



## **DESERT COMMUNITY COLLEGE DISTRICT**

### **FURNITURE STANDARDS PROGRAM**

15 May 2025

District-wide Furniture Standards Work Group Members:

R. Garcia, J. White, M. Blawski, E. Clifford, S. Davis, N. Lingle, C. Maldonado, M. Moscol, F. Robles,  
E. Richardson, A. Spencer, D. Schuetz, A. Valle



## TABLE OF CONTENTS

Chapter 1: Introduction .....	3
Chapter 2: Performance Specifications .....	5
Chapter 3: Furniture Applications Matrix .....	6
Chapter 4: Individual Product Pages .....	7
Chapter 5: Process for Utilization .....	38
Document Control Record .....	41



## CHAPTER 1

### INTRODUCTION

The Desert Community College District operates a main campus in Palm Desert, an Education Center in Indio, and other locations including Mecca/Thermal, Desert Hot Springs, and Palm Springs. Without previously established in-common furniture standards most furniture was procured on a project-by-project basis for major capital projects and ad hoc for smaller procurements. This led to inconsistencies in process, quality, aesthetics, and functionality in some cases. In response to challenges arising from this approach, and at the request of campus leadership, the District formed a Furniture Standards Work Group. This team, composed of key stakeholders under the leadership of Administrative Services, collaborated with Collegium Strategies LLC to develop a cohesive, functional furniture standards program for the District's varied academic, administrative and common spaces.

#### Program Principles:

- Provide appropriate and flexible user options
- Maximize District purchasing power and optimize taxpayer resources
- Reduce furniture replacement and repair costs
- Improve operational efficiency in furniture management
- Ensure consistent campus aesthetics

#### Scope of Application:

- Academic Environments: classrooms, class labs and computer spaces
- Administrative Environments: offices and workstations for faculty and staff
- Public Areas: Seating and tables in communal areas

Before convening the work group, Collegium Strategies conducted interviews with operational and campus leaders to identify challenges stemming from the lack of standardization. Over a nine-month period beginning in Fall 2024, the work group held multiple sessions to prioritize these challenges and translate them into performance-based specifications aligned with operational needs and student success outcomes.

These specifications served as the criteria for evaluating potential furniture products. A performance-based selection process assessed vendor capabilities and product suitability. A Furniture Fair showcased sample product, allowing community feedback to inform final selections.



While the program does not address every furniture application, it establishes baseline requirements for commonly used items and outlines a framework for evaluating non-standard or specialty pieces.

To support long-term implementation, the work group aims to institutionalize furniture procurement protocols, enabling faculty and staff to focus on student success.

Final finish selections, while not specified by the work group, are being developed by the District's design standard's architect to align with each location's aesthetic vision and ensure flexibility for relocating movable items across sites. Please refer to the Campus Standards documentation for more information on furniture finishes.

Utilization of these standards for Capital Improvement Program projects is encouraged. All discussions regarding the applications of these standards shall be determined by the Vice President for Administrative Services.



## CHAPTER 2

### PERFORMANCE SPECIFICATIONS

The primary objective of this program is to establish clear expectations for all furniture procured by the District, regardless of the funding source. Through a structured, collaborative process, the work group developed and prioritized a set of performance-based specifications.

Rather than focusing on common criteria such as initial cost, lead time, or aesthetics, the group emphasized how furniture supports user experience and operational functionality. All products included in the standards program have been carefully evaluated to meet these performance expectations.

#### Total Cost of Ownership

All recommended products must provide the greatest environmental benefit possible and actively reduce “End of Useful Life” environmental impact. Vendors must have processes in place to effectively remove and sustainably address products at “End of Useful Life” period. All products must *anticipate* future costs of use, including wear, reuse in other applications, movement across campuses, and actively reduce those costs. No products and/or finishes should require any specialty cleaning requirements throughout their anticipated lifecycle. Product manufacturers must anticipate normal wear and tear within our environment and actively help in reducing maintenance and replacement costs. All products must function in a wide range of applications, perform their functions safely and provide effective learning and working environments. Per CollegeBuys warranty terms, service response must be prompt and provided by local service entity. Service provider must agree to utilize only approved standards for orders.

