

Call to Order – 11:38 am, April 27, 2015 | MBC 2220

1. Roll Call of Attendance

Committee Composition

Vice President University Relations..... Moe Kopahi
Vice President Finance.....Adam Potvin (*via phone*)
Vice President Student Services Zied Masmoudi
Board of Directors Representative Deepak Sharma
Board of Directors Representative Katie Bell (*via phone*)
Councilor Maren Thompson
Councilor

Society Staff

Build SFU General Manager.....Marc Fontaine
Surrey Campus CoordinatorEd Deeks
Minute Taker Dion Chong

Absent

Student At-Large Laura J. Angel
Student At-Large Arjan Mundy

2. Adoption of the Agenda

MOTION SSOC 2015-04-27:01

Sharma

Be it resolved to adopt the agenda as presented

3. Discussions

a. Surrey Space Expansion

Surrey Campus Committee works with a Joint Operations Advisory Group, which has been reviewing opportunities to enhance student space capacity on the Surrey campus through increases to SFSS managed space. An MOU would have to be prepared with the university to relinquish SFU control of the space to the SFSS, in a similar manner to that done for the MBC Zero Level study space. The Surrey Campus Coordinator requested approval for the initiative, which would see three spaces total renovated and becoming Student Society spaces.

Working drawings have been prepared, but further student consultation was likely necessary considering the similarity of costs for the three possible options provided.

Three companies have provided quotes to SFU with various options for the two types of spaces..

Heritage

- 4th floor Study plan allows for more efficient use of existing study space.
- 5th floor was a lounge area, with possibilities on arm chairs with attached small work table and carpeting. This would also include power improvements for outlets, as well as four floor lamps for ambiance.

SFU Surrey was against bolting any furniture down, and were in favour of purchasing furniture unique and recognizable to specific spaces.

Workplace Resources

- Lounge configuration has both a rectangular back to back configuration as well as a circular collaborative configuration

- Study space option was not seen by a staff member as desirable compared to other study space options.

TOR

- Options were seen as entirely undesirable.
- Company did not provide any scaled drawings of the spaces.

In reviewing possible upgrades across the campus, it was recommended that shelving and power be installed to allow for increased number of microwaves which can be used in the space.

The expense would roughly amount to the contribution made by Surrey students to the Space Expansion fund and would fulfill the requests of the student body on the campus.

Consultation process would be based on options selected by the SSOC. The incoming Board would make a recommendation for project completion by end of summer semester. The funding would be sourced from the Space Expansion Fund, which does not have a budget, but would be expended by the next Board.

The incoming Vice President Student Life would be tasked with the project, and would be presented to the Surrey campus community over a number of days for in person consultation.

SFU has expressed that they would not be opposed to SFSS signage within the space. The incoming Vice President Student Life wished to see signage printed on the glass in a similar fashion to the SFSS administrative offices on the Burnaby campus

No accessible furniture had yet been allocated within the spaces—options would be researched. AFAC could contribute funding where necessary.

Increased funding was recommended to ensure that any unexpected costs would be accounted for within the project.

MOTION SSOC 2015-04-27:01

Sharma

Be it resolved to recommend to the BOD to support the Surrey Space expansion/renovation.

Be it further resolved to recommend the approval of up to \$75,000 from the Space Expansion Fund for the aforementioned project.

Be it further resolved to recommend the appointment of Deepak Sharma—outgoing Sciences Representative/Surrey Liaison and incoming Vice President Student Life—to work on finalizing the Memorandum of Understanding with SFU, lead the consultation process, and finalizing this project.

The MOU can only be approved by the Board. Consultation would require updates to the Board of Directors, Surrey Campus Committee, Council, and any student unions and clubs based on Surrey to assure project transparency.

CARRIED

4. Attachments

Surrey Space Renovation Provider Quotes

5. Adjournment 12:05pm

WORKPLACE RESOURCE

| AREA | ITEM | DESCRIPTION | QUANTITY |
|-------------|---------------------|----------------------------------|-----------------|
| 4000 | Bench height tables | Waveworks table tops & bases | 7 |
| 4000 | Stools | Essay, Stool, Mobile | 11 |
| 4000 | Study Tables | Conference square tables | 2 |
| 4000 | Study chairs | Essay, Task, Mobile | 8 |
| 5000 | Upholstered seating | Fringe, Club Chair, Arms, Mobile | 12 |
| 5000 | Pull up tables | Swoop Work Table | 12 |

FURNITURE ESTIMATE

without taxes or delivery charges

| | | | |
|------|----------|------------------------------------|---|
| 4000 | Power | Wall plugs | 2 |
| 5000 | Power | Add floor boxes, relocate existing | 2 |
| 5000 | Carpet | 4X6 | 2 |
| 5000 | Lighting | Floor lamps | 4 |

Infrastructure & Accessories

TOTAL WORKPLACE RESOURCE

UNIT COST EXTENSION

| | |
|---------|-----------------|
| \$1,117 | \$7,821 |
| \$266 | \$2,924 |
| \$870 | \$1,740 |
| \$203 | \$1,620 |
| | \$14,104 |

| | |
|-------|-----------------|
| \$975 | \$11,694 |
| \$286 | \$3,434.28 |
| | \$15,129 |

\$29,233

| | |
|---------|---------|
| \$2,500 | \$5,000 |
| \$1,500 | \$3,000 |

| | |
|-------|----------------|
| \$450 | \$900 |
| \$225 | \$900 |
| | \$9,800 |

