



Attachment A Statement of Work (SOW)

I.0 PROJECT DESCRIPTION

The client agency requires new furniture and equipment for its office located at _____. The purpose of this procurement is to obtain systems furniture, case goods, seating, conference, training, miscellaneous related furniture, associated design, delivery and installation services for the project.

The useable square footage (USF) for each floor is as follows:

[insert sq footage]

The space is under construction and will be turned over to the Government by floor. Installation will occur by floor starting with floor 7 (Phase I) and ending with Floor 6 (Phase II). There are areas on both floors that can be used for staging product during the installation phases. It is up to the contractor to determine the staging areas for each phase, as well as to provide an adequate work force to ensure that the required installation schedule is met.

The GSA, Integrated Workplace Acquisition Center (IWAC) Point of Contact (POC) is also known as the Ordering Agency Project Manager (PM) or the Contracting Officer.

The client agency Point of Contact (POC), also noted as the Customer Agency Project Manager (PM), will be the liaison at all times between the Furniture Contractor, Construction General Contractor (GC), the Building Owner, and the GSA Public Buildings Services (PBS). The Furniture Contractor will be required to comply with the requirements set forth by the Building Owner or Management Company.

The total number of new workstations is approximately ____, which include shared work and conference areas.

Separate sections in this RFQ package include:

- Attachment A Statement of Work
- Attachment B Furniture Typicals
- Attachment C Pricing Forms
- Attachment D Furniture Quantities by Phase
- Attachment E Furniture Technical Characteristics Compliance Matrix
- Attachment F Environmental Compliance Self Certification Forms
- Attachment G Insurance Form Sample
- Attachment H Building Rules and Regulations

2.0 ENVIRONMENTAL QUALIFICATIONS

In an effort to meet sustainability standards set forth in Executive Order (EO) 13514 dated October 9, 2009, the Government has set a number of minimum sustainability standards.

The following represents a summary of the sustainability requirements for the products under this request for quotation:

1. Product shall be manufactured using clean technology, including water-based adhesives, powder coating on metal, all of which are virtually VOC-free.
2. Product shall be Forest Stewardship Council (FSC) certified wood and/or composite wood. Contractor shall provide certifications that all wood products are FSC compliant and FSC certified materials are available from the product line(s) offered.
3. The furniture system shall be manufactured with some recycled material.
4. Clean technology powder coating shall be used on the system's metal components, as well as the pedestals, files and overhead cabinets.
5. Low-mercury, high-efficiency lighting is used in the product.
6. Some materials used to construct the furniture system can be recycled after the product's life.
7. The furniture system is designed to be cleaned with low environmental impact materials.
8. The clean technology used to construct furniture system results in negligible off gassing from the product.
9. Systems furniture has been tested and is GREENGUARD certified.

3.0 GENERAL CONDITIONS

1. For any furniture procurement and installation, the contractor shall be responsible for assessing, evaluating, verifying, and confirming the conditions of the building, accessibility, site restrictions, parking, deliveries, loading dock, elevator, storage, installation and staging, hours of availability/accessibility of all the above and any other conditions associated with, and which may affect cost of delivery and installation.
2. All products, work and installation drawings and documents shall meet any and all federal, state, local jurisdictions and governing authorities including but not limited to codes, laws, ordinances, and regulations applicable to this project including the Americans with Disabilities Act (ADA) and/or FED-STD 795. It will be the responsibility of the contractor to ensure that applicable regulations and codes are followed.
3. Particular attention shall be given to the protection of existing structure and finishes to prevent any damage of existing finishes. Any accidental damage incurred to existing conditions will be responsibility of the contractor to repair or correct.
4. Contractor shall coordinate access to Customer Agency space in advance with the Customer Agency PM and shall comply with all Customer Agency security

regulations. All items for each phase must be ordered together so that furniture is available within the same time frame.

5. Contractor shall comply with all applicable technical documents, performance and test standards and furniture standards defined in Schedule 71. All products shall be on Federal Supply Schedule by the due date for the submission of quote.
6. The contractor shall coordinate with the GC through the Customer Agency PM for the electrical connection of the furniture systems to the building systems. Electrical whips from the manufacturer may require delivery prior to the furniture installation. It is the GC who will complete the hardwire hook up.
7. The furniture contractor, furniture dealer(s), furniture installer(s) shall provide to the Building Owner's Representative proof of insurance 24 hours prior to delivery of furniture.

4.0 PRODUCTS

4.1 Manufacturers

The same manufacturer shall be used for all items within a workstation or within an office to allow all workstation, desking/casegoods finishes, veneers, colors and details to match (same manufacturer exception- seating and other freestanding furnishings). The drawing typical on specification sheets are for representational purposes of customer's preference of design intent and style. Manufacturer variances apply to all dimensions provided on workstation specifications and private office specifications.

4.2 Materials

Upholstery Fabric: Upholstery fabric shall be installed in the same direction with pattern on seat and back cushions matched and aligned. (All fabric or leather offered shall be mid grade unless otherwise specified.)

Locks: Locks provided are to be keyed alike within each workstation or office separately from other workstations or offices. Key each group of files alike, separately from other groups of files, but with master keying. Provide keying schedule and master keys to Government's representative at the time of acceptance by the Customer Agency PM. All locks shall be removable core supporting the ability to remove or replace lock plugs as necessary in the field.