#### Quality

All products must be able to be maintained on site, have no parts or features that can be removed without tools, and been vetted and time-tested in community college applications, proving their viability. All recommended finishes must be proven to hold up in demanding environments for 15+ years. Any product recommended must reflect a timeless (not “trendy”) design across all items, as well as provide a cohesive feel across all applications and locations. All finishes must offer a cohesive look across common applications and be made to retain a good appearance for the duration of their lifecycle.

#### Safety

All products must inherently reduce user risk when used correctly, nor fail or break, creating risk. All products must be designed for institutional applications rather than corporate environments. actively support appropriate ergonomic requirements for the wide range of users at the college and be designed to be moved without great effort. Products should not require several individual adjustments to achieve basic comfort for users.

## CHAPTER 3

### FURNITURE APPLICATION MATRIX

The following chart defines the various applications, product types, and vendor product information for the standards program as of this date.

<b>ACADEMIC APPLICATIONS</b>	<b>BRAND/PRODUCT NAME</b>
Student Computer Lab Tables, Std Lab, Type 1 (IT)	KI Connection Zone
Student Computer Lab Tables, Std Lab, Type 2 (IT)	KI InTandem
Student ADA Tables, Crank	KI Work Up
Student / Faculty Tables	KI Pirouette
Student / Faculty Chairs, 4 Leg Base	KI Strive
Student / Faculty Chairs, 5 Star Base	KI LimeLite
Dynamic Student Desks, 1 piece	KI Learn2 Strive
Classroom Storage	KI 700 Series
Instructor's Stools, Classroom	KI Strive
Student Lab Stools, w/Backs	KI Intellect Wave
Student Lab Stools, w/o Backs	KI 600 Series
<b>ADMINISTRATIVE APPLICATIONS</b>	<b>BRAND/PRODUCT NAME</b>
Office Desks, Primary, Sit/Stand	Haworth Upside
Office Desks, Secondary, Crank	Haworth Planes
Staff Workstations (Panels only)	Haworth Compose
Filing and Storage Components (all)	KI 700 Series
Short Term Seating, Option 1	Haworth Very Mesh w/Lumbar
Short Term Seating, Option 2	Haworth Soji w/Lumbar
Short Term Seating, Option 3	Haworth Very Conference
Long Term Seating, Option 1	Haworth Zody II
Long Term Seating, Option 2	Haworth Zody LX
Long Term Seating, Option 3	Haworth Fern
Office Guest Seating, 4 Leg Base	Haworth Candor
Office Guest Seating, 5 Star Base	Haworth Maari Conference
Meeting Tables	Haworth Planes
Meeting Chairs, 4 Leg Base	Haworth Very Side + Seminar
Meeting Chairs, 5 Star Base	Very Conference
Break Room Tables	Haworth Jive Collaborate
Breakroom Chairs, 4 Leg Base	Haworth Very Wire
Public Area Lounge Seating/Tables, Option 1	Haworth Riverbend
Public Area Lounge Seating/Tables, Option 2	Haworth Cabana
Public Area Lounge Seating/Tables, Option 3	Haworth Lyda

# FURNITURE STANDARDS DOCUMENTATION

Item: Student Computer Lab Tables, Student Lab, Type 1 (IT)

Applications: Academic Computer Labs

Product Specifications:

Vendor: KI

Product Name: Connection Zone

Model Number: CZB

Dimensions: To be confirmed, per project, based on layout. Desired width of 72" for two users when possible

Details: High Pressure Laminate top, 74P edge banding, telescoping beam, with power units and cable management to be specified per project at the direction of IT Dept

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Student Computer Lab Tables, Student Lab, Type 2 (IT)

Applications: Academic Computer Labs

Product Specifications:

Vendor: KI

Product Name: InTandem

Model Number: IT

Dimensions: To be confirmed, per project, based on layout. Desired width of 72" for two users when possible