\$39,033

Heritage

| | | OPTION A | | |
|-------------|---------------------|-------------------------------------|-----------------|------------------|
| AREA | ITEM | DESCRIPTION | QUANTITY | UNIT COST |
| 4000 | Bench height tables | | 7 | \$700 |
| 4000 | Stools | Cobi, Stool, swivel base, no arms | 11 | \$657 |
| 4000 | Study Tables | Campfire | 2 | \$1,090 |
| 4000 | Study chairs | Cobi, Stool, swivel base, fixed arm | 8 | \$691 |
| 5000 | Upholstered seating | Lincoln Lounge chair | 12 | \$581 |
| 5000 | Pull up tables | | 12 | \$500 |

FURNITURE ESTIMATE

without taxes or delivery charges

| | | | | |
|------|----------|------------------------------------|---|---------|
| 4000 | Power | Wall plugs | 2 | \$2,500 |
| 5000 | Power | Add floor boxes, relocate existing | 2 | \$1,500 |
| 5000 | Carpet | 4X6 | 2 | \$450 |
| 5000 | Lighting | Floor lamps | 4 | \$225 |

Infrastructure & Accessories

| | | OPTION B | | |
|-------------|---------------------|---------------------------------------|-----------------|------------------|
| AREA | ITEM | DESCRIPTION | QUANTITY | UNIT COST |
| 4000 | Bench height tables | | 7 | \$700 |
| 4000 | Stools | Move, Stool, Glides, no arms | 11 | \$338 |
| 4000 | Study Tables | Campfire | 2 | \$1,090 |
| 4000 | Study chairs | Move, Stool, swivel base, fixed arm | 8 | \$373 |
| 5000 | Upholstered seating | Sidewalk Lounge chair with tablet arm | 12 | \$1,146 |
| 5000 | Pull up tables | | 12 | \$500 |

FURNITURE ESTIMATE

without taxes or delivery charges

TOTAL HERITAGE OPT. A

TOTAL HERITAGE OPT. B

EXTENSION

\$4,900

\$7,222

\$2,180

\$5,529

\$19,831

\$6,966

\$6,000.00

\$12,966

\$32,797

\$5,000

\$3,000

\$900

\$900

\$9,800

EXTENSION

\$4,900

\$3,722

\$2,180

\$2,984

\$13,785

\$13,755

\$6,000.00

\$19,755

\$33,540

\$42,597

\$43,340

T.O.R.

| AREA | ITEM | DESCRIPTION | QUANTITY | UNIT COST |
|-------------|---------------------|--------------------------------------|-----------------|------------------|
| 4000 | Bench height tables | Versteel | 7 | \$358 |
| 4000 | Stools | KI Strive height adjustable no arms | 11 | \$299 |
| 4000 | Study Tables | Versteel | 2 | \$761 |
| 4000 | Study chairs | KI Strive with arms | 8 | \$244 |
| 5000 | Upholstered seating | Allermuir Pause Lounge chair no arms | 12 | \$893 |
| 5000 | Pull up tables | Allermuir Host Lap Top Table | 12 | \$232 |

FURNITURE ESTIMATE

without taxes or delivery charges

| | | | | |
|------|----------|------------------------------------|---|---------|
| 4000 | Power | Wall plugs | 2 | \$2,500 |
| 5000 | Power | Add floor boxes, relocate existing | 2 | \$1,500 |
| 5000 | Carpet | 4X6 | 2 | \$450 |
| 5000 | Lighting | Floor lamps | 4 | \$225 |

Infrastructure & Accessories

TOTAL T.O.R.

EXTENSION

\$2,506

\$3,289

\$1,522

\$1,952

\$9,269

\$10,716

\$2,784.00

\$13,500

\$22,769

\$5,000

\$3,000

\$900

\$900

\$9,800

\$32,569

| AREA | ITEM | DESCRIPTION | VENDOR | QUANTITY | UNIT COST |
|-------------|----------------|------------------------------|--------------------|-----------------|------------------|
| 3396 | Shelving | Wall brackets & shelves | Weslly Contractors | 3 | \$100 |
| 3396 | Power | Circuits for microwave ovens | Universal Power | 3 | \$750 |
| 3396 | Microwave Oven | Microwave Oven | The Brick | 3 | \$200 |

