

**Sharon Standing Building Committee  
Sharon Town Hall  
90 South Main Street  
Sharon, Massachusetts 02067**

**SSBC Meeting Minutes  
6/4/19**

**SSBC Members**

Gordon Gladstone, Chair	Marty Richards	Colleen Tuck absent
Deb Benjamin, Vice Chair	Richard Slater	Sara Winthrop
Matt Grosshandler	Steve Smith	
Rick Rice	Roger Thibault	Matthew Baldassari (TH)

**SSBC Attendees and Others**

Joe Sullivan - DPI	Kevin Paton - BKA
--------------------	-------------------

**Administration**

- The meeting of the SSBC was called to order by Chair Gladstone at 6:35 PM at the Public Safety Building. This was a special meeting to discuss furniture procurement for the new Town Hall.
- Future scheduled meetings: 6/11, 6/25

**Public Safety**

No discussion

**Town Hall**

- Each bidder bids on the various categories requested. Some bid on all categories or some bid on none. When there is more than one bidder in a category then the lowest qualified bidder must be selected. Three bidders participated in the process: WB Mason, Sheehan's and Creative Office Environment.
- **Chairs** For this category, Creative Office Environments (COE) was the apparent low bidder. They presented bid substitutions. Not all substitutions are considered equal to the Basis of Design for quality and style. For the task chairs, the substitution for COE does not meet the needs of the specifications. Other substitutions do not meet the specs either. After much discussion it was decided that WB Mason is the lowest qualified bidder and is recommended. Sheehan's did not submit a bid.
- Chair Gladstone was concerned about the comfort of the meeting room chairs offered by WB Mason. This item could be changed if the price is within 25% or can be eliminated and chosen off of the state bid list.
- **Workstations** For this category, Creative Office Environment is the low bidder but, there are several quality issues with their suggested materials. The panel heights do not meet the specifications. Substitutions are not considered equal to Basis of Design for quality and style. Raceway material is plastic. Privacy glass is attached by a tab, not recessed into the panel. Sheehan's is therefore the lowest qualified bidder and is recommended.

- **Laminate Furniture** For this category, Sheehan's was the highest bidder. Creative Office Environment is the apparent low bidder. COE provided bid substitutions and substitutions do not include profile edge as specified. Substitutions appear not equal in quality. WB Mason is therefore the lowest qualified bidder as the bid is as specified.
- **Steel Furniture** Creative Office Environment did not bid this category. Sheehan's proposed three different manufacturers. There is a concern that there may be a color difference between the products. A discussion ensued. It was recommended that we proceed with Sheehan's which is the low qualified bidder. The color issues are not worth the \$11K increase in costs to go with high bidder.
- **Tables** Sheehan's is the lowest bidder. They incorporated bid substitutions that appear equal in quality. The cut sheets do not correlate with bid item #'s and substitutions for Table 5 and 7 do not meet the basis of design for style. WB Mason's bid is as specified. Therefore, it was recommended to proceed with WB Masons based on design and function.
- **Miscellaneous** COE did not provide prices for any miscellaneous category items. WB Mason provided prices for most items. Two items can go to Sheehan's but, WB Mason is low bidder. The bid is as specified and substitutions. Recommend WB Mason for qualified items and two items from Sheehan's. The total for all miscellaneous items is approximately \$14,362.49.
- **Total** The total for all furniture is approximately \$196,814.45. The budget for FFE and media was \$ 400,000. It was requested that the quotes and price for the lectern be verified.
- Ms. Benjamin moved and Ms. Winthrop seconded the motion to approve the furniture as presented and selected. The SSBC agreed unanimously to move ahead with the procurement minus the KCH meeting room chairs.
- A discussion ensued regarding the Pro AV System proposal for \$73,653.78 This had been reviewed by the consultant as complete. Mr. Rice moved and Ms. Benjamin seconded the recommendation to accept the AV System. All voted in favor of approval.
- Chair Gladstone stated that he attended a meeting at the Middle School regarding security and connectivity between all town buildings and the schools. The consultants goal is to reduce the different platforms available so there can be easy communication between all building s. The consultant for recommends system S2 where some aspects are already available in the school systems. Geva, the Town Hall consultant recommends another system. The consultant said that Geva's system is not as robust as the S2.
- Chair Gladstone said he wanted everyone to be aware of the fact that we may want to modify what has been specified at the Town Hall. He does not know the financial impact. He wants to set up a meeting with the Chair of the Technology Committee, Geva representing Town Hall and the Tappe consultant to see what comes from this meeting.

## Library

No discussion

**Minutes**

None

**Invoices**

None

**Adjournment**

Through unanimous consent, the meeting adjourned at 7:43 PM.

**Attachments**

Pro AV Systems Proposal

Architects review of furniture for Town Hall

Submitted:

Rachelle Levitts

Sharon Standing Building Committee

---

(Gordon Gladstone) Signature of Chair

---

Date of Acceptance