

## **Furniture Statement of Work (SOW)**

Blanket Purchase Agreement (BPA)  
Agency (AGENCY ABBREVIATION)  
XX.XX.XX

### **1.0 PROJECT DESCRIPTION**

The Agency requires furniture for their office located at Street in City, State, Zip Code. AGENCY ABBREV will use this BPA to provide resources and expertise for this procurement.

The purpose of this project is to obtain private offices, workstations, demountable walls, conference furniture, tables, seating, filing, storage, and other ancillary furniture items. Design, project management, and installation services are also included in this BPA.

The furniture installation is anticipated to start on XX.XX.XX.

The furniture specifications are listed below, indicated by furniture codes. These furniture specifications are further described in Section 7.0 – Furniture Requirements.

### **PHASE X/FLOOR X**

#### **WORKSTATIONS**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>QTY.</b>
WK-1	WORKSTATION – L-SHAPE X' x X'	--
WK-2	WORKSTATION – U-SHAPE X' x X'	--
WK-3	WORKSTATION – HOTELING STATION X' x X'	--
WK-4	WORKSTATION – PRINTER STATION X' x X'	--

#### **BENCHING WORKSTATIONS**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>QTY.</b>
BCH-1	BENCHING WORKSTATION - SINGLE X"W	--
BCH-2	BENCHING WORKSTATION – DOUBLE X"W	--

#### **PRIVATE OFFICES**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>QTY.</b>
PO-1	PRIVATE OFFICE – L-SHAPE ● HPL / Veneer	--
PO-2	PRIVATE OFFICE – U-SHAPE ● HPL / Veneer	--

#### **DEMOUNTABLE WALLS**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>QTY.</b>
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DW-1	DEMOUNTABLE WALLS – X'-X" x X'-X"/X SQ.FT./X LF	--
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## ACCESSORIES

CODE	DESCRIPTION	QTY.
TL-1	FREESTANDING TASK LIGHT	--
TL-2	UNDERMOUNT TASK LIGHT <ul style="list-style-type: none"> <li>Fit on X"W Overhead Storage</li> </ul>	--
KT	KEYBOARD TRAY <ul style="list-style-type: none"> <li>Stationary Worksurface Mounted / Adjustable Height Worksurface Mounted</li> </ul>	--
MA	MONITOR ARM <ul style="list-style-type: none"> <li>Single Arm / Dual Arm</li> <li>Stationary Worksurface Mounted / Adjustable Height Worksurface Mounted</li> </ul>	--
TR	TOOL RAIL – X"W <ul style="list-style-type: none"> <li>Panel Mounted / Worksurface Mounted</li> </ul>	--
PMO	POWER MODULE <ul style="list-style-type: none"> <li>(X) Power, (X) Data, (X) Usb</li> </ul>	--
HWM	HORIZONTAL WIRE MANAGER	--

## SEATING

CODE	DESCRIPTION	QTY.
TCH-1	TASK CHAIR <ul style="list-style-type: none"> <li>Mid Back / High Back</li> </ul>	--
TCH-2	TASK STOOL	--
TCH-3	EXECUTIVE TASK CHAIR	--
HDT	HEAVY DUTY TASK CHAIR	--
GCH-1	GUEST CHAIR – FOUR LEGS <ul style="list-style-type: none"> <li>Arms / Armless</li> <li>Casters / Glides</li> </ul>	--
GCH-2	GUEST CHAIR – WOOD FRAME	--
GCH-3	GUEST CHAIR – SLED BASE	--
TRS	TRAINING CHAIR <ul style="list-style-type: none"> <li>Upholstered or Mesh (Perforated) Back / Molded Polypropylene Back</li> <li>Arms / Armless</li> <li>Casters / Glides</li> </ul>	--
CC-1	STANDARD HEIGHT CAFÉ CHAIR <ul style="list-style-type: none"> <li>Arms / Armless</li> <li>W/ Upholstered Seat Pad</li> </ul>	--

	<ul style="list-style-type: none"> <li>W/ Cart/Dolly</li> </ul>	
	COUNTER HEIGHT CAFÉ CHAIR	
CC-2	<ul style="list-style-type: none"> <li>Arms / Armless</li> <li>W/ Upholstered Seat Pad</li> </ul>	--
	BAR HEIGHT CAFÉ CHAIR	
CC-3	<ul style="list-style-type: none"> <li>Arms / Armless</li> <li>W/ Upholstered Seat Pad</li> </ul>	--
LG-1	LOUNGE CHAIR	--
LG-2	TWO SEAT LOUNGE SOFA	--
LG-3	THREE SEAT LOUNGE SOFA	--
LG-4	RECLINING LOUNGE CHAIR	--
	TABLET ARM LOUNGE CHAIR	
LG-5	<ul style="list-style-type: none"> <li>25.5"-28"W x 28"-34"D</li> <li>28.5"-33"W x 28"-34"D</li> <li>Right Arm Tablet / Left Arm Tablet</li> <li>W/ Power and USB Ports</li> </ul>	--
	LOUNGE SERPENTINE SEATING	
LG-6	<ul style="list-style-type: none"> <li>(X) 60 degree inside wedge seat with back</li> <li>(X) 60 degree outside wedge seat with back</li> <li>(X) 60 degree wedge bench</li> <li>(X) 90 degree wedge bench</li> <li>(X) Straight seat with back</li> <li>(X) Straight bench</li> </ul>	--
HPC-1	PRIVATE LOUNGE/WORKSTATION	--
HPC-2	HIGH BACK PRIVACY BENCH	--
OTT	OTTOMAN	--

## TABLES

CODE	DESCRIPTION	QTY.
	CONFERENCE TABLE – X"W x X"D	
CNT	<ul style="list-style-type: none"> <li>HPL / Veneer</li> <li>Rectangular Shape / Ellipse Shape / Boat Shape</li> <li>Column Base / Drum Base / Panel Base</li> <li>W/ Power</li> </ul>	--
	OCCASIONAL COFFEE TABLE – X"W x X"D or X" Dia.	
OCT-1	<ul style="list-style-type: none"> <li>HPL / Veneer</li> <li>Rectangular Shape / Round Shape / Square Shape</li> </ul>	--
	OCCASIONAL END TABLE – X"W x X"D or X" Dia.	
OCT-2	<ul style="list-style-type: none"> <li>HPL / Veneer</li> <li>Rectangular Shape / Square Shape</li> </ul>	--
	STANDARD HEIGHT CAFÉ/COLLABORATIVE TABLE – X"W x X"D or X" Dia.	
CLT-1	<ul style="list-style-type: none"> <li>HPL / Veneer</li> </ul>	--

	<ul style="list-style-type: none"> <li>• Rectangular Shape / Square Shape / Round Shape</li> <li>• W/ Power</li> </ul>	
	COUNTER HEIGHT CAFÉ/COLLABORATIVE TABLE - X"W x X"D or X" Dia.	
CLT-2	<ul style="list-style-type: none"> <li>• HPL / Veneer</li> <li>• Rectangular Shape / Square Shape / Round Shape</li> <li>• W/ Power</li> </ul>	--
	BAR HEIGHT CAFÉ/COLLABORATIVE TABLE - X"W x X"D or X" Dia.	
CLT-3	<ul style="list-style-type: none"> <li>• HPL / Veneer</li> <li>• Rectangular Shape / Square Shape / Round Shape</li> <li>• W/ Power</li> </ul>	--
	TRAINING TABLE – X"W x X"D	
TRT	<ul style="list-style-type: none"> <li>• W/ Modesty Panel</li> <li>• W/ Power</li> </ul>	--
	LAPTOP TABLE	
LTT	<ul style="list-style-type: none"> <li>• Fixed Height / Adjustable Height</li> </ul>	--

#### CONFERENCE AND TRAINING ROOMS

CODE	DESCRIPTION	QTY.
LC	LECTERN <ul style="list-style-type: none"> <li>• Laminate / Veneer</li> </ul>	--
AVC	A/V CREDENZA – X"W x X"D <ul style="list-style-type: none"> <li>• HPL / Veneer</li> </ul>	--

#### STORAGE – OPEN AREA

CODE	DESCRIPTION	QTY.
LF	LATERAL FILE – X"W x 2H / 3H / 4H / 5H	--
BKS	BOOKCASE– X"W x 2H / 3H / 4H / 5H	--
STR	STORAGE CABINET – X"W x X"H <ul style="list-style-type: none"> <li>• Metal / HPL / Veneer</li> </ul>	--
IND	INDUSTRIAL OPEN SHELVING – X"W x X"D x 72-87"H	--
	LOCKERS – 2 TIER	
LK	<ul style="list-style-type: none"> <li>• Metal / Laminate</li> <li>• W/ Coat Hook or Coat Rod</li> <li>• W/ Electronic Keyless Lock</li> </ul>	--
CTS-1	SIDE BY SIDE COMMON TOP - X"W <ul style="list-style-type: none"> <li>• HPL / Veneer</li> </ul>	--
CTS-2	BACK-TO-BACK COMMON TOP – X"W <ul style="list-style-type: none"> <li>• HPL / Veneer</li> </ul>	--

## DISPLAY/COMMUNICATION BOARDS

CODE	DESCRIPTION	QTY.
TCK	TACK BOARD – X”W x X”H ● Framed / Frameless	--
MB	MARKER BOARD – X”W x X”H	--
GMB	GLASS MARKER BOARD – X”W x X”H	--
MMB	MOBILE MARKER BOARD – X”W x X”H	--
MGB	MOBILE GLASS MARKER BOARD – X”W x X”H	--

## SCREENS

CODE	DESCRIPTION	QTY.
FRD	FREESTANDING COLLABORATIVE ENCLOSURE – X” LONG x 78”-96”H	--
MPS	MOBILE PRIVACY SCREEN	--
AWP	ACOUSTICAL WALL PANEL ● 23”-25”W x 23”-25”H x .75”-3.5”D ● 23”-25”W x 47”-49”H x .75”-3.5”D	--

## 2.0 GENERAL CONDITIONS

- A. All dimensions are approximate within +/- 1” of the dimension indicated, inclusive of dimension ranges, unless noted otherwise.
- B. The abbreviation “HPL” as referenced herein is defined as high pressure laminate.

