

Date:

PROJECT:

FURNITURE BID REQUIREMENTS

INTRODUCTION AND BACKGROUND:

Overview:

The General Services Administration (GSA) will be procuring the office furniture for the AGENCY for the LOCATION office. Products submitted in response to this RFP must include the following: modular systems furniture, freestanding casework furniture, metal filing and storage units, and miscellaneous accessories.

MISSION:

Support design principles that encourage adaptability.

All furniture, including cabinet and door pulls, shall meet Architectural Barriers Act Accessibility Standards (ABAAS) guidelines as standard product offering.

INTENT

THIS DOCUMENT IS *NOT INTENDED TO REPRESENT ANY SINGLE FURNITURE MANUFACTURER(S)*. BIDDERS SHOULD USE THIS DOCUMENT AS A GUIDE AND USE THEIR JUDGEMENT WHEN PROPOSING FURNITURE AND PREPARING BIDS.

From a single source, GSA intends to acquire "Turn-Key" solutions for furniture and equipment for workstations, private offices, and the conference room. The open plan product solution should utilize a minimal number of parts and be designed for quick and easy reconfiguration.

The manufacturer must also have a complete line of free standing private office, storage, and conference room products that will integrate/match finish and fabric selections of the systems solution offered.

Panel composition and construction as well as other components must have reduced VOC emissions (prefer water-based adhesives) and PVC-free power components to minimize environmental impacts.

Systems furniture and panel systems must meet "green procurement" standards for recycled content and sustainability. Prefer selected product line meet cradle-to-cradle certification.

The furniture construction and manufacturing process should comply with the following requirements to help GSA achieve these LEED credits:

- MR4: 20% of construction is recycled materials, based on weight.
- MR7: 50% of the wood based materials used for the construction are in accordance with the Forest Stewardship Council's (FSC) principles and criteria.
- IEQ 4.5: Low Emitting Materials- Systems Furniture and Seating.

Panel systems and product lines must provide, at a minimum, standard warranties. Warranties must include all materials and workmanship to include shipping and replacement costs, parts and labor of defective item replacement at no cost to the government.

All vendors must be on GSA Schedule and registered in the Central Contractor Registration (CCR). Proposals must include catalog cut sheets for selection of finishes and fabrics and a line item breakdown of components. Product warranty must also be provided with all proposals.

The contract for furniture product(s) to support the delivery and installation will be placed with the vendor offering the Best Value for this requirement. Best Value evaluations consider the elements of time, price and past performance. **Delivery**

time is an important component of this procurement. The consideration of price will be secondary and the least weighted component of the Best Value analysis will be past performance. GSA will evaluate all responses and apply to them to a Best Value matrix.

DELIVERY AND INSTALLATION SCHEDULE

The following outlines the proposed delivery schedule:
Delivery and off-site warehousing (if required) to begin: TBD
Installation completed by: TBD
Completion of last punch item: TBD

POINT OF CONTACT (POC) FOR GSA

Contract Specialist
GSA, Region 3
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SYSTEMS FURNITURE GENERAL REQUIREMENTS