Details: High Pressure Laminate top, 74P edge banding, telescoping beam, with power units and cable management to be specified per project at the direction of IT Dept. Shared legs when feasible, or if individual legs are used, documented for IT any limitations for cable management

Product Photo:





# FURNITURE STANDARDS DOCUMENTATION

Item: Student ADA Tables, Crank

Applications: Classrooms, Labs

Product Specifications:

Vendor: KI

Product Name: Work Up

Model Number: WU2448CR-74P

Dimensions: 24"D x 48"W

Details: High Pressure Laminate top, 74P edge banding, crank height adjustable. Electrified unit to be specified if access to building power is available. Surface mounted power units to be specified at the direction of IT Dept, with power cord connecting to adjacent tables. Cable management to be provided and confirmed with IT Dept

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Student / Faculty Tables

Applications: Classrooms, Student Meeting Areas

Product Specifications:

Vendor: KI

Product Name: Pirouette

Model Number: PINR2472T-74P

Dimensions: 24"D x 72"W x 29"H

Details: High Pressure Laminate Top, 74P edge, Nesting table. 4 black casters w/silver hub (2 locking)

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Student / Faculty Chairs, 4 Leg

Applications: Classrooms, Student Meeting Areas

Product Specifications:

Vendor: KI

Product Name: Strive

Model Number: SLNAP

Dimensions: N/A

Details: All Poly, Armless, Stainless Steel Glides or Casters, per VP direction for space

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Student / Faculty Chairs, 5 Star Base, Armless

Applications: Classrooms, Student Meeting Areas

Product Specifications:

Vendor: KI

Product Name: LimeLite

Model Number: LL5100

Dimensions: N/A

Details: All Poly, 5-Star Base with Caster, Armless. Hard floor or Carpet Casters, depending on flooring

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Dynamic Student Desk Applications:

Classrooms, Student Meeting Areas Product

Specifications:

Vendor: KI

Product Name: Learn2 Strive

Model Number: L2STP/NA/NAR

Dimensions: 28 ½"W x 28-34"D x 34 ½"H

Details: Laminate wood core worksurface, Poly Strive shell, Casters, no bookrack.  
Hard floor or Carpet casters are available, depending on flooring. Plan placement of units to accommodate non-handed access

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Academic Area Storage

Applications: Classrooms, Work Areas, Student Areas

Product Specifications:

Vendor: KI

Product Name: 700 Series

Model Number: S7L

Dimensions: Per application. Use 30"W or 42"W units only for maximum filing

Details: Image shown is not representative of final specification. Wide range of product configurations available, including Bookcases, Lateral Files and Storage Cabinets. Details to be specified per application. All file drawers must be 10.5"H with F2B bars standard. Laminate top standard where possible. Coordinate keying based on layout

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Instructor's Stools

Applications: Classrooms, Labs

Product Specifications:

Vendor: KI

Product Name: Strive

Model Number: SPSCAP

Dimensions: N/A

Details: Poly seat and back, foot ring, height adjustable, with arms. Hard floor or carpet, depending upon flooring in space

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Student Stools

Applications: Labs

Product Specifications:

Vendor: KI

Product Name: Intellect Wave

Model Number: IWS

Dimensions: N/A

Details: Poly seat and Back, foot ring, height adjustable, armless. Hard floor or carpet casters, depending on flooring

Product Photo:





# FURNITURE STANDARDS DOCUMENTATION

Item: Student Stools, Backless

Applications: Labs

Product Specifications:

Vendor: KI

Product Name: 600 Series

Model Number: 618PA / 624PA / 630PA

Dimensions: N/A

Details: Poly seat, painted frame. Typical height range shall be 19" - 27". Dealer responsible for confirming knee-hole clearance and overall application before order is placed

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Electric Height Adjustable Table

Applications: Office Desks, Primary, Sit/Stand

Product Specifications:

Vendor: Haworth

Product Name: Upside

Model Number: TJRA-2370-LJSNCYN

Dimensions: 23"D x 70"W x 27.4-46.6"H

Details: High pressure laminate top with 3mm edgeband, C-Leg telescoping base with adjustable glides, single stage height adjustment, programmable paddle with 2 memory settings & move reminder, 9ft power cord, with power units and cable management to be specified per project at the direction of the IT Dept