### 3.0 PROJECT CONDITIONS

- A. The Contractor shall provide all required products and services herein, in conjunction with the point of contact and/or building owner.
- B. The Contractor shall coordinate access to the project location in advance with the point of contact and shall comply with all client agency security regulations.
- C. The Contractor personnel or any representative of the contractor entering a Government facility shall abide all security regulations in accordance with HSPD-12 and shall be subject to security checks and successful adjudication prior to work commencement and payment under this SOW.
- D. The Contractor shall be responsible for verifying the conditions of the building, including but not limited to, site restrictions, parking, storage, hours of accessibility and any other conditions which may affect the cost of delivery, staging and installation.
- E. The Contractor shall be responsible for ensuring all furniture products, installation and drawings meet federal, state and local jurisdictions. This includes but is not limited to:
  - 1. Codes, laws, and ordinances
  - 2. Americans with Disabilities Act (ADA)
  - 3. Architectural Barriers Act Accessibility (ABA)
- F. The point of contact and/or GC shall coordinate all electrical requirements and complete the hardwire connections to the building. Base feeds, top feeds, power poles or other electrical product from the manufacturer shall require delivery prior to the furniture installation.
- G. The Contractor, furniture dealer(s), furniture installer(s) shall provide proof of insurance to the agency point of contact and GC no later than 72 hours prior to furniture deliveries.
- H. The Contractor shall be responsible for obtaining all permits, as required (i.e. parking, furniture installation).
- I. The Contractor shall complete installation of furniture in accordance with Government approved manufacturer specific drawings and specifications. Any missing or damaged products must be replaced within 20 business days. Extensions may be granted, with agency point of contact and CO approval, for items requiring a longer lead time.
- J. The building particulars are as follows:
  - 1. Installation hours are from 7:00 AM to 6:00 PM (Monday – Friday).
  - 2. The loading docks are open from 7:00 AM to 6:00 PM (Monday – Friday). Reservations and advance notice are required for access to the loading docks.
  - 3. Delivery trucks may be no higher than 13'-10", 12'-3" or 11'-1" (based on the loading dock being utilized) and no longer than 37'-0".
  - 4. The freight elevator shall be utilized for deliveries with interior dimensions of 5'-5"D x 6'-3"W x 8'-10"H. The elevator door opening is 3'-6"W x 7'-0"H. The elevator weight capacity is 3500 lbs.
  - 5. Temporary on-site storage is available during furniture delivery and installation.
  - 6. Temporary staging is available during furniture delivery and installation.
  - 7. Any contractor who will be doing work in this facility should arrange for a site visit.

#### **4.0 STRUCTURAL**

- A. The Contractor shall adhere to the structural testing requirements listed below for all products. The following ANSI/BIFMA requirements shall be required:
  - 1. Desk units to conform to ANSI/BIFMA X5.5 - 2014 Desk Products.
  - 2. Storage units shall comply with ANSI/ BIFMA X5.9 - 2012 Storage Units.
  - 3. Workstations shall comply with ANSI/BIFMA X5.6 - 2016 Panel Systems.
  - 4. General purpose furniture shall comply with ANSI/BIFMA X5.1 -2011 Office Chairs.

#### **5.0 ENVIRONMENTAL**

- A. In an effort to meet sustainability standards, the Government requires ONE of the following Non-Federal, Multi-Attribute Standards and Ecolabels, or demonstrate the product is produced using sound environmental practices, for each product line quoted in support of this requirement:
  - 1. ANSI/BIFMA e3-2014e/or ANSI/BIFMA e3-2019e (Minimum Level 1)
  - 2. Cradle to Cradle Certified
  - 3. GECA Furniture, Fittings, and Foam
  - 4. TUV Rheinland Green Product Mark
  - 5. SCS Indoor Advantage Gold
  - 6. Greenguard Certification
  - 7. MAS Certified Green
  - 8. Declare – CDPH Compliant
  - 9. Intertek VOC+

## **6.0 FURNITURE, FINISH AND EQUIPMENT SPECIFICATIONS (FF&E)**

### **A. Workstations**

1. Workstation panel system tiles shall be monolithic and segmented.
2. Workstation storage shall be finished in the same material on all exposed sides.
3. Workstation hardware and furniture components within each workstation typical shall match.

### **B. Benching Workstations**

1. Benching hardware and furniture components within each benching workstation typical shall match.

### **C. Private Offices**

1. Private office furniture shall be a transitional style.
2. Private office storage shall be finished in the same material on all exposed sides.
3. Private office hardware and furniture components within each private office typical shall match.

### **D. Tables**

1. All veneer finishes shall match with private office finishes.

### **E. Storage**

1. All storage shall be finished in the same material on all sides.

### **F. Fabric and Locks**

1. All furniture products (i.e. cushion top, panel fabric, seating fabric etc.) shall be available in mid-grade fabric unless noted otherwise. Example, 5 on a sequential scale of 1-10, or C on a sequential scale of A-F. Available fabric grade scales shall be provided for each fabric quoted in support of this requirement.
2. Upholstery fabric patterns shall align in the same direction when seat and back cushions are installed.
3. All storage within each workstation and private office shall be keyed alike. All storage (lateral files, storage cabinets, lockers) outside of each workstation and private office shall be keyed separately unless specified on the furniture plan. Two (2) keys shall be provided for each lock.
4. Keying schedule shall be provided and shall have master keys to agency point of contact at time of acceptance. All locks shall have removable cores supporting the ability to remove or replace lock plugs as necessary in the field.
5. The electronic keyless lock for LK shall have the following features:
  - a. The electronic keyless lock shall be digital and able to be reprogrammed with a push button keypad.
  - b. The electronic keyless lock shall have an external accessibility/bypass keys or a programmable code accessible to management.
  - c. The electronic keyless lock shall visually indicate the storage unit is in use.
  - d. The electronic keyless lock shall be ADA compliant.
  - e. The electronic keyless lock shall have a low battery indicator.





## 7.0 FURNITURE SPECIFICATIONS

### A. WORKSTATIONS (WK-1 to WK-4)

**Note: See inserted typical drawings following this section for Workstation requirements.**

#### 1. PANELS

- a. Panel tiles shall be tackable fabric, laminate, factory painted metal and white board.
- b. Panels shall be in the following heights:
  - 1) 36”H
  - 2) 42”H
  - 3) 48”-54”H
  - 4) 65”-68”H
- c. Panels and all accessories that connect to panel shall have metal to metal connections.
- d. Panel frames shall be factory painted metal finish.
- e. **ELECTRICAL & CABLE MANAGEMENT**
  - 1) Electric and data shall be accessible in the raceway and beltway for all panels except end panels, behind towers and/or lateral files.
  - 2) Monolithic panels may have seams where power is required.
  - 3) Access to power, data and phone outlets shall be below the work surface.
  - 4) An electric outlet shall be provided in the raceway to accommodate power for adjustable height work surfaces unless noted otherwise.
  - 5) Each workstation shall be capable of supporting four (4) circuits with each receptacle on a different circuit.
  - 6) Base feeds shall be capable of supporting an 8 wire 4-2-2 configuration.
  - 7) Receptacles shall be coded with circuit identification. The isolated circuit designator must be color coded or alpha-numerically coded differently than non-isolated circuit receptacles.
  - 8) Circuits and receptacles shall be rated 20 amps and UL Listed.
  - 9) Panel electrical connections shall have base feeds.
  - 10) Panel electrical connections shall have top feeds and power poles.

#### 2. FRAMELESS TOPPER

- a. Frameless Toppers shall be translucent glass or acrylic.
- b. Frameless Toppers shall be transparent glass or acrylic.
- c. Frameless Toppers shall be 6”-12”H.
- d. Frameless Toppers shall have a thickness of 1/4” to 3/8”.

#### 3. FRAMED STACKER

- a. Framed Stackers shall be translucent glass or acrylic.
- b. Framed Stackers shall be transparent glass or acrylic.