PANEL CONSTRUCTION

- A. Panel construction shall be a steel frame and shall be capable of supporting cantilevered worksurfaces, shelves, files and other components in the configurations shown on the "typicals" drawings without special modifications to the panels.
- B. All standard monolithic structure and stackable base panels shall be shipped complete with top caps and base raceway covers. Connector covers and variable height covers shall be available in medium grade finishes including fabric wrap, painted metal or hardwood veneer finishes. Panels shall be tackable & acoustical.
- C. Panels shall have top caps and side rails made of metal. Baked enamel or approved comparable finish. Base raceway covers shall be made of metal or PVC and shall be a one-piece assembly with receptacle openings.
- D. Base raceways and covers shall be of a height to provide adequate power and cable capacity. Panels shall have leveling glides, which do not require level floors and provide vertical adjustment.
- E. Stackable panels must be height adjustable in the field from approximately the work surface height up to approximately 62" in height, without disturbing work surface components and raceway power and data cabling. Panels shall appear or be segmented on the "outside" faces of the workstations, and can be monolithic or segmented on the "interior" faces of the workstations.
- F. Stackable panels must be load bearing to a minimum of approximately 54" height, for the use of overhead shelving. Stackable panels should have the ability to be vertically and horizontally connected to each other.
- G. Panel system and components must come with leveling glides that adjust up to 2" to provide uniform height and adjustment assurance for uneven floors. Must allow for installation on finished flooring without use of penetration for floor fasteners.
- H. Panel skins must be available in steel, fabric, laminate and wood. Skins and finishes must be high pressure laminate finish rather than wrap-style. Skins must be removable and can be repositioned in the field at any location within the panel. Must be non-progressive: any skin in the panel configuration can be removed without disrupting any of the other skins within the panel system. Panel windows must provide the option for real glass and offer single and double pane options. System must offer whiteboards and accessory rails and attachments as optional items.

PANEL CONNECTORS

- A. The connector system shall permit the connection of panels of similar and dissimilar heights without damage to the panels. Panels shall be constructed with a panel-to-panel connecting system assuring rigid and stable connections, both in line and at right angles.
- B. All stackable panel connection covers shall be available fully segmented for complete flexibility.
- C. Connector blocks should be universal for use on 2-, 3-, and 4-way connections. Connectors for full-height 2-, 3-, and 4-way conditions shall be orderable as an assembled unit.
- D. Straight standard panel connectors shall be constructed of painted steel. Standard panels shall utilize full-height panel connectors that join in multiple points.
- E. Specification of connectors shall include covers.

PANEL TYPES AND SIZES

- A. All fabric panels shall be at least 3 inches thick and shall be available in nominal widths (e.g. 18", 24", 30", 36", 42", 48") with guiding dimensions shown on the design drawings and measured center-to-center of the connecting device. Availability of a 60" panel width is preferred.
- B. The panel system shall be available in heights (e.g. 32", 44", 54", 64", and 80" ± 2") with guiding dimensions shown on the design drawings.
- C. Panel types to include: painted steel, fabric/acoustical, hardwood veneer, and glass. Acrylic panel faces used in lieu of glass will not be considered.
- D. Panels shall be available with standard monolithic, segmented, and stackable panel faces. All types of panels shall be able to connect to each other for future reconfigurations.

SLIDING DOOR OPTION FOR WORKSTATIONS

- A. Sliding door option shall be available as an option for workstations.
- B. Door frame shall be painted metal.
- C. Door option to include translucent insert material.
- D. Door opening mechanism shall not impede entrance into the workstation and shall not require a floor mounted or overhead track in the doorway opening.

PANEL ACOUSTICS AND FLAMMABILITY

- A. All panels shall have UL approval for flame and smoke. Panels shall be class A fire rated.
- B. Fabric acoustical panels shall have a NRC (full panel assembly) minimum rating of .65.
- C. Acoustical properties must be inherent in the manufacturing of the panel and not a modification to the panel.

POWER AND COMMUNICATIONS

- A. Power outlets and data/telephone outlets shall be positioned above the desk worksurface height. Cable trays should be provided below worksurface height between the worksurface and the panel for telephone and communications cabling gathering and routing.