EXTENSION

\$300

\$2,250

\$600

\$3,150

Simon Fraser Student Society

SFSS

TOR

355 Kingsway
Vancouver, BC V5T 3J7

April 2015

Nancy Burwood

604.730.4080

nburwood@theofficersource.com

Knoll

High Tables and Stool for Study Area Room 432



Allermuir Pause High Table 63" w x 20" d x 41" h: \$642.00



Versteel 48" w x 18" d x : Waiting on a special price for counter and bar height



KI Strive height adjustable stool without arms and upholstered seat: \$299.00

Tables & Chair Options for Student Area Room 432



Allermuir AdLib 42x96 Soft Rectangle Table: \$950.00



Versteel Eliga Table 30x96: \$761.00



KI Strive Chair with upholstered seat: \$189.00



KI Strive Chair with arms & upholstered seat: \$224.00

Host Lap Top Table for Study Room 532



Allermuir Host Lap Top Table: \$232.00

Seating for Student Area Room 532



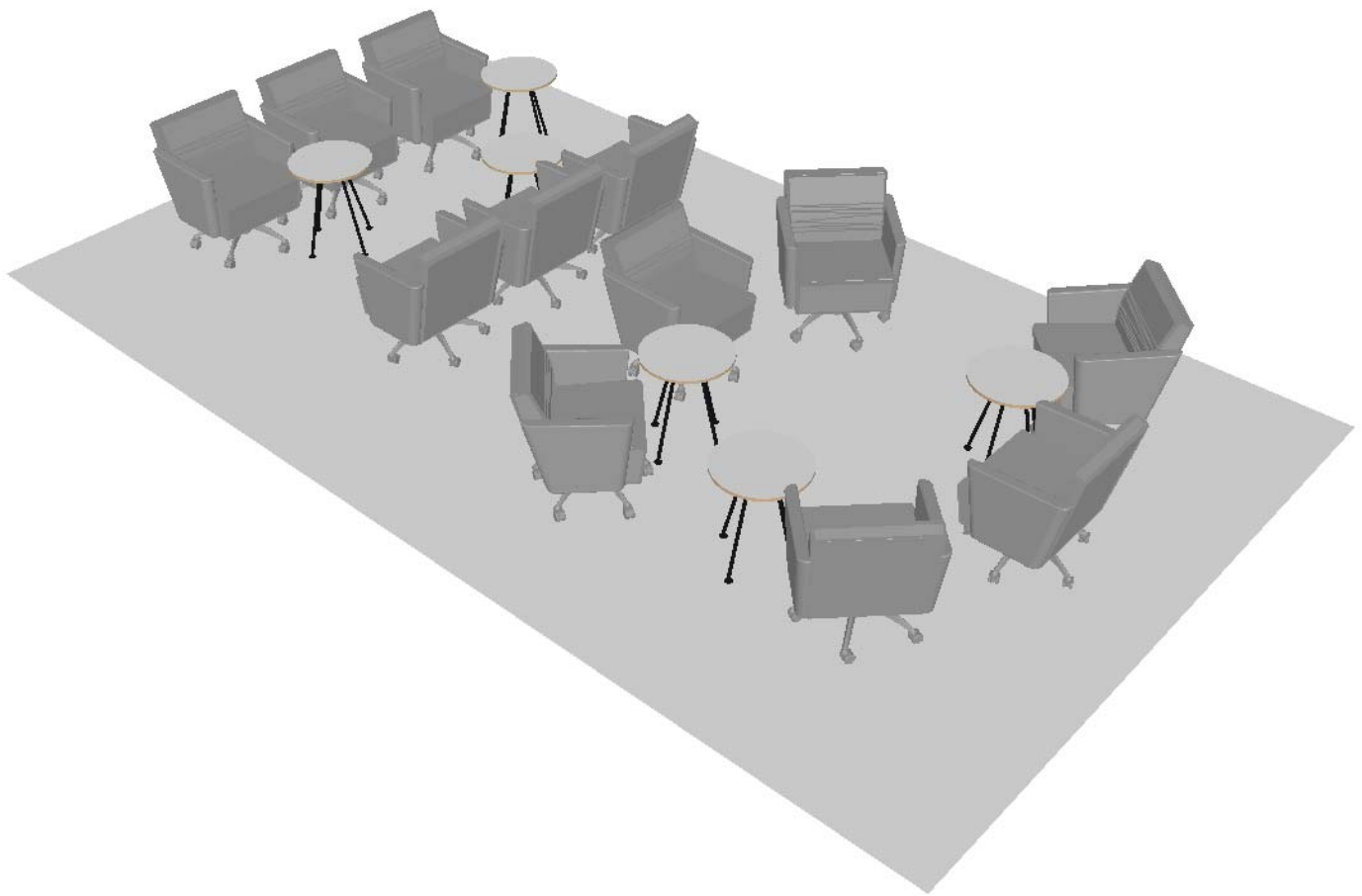
Allermuir Pause Lounge Chair: \$893.00
In two tone fabric: \$923.00