- c. Framed Stackers shall be 6"-16"H.
- d. Framed Stackers shall have panel components framing the glass or acrylic insert.
- e. Framed Stackers panel component shall be factory painted metal finish.

#### **4. WORK SURFACE**

- a. Work Surfaces shall be high pressure laminate finish.
- b. Work Surfaces should have PVC free edge banding with flat or eased edge.
- c. Work Surfaces shall have a grommet, scallop or gap from the back edge of work surface to the panel for at least (2) three-prong plugs to pass through.
- d. Work Surfaces shall have supports as required.
- e. Work Surface supports shall be factory painted metal, polished metal or brushed metal finish.

#### **5. ADJUSTABLE HEIGHT WORK SURFACE**

- a. Adjustable Height Work Surfaces shall be high pressure laminate finish.
- b. Adjustable Height Work Surfaces should have PVC free edge banding with flat or eased edge.
- c. Adjustable Height Work Surfaces shall be freestanding with electrical adjustment.
- d. Adjustable Height Work Surfaces shall be rectangular shape.
- e. Adjustable Height Work Surfaces shall have an extended height range inclusive of 23"-48".
- f. Adjustable Height Work Surfaces shall have concealed wire management (**HWM**) with access to the power module (**PMO**) above the work surface.
- g. Adjustable Height Work Surface legs shall be factory painted metal, polished metal or brushed metal finish.

#### **6. TRANSACTION SURFACE**

- a. Transaction Surfaces shall be high pressure laminate finish.
- b. Transaction Surfaces should have PVC free edge banding with flat or eased edge.
- c. Transaction Surfaces shall be 12"-16"D.
- d. Transaction Surfaces used with panels shall attach to the top of a panel.

#### **7. PRIVACY SCREEN**

- a. Privacy Screens shall be tackable fabric.
- b. Privacy Screens shall be clamp mounted to the edge of the work surface or another method that does not damage the work surface.
- c. Privacy Screens shall extend 10"-24"H above work surface.
- d. Privacy Screens shall be installed on stationary work surfaces and adjustable height work surfaces.

#### **8. PRIVACY SCREEN/MODESTY PANEL**

- a. Privacy Screen/Modesty Panels shall be tackable fabric.

- b. Privacy Screen/Modesty Panels shall be clamp mounted to the edge of the work surface or another method that does not damage the work surface.
- c. Privacy Screen/Modesty Panels shall be a minimum of 24”H with a minimum of 12” below the work surface.
- d. Privacy Screen/Modesty Panels shall be installed on stationary and adjustable height work surfaces.

**9. GALLERY PANEL**

- a. Gallery Panel shall be high pressure laminate finish.
- b. Gallery Panels shall be thin profile and extend to the floor.
- c. Gallery Panels shall be 38”-42”H.

**10. MOBILE BOX/FILE PEDESTAL**

- a. Mobile Pedestals shall be factory painted metal and high pressure laminate finishes.
- b. Mobile Pedestals shall be 15”W x 20”-24”D
- c. Mobile Pedestals shall have casters and a cushion top.
- d. Mobile Pedestal drawers shall be full-depth/full-extension.
- e. Box drawer shall have an internal pencil tray.
- f. File drawer shall have a method for hanging files.

**11. STATIONARY BOX/BOX/FILE PEDESTAL**

- a. Box/Box/File Pedestals shall be factory painted metal and high pressure laminate finishes.
- b. Box/Box/File Pedestals shall be 15”W x 20”-24”D.
- c. Box/Box/File Pedestal drawers shall be full-depth/full-extension.
- d. Box drawer shall have an internal pencil tray.
- e. File drawer shall have a method for hanging files.
- f. Box/Box/File Pedestals shall have adjustable leveling glides.

**12. STATIONARY FILE/FILE PEDESTAL**

- a. File/File Pedestals shall be factory painted metal and high pressure laminate finishes.
- b. File/File Pedestals shall be 15”W x 20”-24”D.
- c. File/File Pedestal drawers shall be full-depth/full-extension.
- d. File drawers shall have a method for hanging files.
- e. File/File Pedestals shall have adjustable leveling glides.

**13. LOW OPEN SHELVING**

- a. Low Open Shelving shall be factory painted metal and high pressure laminate finishes.
- b. Low Open Shelving shall be 1.5H and 2H.
- c. Low Open Shelving shall have a shelf.
- d. Low Open Shelving should have an adjustable shelf.

#### **14. LATERAL FILE**

- a. Lateral Files shall be factory painted metal and high pressure laminate finishes.
- b. Lateral Files shall be 1.5H and 2H.
- c. Lateral Files shall have an interlocking mechanism.
- d. Lateral File drawers shall be full-depth/full-extension.
- e. Lateral File drawers shall have a method for hanging files.
- f. Lateral Files shall have adjustable leveling glides.

#### **15. CLOSED OVERHEAD STORAGE**

- a. Closed Overhead Storage shall be factory painted metal finish.
- b. Closed Overhead Storage shall have flipper doors with hydraulic lift assist closer.
- c. Closed Overhead Storage shall have the following mounting capabilities:
  - 1) Panel mounted
  - 2) Wall mounted

#### **16. OPEN OVERHEAD STORAGE**

- a. Open Overhead Storage shall be factory painted metal finish.
- b. Open Overhead Storage shall have no doors.
- c. Open Overhead Storage shall have the following mounting capabilities:
  - 1) Panel mounted
  - 2) Work surface mounted

#### **17. OVERHEAD SHELF**

- a. Overhead Shelf shall be factory painted metal finish.
- b. Overhead Shelf shall be panel mounted.

#### **18. WARDROBE TOWER**

- a. Wardrobe Towers shall be factory painted metal and high pressure laminate finishes.
- b. Wardrobe Towers shall be 9"-12"W.
- c. Wardrobe Towers height shall align with the workstation panels, inclusive of a variance up to 3" below the panel height.
- d. Wardrobe Towers shall have a single door.
- e. Wardrobe Towers shall be right- and left- hand configurations.
- f. Wardrobe Towers shall have a coat rod or hook.
- g. Wardrobe Towers shall have adjustable leveling glides.

#### **19. WARDROBE TOWER/COMBINATION STORAGE**

- a. Wardrobe Tower/Combination Storage shall be factory painted metal and high pressure laminate finishes.
- b. Wardrobe Tower/Combination Storage shall be 24"W.

- c. Wardrobe Tower/Combination Storage height shall align with the workstation panels, inclusive of a variance up to 3” below the panel height.
- d. Wardrobe Tower/Combination Storage shall have a drawers and bookshelf combination.
- e. Wardrobe Tower/Combination Storage shall be right- and left- hand configurations.
- f. Wardrobe Tower/Combination Storage shall have a coat rod or hook.
- g. Wardrobe Tower/Combination Storage drawers shall be box/file, box/box/file or file/file configuration.
- h. Wardrobe Tower/Combination Storage drawers shall be full-depth/full-extension.
- i. Wardrobe Tower/Combination Storage bookshelf should be front access configuration.
- j. Bookshelf shall be open or closed with a vertical hinge door.
- k. Wardrobe Tower/Combination Storage shall have adjustable leveling glides.

## **B. BENCHING WORKSTATIONS (BCH-1, BCH-2)**

**Note: See inserted typical drawings following this section for Benching Workstation requirements.**

### **1. ELECTRICAL & CABLE MANAGEMENT**

- a. Each Benching Workstation shall be capable of supporting four (4) circuits with each receptacle on a different circuit.
- b. Power and cable distribution shall run through the center of the table, beneath the work surface, and shall be discreet through an integrated rail or central trough in back-to-back configuration.
- c. Power and data outlets shall be located at work surface height and easily accessed by the user.
- d. Receptacles shall be coded with circuit identification. The isolated circuit designator must be color coded or alpha-numerically coded differently than non-isolated circuit receptacles.
- e. Circuits shall be rated 20 amps and UL Listed.

### **2. BENCHING WORK SURFACE**

- a. Benching Work Surfaces shall be high pressure laminate finish.
- b. Benching Work Surfaces should have PVC free edge banding with flat or eased edge.
- c. Benching Work Surfaces shall be 24"-26"D.
- d. Benching Work Surfaces shall have concealed wire management with access to the power above the work surface.
- e. Benching Work Surfaces shall have supports as required.
- f. Benching Work Surface support legs shall be factory painted metal, polished metal or brushed metal finish.

### **3. BENCHING PRIVACY SCREEN**

- a. Benching Privacy Screens shall be tackable fabric finish.
- b. Benching Privacy Screens shall be clamp mounted to the edge of the work surface or another method that does not damage the work surface.
- c. Benching Privacy Screens shall extend 10"- 21"H above work surface.
- d. Benching Privacy Screens shall have the capability to be installed on benching work surfaces.