- B. The electrical shall be UL rated and meet the applicable requirements of the National Electric Code and applicable State of Minnesota Electric Codes. Wiring must meet or exceed UL 183 Manufactured Wiring Systems tests and designed for installation in compliance with NFPA 70-1990 National Building Code.
- C. The furniture must be compatible with 3 phase building wiring. The purchaser will be responsible for final, hard wire connections to the existing building circuits as required.
- D. The electrical system should be 8 wire and provide a minimum of three separate 120-volt, 20-amp circuits, with three separate neutrals that correspond to each circuit and one safety ground and one isolated ground wire. This allows for isolation and/or dedication of any or all three circuits, consisting of a separate hot, a neutral and a ground. The vertical wire path shall accommodate a minimum of 15 category 6 cables. Power must have the ability to be accessed approximately every 12" vertically. Power and data distribution and top cap cabling must not be interrupted when stackers are added to the frame. The use of power and data receptacles at any location other than the base shall not restrict the number of available receptacles in the panel base.
- E. The electrical system components should be non-directional and non-handed..
- F. A non-powered panel shall have the capability to be retrofitted in the field to be a powered panel (and also powered to non-powered).
- G. Receptacles shall be circuit designated at the time of installation. It is preferred that the receptacles be field programmable (able to change between three circuits without ordering new receptacles).
- H. All electrical power shall be able to enter the panel at either side of top or at bottom on either side of the electrical raceway at electrical locations.
- I. There should be a minimum of four receptacle sites on panels greater than 30" in width.
- J. Electrical and communication wires shall have the ability to be physically separated throughout the system.
- K. Base raceway receptacle covers should slide or pivot open and stay attached to the base for ease of use and to prevent loss.
- L. All panels should provide for lay-in cabling installation.

FINISHES AND END OF RUN POSTS

- A. Finish posts and end of run posts shall be used at all 90 and 180 degree panel configurations.

FABRICS AND FINISHES

- A. Each segment face of fabric panels shall have a single piece of mid-grade fabric covering that shall be stretched over the entire segmented or monolithic face of the panel. The fabric shall be attached securely and continuously along the entire perimeter of the panel and shall be capable of easy removable and replacement in the field.
- B. Systems furniture fabrics and finishes shall match the Freestanding/Modular furniture and Filing/Storage requirement to insure a consistent design.

WORK SURFACES

- A. All work surfaces shall be available with 3 edge options. Edge trim colors shall be match the top.
- B. Work surface widths shall include industry standard 24, 30, 36, 42, 48, 60 and 72" (± 2 "). Work surface depths shall include industry standard 24" and 30".
- C. All panel hung work surfaces shall have a standard wire way centered along the back edge of work surface.
- D. Work surfaces shall have the ability to be mounted in increments along the entire height of the panel and removable without structurally affecting adjacent work surfaces.
- E. Work surfaces shall be available in straight, corner, and curvilinear shapes.

- F. Work surface height adjustment kits should be available to raise the height of work surface up to approximately 30" and 31" when supported by attached pedestals, lateral files or storage units and work surface end panels shall have a 2" vertical adjustment.
- G. Cantilever brackets shall be constructed of painted steel. Flush mount plates shall be constructed of steel.

SHELVES AND OVERHEAD CABINETS

- A. Shelf widths shall include industry standard 24", 30", 36", 42" and 48".
- B. Shelves shall have a depth of at approximately 13" but MUST ACCOMMODATE 3-RING BINDER STORAGE.
- C. Shelf pan shall be painted steel, and include a backstop. The shelf end panels shall be constructed of painted steel.
- D. Shelf should have a front edge to conceal optional task light. Shelf shall accommodate under mounting of task lights of equal or shorter length.
- E. The shelf finish shall be paint.
- F. Overhead storage unit (OSU) shelf and top shall be constructed of painted steel with painted steel end panels.
- G. OSU shall be available in approximately 30", 36", 42", 48", 60", and 72" widths with an approximate depth of 14 1/4" and an approximate height of 15 3/4" but MUST ACCOMMODATE 3-RING BINDER STORAGE WHILE ALLOWING THE DOOR TO CLOSE.
- H. The door of the OSU shall either open over the top providing the maximum usable interior storage or shall slide in front of the OSU. The OSU door front shall include a lock and key standard with options of key-alike and master-keyed. OSU shelf pan shall be painted steel so the front edge conceals optional task light.
- I. Wheelchair accessible OSU's shall be available that meet ABAAS guidelines to open and close from the seated position.
- J. All overhead storage units shall meet Architectural Barriers Act Accessibility Standards (ABAAS) guidelines as standard product offering.
- K. Overhead cabinets shall have a safety lock to prevent accidental dislodging.

