

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF SCHOOL FACILITIES (BSF)

FIXTURES, FURNISHINGS, AND EQUIPMENT PROJECTS

When **fixtures, furnishings, and equipment (FF&E)** are part of a school construction project budget (whether provided by the contractor or the owner), documentation for the same shall be submitted for BSF review and approval prior to letting out for bidding purposes.

If the FF&E is not submitted as a part of the construction documents, then the district must submit a new phasing letter signed by the superintendent, indicating their intent to include FF&E as a separate phase for BSF review.

The school district must schedule a Plan Completion Test (PCT) meeting for FF&E projects/phases.

Please be aware that the current prevailing wage rates, determined by the Connecticut Department of Labor, may apply to work which requires construction, refurbishing or assembly of any of the FF&E items per CGS Sec. 31-53. Contact the Connecticut Department of Labor 10 to 20 days prior to advertising for bid.

SUBMISSION REQUIREMENTS (see PCT Test Sheet)

1. Completed ED042 form (with state project and phase numbers, signatures, and dates).
2. The documents submitted for BSF review shall be the same as the bid documents package (with state project and phase numbers), including but not limited to drawings, specifications, catalog-cuts, etc. Provide a Table of Contents with number of pages for each item listed.
3. Provide a professional cost estimate and Ineligible and Limited Eligible Costs Worksheet (ICW). The cost estimate presentation shall be grouped by categories with quantities, unit prices, subtotals, and totals (including soft costs). The cost estimate shall have a summary (front page). The cost estimate summary should have a list of eligible and ineligible costs. The ICW shall include ineligible costs of **all phases** of the project.
4. Submit the completed BSF CHECKLIST FOR FIXTURES, FURNISHINGS, AND EQUIPMENT (Section 7).
5. Specifications shall be in the typical (CSI or other industry standard) format and may include catalog-cuts. Each page of the specifications shall have a Section number and a page number at the bottom. Sequential numbering of each FF&E item is necessary. Each item shall be clearly identified with operational/function requirements, mounting heights as well as dimensional clearances for code compliance, when applicable.
6. Plans providing furniture layouts, with item or model numbers shall be provided.

SUBMISSION REQUIREMENTS (cont.)

7. The documents may be required to be prepared by a licensed design professional(s) when construction and/or installation is to be coordinated with specific trades (e.g. fixtures/equipment requiring electrical, mechanical and/or plumbing connections).
8. All FF&E projects, in addition to providing documentation indicating specific details, dimensions, function, operation, etc., shall include in the Contract Documents the following **Code Compliance Notes:**

In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including 2003 ICC/ANSI A117.1, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFAS) and 504 Regulations, and the Americans with Disabilities Act Title II including the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and ADA Regulations.

Accessible knee clearances shall be a minimum of: 30 " wide, 27" high (24" child), and 19" deep.

Compliance with the current Connecticut Fire Safety Code and current O.S.H.A.–Title 29/Labor is also required when applicable.

The "items" shall include, but are not limited to fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.