4.3 Fabrication

General: Methods of manufacturing, fabrication and installation of General Furnishings and structural components thereof shall meet industry's highest standards. General Furnishings shall have proper support, stability and fault-free performance.

Nameplates: Do not place manufacturer's nameplates, stamped or printed markings on exposed surfaces.

Quantities of Furniture, Workstations and Private Offices by Phase: The actual quantities in order(s) the Government places as a result of this RFQ may vary as much as +/-25% from those listed in Attachment D, Furniture Quantities by Phase.

4.4 Warranty Requirements

Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve contractor of warranty on Work that incorporates products. Manufacturer's disclaimers and limitations on product warranties do not relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with contractor.

Related Damages and Losses: When correcting failed or damaged warranted construction, remove and replace construction that has been damaged because of such failure or must be removed and replaced to provide access for correction of warranted construction.

Reinstatement of Warranty: When work covered by warranty has failed and been corrected by replacement or rebuilding, reinstate warranty by written endorsement. Reinstated warranty shall be equal to original warranty with equitable adjustment for depreciation.

Replacement Cost: Upon determination that work covered by warranty has failed, replace or rebuild work to acceptable condition complying with requirements of contract documents. Contractor is responsible for cost of replacing or rebuilding defective work regardless of whether Government has benefitted from use of work through portion of its anticipated useful service life.

4.5 Government's Recourse

Expressed Warranties: Expressed warranties made to Government are in addition to implied warranties and shall not limit duties, obligations, rights and remedies otherwise available under law. Expressed warranty periods shall not be interpreted as limitations on time in which Government can enforce such other duties, obligations, rights or remedies. Expressed warranties made to Government shall not deprive Government of other rights Government may have under other provisions of contract documents and are in addition to and run concurrent with other warranties made by contractor under requirements of contract documents.

Rejection of Warranties: Government reserves right to reject warranties and to limit selection to products with warranties not in conflict with requirements of contract documents.

Contract Documents: Where contract documents require special warranty, or similar commitment on work or part of work, Government reserves right to refuse to accept work, until contractor presents written evidence that entities required to countersign such commitments have done so or are willing to do so.

4.6 Quick Ship Program (From successful quoter)

List all products included in workstation and private office typicals available through a quick-ship program. Indicate standard quick ship lead-time based on date of contractor order entry.

5.0 SERVICES

5.1 Design and Layout Services

The Government will supply final furniture plans to the contractor. The contractor, working with the Ordering Agency PM, the Customer Agency PM, Agency representatives and the A/E shall convert Government supplied furniture/floor plans into fully coordinated, product specific, installation drawings. The typical design standards supplied by the Government may vary in size, quantity, configuration and/or components on the final installation drawings in order to

meet the building conditions. All final working drawings, installation drawings and bill of material shall be coordinated with the Ordering Agency PM and the Customer Agency PM prior to furniture production and prior to installation per phase.

5.2 Delivery and Installation Services

The contractor will coordinate all deliveries and installation schedules with the Customer Agency PM or representatives. For all phases of any project specific furniture procurement, the contractor shall be responsible for managing the delivery and installation of the product on schedule.

5.2.1 Installation:

General duties and requirements to be fulfilled by the contractor are as follows:

- The contractor must provide full-time on-site management, coordination, and technical assistance.
- Complete installation of all furnishings in accordance with the Contracting Officer approved manufacturer specific drawings and specifications. For any missing or damaged products, the appropriate products must be replaced within a 4 (four) week period.
- All warranties shall be honored at all times.
- The contractor shall reimburse the Ordering Agency PM for costs associated with damage caused by the installers and any repairs due to the installation effort. The contractor will be responsible for any damage to the building which occurs during delivery and installation. It is incumbent upon the selected contractor to identify any existing damage to the building by means of a pre-installation and delivery walk-through, and daily submissions of checklists to the designated Customer Agency PM Representative on site. Proper measures (protective runner, pads, etc.) will be utilized by the selected contractor to protect the building (elevators, walls, floors etc.).

5.2.2 Recycling and Trash Removal:

Clean up and Disposal of Waste Materials – The contractor shall clean up and dispose of waste materials or trash in accordance with this paragraph and full applicable federal, state, and local regulations, standards, codes and laws. The selected contractor shall at all times keep the job site clean, including staging and storage areas used by the contractor, free from accumulations of waste material or trash. This material must be removed on a daily basis as to deter accumulation of debris. Prior to completion of the work, the selected contractor shall remove from the vicinity of the work, all shipping containers, packing, trash, unused materials and other like material, belonging to the selected contractor or used under the selected contractor 's direction.

Disposal of Waste Material – Waste material shall be disposed of by removal from job site. Waste materials removed from the job site shall be disposed of in accordance with the above paragraph. The selected contractor shall make any necessary arrangements with private parties and with local jurisdictions pertinent to locations and regulations of such disposal. Any fees or charges to be paid for disposal of materials shall be paid by the contractor. It is the contractor's option to furnish a dumpster on site to contain their debris. This dumpster shall be emptied regularly, and location of the dumpster must be coordinated with the Customer Agency PM and the building manager or building owner representative.