## **C. PRIVATE OFFICE (PO-1 and PO-2)**

**Note: See inserted typical drawings following this section for Private Office requirements.**

### **1. PRIVATE OFFICE WORK SURFACE**

- a. Private Office Work Surfaces shall be high pressure laminate and veneer finishes.
- b. Private Office Work Surfaces should have PVC free edge banding with flat or eased edge.
- c. Private Office Work Surfaces shall have a grommet or scallop for at least (2) three-prong plugs to pass through.
- d. Private Office Work Surfaces shall allow for power from wall outlets.
- e. Private Office Work Surfaces shall have supports or end panels as required.
- f. Private Office Work Surface support legs shall be factory painted metal, polished metal or brushed metal finish.
- g. Private Office Work Surface end panels shall be high pressure laminate and veneer finishes, to match the work surfaces.

### **2. PRIVATE OFFICE ADJUSTABLE HEIGHT WORK SURFACE**

- a. Private Office Adjustable Height Work Surfaces shall be high pressure laminate and veneer finishes.
- b. Private Office Adjustable Height Work Surfaces should have PVC free edge banding with flat or eased edge.
- c. Private Office Adjustable Height Work Surfaces shall be freestanding with electrical adjustment.
- d. Private Office Adjustable Height Work Surfaces shall be rectangular shape.
- e. Private Office Adjustable Height Work Surfaces shall have an extended height range inclusive of 23"-48".
- f. Private Office Adjustable Height Work Surfaces shall have concealed wire management (**HWM**) with access to the power module (**PMO**) above the work surface.
- g. Private Office Adjustable Height Work Surface legs shall be factory painted metal, polished metal, or brushed metal finish.

### **3. MODESTY PANEL**

- a. Modesty Panels shall be laminate and veneer finishes.
- b. Modesty Panels shall be mounted underneath the work surface.
- c. Modesty Panels shall be a minimum of 12" below the work surface.
- d. Modesty Panels shall be installed on stationary and adjustable height work surfaces.

### **4. PRIVATE OFFICE MOBILE BOX/FILE PEDESTAL**

- a. Private Office Mobile Pedestals shall be high pressure laminate and veneer finishes.
- b. Private Office Mobile Pedestals shall be 15"W x 20"-24"D
- c. Private Office Mobile Pedestals shall have casters and a cushion top.
- d. Private Office Mobile Pedestal drawers shall be full-depth/full-extension.



- e. Box drawer shall have an internal pencil tray.
- f. File drawer shall have a method for hanging files.

**5. PRIVATE OFFICE STATIONARY BOX/BOX/FILE PEDESTAL**

- a. Private Office Box/Box/File Pedestals shall be high pressure laminate and veneer finishes.
- b. Private Office Box/Box/File Pedestal shall be 15"W x 20"-24"D.
- c. Private Office Box/Box/File Pedestal drawers shall be full-depth/full-extension.
- d. Box drawer shall have an internal pencil tray.
- e. File drawer shall have a method for hanging files.
- f. Private Office Box/Box/File Pedestals shall have adjustable leveling glides.

**6. PRIVATE OFFICE STATIONARY FILE/FILE PEDESTAL**

- a. Private Office File/File Pedestals shall be high pressure laminate and veneer finishes.
- b. Private Office File/File Pedestals shall be 15"W x 20"-24"D.
- c. Private Office File/File Pedestal drawers shall be full-depth/full-extension.
- d. File drawers shall have a method for hanging files.
- e. Private Office File/File Pedestals shall have adjustable leveling glides.

**7. PRIVATE OFFICE LATERAL FILE**

- a. Private Office Lateral Files shall be high pressure laminate and veneer finishes.
- b. Private Office Lateral Files shall be 2H, 3H and 4H.
- c. Private Office Lateral Files higher than 2H shall have counter balance or anti-tilt system.
- d. Private Office Lateral Files shall have an interlocking mechanism.
- e. Private Office Lateral File drawers shall be full-depth/full-extension.
- f. Private Office Lateral File drawers shall have a method for hanging files.
- g. Private Office Lateral Files shall have adjustable leveling glides.

**8. PRIVATE OFFICE CLOSED OVERHEAD STORAGE**

- a. Private Office Closed Overhead Storage shall be high pressure laminate and veneer finishes.
- b. Private Office Closed Overhead Storage shall have a vertical hinged door.
- c. Vertical hinged doors shall have concealed hinges.
- d. Private Office Closed Overhead Storage shall have solid doors.
- e. Private Office Closed Overhead Storage shall have the following mounting capabilities:
  - 1) Wall mounted
  - 2) Work surface mounted

**9. PRIVATE OFFICE OPEN OVERHEAD STORAGE**

- a. Private Office Open Overhead Storage shall be high pressure laminate and veneer finishes.

- b. Private Office Open Overhead Storage shall have no doors.
- c. Private Office Open Overhead Storage shall have the following mounting capabilities:
  - 1) Wall mounted
  - 2) Work surface mounted

**10. PRIVATE OFFICE BOOKCASE**

- a. Private Office Bookcases shall be high pressure laminate and veneer finishes.
- b. Private Office Bookcases shall be 3H, 4H, and 5H.
- c. Private Office Bookcases shall have adjustable shelves.

**11. PRIVATE OFFICE WARDROBE TOWER**

- a. Private Office Wardrobe Towers shall be high-pressure laminate and veneer finishes.
- b. Private Office Wardrobe Towers shall be 9"-12"W.
- c. Private Office Wardrobe Tower height shall align with the overhead storage.
- d. Private Office Wardrobe Towers shall have a single door.
- e. Private Office Wardrobe Towers shall be right- and left- hand configurations.
- f. Private Office Wardrobe Towers shall have coat rod or hook.
- g. Private Office Wardrobe Towers shall have adjustable leveling glides.

**12. PRIVATE OFFICE WARDROBE TOWER/COMBINATION STORAGE**

- a. Private Office Wardrobe Tower/Combination Storage shall be high-pressure laminate and veneer finishes.
- b. Private Office Wardrobe Tower/Combination Storage shall be 24"W and 30"W.
- c. Private Office Wardrobe Tower/Combination Storage height shall align with the overhead storage.
- d. Private Office Wardrobe Tower/Combination Storage shall have a drawers and bookshelf combination.
- e. Private Office Wardrobe Tower/Combination Storage shall be right- and left- hand configurations.
- f. Private Office Wardrobe Tower/Combination Storage shall have a coat rod or hook.
- g. Private Office Wardrobe Tower/Combination Storage drawers shall be box/box/file or file/file configuration.
- h. Private Office Wardrobe Tower/Combination Storage drawers shall be full-depth/full-extension.
- i. Private Office Wardrobe Tower/Combination Storage bookshelf should be front access configuration.
- j. Bookshelf shall be open or closed with a vertical hinge door.
- k. Private Office Wardrobe Tower/Combination Storage shall have adjustable leveling glides.

**13. TACKABLE SURFACE**

- a. Tackable Surfaces shall be tackable fabric.
- b. Tackable Surface heights shall span from the bottom of the overhead storage to the top of work surface.

## **D. DEMOUNTABLE WALLS (DW-1)**

**Note: See inserted typical drawings following this section for Demountable Wall requirements.**

### **1. General:**

- a. Demountable Wall partitions shall be fully demountable and can be relocated.
- b. Demountable Wall systems shall allow for removal and reinstallation of panels without disturbing adjacent panels.
- c. Demountable Wall systems shall include solid panels and doors.
- d. Demountable Wall systems shall allow two, three, and four-way connections with all fasteners being concealed.
- e. Demountable Wall systems shall have a non-permanent and non-destructive attachment to the ceiling and floors and shall adjust to accommodate floor and ceiling irregularities.
- f. Demountable Wall systems shall be provided with sound and light seals at all building and panel connections to achieve STC requirements.
- g. Demountable Wall systems shall be from one manufacturer.
- h. Demountable Wall systems shall be capable of withstanding normal impact loads.
- i. Demountable Wall systems shall withstand the effects of earthquake motions determined in conformance with the seismic design provisions of ASCE/SEI publication ASCE/SEI 7, "ASCE Minimum Design Loads and Associated Criteria for Buildings and Other Structures".
- j. Demountable Wall vendor shall provide project specifications, drawings, and calculations stamped and signed by a Licensed Structural Engineer for all loading conditions identified in ASCE/SEI 7 "Minimum Design Loads for Buildings and Other Structures". Drawings and calculations shall be provided for all support details and connections to the structure.

### **2. FRAMES / PARTITIONS / DOORS**

- a. Demountable Wall systems shall have a maximum thickness of 4".
- b. Demountable Wall systems shall have a maximum base height of 5" that is either flush or recessed. Surface-applied is not acceptable.
- c. Demountable Wall system horizontal and vertical joints should form reveals.
- d. Demountable Wall systems shall be non-progressive and modular. Stick-built systems are not acceptable.
- e. Demountable Wall systems shall be available in various surface materials.
- f. Demountable Wall system frames shall be metal and offered in a clear anodized or factory painted finish
- g. Demountable Wall systems shall accommodate standard ceiling heights from approximately 96" to 120" with 6" increments.
- h. Demountable Wall systems shall have a ceiling trim connection from the top of the demountable wall frame extending to the building ceiling.