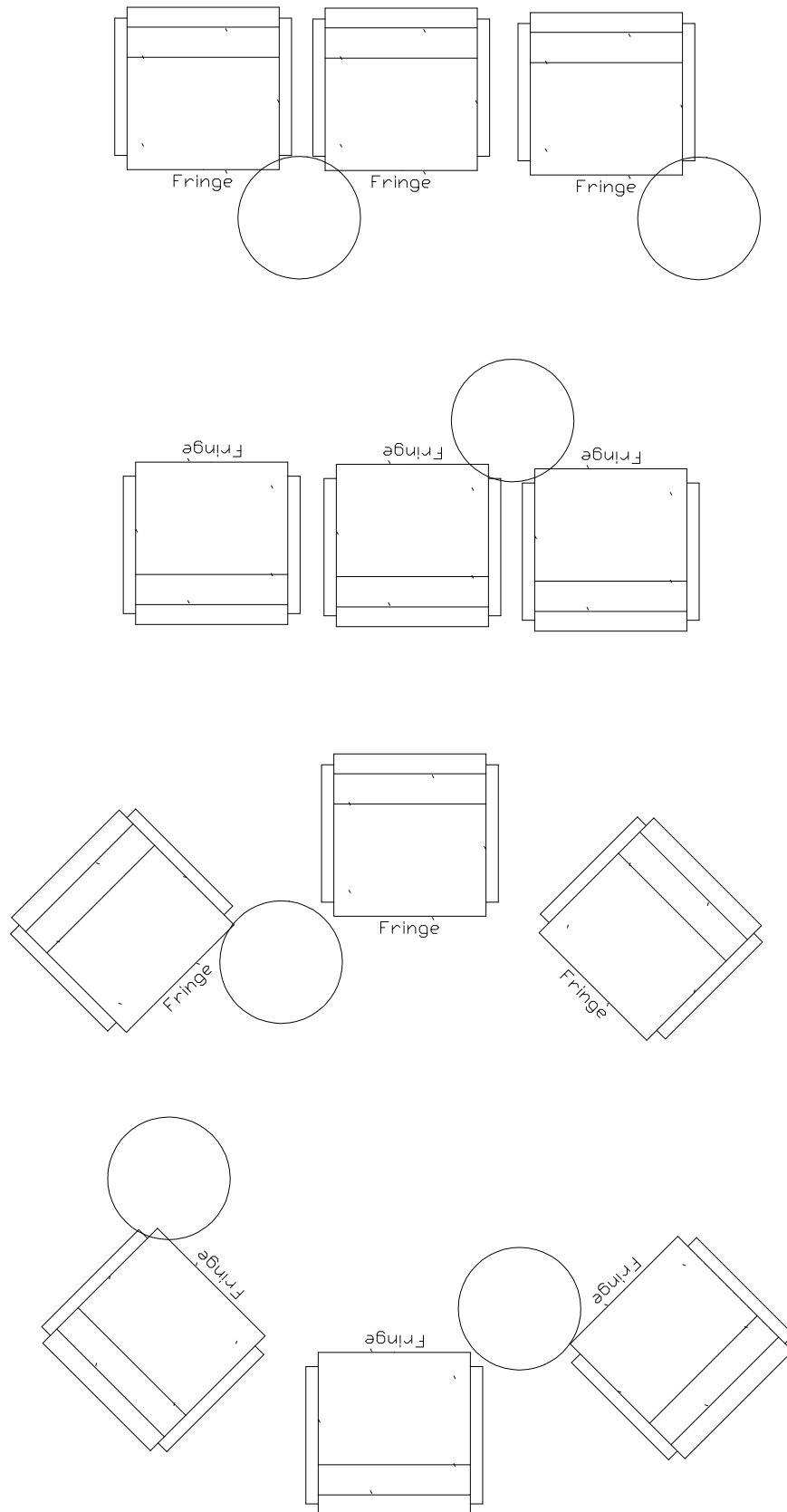


Simo Stilts Lounge Chair: \$709.00
In two tone fabric: \$755.00



KI Hub Lounge Chair: \$1,041.00
In two tone fabric: \$1,076.00





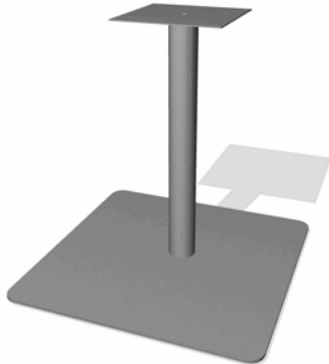
Prepared For:

Prepared By:

Quote Date: 4/14/2015

Quote Number:

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|-----------------|---------------|-----|-----------------|--|------------|---------------|
| Room 432 | | | | | | |
| 1 | | 2 | CBV2728SQ DS | CONFERENCE,27WX28H,SOFT SQUARE DISC BASE,PLATINUM | \$ 391.34 | \$ 782.68 |



| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|--------|---------------|-----|-------------|---|------------|---------------|
| 2 | | 2 | WW4242SQL | WAVEWORKS,42DX42W,CONFERENCE TOP,SQUARE,HPL | \$ 478.41 | \$ 956.82 |



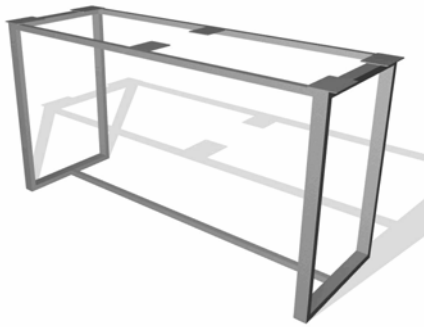
RIM PROFILE VNM SOFTENED PVC,NATURAL
 GROMMET X NO GROMMET
 TOP LAMINATE GROUP STD STANDARD LAMINATE
 LAMINATE COLOR NM NATURAL

| | | | | | | |
|---|--|---|----------------|---|-----------|-------------|
| 3 | | 5 | WW2472WS SL | WAVEWORKS,24DX72W,SURFACE,RECTANGULAR,HPL | \$ 208.58 | \$ 1,042.90 |
|---|--|---|----------------|---|-----------|-------------|



SUPPORT M MAIN

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|--------|---------------|-----|-----------------|---|------------|---------------|
| | | | | RIM PROFILE VNM SOFTENED PVC,NATURAL | | |
| | | | | GROMMET G11P GROMMET,PLATINUM,CENTER LC | | |
| | | | | TOP LAMINATE GROUP STD STANDARD LAMINATE | | |
| | | | | LAMINATE COLOR NM NATURAL | | |
| 4 | | 5 | CBV247234U K | BASE SUPPORT,24DX72WX34H,CNTR HGT,BASE KIT,U-STYLE | \$ 908.73 | \$ 4,543.65 |



PAINT COLOR 501 PLATINUM METALLIC

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|--------|---------------|-----|-------------|-------------------|------------|---------------|
| 5 | | 8 | N21BBC | ESSAY,TASK,MOBILE | \$ 202.50 | \$ 1,620.00 |