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Crank Height Adjustable Table

Applications: Office Desks, Secondary, Crank

Product Specifications:

Vendor: Haworth

Product Name: Planes

Model Number: TARA-2346-LJSNCB

Dimensions: 23"D x 46"W x 27-45"H

Details: High pressure laminate top with 3mm edgeband, C-leg telescoping base with adjustable glides, handle retracts under surface, 1" of vertical movement for every 6 turns, with power units and cable management to be specified per project at the direction of the IT Dept

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Administrative Area Storage Applications

Offices, Break Rooms, Storage Areas Product

Specifications:

Vendor: KI

Product Name: 700 Series

Model Number: S7L

Dimensions: Per application. 30"W or 42"W units only, with F2B bars for all file drawers

Details: Wide range of product configurations available, including Bookcases, Lateral Files and Storage Cabinets. Details to be specified per application. Laminate top standard where possible. Coordinate keying based on layout

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Systems Panels

Applications: Staff Workstations (Panels only)

Product Specifications:

Vendor: Haworth

Product Name: Compose

Model Number: VZFF-\_\_\_\_-NNHHNR

Dimensions: 18 to 72"W x 26 to 74"H, as needed per project

Details: Unitized panel frame, with fabric, laminate, steel, slat tile, markerboard, or segmented tiles; power available in base, below worksurface or at above worksurface; triplex receptacles & data capability, gallery panels, glass stackers. Accessories also available

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Task Seating

Applications: Short Term Seating, Option 1

Product Specifications:

Vendor: Haworth

Product Name: Very

Model Number: SCT-20-4111

Dimensions: N/A

Details: Fabric seat, mesh back, back lock, height adjustable arms, asymmetrical lumbar support, adjustable seat, black aluminum base, hard or soft casters

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Task Seating

Applications: Short Term Seating, Option 2

Product Specifications:

Vendor: Haworth

Product Name: Soji

Model Number: SCT-20-7111

Dimensions: N/A

Details: Fabric seat, knit back, back lock, height adjustable arms, lumbar support, adjustable seat, black aluminum base, hard or soft casters

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Task Seating

Applications: Short Term Seating, Option 3

Product Specifications:

Vendor: Haworth

Product Name: Very Conference

Model Number: SCC-44-11

Dimensions: N/A

Details: Upholstered seat, poly perforated back, fixed arms, black 5-star aluminum base, hard or soft casters, pneumatic height adjustment

Product Photo:





# FURNITURE STANDARDS DOCUMENTATION

Item: Task Seating

Applications: Long Term Seating, Option 1

Product Specifications:

Vendor: Haworth

Product Name: Zody II

Model Number: S2TC-20-711A1A

Dimensions: N/A

Details: Fabric seat, mesh back, back lock, 4D arms, asymmetrical lumbar support, adjustable seat, black aluminum base, hard or soft casters

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Task Seating

Applications: Long Term Seating, Option 2

Product Specifications:

Vendor: Haworth

Product Name: Zody LX

Model Number: S2UC-22-731A1A

Dimensions: N/A

Details: Fabric seat and back, back lock, 4D arms, lumbar support, adjustable seat, black aluminum base, hard or soft casters

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Task Seating

Applications: Long Term Seating, Option 3

Product Specifications:

Vendor: Haworth

Product Name: Fern

Model Number: SFT-UO-7S11A1

Dimensions: N/A

Details: Fabric seat, mesh back, back stop, 4D arms, lumbar support, adjustable seat, black aluminum base, hard or soft casters

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Guest/Side Chair

Applications: Office Guest Seating, 4-Leg Base

Product Specifications:

Vendor: Haworth

Product Name: Maari

Model Number: S7S-44-0H

Dimensions: N/A

Details: Poly Seat and back, armless, stacking

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Guest/Side Chair

Applications: Office Guest Seating, Wood 4-Leg Base

Product Specifications:

Vendor: Haworth

Product Name: Candor

Model Number: SAS-22-A3A

Dimensions: N/A

Details: Upholstered seat and half back, wood frame, fixed arms

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Tables Applications:

Meeting Tables Product

Specifications:

Vendor: Haworth

Product Name: Jive

Model Number: TCRA-\_\_\_\_-LJSNGK4B

Dimensions: 30" to 54"D, 48"W to 216"W x 29"H

Details: High pressure laminate top with 3mm edgeband, rectangular top with cable ready metallic silver/polished bridge base. Tabletop power/data units and cable management available at the direction of the IT Dept. Floor-based power source must be provided by college at or near the table base to prevent tripping hazards

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Side Chair

Applications: Meeting Chairs, 4 Leg Base

Product Specifications:

Vendor: Haworth

Product Name: Very Side/Seminar

Model Number: SCM-24-3HE

Dimensions: N/A

Details: Upholstered seat, poly perforated flex back, fixed arms, stacking

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Side Chair

Applications: Meeting Chairs, 5 Star Base

Product Specifications:

Vendor: Haworth

Product Name: Very Conference

Model Number: SCC-24-11E

Dimensions: N/A

Details: Upholstered seat, poly perforated back, fixed arms, hard or soft casters, pneumatic height adjustment

Product Photo:





# FURNITURE STANDARDS DOCUMENTATION

Item: Tables

Applications: Break Room Tables

Product Specifications:

Vendor: Haworth

Product Name: Jive

Model Number: TCRQ-\_\_\_\_-LJSNXK4A

Dimensions: 24"48"W x 29 H

Details: Square shape, high pressure laminate top with 3MM edgeband, power ready X base with adjustable glides

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Side Chair

Applications: Breakroom Chairs, 4 Leg Base

Product Specifications:

Vendor: Haworth

Product Name: Very Wire Stacker

Model Number: SCH-44-OS

Dimensions: N/A

Details: Poly seat and back, armless, glides, stacking

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Lounge Sofa

Applications: Public Area Lounge Seating/Tables, Option 1

Product Specifications:

Vendor: Haworth

Product Name: Riverbend

Model Number: SMSM-3355-HNF (Modular lounge, verify model numbers for lounge type and sizes)

Dimensions: Varies

Details: Upholstered seat and back, mid back, armless, sled base with glides. Additional options include 27"W and 67"W straight units, curved corners, benches, high backs, under mounted power modules

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Lounge Sofa

Applications: Public Area Lounge Seating/Tables, Option 2

Product Specifications:

Vendor: Haworth

Product Name: Cabana

Model Number: S9C2-030-000H (Modular lounge, verify model numbers for lounge type and sizes)

Dimensions: Varies

Details: Upholstered seat and back, left and right arms, 4 leg base with glides, no screens. Additional options include single seat units, left-right or no arm, benches, low or high screens, integrated power modules, and connecting tables

Product Photo:



# FURNITURE STANDARDS DOCUMENTATION

Item: Lounge Sofa

Applications: Public Area Lounge Seating/Tables, Option 3

Product Specifications:

Vendor: Haworth

Product Name: Lyda

Model Number: HCCL-LYL2-BN33 (Modular lounge, verify model numbers for lounge type and sizes)

Dimensions: Varies

Details: Upholstered seat and back, left and right arms, metallic base with glides. Additional options include single seat units, left-right or no arm, three-seat sofas, benches, under mounted power modules, side and coffee tables

Product Photo:





## CHAPTER 5

### PROCESS FOR UTILIZATION

Providing faculty, staff, and students with the tools they need to succeed is a core objective of the District. This program delivers a unified, purpose-driven selection of furniture designed to support that mission. It also ensures vendors provide comprehensive services, including delivery and installation, so items are fully operational upon arrival.

The District selected vendors through the FCCC CollegeBuys contract to ensure products meet the rigorous demands of a community college setting and to reduce procurement-related fees and costs.

To sustain the program's effectiveness, clear processes must be established for its ongoing use, maintenance, and oversight across all campuses.