- i. Demountable Wall systems shall have a wall trim connection from the demountable wall frame extending to the building wall.
- j. Demountable partition systems shall have the following doors:
  - 1) Butt hinges or Pivot hinges
  - 2) Sliding doors
- k. Demountable Wall systems shall be available in single and double doors.
- l. Demountable Wall system door frames shall be composed of metal extrusions.
- m. All door frames, strike plates, and metal stops shall include clear anodized metal or factory painted metal.
- n. All door units shall be available in either clerestory (standard height door with glass above) or a full height door (no clerestory).
- o. Demountable partition systems shall have lockset hardware and should be ADA compliant.
- p. Solid door thickness shall be approximately 2".
- q. Glass door components shall be Standard Tempered Glass with a minimum thickness of 1/4".

### **3. PERFORMANCE REQUIREMENTS**

- a. When tested in accordance with ASTM E90 and ASTM E413, demountable walls shall have the following acoustic performance ratings:
  - 1) Solid panels shall have a minimum STC 39
  - 2) Glass panels shall have a minimum STC 35
- b. Panels shall be tested in accordance with ASTM E84 and shall have:
  - 1) Flame Spread Index 25 or less
  - 2) Smoke Developed Index 450 or less
- c. Demountable partition system shall be capable to withstand the effects of gravity loads and the following loads and stresses within limits under conditions indicated:
  - 1) Load-Bearing Capacity: Not less than 300lbs (136kg) concentrated proof load when tested according to BIFMA x5.6.
  - 2) Transverse-Load Capacity: Lateral deflection of not more than 1/120 of the overall span when tested under a uniformly distributed load of 5 lb/sq ft (24.4kg/sq m) according to ASTM E72.

#### **4. ELECTRICAL AND COMMUNICATIONS**

- a. Demountable Wall systems shall have power electric and data outlets as an option.
- b. Demountable Wall systems shall have receptacle, and switch plates as an option.
- c. Demountable Wall systems shall have wire ways to provide for the distribution of electrical and communication wiring.
- d. Demountable Wall system panels shall be UL Classified to comply with NFPA 70 National Electric Code 2012 Edition.
- e. Demountable Wall system components shall be UL Listed to comply with NFPA 70, National Electric Code, and Article 604 – Manufactured Wiring Systems.

## **E. ACCESSORIES**

### **1. FREESTANDING TASK LIGHT (TL-1)**

- a. Freestanding Task Light shall have an LED light source.
- b. Freestanding Task Light shall have plug-in capability.
- c. Freestanding Task Light shall be horizontally and vertically adjustable.
- d. Freestanding Task Light shall have a maximum 8” diameter base.
- e. Freestanding Task Light shall have a manual on/off switch.
- f. Freestanding Task Light shall have wire management from the light source to the base.

### **2. UNDER MOUNT TASK LIGHT (TL-2)**

- a. Under Mount Task Light shall have an LED light source.
- b. Under Mount Task Light shall have plug-in capability.
- c. Under Mount Task Light shall be mounted below the overhead storage.
- d. Under Mount Task Light shall be within 6” of the overall overhead storage width, multiple units are acceptable.
- e. Under Mount Task Light shall have daisy chaining.
- f. Under Mount Task Light shall have wire management.

### **3. KEYBOARD TRAY (KT)**

- a. Keyboard Tray shall have a minimum height adjustment range of 7”.
- b. Keyboard Tray shall have an integral wrist rest.
- c. Keyboard Tray shall have a mouse pad platform that is interchangeable for left- and right-hand users.
- d. Keyboard Tray shall tilt in a positive and negative adjustable position.
- e. Keyboard Tray shall slide under the work surface.

### **4. MONITOR ARM (MA)**

- a. Single Monitor Arm shall support a single monitor (minimum of 19 lbs.).
- b. Dual Monitor Arm shall support dual monitors (minimum of 19 lbs. each arm).
- c. Monitor Arm shall adjust without the use of tools.
- d. Monitor Arm shall adjust vertically and horizontally.
- e. Monitor Arm shall have forward and backward tilt.
- f. Monitor Arm shall support portrait and landscape positioning.
- g. Monitor Arm shall have integrated cable management.
- h. Monitor Arm shall be clamp mount and grommet mount.

### **5. TOOL RAIL (TR)**

- a. Tool Rail accessories shall be available in pencil cup, letter and legal paper tray, diagonal sorter and shelf.
- b. Tool Rail accessories shall be plastic or metal.

## **6. POWER MODULE (PMO)**

- a. Power Module shall attach to the edge of the work surface.

## **7. HORIZONTAL WIRE MANAGER (HWM)**

- a. Horizontal Wire Manager shall conceal wires under the work surface.
- b. Horizontal Wire Manager shall accommodate a surge protector.
- c. Horizontal Wire Manager shall be accessible to the end user.

## **F. SEATING**

### **1. TASK CHAIR (TCH-1)**

- a. Task Chairs shall have an upholstered seat and mesh (perforated) back.
- b. Task Chairs shall have a 5-star base with hard and soft casters.
- c. Task Chairs shall have a minimum seat width of 19”.
- d. Task Chairs shall have the following ergonomic features:
  - 1) Pneumatic height adjustment
  - 2) Adjustable seat pan depth
  - 3) Adjustable lumbar support
  - 4) Tension control adjustment with a tilt lock
  - 5) Arm height, width and pivot adjustment

### **2. TASK STOOL (TCH-2)**

- a. Task Stools shall have an upholstered seat and mesh (perforated) back.
- b. Task Stools shall have a 5-star base with hard and soft casters.
- c. Task Stools shall have a foot ring.
- d. Task Stools shall have a minimum seat width of 19”.
- e. Task Stools shall have the following ergonomic features:
  - 1) Pneumatic height adjustment
  - 2) Adjustable lumbar support
  - 3) Arm height, width and pivot adjustment

### **3. EXECUTIVE TASK CHAIR (TCH-3)**

- a. Executive Task Chairs shall have a leather or vinyl seat.
- b. Executive Task Chairs shall have a leather or vinyl back.
- c. Executive Task Chairs shall be high back.
- d. Executive Task Chairs shall have a 5-star base with hard and soft casters.
- e. Executive Task Chairs shall have the following ergonomic features:
  - 1) Pneumatic height adjustment
  - 2) Adjustable seat pan



- 3) Adjustable lumbar support
- 4) Tension control adjustment with a tilt lock
- 5) Arm height, width and pivot adjustment

**4. HEAVY DUTY TASK CHAIR (HDT)**

- a. Heavy Duty Task Chairs shall have an upholstered seat.
- b. Heavy Duty Task Chairs shall have an upholstered or mesh (perforated) back.
- c. Heavy Duty Task Chairs shall have a 5-star base with hard and soft casters.
- d. Heavy Duty Task Chairs shall have an extra wide seat width.
- e. Heavy Duty Task Chairs shall have the following ergonomic features:
  - 1) Pneumatic height adjustment
  - 2) Tension control adjustment with a tilt lock
- f. Heavy Duty Task Chairs shall support a minimum of 400 lbs.

**5. GUEST CHAIR – FOUR LEGS (GCH-1)**

- a. Guest Chairs shall have an upholstered seat and back.
- b. Guest Chairs shall have a factory painted metal, polished metal or brushed metal frame with four legs.
- c. Guest Chairs with glides shall support a minimum of 250 lbs.

**6. GUEST CHAIR – WOOD FRAME (GCH-2)**

- a. Guest Chairs shall have an upholstered seat and back.
- b. Guest Chairs shall have open style arms.
- c. Guest Chairs shall have a wood frame with four legs.
- d. Guest Chair shall have glides.
- e. Guest Chair shall support a minimum of 250 lbs.

**7. GUEST CHAIR – SLED BASE (GCH-3)**

- a. Guest Chair shall have an upholstered seat.
- b. Guest Chair shall have an upholstered or mesh (perforated) back.
- c. Guest Chair shall have arms with plastic or upholstered arm caps.
- d. Guest Chair shall have factory painted metal, polished metal or brushed metal frame with a sled base.
- f. Guest Chair shall support a minimum of 250 lbs.

**8. TRAINING CHAIR (TRS)**

- a. Training Chair shall have an upholstered seat.
- b. Training Chair shall have hard and soft casters.
- c. Training Chair shall flip/nest.
- d. Training Chair frame shall be factory painted metal, polished metal or brushed metal finish.

- e. Training Chair shall support a minimum of 250 lbs.

**9. STANDARD HEIGHT CAFÉ CHAIR (CC-1)**

- a. Standard Height Café Chair shall have a molded polypropylene seat and back.
- b. Standard Height Café Chair with arms shall have plastic arm caps.
- c. Standard Height Café Chair shall have four legs with glides.
- d. Standard Height Café Chair frame shall be factory painted metal, polished metal or brushed metal finish.
- e. Standard Height Café Chair shall have a seat height of 18"-20".
- f. Standard Height Café Chair shall be from the same product line as Counter Height Café Chair and Bar Height Café Chair.