SHELL COLOR 152 LIGHT GREY
 CASTER C3 HARD DUAL WHEEL,BLACK

| | | | | | | |
|---|--|----|--------|--------------------|-----------|-------------|
| 6 | | 10 | N21CCC | ESSAY,STOOL,MOBILE | \$ 265.79 | \$ 2,657.90 |
|---|--|----|--------|--------------------|-----------|-------------|




SHELL COLOR 152 LIGHT GREY
 CASTER C3 HARD DUAL WHEEL,BLACK

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|--------|---------------|-----|-------------|------------------|------------|---------------|
|--------|---------------|-----|-------------|------------------|------------|---------------|

Group Subtotal: \$ 11,603.95

Room 532

| | | | | | | |
|---|---|---|------------|---|-----------|-------------|
| 7 |  | 8 | OA300.21LP | +Swoop Work Table Lam,Exposed Plywood Edge, 21" dia | \$ 286.19 | \$ 2,289.52 |
|---|---|---|------------|---|-----------|-------------|

Top Finish 91 +white

Base Finish MS +metallic silver

| | | | | | | |
|---|--|----|---------|-------------------------------|-----------|--------------|
| 8 |  | 12 | N92CSAC | FRINGE,CLUB CHAIR,ARMS,MOBILE | \$ 974.54 | \$ 11,694.48 |
|---|--|----|---------|-------------------------------|-----------|--------------|

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|--------|---------------|-----|---------------------------|------------------------|------------------------|---------------|
| | | | UPHOLSTERY GRADE 1 | GRADE 1 | | |
| | | | PRIMARY UPH PATTERN COLOR | 11704 PLUSH SABLE | | |
| | | | PAINT 462 | CINDER | | |
| | | | CASTER C3 | HARD DUAL WHEEL, BLACK | | |
| | | | | | Group Subtotal: | \$ 13,984.00 |
| | | | | | Subtotal: | \$ 25,587.95 |

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|---------------------|---------------|-----|-------------|------------------|-------------|---------------|
| | | | | GST | \$ 1,279.40 | \$ 1,279.40 |
| | | | | PST | \$ 1,791.16 | \$ 1,791.16 |
| Total Price: | | | | | | \$ 28,658.51 |

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|--------|---------------|-----|-------------|------------------|------------|---------------|
|--------|---------------|-----|-------------|------------------|------------|---------------|

The following information - taken from Workplace Resource's Standard Terms and Conditions of Sale (attached) - are particularly critical for the Buyer to review, understand and agree to prior to formally sign-off requesting Workplace Resource to proceed with order placement:

***This Sales Order will require a 50% deposit and payment terms are Net 15 days from date of invoice.**

* Sales Orders **cannot be easily changed, cancelled or returned** without impact to original proposal price, incurring additional costs, and/or delay in original delivery due to a just-in-time manufacturing process that leads to "custom" made-to-order product deliveries.

*** Requests for order postponement or delay (defined as a request for change in ship date from manufacturer(s) facility) may result in additional charges to the Buyer in accordance with the manufacturer(s) published policy i.e. storage and double-handling charges**

* **Delivery dates are not guaranteed** but are estimated and pending the immediate receipt by Seller of all pertinent Sales Order information to be provided by Buyer. Seller will in good faith endeavor to meet estimated delivery dates.

*** Installation Services are subject to the following conditions:**

* Working hours are Monday - Friday, 7:30am - 4pm unless otherwise stated and / or arranged. If services are requested for times and days other than those stated, overtime rates apply.

* Labour is based on non-union rates.

* Seller will have exclusive access to loading dock, freight elevator(s) and installation areas at no cost to Seller. Stairs or walk-ups will incur additional charges to Buyer.

* The installation area must be reasonably free and clear from material interference from activities by other trades.

* All passageways and corridors leading to the staging and/or installation area must be free of construction material and debris.

* The installation area must be complete with ceilings, drywall, electrical service, carpeting, painting, etc. so that installation can efficiently and effectively proceed.

* Security of staging, storage and final installation areas for Seller at the job site shall be the responsibility of the Buyer.

* All products will be installed as per final approved plan/drawings. Any changes and reconfigurations requested by Buyer or Buyer's representative are subject to Seller's Site Change Order Policy. Buyer may incur additional charges.

* Any services of a licensed electrician, computer cabler, telecom technician, plumber, or any other technical trade required to connect to and within the furniture, or within the building itself, will be the responsibility of the Buyer.

* Seller will work in conjunction with the telephone/computer cabling contractors. If the installation is delayed and/or workstations cannot be completed according to schedule due to incomplete cabling or electrical work, or a return trip by Seller is required to complete installation, additional charges will be incurred by Buyer.

* If Buyer requests that products be moved to areas or to floors other than the designated installation site, the resulting labour costs due to double-handling will be charged to the Buyer.

* Seller will conduct a walk-through with Buyer's representative to develop a "deficiency list" of incomplete, missing, incorrect and damaged items as per the approved plan. Product additions

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|--------|---------------|-----|-------------|------------------|------------|---------------|
|--------|---------------|-----|-------------|------------------|------------|---------------|

and requested changes to the approved plan are not considered deficiencies and are the subject of a separate new order and installation schedule.

*** Pricing valid for 60 days from quote date.**

Workplace Resource complete Standard Terms and Conditions attached to this proposal. Please fill out the sold to/bill to and ship to information below as completely and accurately as possible to minimize potential delays in order entry, delivery and invoicing.