- The contractor shall dispose of recyclables, trash, and packing materials away from the installation site. For example, no recyclables, trash, or packing materials will be disposed of or discarded in facility-provided recycling or trash containers or dumpsters.
- The contractor will be required to investigate and obtain proper permits for any parking, furniture installation and any other necessary permits as required.
- Project close-out: The contractor must be responsible for a successful closeout. They will maintain an ongoing punch list that consists of any items damaged, incorrectly installed, and/or missing product. One punch list order per phase by manufacturer will be completed at the end of each phase. Once all punch list items have been resolved, a post-installation walk through will be conducted with the Ordering Agency PM, Customer Agency PM or an assigned representative to finalize the installation phase. The Government representative will sign off on the installation phase approving and accepting all the work and services under the delivery order if it is determined that the work is in compliance with the PO.

6.0 SYSTEMS FURNITURE

This specification establishes the minimum requirements for the acquisition and installation of pre-wired system furniture workstation components consisting of interconnecting pre-wired panels, panel supported components, electrical hardware, special electrical features, and accessories. Pre-wired system furniture workstation requirements and configurations shall be in accordance with the furniture typical workstation types shown in Attachment B, Furniture Typical, and specified herein. Panels, furniture, components, electrical components and hardware shall be provided by a single manufacturer. The contractor shall coordinate the work of this section with that to be performed under others.

Typical workstations represent the types of workstations to be used for the project. Additional workstation designs may be required to meet project or building conditions.

Minor variations in design based on manufacturer's product lines are expected and are acceptable. Every effort should be made to stay as close to the designs as possible. The selected contractor may not increase the footprint of the workstations. Variations should not change the shape of the workstations or reduce the usable worksurface area or filing and storage. Utilize standard products that are on the Federal Supply Schedule. Propose alternatives that meet the intent of the design when absolutely necessary. All workstations shall be constructed of parts and pieces that are interchangeable to allow for easy and cost effective reconfiguration. The systems furniture typical workstations should be priced to include the same finishes on the outside of the panel as the inside. Furnishings required are defined by size, finish, and required features.

Systems finishes are:

- Metal and Trim: Manufacturer Standard
- Worksurface: Manufacturer High Pressure Laminate
- Panel Fabric: Manufacturer Mid Level Grade

6.1 Panel and Frame Structure

The modular wall system shall be composed of demountable panels which fasten together with a universal attachment device. Every panel shall be tackable and acoustical or acoustical with a tack board applied. Panel system shall stack. The panel system shall integrate with manufactures other products with color consistency and styling.

Panels shall be composed on a single metal frame for stackable tiles outside and monolithic appearances on the inside.

- All panels shall be frame and skin or frame and tile system consisting of an open core frame and removable skins/tiles.
- All frames shall be of steel frame construction, being made either non-dedicated, re-configurable horizontal beams and vertical posts or a fixed frame of horizontal and vertical structural elements.
- Panel system shall allow off-module location of components supported by the panel, including work surfaces, storage units and accessories.
- Panel shall house all electrical, data and communication cable requirements.
- Panels shall be available in various widths.
- Panel shall be available in various heights.
- Panels shall allow for vertical adjustment of components, including worksurfaces.
- The standard acoustical panel shall meet the minimum NRC rating of .65 and STC rating of 11.
- Base panel frames of any height shall permit add-on of stacking frames to increase height on site at any time without dismantling the panel or replacing the panel. Stacking frame shall be load bearing on the first stacked tier, at minimum.
- Maximum height required through the use of add-on modules shall be between 78" and 84".
- The panel frame system shall provide precise alignment of adjacent panels and shall have leveling glides.
- Panel system shall allow off module location of components that does not deface the panel surfaces where the connection occurs.
- Off module connections shall not require a unique panel frame.
- Panels shall be composed on a single metal frame for both tiled and monolithic appearances.
- Standard panel shall accommodate the addition of stack-on sections of glass, fabric, perforated steel, painted solid steel, open weave fabric screens and communication white boards.
- Stack panel frame shall be available in heights of 14", 21" and 28" or 11" and 22".
- Panel frame shall be easily converted from the standard base raceway to open base or tile to floor for functional need changes.

- Panel connection hardware shall be universal to allow for set up of any panel configuration. Universal to: Straight, 2-way, 3-way, 4-way and Hi-Lo connections.
- Panels shall be capable of structurally supporting more than one fully loaded component load per panel, per side.
- Panels shall be open frame type which allow electrical and data feeds from the wall (the wire/cable whips) not to coil.
- Panel to sit flush against drywall when meeting the condition.
- It is preferred that no panel creep occurs.
- It is preferred that panels be no more than 3" wide.

6.2 Panel Trim

- All exposed ends of panels shall be covered with finished trim pieces.
- All top caps, base covers and exposed trims shall be painted metal.
- It is preferred that all trim shall be available as both square edge slim line profile and a rounded profile.

6.3 Panel Tile/Skins

- The panel skins shall be replaceable in the field as monolithic, tiled, glazed, fabric, wood, slatwall/accessory tile, marker board, perforated steel, painted solid steel and beltway and shall be removable without tools to allow for internal access to the panel frame for ease of access to the data cabling and power access.
- The removal of surfaces shall be accomplished without necessitating tearing down of the panel run.
- Panel skins shall not be location specific meaning they can be placed anywhere along the panel frame and can be easily changed as needs change.
- Tiles shall match frame width.
- Tackable skins shall be available.
- Skins/tiles shall be available as monolithic and segmented on panel frame.