STORAGE TOWERS

- A. Tower widths shall include approximately 24", tower depths shall include approximately 24"; height shall be approximately 54".
Configuration: wardrobe, 6/6/12 file drawer, and front access storage door with shelf.
- B. Shelves shall be full depth of unit.
- C. Shelf shall have a formed front edge, manufacturer substitutions allowed.
- D. The exterior and interior finish shall be paint to match the workstation file units.
- E. All doors and file unit shall be lockable.
- F. Provide hanging folder rails in file drawer for letter or legal size folders.
- G. All tower storage units shall meet Architectural Barriers Act Accessibility Standards (ABAAS) guidelines as standard product offering.

TASK LIGHTS

- A. All of the light fixtures shall be UL listed and comply with NEC 605 and fixtures shall be warranted for a minimum of five years. LED lamps are acceptable.
- B. Task lights shall be constructed of roll formed steel with welded in place, steel end panels and baked on epoxy coat finish and the mounting hardware shall be installed without the use of tools.
- D. Standard lens shall be clear acrylic or diffused clear acrylic. A pass-through power cord shall be available to join up to four adjacent task lights together and plug them into a single power access point.
- G. Task lights shall be shipped fully assembled, except for mounting hardware.
- H. A full range of freestanding/desk mounted lighting shall be available for additional task intensive lighting.

PEDESTALS

- A. Pedestals shall be available as work surface attached and/or mobile with four casters with drawers that shall be available in heights of 6" and 12".
- B. Drawer configurations shall be 6/6/12 or 12/12 or 6/12 and each 6" high box drawer shall include one side to side divider and each 12" high file drawer should accommodate letter, legal, EDP, international A4 paper sizes.
- C. All 12" drawers shall be standard with a compressor and all drawer fronts shall be available in either approximately 5/8" thick wood construction or painted steel. Veneer fronts shall be constructed of a particle wood composite core.
- D. All pedestals attached or freestanding shall have adjustable leveling glides and shall be constructed with painted steel case.
- E. Pedestals shall be available in depths of approximately 23" and 29".
- F. Pedestals shall include a lock and key.
- G. Mobile pedestals shall include cushion top with medium grade fabric and shall be of a total height to slide under a standard height worksurface.
- H. Locks shall be standard. Locks options shall include keyed-alike within each workstation and within each private office and master-keyed.
- I. Pedestals shall have steel, ball-bearing slides. 12" drawers should have full-extension slides. 6" drawer should have minimum 3/4 extension slides.

FILE CABINETS

- A. File cabinets shall be available in heights of 2, 3 and 4 drawers high.
- B. 2-drawer cabinet height shall accommodate sliding the unit under panel mounted worksurfaces.
- C. All drawers shall be standard with a compressor and all drawer fronts shall be available in painted steel finish, color to be selected by the owner from available standard selection.
- D. All file cabinets shall have adjustable leveling glides and shall be constructed with painted steel case.
- E. Minimum of three (3) pull options
- F. All file cabinets shall come equipped with concealed anti-tip weights as standard product.
- G. Locks shall be standard. Locks options shall include keyed-alike within each workstation and within each private office and master-keyed.

- H. High pressure laminate or hardwood veneer finished file tops shall be available as options for 3 and 4 drawer cabinets.
- I. Metal base shall be standard on file cabinets.

OPEN STORAGE BELOW WORKSURFACE

- A. Open storage shelving shall be available below worksurfaces. Storage units can be panel mounted or free standing.
- B. Height and depth shall be able to accommodate 3-ring binders.
- C. Width shall be available in approximately 30", 36", 42", 48".
- D. All open storage units shall have adjustable leveling glides and shall be constructed with painted steel case

ACCESSORIES

- A. The following accessories must be made dimensionally and aesthetically compatible with the systems and freestanding furniture: tack boards, paper management, tool tiles, horizontal and vertical paper management, and shelf dividers. Accessories must be retrofittable from free standing to panel mounted paper conditions, providing management with horizontal, vertical or diagonal capabilities.

