnkey school building projects – nationally and internationally. We can assist you with creating environments that support 21st century teaching methods and improve student outcomes.

Working with Projects by Design...

Projects by Design (PbD) has set the standard for service and support for large school projects through its 5-step approach to managing the process of school renovation and new building projects.

- 1. Needs Assessment, Plan Review & Layout Services:** In the initial client interview, we identify the scope and vision for your project. This is a collaborative process that is done on your site with your team that may include administrators, key department heads and facilities managers along with our key PbD project leaders. We review building plan documents, budgetary requirements, identify short term or long term goals for the district and build a timeline with milestones for each step of your project. Space planning is accomplished with 2D layouts and 3D color renderings that help you to visualize traffic flow and furniture placement. We can even rearrange furniture and equipment products to demonstrate how each space can be utilized for a variety of purposes. This unique layout service offers you a precise visual presentation before orders are placed to guarantee that there won't be surprises.

Scope of Services

Customer Endorsement

"After a competitive Request for Proposal process, School Specialty was chosen as the best company to provide the turn-key solution needed to equip this 21st Century state-of-the-art High School. Their well-defined project management approach, their understanding of the flexible/adaptable nature of furniture needed to support instruction, and their ability to access a wide variety for educational products were the reasons that they were awarded the a project..."

"I was repeatedly impressed with their level of professionalism and concern for the needs of our school district."

Amy Callahan, Director of Purchasing
Muscogee County School District
Columbus, GA

Contact Your School Specialty Representative Today!

- a. Timeline for Plan Review:** During this step, we will thoroughly discuss the following:
- Discuss and create a detail Project Timeline with completion dates for each “action step” to assure on time deliveries.
 - Commit one day to listen and take notes about your vision for each area of your new building. Based upon the information we gather from the “Needs Assessment” meeting, we will build a preliminary “budget” of products on a room-by-room basis.

b. Plan Review Considerations:

Academic Spaces:

- How will instructional methods affect your learning spaces?
- Are you planning on using traditional furnishings or will teaching methods require flexibility for individual, small group and large group learning styles in each classroom?
- How will technology be used with furnishings in academic spaces? Will each classroom be wireless or will furnishings require hard wired cabling?
- What type of equipment will be used for instruction? (Smart Boards, Document Cameras, Overhead Projectors, Flat Screen TV)
- Are dry erase surfaces required for student desks, walls or cabinets?

Teacher’s Desks & Chairs:

- What instructional furnishings or teacher’s package is required for each classroom? (Desk, mobile chair, mobile pedestal files, storage cabinet, book case, lectern, mobile computer table, technology cart, activity or work tables.)
- Will you require modular storage for classrooms or is the casework/ storage included in the general contract?

Administrative & Office Spaces:

- How many individual offices will be included in the plans? Are there also shared working environments or cubicles? Will smaller private meeting areas be needed?
- Mobility is a growing trend in collaborative administrative spaces. Have you considered incorporating shaped mobile tables to increase flexibility?
- How will technology be used with furnishings in non-academic spaces? Will each office area have wireless access? What type of presentation equipment is needed for these spaces?
- How important a role will ergonomics be when designing administrative spaces?
- What are the storage requirements for each office area?



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Computer Labs:

- What type of technology will be needed for these labs? Video/Web Conferencing, Flat Screen TV's, Smart Boards, Lap tops, Desktop Computers?
- How many students will be seated in this space at once?
- Will the spaces be hard wired or use wireless technology?
- Will technology carts be needed in these rooms for recharging equipment?

Media Centers: These spaces are highly customizable and can be designed to use as multipurpose common areas. We will work directly with your media specialist create a plan that offers the best traffic flow and the ability to monitor this open space from one vantage point.

- What are the primary uses for your media center? Will the space be used as a common area?
- How many volumes will you need to store? (ALA standards recommend 20 volumes per student for Elementary Schools, 30 per student for Middle/HS levels). What other types of media will require storage?
- What materials are preferable for shelving; wood veneer, laminate, wood with steel shelves, steel with wood or (other material) end panels? Will mobile shelving or curved walls enhance your space?
- What is your planned seating capacity? Plan on incorporating a variety of seating for different purposes including; soft seating, mobile seating, café height tables with chairs, booth seating, club chairs with laptop tables, benches, and ottomans.
- Will the circulation desk be part of the general contract or do you prefer a modular desk that can be rearranged? If modular, where will the tasks of "checking out" or "returning" materials be handled?
- Will the spaces be hard wired or use wireless technology? Will you offer areas for recharging laptops and handheld devices? Will there be a presentation or instructional area?
- ADA compliance is a factor in any library; this needs to be given some thought as you choose modules for a circulation desk, aisle width, accessibility to materials and table/seating areas.