6.4 Panel Doors and Sidelights

- A full height solid door shall be available at 78"-81".
- Door shall be swinging doors.
- All swing doors shall have an adjacent sidelight of glass.
- All doors and door hardware shall be ADA compliant.
- Door stops shall be available.
- All swing doors shall lock. All locks shall be located in the lever handle.

- All doors shall be available in wood and frosted glass options. Fabric doors are not acceptable.
- All doors shall be 36" wide with 24" sidelights- in glass, refer to typical E.96.1 Option 1.

6.5 Panel Electrical/Data

- Power and data shall be able to enter the system from floor at the base or from the wall at the base without the use of power poles.
- Power and data receptacles shall have the ability to be located in the base of the panel and or at the beltway or above the worksurface height.
- It is preferred that power and data shall run from panel to panel above and below the worksurface height.
- All panels shall have the ability to run power and cabling approximately every 6-12" vertically within the panel as well as through the segmented or stack-on panels.
- All panels shall accommodate the vertical routing of power and cables within the panel bringing power to the workstation as well as passing through to a different workstation. This described routing shall be available for all panel widths from 24" to 60".
- Identification of all circuits shall be printed on the face of each receptacle. The dedicated circuit receptacles will be uniquely identified as either orange or red in color.
- Panel shall have option of an open top way channel allowing data cables to be routed horizontally and vertically within the panel. The channel is to provide complete cable lay in capability so that no fishing needs to be done from panel to panel. This channel shall have the ability to carry 60 category 5 cables on a straight run and 40 category 5 cables on a 90 corner.
- Panels shall have vertical wire pathways that shall allow cables to be routed internally from the top way to either the beltway or base raceway without use of external cable managers. The vertical wire path shall accommodate 15 category 5 cables.
- Panels shall have the ability to route electrical and data cables horizontally at beltway without having to be fished from the top way or the base raceway.
- The workstation panels are to be powered along a central spine layout with each workstation being equipped to (3) powered panels. Each workstation shall receive (3) general use duplex outlets and one (1) dedicated outlet spread between these powered panels, unless otherwise specified on the typical. The specification identified on the typical drawing shall prevail. The exact location of the outlets will be determined by the Customer Agency Project Manager (PM) prior to installation.
- A three-circuit, UL listed system, with 20 amps per 120V circuit minimum is required where panels are specified as powered. Varying electrical loads may be carried on each circuit of the three-circuit system without the need to balance the electrical loads. One of the three circuits shall have an isolated ground and shall be identified by color as orange or red. The outlets can be located either in a raceway at the floor level or just below the work surface level. This will serve up to four users.
- The contractor shall provide the necessary quantity of electrical connecting devices from the powered base of the furniture. The Customer Agency will provide the hard wire

connection from this device to the building electrical system. The hard wire connection will originate from the floor or walls. There will be no power poles.

- Power shall be capable of being easily field-added, without dismantling the system. The addition of power shall not increase the height of the panels.
- Panels shall be capable to accommodate communication cables with the 3-circuit system in place. Typically the workspace will provide three (3) 120 V duplex electrical outlets with one dedicated.
- Power-in feeds shall not require entry into a special electrical panel. All electrical panels, with the exception of panels smaller than two feet wide and curved, shall be capable of accepting the power-in feed. All electrical panels shall be powered by use of a base-feed module.
- Beltway configuration access at desk height level shall provide both duplex receptacle and data port access. Cable capacity shall be 15 category 5 cables with power conduit and 30 category five cables without conduit.
- Beltway panels shall allow for one individual panel or a run of beltway panels to be installed.
- In addition to the beltway option, the panel shall have the ability to locate "floating" data-port and vertical electrical ports. These ports shall be able to be field installed. The panel skin shall also be able to be changed out to a non-ported panel in the field.
- Panel using the technology tile must have the ability to rotate 180 degrees to provide power and data access ports above and below the work surface instead of 2 location specific tiles to accomplish this, for maximum flexibility.
- Duplex outlets shall be available in back to back configuration.
- The contractor shall be able to provide electrical in-feed (whip) for quoted electrical system. The length of flexible conduit shall be per the manufacturer's specification for a 6'-0" whip.
- If conditions require the conductors to be extended, they shall be extended an additional 15'-0" on the power side of the cable (approximately 21'-0" total wire). The whip's connector to the furniture shall be per the manufacturer's specifications. If a 21'-0" whip is available as standard in the contractor's catalog, a description, part number and price sheet shall be available.
- The Contractor may propose an alternate solution to the 21'-0" whip, subject to approval by the Government. All alternate proposals shall meet all applicable electrical codes.

6.6 Worksurfaces

- Standard work surface shall have all exposed sides finished (no existing flake board or MDF board exposed).
- Undersides of work surfaces shall be pre-drilled to accept panel-hung and freestanding supports. Metal screws may be used.
- Core material to be 45lb. density, furniture grade particleboard 1 1/4" - 1 3/4" thick.