### PROGRAM APPLICATION

For ***day-to-day requirements*** within the campus' programs and support departments, the following protocol will be utilized:

Individual Users	Advise Dean/Director on program requirements, assist in selection of appropriate product requirements
Dean/Director	Select items from Standards Program to meet program needs; identify quantities needed; prepare requisitions
Facilities	Confirm selection of glides, casters and other surface-marring details are appropriate for flooring condition; coordinate disposition of existing items on campus to provide space for the new items; manage warranty service requirements with vendors
Vice Presidents	Request requirements from Deans/Directors; approve final product and finish requests; confirm funding mechanism; assure compliance with program
Procurement	Manage vendor purchase orders, track compliance with standards program with service provider, and assure appropriate pricing structure

Note that this Furniture Standards Program is intended primarily to support day-to-day needs but can easily be applied to any Capital Improvement Project within the district.



## PROGRAM MAINTENANCE

Over time, it is inevitable that changes will need to be made to the college-approved Furniture Standards Program. Listed below are three (3) typical scenarios where this might occur, along with the recommended process to address each situation:

### A. Vendor Deleted Product or Finish from Standard Offering:

1. Vendor informs Facilities Director of deletion of a Standards Program item (or finish) from regular production.
2. Facilities staff confirms that product (or finish) cannot be made available to the District for an extended period of time.
3. Facilities staff requests comparable product (or finish) recommendation from vendor, using appropriate campus Performance Specifications, in Features and Benefits format.
4. Facilities staff evaluates options, determines all potential solutions from vendor, as well as other contract vendors if appropriate, and prepares recommendation information for FF&E Committee review.
5. The Furniture Standards Work Group may be reconvened by the Vice President of Administrative Services to review original product standard's specifications and new recommendation from vendor and selects product to either replace current standard or to evaluate to select a new standard.
6. Final replacement product recommendation is added to Standards Program document.

### B. Vendor Deleted from Contract Offering:

1. Contract holder or Vendor informs college of contract cancellation or withdrawal.
2. Business Services researches other publicly bid, value-added contracts with similar product and service offering. If available, agree to utilize new contract with no changes to standards selections.
3. If no other comparable contract for vendor is located, Business Services requests comparable product recommendation from other current standards vendors, using appropriate campus Performance Specifications, in Features and Benefits format.
4. Facilities staff evaluates options, determines all potential solutions from vendor, as well as other contract vendors if appropriate, and prepares recommendation information for Furniture Standards Work Group.
5. The Furniture Standards Work Group may be reconvened by the Vice President of Administrative Services to review original product standard's specifications and new recommendation from vendor and selects product to either replace current standard or to evaluate to select a new standard.
6. If suitable recommendation is not found, Business Services reviews the potential of issuing a public bid for replacement product with District, following the performance expectations defined in this document and the services expectations defined in the CollegeBuys contracts.
7. Final replacement product recommendation is added to Standards Program document.



C. User Request for Variation to Product or Finish from Standard Offering:

1. User presents concern in writing about current Standards Program item to appropriate Vice President, including rationale based upon program requirements.
2. Vice President reviews concern relative to current item's Performance Specifications and District's higher-level business issues to determine next steps.
3. If potential for replacements/augmentation is deemed valid by the college, Facilities staff requests comparable product recommendation from both current and proposed vendor, using appropriate campus Performance Specifications, in Features and Benefits format. Inquiries regarding available publicly bid contracts are also made at this time.
4. Facilities staff presents vendor response options to Furniture Standards Work Group, and the group may compare the two products. If product requires physical evaluation, Facilities arranges samples and develops comparative evaluation form.
5. If new product is determined to be equal to or less than the current standard, or is not available on a publicly bid, value-added contract, the FF&E Task Force will recommend to the college that the District keep the current standard.
6. If new product is determined to be a better fit, and the product is available on a publicly bid, value-added contract, the committee will create a recommendation to replace the product on the Standards Program. Final replacement product recommendation is added to Standards Program document.

It will be the discretion of the Vice President of Administrative Services to decide how flexible the application of this process will be.



REVISION NUMBER	BY	DATE	KEY CHANGES
Original	FF&E Workgroup	05/15/25	NA
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			