**10. COUNTER HEIGHT CAFÉ CHAIR (CC-2)**

- a. Counter Height Café Chair shall have a molded polypropylene seat and back.
- g. Counter Height Café Chair with arms shall have plastic arm caps.
- b. Counter Height Café Chair shall have four legs with glides.
- c. Counter Height Café Chair shall have a footrest.
- d. Counter Height Café Chair frame shall be factory painted metal, polished metal or brushed metal finish.
- e. Counter Height Café Chair shall have a seat height of 24"-27".
- f. Counter Height Café Chair shall be from the same product line as Standard Height Café Chair and Bar Height Café Chair.

**11. BAR HEIGHT CAFÉ CHAIR (CC-3)**

- a. Bar Height Café Chair shall have a molded polypropylene seat and back.
- b. Bar Height Café Chair with arms shall have plastic arm caps.
- c. Bar Height Café Chair shall have four legs with glides.
- d. Bar Height Café Chair shall have a footrest.
- e. Bar Height Café Chair frame shall be factory painted metal, polished metal or brushed metal finish.
- f. Bar Height Café Chair shall have a seat height of 28"-33".
- g. Bar Height Café Chair shall be from the same product line as Standard Height Café Chair and Counter Height Café Chair.

**12. LOUNGE CHAIR (LG-1)**

- a. Lounge Chair shall have a fully upholstered seat, back, and arms.
- b. Lounge Chair shall be transitional style.
- c. Lounge Chair shall have wood legs or metal legs/base.
- d. Lounge Chair legs shall have glides.
- e. Lounge Chair shall have an overall width of 28"-36" and overall depth of 28-34".

- f. Lounge Chair arm width shall be a maximum of 4”.
- g. Lounge Chair shall support a minimum of 250 lbs.
- h. Lounge Chairs shall be from the same product line as Two Seat Lounge Sofa and Three Seat Lounge Sofa.

**13. TWO SEAT LOUNGE SOFA (LG-2)**

- a. Two Seat Lounge Sofa shall have a fully upholstered seat, back and arms.
- b. Two Seat Lounge Sofa shall be transitional style.
- c. Two Seat Lounge Sofa shall have wood legs or metal legs/base.
- d. Two Seat Lounge Sofa legs shall have glides.
- e. Two Seat Lounge Sofa shall have an overall width of 48”-60” and overall depth of 28”-34”.
- f. Two Seat Lounge Sofa arm width shall be a maximum of 4”.
- g. Two Seat Lounge Sofa shall be from the same product line as Lounge Chairs and Three Seat Lounge Sofas.

**14. THREE SEAT LOUNGE SOFA (LG-3)**

- a. Three Seat Lounge Sofa shall have a fully upholstered seat, back and arms.
- b. Three Seat Lounge Sofa shall be transitional style.
- c. Three Seat Lounge Sofa shall have wood legs or metal legs/base.
- d. Three Seat Lounge Sofa legs shall have glides.
- e. Three Seat Lounge Sofa shall have an overall width of 72”-84” and depth of 28”-34”.
- f. Three Seat Lounge Sofa shall be from the same product line as Lounge Chairs and Two Seat Lounge Sofas.

**15. RECLINING LOUNGE CHAIR (LG-4)**

- a. Reclining Lounge Chair shall have a fully upholstered seat, back, and arms.
- b. Reclining Lounge Chair arms should have a cap.
- c. Reclining Lounge Chair shall be upholstered in “anti-microbial” cleanable fabric.
- d. Reclining Lounge Chair shall be a recliner with at least two positions: upright and midway.
- e. Reclining Lounge Chair shall have a footrest when the chair is in a reclined position.
- f. Reclining Lounge Chair shall have an overall width of 26”-36”, overall depth of 30”-40”, and overall height of 34”-48” when in the upright position.

**16. TABLET ARM LOUNGE CHAIR (LG-5)**

- a. Tablet Arm Lounge Chair shall have fully upholstered seat, back and arms.
- b. Tablet Arm Lounge Chair shall be transitional style.
- c. Tablet Arm Lounge Chair shall have a tablet arm.
- d. Tablet Arm Lounge Chair shall have wood legs or metal legs/base.

- e. Tablet Arm Lounge Chair shall have glides.

**17. LOUNGE SERPENTINE SEATING (LG-6)**

- a. Lounge Serpentine Seating shall have a fully upholstered seat, back and bench.
- b. Lounge Serpentine Seating shall have one of the following base options:
  - 1) Plinth base
  - 2) Exposed metal legs with glides
  - 3) Exposed wood legs with glides
- c. Lounge Serpentine Seating shall be ganged together.
- d. Lounge Serpentine Seating shall have power and USB ports.
- e. Lounge Serpentine Seating shall have an overall height of 30"-36"H back and a seat height of 17.5"-20".

**18. PRIVATE LOUNGE/WORKSTATION (HPC-1)**

- a. Private Lounge/Workstations shall have an upholstered seat.
- b. Private Lounge/Workstations shall be panel wrapped on chair back and sides.
- c. Private Lounge/Workstations shall have an overall width of 33"-46", overall depth of 29" to 40", and overall height of 48"-56".
- d. Private Lounge/Workstations panel shall be fabric or frosted acrylic.
- e. Private Lounge/Workstations shall be freestanding.
- f. Private Lounge/Workstations shall have an affixed tablet arm or laptop table.
- g. Private Lounge/Workstations shall have a storage caddy or shelf.
- h. Private Lounge/Workstations shall have a power and USB outlet with concealed wires.

**19. HIGH BACK PRIVACY BENCH (HPC-2)**

- a. High Back Privacy Benches shall have a fully upholstered seat and back.
- b. High Back Privacy Benches shall be a transitional style.
- c. High Back Privacy Benches shall have wood legs or metal legs/base.
- d. High Back Privacy Bench legs shall have glides.
- e. High Back Privacy Benches shall have an overall width of 67"-84", overall depth of 28"-37" and overall height of 39"-54".
- f. High Back Privacy Benches shall have a writing surface at 39"-42"H attached to the backside of the upholstered back.

**20. OTTOMAN (OTT)**

- a. Ottomans shall be fully upholstered.
- b. Ottomans shall have exposed wood legs or metal legs/base.
- c. Ottomans shall be 24"-32"W x 20"-32"D x 16"-20"H.

**G. TABLES**

## **1. CONFERENCE TABLE (CNT)**

- a. Conference Table shall have the following base(s):
  - 1) Column
    - a) Column base shall be single column x-base or a single column y-base with spanner
    - b) Column base shall have vertical wire management
    - c) Column base shall be factory painted metal, polished metal or brushed metal finish
  - 2) Drum
    - a) Drum base shall be high pressure laminate and veneer finishes, to match the tabletop.
    - b) Drum base shall have integrated and concealed vertical wire management.
  - 3) Panel
    - a) Panel base shall be high pressure laminate and veneer finishes, to match the tabletop.
    - b) Panel base shall have integrated and concealed vertical wire management.
- b. Conference Tables shall have horizontal wire management (**HWM**).
- c. Conference Tables shall have a recessed power module(s).
- d. Power modules shall have power/data outlet(s), USB port(s), and HDMI cable.

## **2. OCCASIONAL COFFEE TABLE (OCT-1)**

- a. Occasional Coffee tabletops shall be in the following finishes:
  - 1) High pressure laminate top
    - a) High pressure laminate top shall have the following base:
      - (1) 3-4 metal legs or single column with disc/X-base
  - 2) Veneer top
    - a) Veneer top shall have the following base(s):
      - (1) 3-4 veneer legs
      - (2) 3-4 metal legs or single column with disc/X-base
- b. Occasional Coffee Table metal legs/column shall be factory painted metal, polished metal or brushed metal finish.
- c. Occasional Coffee Tables shall have a height of 15"-20".

## **3. OCCASIONAL END TABLE (OCT-2)**

- a. Occasional End tabletops shall be in the following finishes:
  - 1) High pressure laminate top
    - a) High pressure laminate top shall have the following base:
      - (1) 4 metal legs or single column with disc/X-base

- 2) Veneer top
  - a) Veneer top shall have the following base(s):
    - (1) 4 veneer legs
    - (2) 4 metal legs or single column with disc/X-base
  - b. Occasional End Table metal legs/column shall be factory painted metal, polished metal or brushed metal finish.
  - c. Occasional End Tables shall have a height of 21”-26”.

**4. STANDARD HEIGHT CAFÉ/COLLABORATIVE TABLE (CLT-1)**

- a. Standard Height Café/Collaborative tabletops shall be in the following shapes:
  - 1) Rectangular
    - a) Rectangular shape top shall have the following base(s):
      - (1) Single column disc base
      - (2) Single column X-base or a single column Y-base with spanner
  - 2) Square
    - a) Square shape top shall have the following base(s):
      - (1) Single column disc base
      - (2) Single column X-base
  - 3) Round
    - a) Round shape top shall have the following base(s):
      - (1) Single column disc base
      - (2) Single column X-base
- b. Standard Height Café/Collaborative Table bases shall be factory painted metal, polished metal or brushed metal finish.
- c. Standard Height Café/Collaborative Tables shall have a height of 28”-30”.
- d. Standard Height Café/Collaborative Tables shall have a recessed power module(s).
- e. Power modules shall have power/data outlet(s), USB port(s), and HDMI cable.