- Worksurfaces shall be available with laminate, or formcoat surfaces and veneer surfaces. A minimum of three species of wood veneer shall be offered.
- Standard PVC edges are acceptable on plastic laminate covered pieces.
- Laminate worksurface with tapered edge, soft plastic edge creating a clean protective finish. Self-edge is not preferred.
- Worksurfaces cut-in-the-field to accommodate unforeseen conditions shall have field applied finish.
- Worksurface standard depths shall be available in 24", 30", and 36". Lengths shall be available from 24" to 96"; except for 36" depth.
- Worksurfaces shall be available in the following shapes: Rectangular, rectilinear corner, curvilinear corner, curvilinear wave end, "L" shaped corner surfaces, split-top, half-round, "D" and "P" Shape peninsula, "Blended "D", trapezoidal, conference ends and transaction counter tops.
- 1/2" Gap shall be provided between the work surface and panel for cable management, or grommet(s) for cables. The grommet opening shall be a minimum of three inches in diameter to receive a three prong power plug to pass through from the top of the worksurface to the outlets located in the base without removing the component or damaging the worksurface, plug or panel finish. The recessed edge shall allow a three-prong power plug to pass between the worksurface and panel finish without removing either component or damaging the worksurface, plug or panel finish. Provide grommets or recessed edges at each end of every worksurface 49" or longer and at the center of every worksurface 48" or shorter.

6.7 Power Adjustable Worksurfaces

- Power adjustable worksurfaces shall have a 115 volt electric motor.
- Height adjustment range shall be from 23" - 37".
- The electrical motor shall be fitted with an electric brake whenever the motor switch is released.
- Finish shall be compatible with the workstation worksurface and other finishes.

6.8 Storage

6.8.1 General

- All storage units shall have compatible dimensions, similar aesthetics, matching hardware and matching finishes.
- All storage units shall be supplied with locks. Refer to locks under Section 4.0, item 4.2, Locks for specifications.
- All storage units shall be fabricated with 18-22 gauge metal, as long as ANSI/BIFMA standards for heavy duty shelving are met.
- All drawers (pedestals, lateral files, etc.) shall include the necessary hardware for hanging files both letter and legal.

- Full extension, ball bearing drawer slides for all drawers. Box drawers shall be rated at 50 pounds, file drawers rated at 150 pounds.
- All backs, tops and sides of all storage units shall be finished.
- Storage units shall be powder coated baked enamel/epoxy spray-painted finish all sides, for steel construction to match the workstations in at least five color selections.
- Leveling glides, counterweights, inset or integral pulls, back-to-back ganging capabilities and locking capabilities shall be included.

6.8.2 Overhead Cabinets

- Overhead/ storage cabinets shall be fabricated with 18 +/- gauge steel.
- Overhead/ storage cabinets shall be supplied with locks. Refer to locks under Section Refer to locks under Section 4.0, item 4.2, Locks for specifications.
- Overhead/ storage cabinets shall have a backstop or shall be fully enclosed as to protect the panel finish.
- Overhead storage unit doors shall open up and over the top of the unit.
- Overhead storage units shall be provided with a hydraulic lift assist/closer as part of the hinge system.
- Doors shall allow for assisted opening from any point along the door.
- Overhead cabinets shall be available for off module panel mounting.
- Overhead cabinets shall accommodate an upright 3 ring binder.
- Overhead cabinets shall be offered as panel mounted, station mounted on the worksurface, or offered with other worksurface mounted structural support.
- Overhead cabinets shall have a rounded or curved profile.
- Over head cabinets shall be quoted as metal parts. The metal parts shall be powder coated and finished with a durable VOC- free finish which is applied in a process that generates low levels of recyclable waste to match the workstation in at least five color selections.

6.8.3 Pedestal Files

- All storage/ pedestal files shall be supplied with locks. Refer to locks under Section 4.0, item 4.2, Locks for specifications.
- File drawers shall have full extension ball bearing drawer slides. Box drawers shall extend only 3/4 full.
- Drawers shall stay securely closed when in the closed position. Each drawer shall contain a safety catch to prevent accidental removal when the drawer is fully extended (open).
- Pedestal shall be available as box/box/file configurations. One box drawer shall include one plastic pencil tray in the box, box configuration.
- All pedestal drawers shall be replaceable from the drawer case.
- Pedestal files shall have fully enclosed finished back.

- Pedestal drawer fronts shall have the ability to be removed and changed in the field.
- Drawer pedestals shall be available as freestanding and mobile units,
- Pedestals shall be available as 15" wide.
- Drawer fronts, outer wrapper, pedestal back and inner frame shall be a minimum of 18 gauge steel.
- Pedestal, Files shall be powder coated baked enamel/epoxy spray-painted finish all sides, interior and exterior for steel construction to match the workstations in at least five color selections.