Lounge Furniture & Soft Seating: In shared common areas and hallways, place a variety of soft seating to invite students to stay in school to study or gather in small groups for projects. Add accessories such as laptop surfaces, data ports & power or casters on seating to enhance these areas.



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CTE, Science & Art Labs: Combining our S.T.E.A.M. or S.T.E.M. expertise and vast product selections from School Specialty, Sax Art, Brodhead Garrett and Frey Scientific, our lab design experts can create 3-D rendered layouts so you can visualize what your lab will look like prior to decisions being finalized. While a lab requires a great deal of technical knowledge and detailed planning, your PBD project team has access to content experts that can offer suggestions and solutions that will support your curriculum.

- Will casework be part of the general contract?
- What types of chemicals will be a part the student project work included in your science curriculum? Are chemical, acid or heat-resistant worksurfaces and seating required?
- Consider special equipment such as power tools, overhead mirrors, self-contained sinks, and extra mobile storage.
- For art labs, we can offer the expertise of our Art Consultants and access to a variety of necessities for any K-12 Art Lab including easels, drying racks, photographic equipment and kilns.

Music Rooms: We can provide customized layouts that offer proper seating, band and choral risers, or instrument, uniform and music storage. In addition, we can provide a complete list of symphonic and band instruments, to fulfill your requirements.

- Do you require open or closed storage for your instruments? Is security important? Sizes can vary greatly but we can provide solutions for any combination of instruments.
- Consider where you will be storing risers when not in use. We have many options to choose from.

Cafeterias & Food Courts: Maintenance and safety are major considerations when selecting furnishings for these environments. These spaces can be designed to use for lunch hours as well as for multipurpose common areas. We can consult with your food service department to create a plan that offers the best traffic flow and the ability to monitor this open space from one vantage point. Also Food Service areas can be developed to provide revenue. By creating an open, inviting "food court" environment, students can be encouraged to remain in schools during lunch hours and after school.

- Will the space be used as a common area?
- How many students will require seating during any lunch hour?
- Controlling the traffic flow to shorten food lines is recommended.
- Add a variety of seating options including high café tables, lower tables, easy to rearrange cafeteria tables and booth seating in the same space. Mobile cafeteria tables can be stored upright and out of the way for after-school activities and provide easier maintenance.
- Adding themes or décor into a space can personalize it for students. We offer a variety of custom options that can be included in your design, including custom graphic table tops.



Cafeterias & Food Courts: (Cont.)

- ADA compliance is a factor in any space but especially in a cafeteria; we can offer recommendations for aisle width, accessibility to food service lines and table/seating areas.
- A teachers' lounge can also be designed and utilized for smaller meeting areas and can also encourage collaboration.
- School Specialty offers the proprietary Classroom Select brand of UL Listed Mobile tables with a variety of shaped tops.

Early Childhood Spaces: For more than 65 years, School Specialty has strived to meet the needs of Early Childhood educators by providing a full range of high-quality, safe and developmentally-appropriate products that support early learning.

- We have access to Early Childhood experts that can provide guidance on designing spaces that are in compliance with ITERS-R and ECERS-R early childhood standards.
- We design and develop resources that assist educators as they tackle the challenges of language and literacy skills or focus on S.T.E.M. and S.T.E.A.M. content areas with creative young problem solvers.
- School Specialty is the manufacturer of award-winning, proprietary early childhood brands including Childcraft®, Korner for Kids®, Bird-In-Hand®, ABC Furnishings™, Classroom Select® and Royal Seating™ ...safe, durable products that were created by educators for educators.

Students with Special Needs: Through the innovative products offered by Abilitations, Integrations and Speech Bin, our on-staff professionals, our educational expertise with professional development trainings, and our social media presence, we are a unique and powerful resource to our customers that work every day with students who face different challenges in their classroom environment and their world.