An option for an adjustable keyboard pad (AKP) must be available. This AKP must have a minimum of approximately 10" of vertical adjustment and a minimum of approximately 13" in-out adjustment. All versions of this option shall have both height and tilt adjustments.

- B. System must offer monitor mounts with the capability for multiple monitors.

DESKS, RETURNS AND BACK WORK SURFACES

- A. A full line of compatible case goods shall be available including desk shells, single pedestal desks, returns/bridges, convergent and corner units, wall mounted closed storage units, and full storage credenzas. Finishes shall include hardwood veneer and high pressure laminate.
- B. Adjustable glides shall be available to provide leveling adjustment.
- C. Desks shall offer 3 work surface edge details.
- D. Modesty panels are not required.
- E. Desks and credenzas shall include one lock for each pedestal or file cabinet as a standard at no extra cost. Lock options shall include keyed-alike and master keying.
- F. Worksurface height power and data/telephone outlets at the desk, bridge and at credenzas. Wire management loops may be specified to manage and store wires or cables below desktops, returns, and bridges.
- G. Overhead storage unit doors shall be available with front options in hardwood veneer finish or high pressure laminate, and provide a suggested minimum of three (3) pull options.
- H. File units within desk and credenza shells shall incorporate full extension slides, with the capability of letter and legal filing. Finish shall match the desk and credenza shells. Provide a suggested minimum of three (3) pull options.

CONFERENCE TABLE

- A. 180 sf Office: Variety of finishes for owner's selection including high pressure laminate and hardwood veneer table top with a suggested minimum of three (3) edge options. Hardwood edgebanding for wood veneer. Metal bases with adjustable glides with leveling adjustment. The style of table should be sympathetic with the style of furniture in the rest of the room.

WARDROBE CABINET FOR PRIVATE OFFICES

- A. Tower widths shall include approximately 24", tower depths shall include approximately 24"; height shall be approximately 54".

Configuration: wardrobe, 6/6/12 file drawer, and front access storage door with shelf.

- B. Shelves shall be full depth of unit.
- C. Shelf shall have a formed front edge, manufacturer substitutions allowed.
- D. The exterior and interior finish shall be paint to match the workstation file units.
- E. All doors and file unit shall be lockable.
- F. Provide hanging folder rails in file drawer for letter or legal size folders.
- G. All tower storage units shall meet Architectural Barriers Act Accessibility Standards (ABAAS) guidelines as standard product offering.
- H. Minimum of two (2) pull options.

ACCESSORIES

- A. The following accessories must be made dimensionally and aesthetically compatible with the caseloads furniture: tackboards, paper management, wire management, and shelf dividers. Paper sorting accessories must provide management with horizontal, vertical or diagonal sorting capabilities.
- B. An option for an adjustable keyboard pad (AKP) must be available. This AKP must have a minimum of approximately 10" of vertical adjustment and a minimum of approximately 13" in-out adjustment. All versions of this option shall have both height and tilt adjustments with an optional mouse tray.

LIST OF OPTIONS

- A. The owner may configure certain two (2) 8'x8' workstations back to back, creating essentially an 8'x16' workstation. An option should exist to remove the common panel dividing the two workstations and providing a lower worksurface(s) with storage below in its place.
- B. The owner may request a variation in the lengths of closed and open overhead storage cabinets from the plan standard 48" modules. For instance, two (2) 36" closed units and one (1) 24" (or other combination) open unit may be requested at the time of the actual order development.
- C. Paper management rails or "tool rails" may be added to certain workstations at the time of order.
- D. White board writing surfaces may be added to certain workstations at the time of order.
- E. Freestanding desk light fixtures with shades may be added to the workstations at the time of order. The lamps type can include LED.
- F. The owner may elect to replace file cabinets in the workstations with open shelf units below worksurface at the time of order development.
- G. The owner may elect to replace the wardrobe in Typical B with a guest chair.