**5. COUNTER HEIGHT CAFÉ/COLLABORATIVE TABLE (CLT-2)**

- a. Standard Height Café/Collaborative tabletops shall be in the following shapes:
  - 1) Rectangular
    - a) Rectangular shape top shall have the following base(s):
      - (1) Single column disc base
      - (2) Single column X-base or a single column Y-base with spanner
  - 2) Square
    - a) Square shape top shall have the following base(s):
      - (1) Single column disc base

(2) Single column X-base

3) Round

a) Round shape top shall have the following base(s):

(1) Single column disc base

(2) Single column X-base

b. Counter Height Café/Collaborative Tables bases shall be factory painted metal, polished metal or brushed metal finish.

c. Counter Height Café/Collaborative Tables shall have a height of 35”-39”.

d. Counter Height Café/Collaborative Tables shall have a recessed power module(s).

e. Power modules shall have power/data outlet(s), USB port(s), and HDMI cable.

**6. BAR HEIGHT CAFÉ/COLLABORATIVE TABLE (CLT-3)**

a. Bar Height Café/Collaborative tabletops shall be in the following shapes:

1) Rectangular

a) Rectangular shape top shall have the following base(s):

(1) Single column disc base

(2) Single column X-base or a single column Y-base with spanner

2) Square

a) Square shape top shall have the following base(s):

(1) Single column disc base

(2) Single column X-base

3) Round

a) Round shape top shall have the following base(s):

(1) Single column disc base

(2) Single column X-base

b. Bar Height Café/Collaborative Tables bases shall be factory painted metal, polished metal or brushed metal finish.

c. Bar Height Café/Collaborative Tables shall have a height of 41”-43”.

d. Bar Height Café/Collaborative Tables shall have a recessed power module(s).

e. Power modules shall have power/data outlet(s), USB port(s), and HDMI cable.

**7. TRAINING TABLE (TRT)**

a. Training Table tops shall be high pressure laminate finish.

b. Training Table tops shall be rectangular shape.

c. Training Tables shall flip/nest.

d. Training Tables shall have metal Y-legs, T-legs or L-legs.

e. Training Table legs shall be factory painted metal, polished metal or brushed metal finish.

- f. Training Tables shall have locking casters.
- g. Training Tables shall have ganging devices to allow tables to be connected without the use of tools.
- h. Training Tables shall be ganged in side-by-side and front-to-back configurations.
- i. Modesty panels shall stay attached to the table while the table is in a flip/nest position.
- j. Training Tables shall have a surface attached power module or flush mount power module.
- k. Power modules shall have power outlet(s) and USB port(s).
- l. Power modules shall be non-sequential and have daisy chain capabilities.
- m. Training Tables shall have vertical wire management and horizontal wire management **(HWM)**.

#### **8. LAPTOP TABLE (LTT)**

- a. Laptop Table tops shall be laminate or composite finishes.
- b. Laptop Table tops shall be round or rectangular.
- c. Rectangular Laptop Tables shall be 20"-27"W x 16"-23"D.
- d. Round Laptop Tables shall be 15"-20" diameter.
- e. Laptop Tables should have an offset column which attaches to the base.
- f. Laptop Table bases shall be factory painted metal or polished metal finish.
- g. Fixed Laptop Tables shall have a height of 25" to 28".
- h. Height adjustable Laptop Tables shall have a height range of at least 3".

### **H. CONFERENCE AND TRAINING ROOMS**

#### **1. LECTERN (LC)**

- a. Lecterns shall have a locking storage area for A/V equipment.
- b. Lecterns shall have four (4) casters with a minimum of two (2) locking casters.
- c. Lecterns shall have a reading shelf.

#### **2. A/V CREDENZA (AVC)**

- a. A/V Credenzas shall have locking doors.
- b. A/V Credenzas shall have no intermediate vertical framing member at double doors.
- c. A/V Credenzas shall have adjustable shelves.
- d. A/V Credenzas shall accommodate a 19-inch rack within.
- e. A/V Credenzas shall have venting.
- f. A/V Credenzas shall have front and rear access.

### **I. STORAGE – OPEN AREA**

#### **1. LATERAL FILE (LF)**



- a. Lateral Files shall be factory painted metal finish.
  - b. Lateral Files higher than 2H shall have counter balance or anti-tilt system.
  - c. Lateral File shall have an interlocking mechanism.
  - d. Drawers shall be full-depth/full-extension.
  - e. Drawers shall have a method for hanging files.
  - f. Lateral File shall have adjustable leveling glides.
- 2. BOOKCASE (BKS)**
- a. Bookcases shall be factory painted metal finish.
  - b. Bookcases shall have adjustable shelves.
  - c. Bookcases shall have adjustable leveling glides.
- 3. STORAGE CABINET (STR)**
- a. Storage Cabinets shall have full height hinged doors.
  - b. Storage Cabinets shall have adjustable shelves.
  - c. Storage Cabinets shall have adjustable leveling glides.
- 4. INDUSTRIAL OPEN SHELVING (IND)**
- a. Industrial Open Shelving shall be heavy duty steel construction with factory painted metal finish.
  - b. Industrial Open Shelving shall have solid shelves.
  - c. Industrial Open Shelving shall be 36"W and 48"W.
  - d. Industrial Open Shelving shall be 18"D and 24"D.
  - e. Industrial Open Shelving shall be 72"-87"H.
  - f. Industrial Open Shelving posts shall have shelf adjustments approximately 1" on center.
  - g. Industrial Open Shelving units shall have a fixed top and bottom metal shelf.
  - h. Industrial Open Shelving shall be secured to the wall studs and/or floor to prevent injury from tipping.
- 5. LOCKERS – 2 TIER (LK)**
- a. Lockers shall have the following finishes:
    - 1) Metal
      - a) Metal lockers shall be 15"-21"W x 15"-21"D x 15"-21" H
    - 2) Laminate
      - a) Laminate lockers shall be 12"W x 20"-24"D x 32"-34"H
  - b. Lockers shall be ganged or banked together.
  - c. Lockers shall have no perforations for venting.
  - d. Lockers should have an adjustable shelf.
  - e. Lockers shall have adjustable leveling glides.

- f. Lockers shall have hinged doors.
- 6. SIDE BY SIDE COMMON TOP (CTS-1)**
  - a. Side by Side Common Top shall be the depth of (1) lateral file.
- 7. BACK-TO-BACK COMMON TOP (CTS-2)**
  - a. Back-to-Back Common Top shall be the depth of (2) lateral files.

## **J. DISPLAY/ COMMUNICATION BOARDS**

### **1. TACK BOARD (TCK)**

- a. Tack Boards shall be tackable fabric.
- b. Framed Tack Boards shall have an anodized aluminum frame.
- c. Tack Boards shall be wall mounted.

### **2. MARKER BOARD (MB)**

- a. Marker Boards shall have a white marker board material with metal frame.
- b. Marker Boards shall be magnetic.
- c. Marker Boards shall be wall mounted.
- d. Marker Boards shall have a marker tray.

### **3. GLASS MARKER BOARD (GMB)**

- a. Glass Marker Boards shall be 1/4" tempered glass with white background.
- b. Glass Marker Boards shall be magnetic.
- c. Glass Marker Boards shall be frameless with eased corners.
- d. Glass Marker Boards shall be wall mounted with a concealed clip.
- e. Glass Marker Boards shall have an accessory tray or storage.

### **4. MOBILE MARKER BOARD (MMB)**

- a. Mobile Marker Boards shall have a white marker board material, on both sides.
- b. Mobile Marker Boards shall be magnetic.
- c. Mobile Marker Boards shall have a metal frame.
- d. Mobile Marker Boards shall have locking casters.
- e. Mobile Marker Boards shall have a marker tray.

### **5. MOBILE GLASS MARKER BOARD (MGB)**

- a. Mobile Glass Marker Boards shall be 1/4" tempered glass with white background, on both sides.
- b. Mobile Glass Marker Boards shall be magnetic.
- c. Mobile Glass Marker Boards shall have a metal frame.
- d. Mobile Glass Marker Boards shall have locking casters.
- e. Mobile Glass Marker Boards shall have an accessory tray or storage.

## **K. SCREENS**

### **1. FREESTANDING COLLABORATIVE ENCLOSURE (FRD)**

- a. Freestanding Collaborative Enclosure shall have the ability to create a private collaborative space within an open area.
- b. Freestanding Collaborative Enclosure shall be made up of a system of panels, posts/columns, and beams.
- c. Freestanding Collaborative Enclosure shall allow for a minimum of 3 sided connected walls.
- d. Freestanding Collaborative Enclosure panels shall connect to form a solid non moveable partial enclosure when assembled.
- e. Freestanding Collaborative Enclosure panels shall be available in the following finish(es):
  - a) Fabric
  - b) Markerboard
- f. Freestanding Collaborative Enclosure shall not have a connection to the ceiling.
- g. Freestanding Collaborative Enclosure shall be 72", 96" and 120"-126" long.
- h. Freestanding Collaborative Enclosure shall be 78"-96"H.