Miscellaneous Furniture & Equipment: School Specialty offers a broad selection of special contract furnishings from top brand manufacturers including lockers, markerboards, bulletin boards, athletic equipment, and furnishings for performing arts centers, stages and auditoriums, playground equipment, special needs equipment, Smartboards and AV equipment.



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Customer Endorsement

- 2. Budget Analysis:** We evaluate and present options based on budgetary requirements, learning goals, flexibility in the use of spaces, ecological sustainability and ergonomics. Your F&E Coordinator will meet with your team to further discuss preferences for products based on quality, quantity, design and purpose. Drawings and room layouts will be reviewed and revised to meet your needs and colors/ finishes will be selected to match the décor of your building.
- 3. Competitive Pricing & Procurement:** We'll work with your team throughout the procurement process. You'll have access to multiple national and regional contract options that can simplify and shorten a project timeline by as much as a month. This procurement tool also minimizes administrative costs for your district. If competitive bidding is preferred or mandated, our unique software program can generate current and accurate manufacture product specifications that will allow most, if not all, dealers to respond.
- 4. Bid Analysis:** Projects by Design provides you with a complete recap of all submitted bids including a line-item analysis of responsible bids, comparison with group bids and total package bids. We'll provide unbiased assessments, comparisons and recommendations on everything from seating to lab equipment. You can then easily decide to which bid responses you wish to make an award.
- 5. Project Management:** To ensure on-time and on-budget delivery and installation, we'll supervise the entire post-award process for portions that are awarded to us. Our knowledgeable project management team will verify each order for accuracy against quotes and layouts. Purchase orders are available for review 24/7 through our Project Connection web portal. Every order is expedited from every manufacturer, so you won't have to, and orders are acknowledged and double checked for accuracy. Our team will be onsite to oversee deliveries and installation – guaranteeing that your project is completed on time and to your complete satisfaction.
 - **Logistics Management:** Your Project Management team will manage all logistical arrangements for your convenience.
 - **"Timely" Communication:** Your Project Management Team will maintain regular communication as needed with all parties on any milestones that are approaching.
- 6. Installation Process:**
 - **Shipping Details:** Your Project Management Team will create a Vendor Shipping Detail Report with accurate information on all deliveries. If changes occur, the report will be updated and sent to all involved parties.
 - **Project Binder:** Your Project Management Team will provide copies of a comprehensive Project Binder, in a printed and electronic format, to all involved parties. Information includes key contact information, room-by-room listings for all products, a product summary list, a products-by-room report, all drawings and layouts related to the project and a vendor shipping detail report.

"As each of our projects began, they provided a thorough review of the blue prints with the architect and the principal and then prepared a room-by-room list of proven office and classroom furnishings with many of the extras that are needed such as clocks, trash receptacles and flags..."

"The Project by Design team listened to our needs. They continuously stayed in touch with the architect and with the Construction Contractor and District Facilities managers so that all our deadlines were met..."

"I strongly recommend their team, their products, their warranties and their services."

Chere Lee, Buyer
Clear Creek
Independent School
District
League City, TX



Installation Process: (Cont.)

- **On Site Meetings:** A representative of our company will attend on-site meetings held by the architect or construction superintendent prior to installation.
- **Site Visits:** Your local Account Manager, Project Coordinator and our lead installer will make regular visits to the job site prior to the delivery of the furniture to assure that the building, and areas adjacent to the building such as parking lots, are ready to accept the furnishings.
- **Installation Crews:** Our installers must meet our high standards of qualifications and provide proof of liability insurance for themselves and their employees. Our installers are required to meet all local or state laws to ensure the highest standard of security.
- **Storage and Shipment of Products:** Our installation service includes warehouse storage for consolidating all shipments including LTL products, and small parcel shipments from UPS or Fed Ex. Your Project Management Team will schedule and manage all shipments. Daily shipment logs that track shipments from each manufacturer with estimated delivery dates and times are created and communicated to the installation team so they are aware of shipments that will arrive each week.
- **Customer Service Issues and Protection of the Building:** Our installers will immediately report, at time of delivery, any shortages or freight damage to the Project Management Team. If there are damaged goods or shortages, your Project Coordinator will arrange for immediate replacements. The Installation Team is required to carefully protect the interior of your building during the installation process. This includes protecting door jams, walls, floors and casework. Throughout the process, installers are in constant contact with the Project Management Team on issues, creating and maintaining a "punch list" of items that require follow up. Your team of installers, Project Coordinator, internal Project Manager and Account Manager work together on the "punch list" to ensure that all issues are resolved in a timely fashion and to your complete satisfaction.
- **Final Walkthrough:** Representatives of our company including your local Account Manager, Project Coordinator and our lead installer, along with representatives of the school district, will conduct a thorough inspection of all products after the installation process has been completed. During the Final Walkthrough, the installer will provide the owner with Product Instruction Manuals and discuss regular maintenance procedures for the furnishings.