6.8.4 Lateral Files

- All Storage/ Lateral File units shall be supplied with locks. Refer to locks under Section 4.0, item 4.2, Locks for specifications.
- File drawers shall have full suspension, full extension, ball bearing slides to allow for filing of letter-sized or legal sized hanging folders and hanging rails for front to back filing.
- All drawers shall have safety catches to prevent accidental removal and a safety lock mechanism to prevent more than one drawer from being opened at a time.
- All lateral files shall be equipped with counterweights and drawer label holders.
- It is preferred that the lateral file cabinets shall be available as low profiled drawers in which the top or fifth drawer is a file drawer.
- Drawer fronts, outer wrapper, pedestal back and inner frame shall be 18 +/- gauge.
- Lateral files shall include leveling glides.
- Lateral files located within the typical will be either 2 or 4 drawer depending on the typical.
- Lateral files shall include and be available in 2, 3, 4, or 5 high. The cabinets shall be offered as 30", 36" and 42" wide cabinets.
- Lateral files shall be powder coated baked enamel/epoxy spray-painted finish all sides, interior and exterior for steel construction to match the workstations in at least five color selections.

6.8.5 Shelf/Bookcase

- Bookcases and supply cabinets shall be 18 +/- gauge steel. Gauge shall be adequate to meet 200n lbs PSF requirement.
- All Supply/ Storage units shall be supplied with locks. Refer to locks under Section 4.2.
- Any workstation shelf shall accept task lights.
- All shelves shall be 12" deep.

- Shelves shall include steel reinforcing rods to minimize shelf deflection. Shelves shall meet BIFMA heavy load standards.
- Shelf supports shall have integral mounting hardware to support 200 Lbs per square foot.
- All shelf/bookcase shall be powder coated baked enamel/epoxy spray-painted finish all sides, interior and exterior for steel construction to match the workstations. Baked enamel finishes in at least five color selections shall be available.
- All storage cabinets shall have center open doors with ADA compliant hardware.
- Storage cabinets shall include leveling glides.

6.9 Task Lights

- Task lights are provided to illuminate secondary worksurfaces. This lighting is located underneath the overhead storage bin and/or shelf mounted to the right and left of the corner computer worksurface. In an effort to reduce the amount of glare on the computer screen, supplemental lighting is not provided at the computer surface.
- Task lights: Under shelf mounted, electronic ballasts, T-8 lamps with prismatic acrylic lens. Lamp color shall be 3500K.
- Fixture size to match the width of the overhead storage/ shelf unit. (i.e. 36" wide overhead unit, provide a 36" wide light fixture). Task lights shall include "daisy chain" connections.
- Task lights shall be available as standard and high efficiency models. Task lights shall have adjustable mounting brackets to allow the light to be positioned at any point side-to-side and front-to-back.
- Task lights shall be mounted under the overhead bins and shelves.
- Task lights by design shall be hidden from view beneath the overhead bins and shelves.
- Task light cord set shall exit out of center back to allow cord to be positioned right or left to provide closest access to nearest duplex. No tools shall be required to position the cord. All cords shall be managed through a wire management system (cord covers) to organize vertical cables or integrated into the panel so they are hidden from view.

6.10 Keyboard Tray

- All workstations and private offices shall be able to support and enable one articulating keyboard/tray.
- The articulating keyboard/tray shall be fully adjustable, sit to stand height adjustable unit.
- The articulating keyboard/tray shall be large enough to accommodate a keyboard and the mouse platform.
- The articulating keyboard/tray shall accommodate the mouse platform on both the right and left sides of the tray.
- The articulating keyboard/tray shall be stable and shall not move with keyboard strokes.

- The articulating keyboard/tray shall be field installed.

6.11 Accessories

An accessory line integrated with the furniture systems providing options for convenience storage, and paper management solutions shall be available. Provide the following for each workstation:

- Provide a tackboard, fabric covered, mounted on the inside of the workstation. Location shall be under the overhead storage inside the workstation.
- Tool Bar mounted to panel to include:
 - a. Utility Cup: for pens, pencils, paperclips other small office supply items. Location may be under the overhead storage and/or another location inside the workstation.
 - b. Utility paper management units: diagonal paper trays, for letter size paper. Location may be under the overhead storage and/or another location inside the workstation.
- All workstations shall be able to support and enable a monitor arm either freestanding or attached to worksurface structure.
- The monitor arm shall support a monitor weighing 5 – 20 lbs.
- Monitor arms shall include wire management.
- Monitor arms shall provide height adjustment, tilt adjustment, angle, and pivot.
- Monitor arms shall be capable of supporting two monitor arms and monitors.
- Worksurface mounted monitor arms shall be designed to attach to the worksurface in a manner that does not damage or deface the worksurface. Rail and worksurface installations that require cutting into work surface are not acceptable.
- Cable and wire management shall be included within the arm.
- Easy connection of flat panel monitor is required.
- Contractor to provide one coat hook with coat hanger for every workstation.

7.0 FREESTANDING OFFICE - DESKING FURNITURE

The same systems product line is to be specified for all private offices that are noted to receive plastic laminate component items. The tackboards and overhead cabinets shall be wall mounted, not stanchion supported or upright supported. All finishes shall be the same as the Open Office panel hung components noted in the systems workstation section of this specification; however the requirement shall be a freestanding furnishings or desking system. Grommets shall be provided to accommodate power and data cords from the desk to wall plugs. Where panels are noted as freestanding on the typicals, they may be freestanding or secured to the wall, defined by the manufacturer. All panel finishes are defined on page 7.

