

## RFI 22 – Furniture, Furnishings, and Equipment Design for South Santa Rosa Center

This is your official invitation to join me for a meeting for the above referenced project. Due to the short time schedule this will be a **mandatory** meeting and will take place on **Wednesday, June 29, 2011 at 2:00 p.m.** in the Boardroom, Bldg 7, Room 736A and B, (across from Purchasing Office). This project is a **two** story building being constructed at 5075 Gulf Breeze Parkway, Gulf Breeze (Nantahala and Gulf Breeze Parkway) due to be completed and ready for use in the Spring term of 2012 (January). We anticipate the building to be ready for furniture installation between October and December of 2011. (See anticipated timelines below)

I encourage you to have all interested parties from your organization (i.e. sales personnel, design personnel and installation personnel) in attendance in order to ensure your organization is clear on the use, fit, function, and budget and installation access for this project. I would also advise each of you to partner with any and all manufacturers that you think might be appropriate for this project and would welcome their attendance as well. All furniture will need to be from State Contract or from a contract established with another governmental/educational entity. Please email if you would like the CAD and schematic drawings. The current Room Finish/Color Schedule will be available at the meeting. Keep in mind any furniture on the plans are strictly the architectural renderings and are subject to change based on this meeting and the understanding of the specific application of each classroom.

I look forward to seeing all of you and wish you the best of luck in this process. **Please respond if you plan on attending and anticipated attendees so I can make sure we have enough handouts and room.**

### **SSRC Furniture Proposal/Presentation and Selection Process**

June 29, 2011 – Initial meeting for form, fit, function and application.

July 26, 2011 – Deadline for dealership presentations.

August 4, 2011 – Selection of firm for furniture package.

September 2, 2011 – Finalize furniture package with fabric and finish selections.

On or about September 2, 2011 – Place orders for all classroom and non-classroom furniture.

October-December 2011 – Furniture installation.

January 2012 – Classes start in SSRC building.

Thank you for your interest in this project. If you have any questions, please call me at 850.484.1794 or email me at [aciones@pensacolastate.edu](mailto:aciones@pensacolastate.edu).