### **2. MOBILE PRIVACY SCREEN (MPS)**

- a. Mobile Privacy Screens shall be acoustical fabric.
- b. Mobile Privacy Screens shall include at least 2 panels that can be positioned in an angular configuration.
- c. Mobile Privacy Screens shall be freestanding.
- d. Mobile Privacy Screens shall have individual panel widths of 24"-72".
- e. Mobile Privacy Screens shall be 64" - 76"H.
- f. Mobile Privacy Screens shall have casters.
- g. Casters shall be locking.

### **3. ACOUSTICAL WALL PANEL (AWP)**

- a. Acoustical Wall Panels shall be fabric.
- b. Acoustical Wall Panels shall be frameless.
- c. Acoustical Wall Panels shall have an NRC of at least .60.
- d. Acoustical Wall Panels shall be wall mounted with concealed fasteners.

## **8.0 DESIGN AND LAYOUT**

- A. The Contractor shall provide a 24-to-48-hour notice to the agency point of contact (POC) for building access in order to conduct a field survey/ measurements of the installation space.
- B. The Contractor shall be responsible for providing the following design services:
  - 1. Meetings with the agency point of contact to develop furniture installation drawings, material and finishes post award.
  - 2. The Contractor shall coordinate with the agency POC, and architect/engineer of record to convert the design layout drawings into furniture installation drawings.
  - 3. All furniture installation and electrical drawings shall be submitted as hardcopy 1/8" scale as well as AutoCAD drawing formats.
  - 4. The Contractor shall identify all pre-approved existing furniture in the furniture installation drawings.
  - 5. Electrical drawings shall be provided to the agency POC identifying all circuit locations.
  - 6. At the order level the contractor shall provide plan and isometric (3D) views to the agency POC in PDF and either CAD/Revit of the typical drawings.
- C. The final furniture installation drawings shall be submitted to the agency POC for review and approval.
- D. The final furniture installation drawings shall be submitted to the agency POC with the Bill of Materials (BOM).
  - 1. At the order level, the BOM shall include part numbers, description, product line, dimensions, quantity, unit price and discount percentage of each component required.
  - 2. The BOM shall be approved by agency POC prior to ordering furniture.

## **9.0 PROJECT MANAGEMENT**

### **A. General**

- 1. The Contractor shall assign a single point of contact (POC) that is responsible for all Project Management services which includes but not limited to managing the relationship between the agency POC, the design firm, GC, furniture manufacturers, furniture dealers, furniture installers, corporate representatives, service providers and all applicable individuals involved on the project.
- 2. The Contractor must attend and direct the necessary progress meetings, as well as write and distribute notes as required. The Contractor shall be responsible for generating and distributing meeting minutes to all designated team members.
- 3. The Contractor shall be responsible for documenting all communication in writing and updating the agency POC of the project status.
- 4. The Contractor shall develop, maintain and distribute a project schedule to the agency POC.
- 5. The Contractor shall notify the agency POC immediately of all product delays.
- 6. The Contractor shall inspect and replace all damaged products from shipping, verify quantities, and manage inaccurate orders in order to meet the project schedule as closely as possible.

7. This contract is for GSA Schedule items only. Therefore, the Contractor shall notify the GSA Contracting Officer, via modification request, of any requirement for open market items.

**B. Project Management Delivery and Installation Services**

1. The Contractor shall provide continuous on-site supervision, which includes but not limited to managing installation performance, ensuring professional behavior and appropriate attire.
2. The Contractor shall generate the installation schedule(s), comply with all building requirements, reserve dock or elevator and coordinate all deliveries with the agency POC in advance.
3. The Contractor shall meet all incoming delivery vehicles at the building entrance, unload deliveries, and check for damages. Missing or damaged products shall be ordered immediately and replaced within a 4 week period.

**C. Project Close Out**

1. The Contractor shall generate and update an ongoing punch list that consists of any damaged, missing, and/or incorrectly installed products. The Contractor will complete one punch list organized by manufacturer.
2. After all the ongoing punch list items have been resolved, the post-installation walk through shall be conducted with the agency POC assigned representative.
3. The Contractor shall distribute the final punch list to the agency POC assigned representative within 48 hours of the final walk-through. The final punch list shall detail all outstanding items and estimated installation completion dates.
4. The Contractor shall complete all final punch list items within 20 working days after all furniture has been installed. Any punch list items that require ordering from the manufacturer shall be done within 10 working days after all furniture has been installed.
5. The agency POC shall sign off on the Acceptance Form (to be provided at the order level) indicating that all work has been performed in compliance with the contract and all punch list items have been resolved.

**10.0 INSTALLATION SERVICES**

- A. The Contractor shall be responsible for the following:
  1. The Contractor shall provide an electronic copy of the following to the agency POC prior to installation:
    - a. Product Warranties
    - b. Installation Instructions
- B. The Contractor shall conduct a pre-installation walk through with the agency POC of the installation space and identify existing building damage.
- C. Installation of furniture shall occur during normal business hours, unless otherwise specified in writing by the agency POC.
- D. The Contractor shall exhibit professional behavior during installation.
- E. The Contractor shall keep the circulation pathways clear of packing material or furniture product during installation.

- F. The Contractor shall keep the job site, including staging and storage areas free from trash at all times.
- G. The Contractor shall conform to any building specific rules and regulations on a project by project basis.
- H. The agency POC will coordinate moving and installing pre-approved existing furniture.
- I. The Contractor shall protect the building and installation space to prevent any physical damage. This includes protective runner, pads, corner guards, etc.
- J. The Contractor shall be responsible for any damage to the building which occurs during delivery and installation. All damage to the building and installation space shall be completed within 10 days of issuing the punch list.
- K. The Contractor shall prepare the office space for occupancy upon completion of the furniture installation. All components must be leveled, clean and free of debris, smudges, scuff marks etc.

#### **11.0 FURNITURE WAREHOUSING SERVICES**

- A. Warehousing services (storage facilities) may be required at the BPA Call level. Warehousing services shall be provided at no additional charge to the Government for up to thirty (30) days. Anything exceeding thirty (30) days will be negotiated at the BPA call level. Price reasonableness will be determined at the BPA Call level by the ordering Contracting Officer.

#### **12.0 RECYCLING AND TRASH REMOVAL**

- A. The Contractor shall dispose of recyclables, trash, and packing materials off-site and not in facility-provided receptacles on a daily basis.
- B. The Contractor shall recycle all mandated acceptable packing materials.
- C. The Contractor shall be responsible for any fees or charges relative to the disposal of materials. If the project location requires a dumpster, the contractor shall coordinate with the agency POC, General Contractor (GC) and/or building owner.

### 13.0 DELIVERABLES

Design Deliverable	Number of Days
Site Verification	To Be Determined at Order Level
Electrical Drawings	To Be Determined at Order Level
Furniture Design Drawings	To Be Determined at Order Level
Final Furniture Design Drawings	To Be Determined at Order Level
Bill of Materials (BOM)	To Be Determined at Order Level

Project Management Deliverable	Number of Days
Proof of Insurance	To Be Determined at Order Level
Kick Off Meeting	To Be Determined at Order Level
Meeting Minutes	To Be Determined at Order Level
Installation Schedule	To Be Determined at Order Level
Punch List	To Be Determined at Order Level
Client Acceptance Document	To Be Determined at Order Level

Installation Deliverable	Number of Days
Warranty Information	To Be Determined at Order Level
Installation Drawings	To Be Determined at Order Level
As Built Drawings	To Be Determined at Order Level
Wire Management Plans	To Be Determined at Order Level
Installation Instructions	To Be Determined at Order Level
Installation Schedule	To Be Determined at Order Level

## 14.0 CONTRACT CLAUSES AND PROVISIONS

### **FAR 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)**

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items.

(a) *Definitions.* As used in this provision—

*Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component* have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or



(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) *Representation.* The Offeror represents that—

(1) It  will,  will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It  does,  does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds “does” in paragraph (d)(2) of this section.

(e) *Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded “will” in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded “does” in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

**FAR 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)**

(a) *Definitions.* As used in this clause—

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (*e.g.*, connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (*e.g.*, voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or

essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

- (1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
- (2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

**FAR 52.204-26 Covered Telecommunications Equipment or Services-Representation (Dec 2019)**

(a) *Definitions.* As used in this provision, “covered telecommunications equipment or services” has the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(c) *Representation.* The Offeror represents that it  does,  does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(End of provision)

**52.217–9 Option To Extend the Term of the Contract.**

As prescribed in 17.208(g), insert a clause substantially the same as the following:

OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) (a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 calendar days before the contract expires. The preliminary notice does not commit the Government to an extension. (b) If the Government exercises this option, the extended contract shall be considered to include this option clause. (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

**52.209-11 – Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.**

As prescribed in [9.104-7\(d\)](#), insert the following provision:

**Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Feb 2016)**

- (a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L 113-235), and similar provisions, if contained in subsequent appropriations acts, the Government will not enter into a contract with any corporation that--
- (1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or
  - (2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is  is not  a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

(2) It is  is not  a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.