8.0 SEATING

8.1. Upholstered Task Chairs

- Standard task chairs shall be fully ergonomic (adjustable arm height, adjustable hydraulic seat height, pneumatic seat height adjustment, front tilt, independent back and seat, lumbar support, swivel).
- Chairs shall be offered with upholstered seats in mid-grade fabric and upholstered backs.
- Chairs shall be between 38" and 43" overall height, seat height between 16-21" high, adjustable seat depth between 16-19". Overall width and depth is 29"+/- x 29"+/-.
- The seat height adjustment range shall be at least four (4) inches high.
- Chair shall offer an independent adjustable lower and upper back support.
- The adjustable arm shall offer a vertical height adjustment range of at least (4) inches and a pivot adjustment including an inward and outward motion.
- The base of the chair shall be made of polished aluminum and/or metal/steel with a five star base.
- Labels and/or user guides, for adjustment mechanisms shall be attached to the chair.
- Chair shall have hard dual wheel casters for use on most standard office carpets.
- Chairs shall support up to 300 lbs. and meet all ANSI/BIFMA Standards

8.2 Upholstered Furniture

8.2.1 Club Chair

- Contemporary upholstered lounge chair with single removable cushion seat and back pillow.
- Arm shall be fully upholstered, standard height.
- Overall height 28" to 32".
- Chair dimensions: 30-36" wide, 30-36" deep, 15-17" seat height.
- Fully upholstered in mid-grade fabric.
- Legs to be square rectangular polished aluminum.

8.2.2 Sofa

- High back 3 seat contemporary upholstered sofa with pillow back cushions and tight seat.
- Arm shall be fully upholstered, standard height.
- Overall height 28" to 32".
- Sofa dimensions: 72-78" wide, 30-36" deep, 15-17" seat height.
- Fully upholstered in mid-grade fabric.

- Legs to be square rectangular polished aluminum.

8.3 Conference Room Seating

8.3.1 Mid Back Upholstered Conference Chairs with Arms

- Chairs will have upholstered seats in mid-grade fabric, upholstered or mesh backs.
- The base of the chair shall be made of polished aluminum and/or metal/steel with a five star base.
- Labels and/or user guides, for adjustment mechanisms shall be attached to the chair.
- Chair shall have hard dual wheel casters for use on most standard office carpets.
- Chairs shall have adjustable seat pan and height.
- The seat height adjustment range shall be at least four (4) inches high.
- Chairs shall have lumbar and pelvic support.
- Fully adjustable arms (side to side, front to back, pivot in and out and up and down).
- Chairs must support up to 300 lbs. and meet all ANSI/BIFMA Standards
- Mechanical height adjustment is acceptable.

8.3.2 Stack Chairs-Upholstered without Arms

- Chairs shall have upholstered seat and back in mid-grade fabric.
- 4-leg armless stack chair with chrome frame.
- Chairs shall have glides for use on most standard office (commercial) carpets.
- The depth of the seat pan shall be between 18"-24" inches.
- Overall height shall be approximately 32-34" High.
- Depth and width shall be approximately 22- 25" W x 22-24"D

8.4 Guest Seating- Workstations and Private Offices

- The depth of the seat pan shall be between 18-24 inches.
- Overall height shall be approximately 32.5" High.
- Depth and width shall be approximately 21" W x 22.13" D. Arm height shall be approximately 26" High.
- Chair seat and back shall be medium-grade fabric, fully upholstered seat and back. Back is fully cantilevered.
- Chair shall be available with fixed arms with arm cap, black.
- Heavy-duty metal tubular frame construction, chrome finish.
- Sled Base
- Sled base shall be specified with plastic glides.

- The chair shall easily stack 4 high
- Chairs shall support a weight of up to 250 lbs.

8.5 Lunch Room/ Break Room Armless Stack Chair

- 4-leg armless stack chair with polypropylene seat and back.
- Chair shall be heavy duty metal tubular frame construction in chrome or steel finish.
- The depth of the seat pan shall be between 16-20 inches.
- Overall height shall be approximately 32.5" High.
- Depth and width shall be approximately 22- 23" W x 22"+/- D.
- Chairs shall support a weight of up to 250 lbs.

8.6 Mid Back Rolling Armless Work Stool

- Mid Grade fabric, upholstered seat and back.
- Adjustable seat and footring.
- Polished aluminum and/or metal/steel five star base and casters.
- Height adjustable.
- Adjustable lumbar support.
- Swivel tilt.
- Mid back stool is for use at a 36" high counter.

9.0 STORAGE COMPONENTS

9.1 Metal Storage Cabinets

- Metal shelves shall be heavy duty 16 +/- gauge steel with notches on the underside to rest on turned and grooved steel pegs.
- The flat shelf shall be 1" thick and triple bent front and back edges to give strength to the shelf as well as eliminating sharp edges.
- Double Door Cabinets shall be lockable with rods.
- Shall be manufactured in an ISO 9001 certified plant.
- Metal parts shall be powder coated and finished with a durable VOC- free finish which is applied in a process that generates low levels of recyclable waste.
- Metal parts shall be finished with a durable baked enamel finish which is applied over rust inhibiting phosphate treatment.
- The contractor shall provide and offer the entire powder coat paint finish selection to the Ordering Agency PM and the Customer Agency PM for selections.