Sold To/Bill To Info

Company _____

Contact Name _____ Tel _____

Address _____ -- _____
 Suite/Unit # Street Address

City _____ Province _____ Postal Code _____

Email _____

Ship to Info () Same as Above

Company _____

Contact Name _____ Tel _____

Address _____ -- _____
 Suite/Unit # Street Address

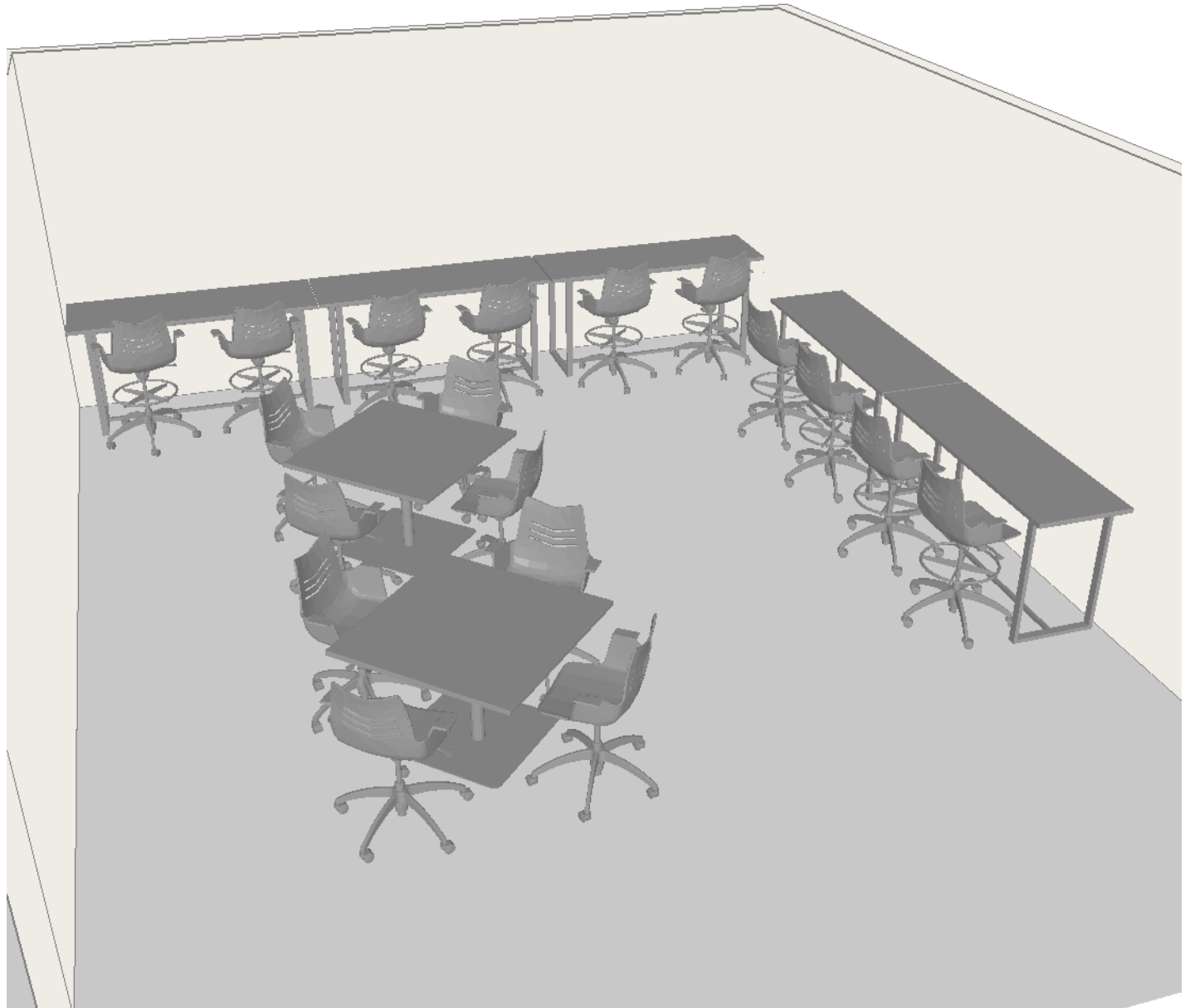
City _____ Province _____ Postal Code _____