7. **Service After the Sale:** School Specialty employees more than 200 local Account Managers on a national basis who maintain regular site-base visits to their customers. Our goal is to provide you, your staff, and most importantly the students of your school district, with the best service experience ... before, during and after your project has been completed. We hope that you'll decide that when it's time for your next renovation or new building project that you will choose School Specialty and our proven Projects by Design process again.

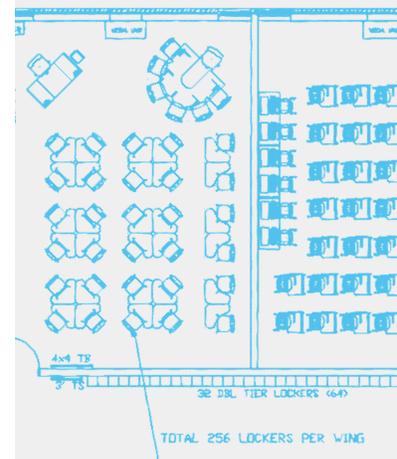
"We would like to complement the delivery and installation process... I don't believe that I have ever witnessed the customer service that was provided by this company. Every piece of furniture was unloaded, placed in the correct room, and set up and arranged, ready to be used by our people. The delivery people and installers even helped us unload a shipment of computers that we had ordered from another vendor."

"Grayson County Schools will certainly be using School Specialty ... in the future. "

Barry Anderson
Grayson County Schools
Leitchfield, KY

8. Additional Capabilities:

- **Customized Solutions and Products:** When you stretch the boundaries of the vision for your learning environments and challenge your staff to explore options that will take you into the future, your ideas may require a custom interior solution or product. With the expertise of the Projects by Design furniture coordinators, you'll have access to manufacturers that are adept at creating unique, innovative products built to your exact specifications.
- **Project Connection Online Project Tracking:** Our Project Connection Website online resources are available to you 24 hours a day, 7 days a week. You'll get anytime-anywhere access to layouts, budget updates, delivery dates, installation dates and punch lists – so you're informed every step of the way.
- **Color Board and Project Binder:** To guide you with future product selection, product care and warranty information, we provide detailed product binders and color boards. As a standard service we will create a color board that offers you the ability to display and communicate your color palette and key finish choices. A product care binder accompanies each project so clients have permanent records for each product selection. Information includes product care information, product warranties and general information that you can refer to for future product selections.
- **Promoting and Understanding Sustainable Products:** We can recommend products that offer sustainability and meet stringent criteria for air quality (GREENGUARD Gold Certification). This allows your team to file for LEED (Leadership in Energy and Environment Design) points through the USGBC (U.S. Green Building Council).
- **Disaster Recovery Planning:** School Specialty can offer assistance with contingency plans that could minimize the potential devastation and aftermath of a natural disaster. While we all hope to avoid these events, it can be reassuring to have a comprehensive, strategic plan for managing the complex process of long-term disaster recovery. Having a trusted partner to manage the process of rebuilding can shorten the timeline by months. We partner with professional consultants that can offer guidance to maximize funding opportunities from FEMA, insurance and grant sources, facilitate the cleanup and rebuilding process and streamline procurement.
 - Our project team can guide you through the long-term recovery process of selecting and acquiring the right supplies, furnishings, equipment and educational products for a new or renovated school.
 - With expertise in planning, we can ensure that the new environment will be sustainable, flexible and in keeping with your educational goals.



"It is without reservation that I recommend that you select School Specialty for your furniture supplier on your building project. You will not work with a better group of people."

Richard Smith, Associate Superintendent
Bleckley County Schools
Cochran, GA