9.2. Metal Shelving

- Metal shelves are to be heavy duty 18 gauge steel with notches on the underside to rest on turned and grooved steel pegs.
- The flat shelf shall be 1” thick and triple bent front and back edges to give strength to the shelf as well as eliminating sharp edges.
- The contractor shall provide and offer the entire powder coat paint finish selection to the Ordering Agency PM and the Customer Agency PM for selections.
- The shelving units shall be approximately 36” wide x 14” deep with the capability of adding units to a run as well as bracketing units back to back or note if this is a double unit.
- Shall be manufactured in an ISO 9001 certified plant.
- Metal parts shall be powder coated and finished with a durable VOC- free finish which is applied in a process that generates low levels of recyclable waste.
- Metal parts shall be finished with a durable baked enamel finish which is applied over a rust-inhibiting phosphate treatment.

9.3 Library Metal Shelving with Wood End Panels

- The flat shelf shall be 1” thick and triple bent front and back edges to give strength to the shelf as well as eliminating sharp edges.
- The heights of the components shall be offered 2, 3, 4, 5, and 6 high units.
- The shelving units shall be approximately 36” wide x 12” deep with the capability of adding units to a run as well as bracketing units back to back or note if this is a double unit.
- Shall be manufactured in an ISO 9001 certified plant.
- Metal parts shall be powder coated and finished with a durable VOC- free finish which is applied in a process that generates low levels of recyclable waste.
- Metal parts shall be finished with a durable baked enamel finish which is applied over a rust-inhibiting phosphate treatment.
- The flat shelf shall be 1” thick and triple bent front and back edges to give strength to the shelf as well as eliminating sharp edges.
- The contractor shall provide and offer the entire powder coat paint finish selection to the Ordering Agency PM and the Customer Agency PM for selections.
- The contractor shall provide and offer a variety of solid wood or veneer end panels to the Ordering Agency PM and the Customer Agency PM for selections.

10 TABLES

10.1 Plastic Laminate Tables with Vinyl Edge

- Table top thickness: 1.125" (can vary + .125") thick particleboard with laminate face and underside.
- Table edge: finished with .118" thick T-mold or edge band. (Edge thickness can vary slightly)
- Table shapes and sizes are defined on the typical.
- Collaborative tables to have ganging mechanism on all sides
- Table leg bases shall be X base or T-leg base as noted on typical.
- Provided folding bases where noted on typical.

10.2 Conference Tables, Plastic Laminate with Wood Edge

- Table top thickness: 1.125" (can vary + .125") thick particleboard with laminate face and underside.
- Table edge: finished with .118" thick T-mold or edge band or solid wood edge (Edge thickness can vary slightly).
- The table shall have stationary bases or stationary legs.
- Provided ganging on all sides for flexibility.
- Table shapes, sizes and bases vary and are defined on the typical.
- Tabletop heights must be ADA compliant. Conference tabletops must be fixed height.
- All finishes shall be quoted as plastic laminate with wood edge. Vendors shall provide samples and edge options with quote.
- Tables for conference rooms, training rooms and multi-purpose rooms shall have two (2) grommets for electrical, telephone and computer cables.
- The grommets shall be large enough to hold 6 cables and shall be able to pass the electrical plug through to the floor or wall outlets.
- For grommet locations, refer to the conference, training and work typical.
- Tables for training rooms and multi-purpose rooms shall have a medium modesty panel.
- Grommets shall be available in a variety of finish options including black and aluminum.

10.3 Wood Occasional and Coffee Tables:

- Occasional tables must be a square, approximately 30" by 30" corner table with a wood grain plastic laminate surface and solid wood edges.
- Occasional tables shall be 20-24" high.
- Legs and frame to be polished aluminum or polished steel square tube or flat plate profile.
- Coffee table sizes must be approximately 24" deep by 42" wide.

- Coffee table shall be approximately 16" to 18" high with wood grain plastic laminate surface and solid wood edges.

11 CONFERENCE ROOM ACCESSORIES

11.1 Mobile TV/ VCR/ DVD Cart

- Metal Mobile Cart shall be designed to hold TV with a shelf for VCR and additional components such as a DVD.
- The mobile cart shall have lockable casters.
- Unit shall be lockable.

11.2 Credenza

- To be available in the following approximate sizes: 42" x 24" x 36"H and 54"W x 24"D x 36"H. Refer to typical.
- To be freestanding style with a straight top of plastic laminate wood grain and edge of solid wood. Vendors shall provide samples and edge options with quote.
- Credenzas shall match conference tables in finish and edge.
- Credenza to be offered in configuration: 3 box drawers over 2 hinged door storage compartments (with at least 1 adjustable shelf in each compartment) and pull-out trash container, non locking.
- Silverware organizer for use in any box drawer.
- Credenza shall include a surface grommet and one wall access cut out in the rear of the credenza for electrical, telephone and cable requirements.
- Credenza drawers and doors shall be available in a variety of handle pulls and a touch latch options.
- Grommets shall be available in a variety of finish options including black and aluminum.

11.3 Whiteboard/ Tack Board Track System

- Wall-mounted track system with porcelain whiteboard, tackboard and flip chart holder components.
- Boards shall be approx. 36"W x 48"H with integrated marker tray.
- The track is mounted so that the bottom of the components is at 2'-6" AFF.