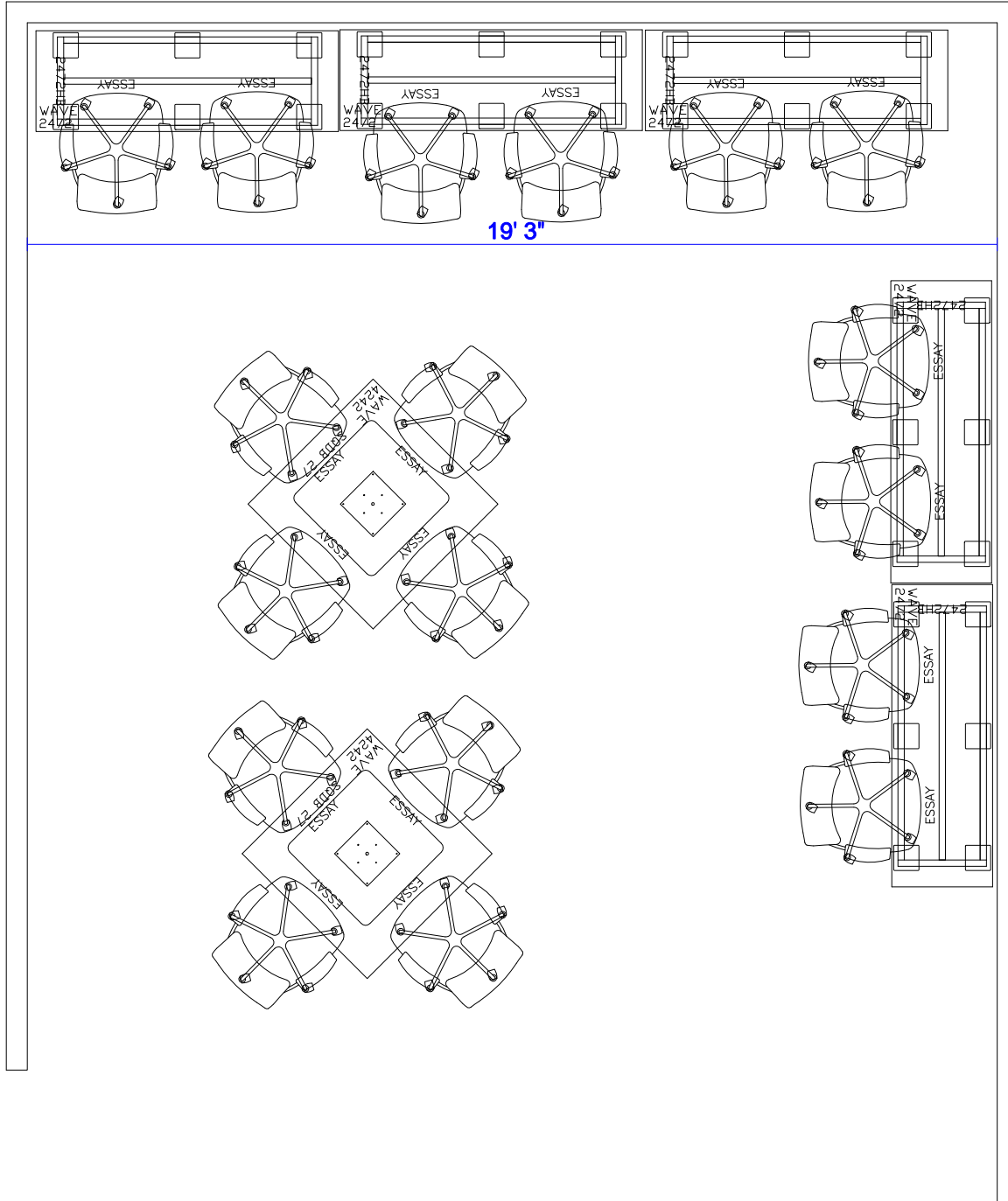
Email _____

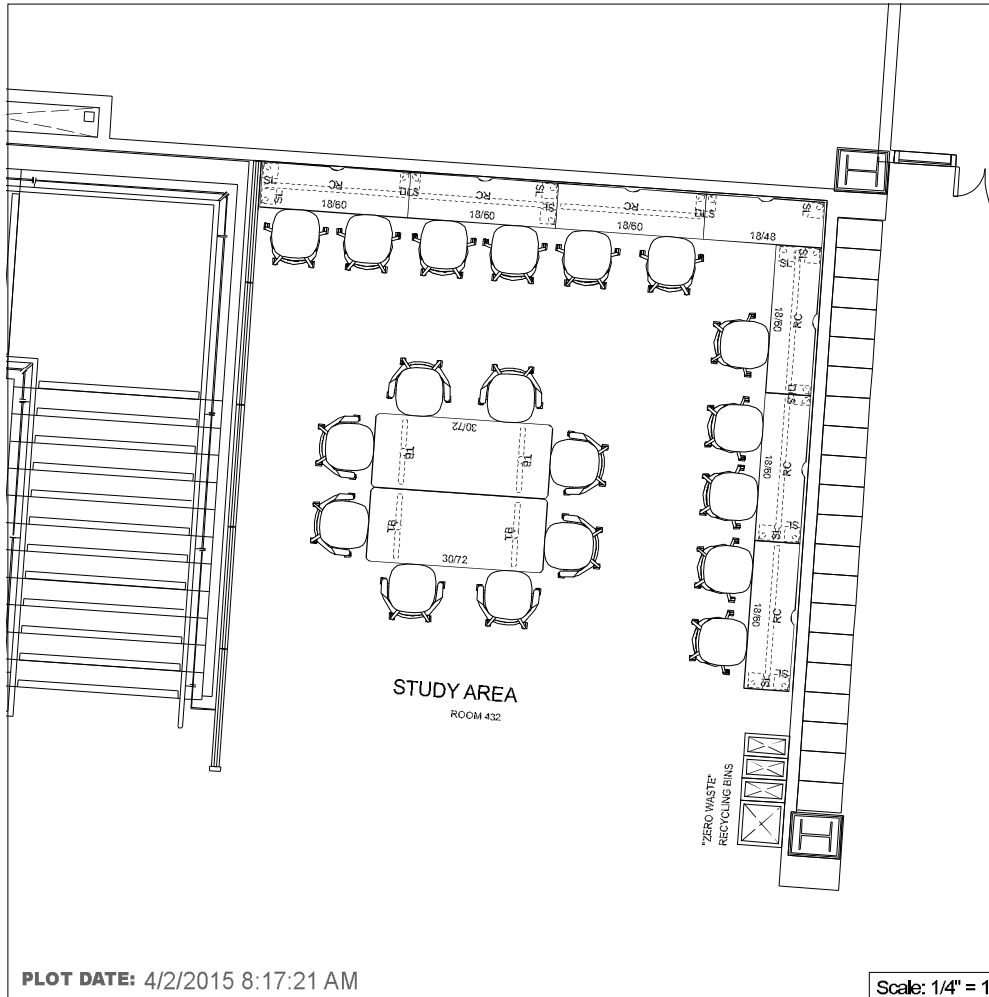
By signing this acceptance I hereby agree to the attached terms and conditions for the total quoted price, per the agreed scope of work. I have read, understand, and agree to this proposal and Workplace Resource Standard Terms and Conditions contained within:

Approved By: _____ **Signature:** _____ **Date:** _____
 please print please sign

| Line # | Image Preview | Qty | Part Number | Part Description | Sell Price | Extended Sell |
|----------------------------------|---------------|-----|-------------|------------------|------------|---------------|
| Total Price: \$ 28,658.51 | | | | | | |








1588 Rand Avenue
Vancouver, BC
V6P 3G2
www.heritageoffice.com

PROJECT #: 3421
SFU - SURREY CAMPUS
4TH FLOOR

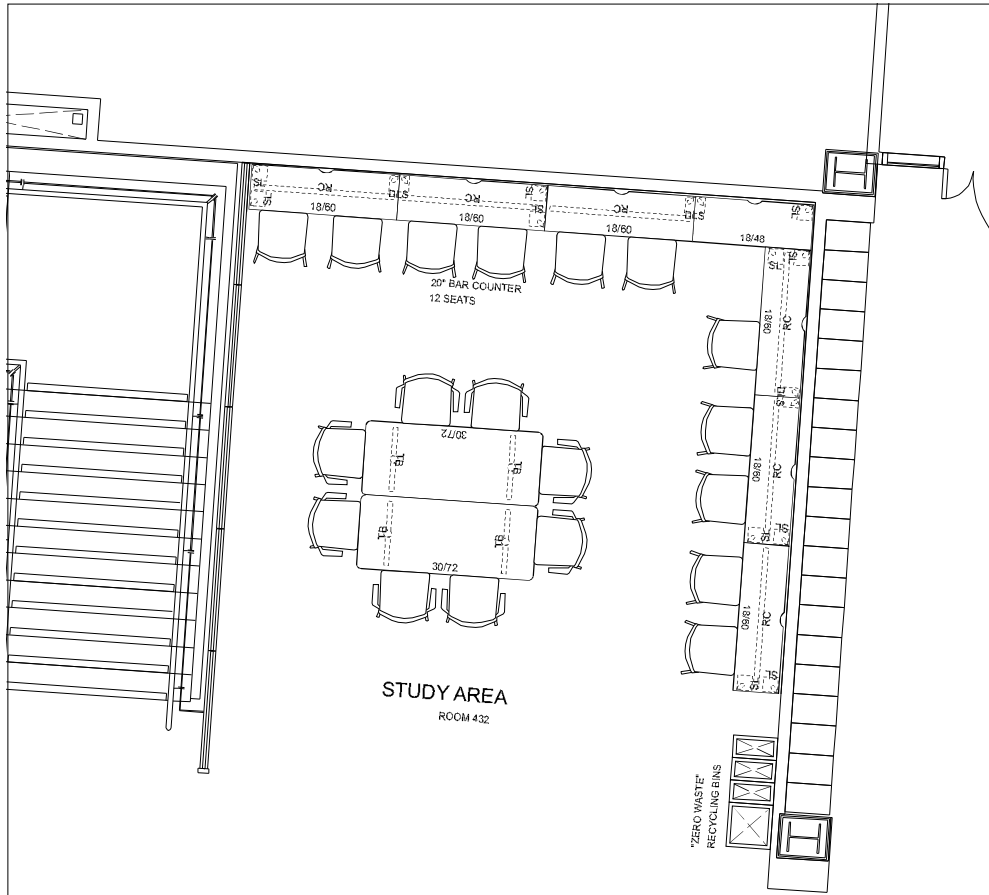
SALES REP: John Fleming
PLANNER: TSM

PROPOSED STUDY AREA
ROOM 432 - OPTION A - Cobi

DATE: April 02, 2015
REVISION: V.01

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PLOT DATE: 4/2/2015 8:17:22 AM

Scale: 1/4" = 1'



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**PROJECT #: 3421
SFU - SURREY CAMPUS
4TH FLOOR**

**SALES REP: John Fleming
PLANNER: TSM**

**PROPOSED STUDY AREA
ROOM 432 - OPTION B - Move**

**DATE: April 02, 2015
REVISION: V.01**

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**PROJECT #: 3421
SFU - SURREY CAMPUS
5TH FLOOR**

**PROPOSED STUDY AREA
ROOM 532 - OPTION A - Lincoln**

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**SALES REP: John Fleming
PLANNER: TSM**

**DATE: April 02, 2015
REVISION: V.01**



PLOT DATE: 4/2/2015 8:17:22 AM

Scale: 1/4" = 1'



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PROJECT #: 3421
SFU - SURREY CAMPUS
5TH FLOOR

SALES REP: John Fleming
PLANNER: TSM

PROPOSED STUDY AREA
ROOM 532 - OPTION B - Sidewalk

DATE: April 02, 2015
REVISION: V.01

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