



**Rochester Community Schools**  
**Purchasing Department**

## Request for Proposal

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Date:	October 7, 2021	Project:	Administration Center (Dequindre Road) Furniture
Project Number:	22.09		

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Response Due Date and Time:	October 28, 2021 at 2:00 p.m. Local Time
Submit Response to:	All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct ( <a href="https://www.bidnetdirect.com">https://www.bidnetdirect.com</a> )
Submit Questions to:	Requests for clarification shall be submitted through BidNet Direct and all responses will be released as addendum within the online posting.
Description of Procurement:	General Office Furniture

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Estimated Project Timeline:

Notice of Advertisement in Local Newspaper:	October 7, 2021
Release of RFP:	October 7, 2021
Site Walk-through and Pre-Bid Meeting:	Monday, October 18, 2021 at 10:00 a.m. Local Time located at 52585 Dequindre Road, Rochester, MI 48307
Online Requests for Clarification Deadline:	October 19, 2021 at 5:00 p.m. Local Time
Release of Addenda with RFC Answers:	October 21, 2021
Bid Due Date:	October 28, 2021 at 2:00 p.m. Local Time
Bid Opening and Public Reading:	October 28, 2021 at 2:30 p.m. Local Time located at 501 West University Drive, Rochester, MI 48307
Post-Bid Evaluation:	Conducted the week of November 1, 2021. To include interviews and showroom visits, as necessary.
Anticipated Board of Education Bid Award:	November 15, 2021
Project Completion Date:	June 30, 2022

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→Notice: The right to modify the project timeline is held by Rochester Community Schools in absolute discretion.

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Objective:

Rochester Community Schools, known herein as "Owner", seeks proposals from qualified firms to establish a contract for the procurement of general office furniture for independent workstations, single-use offices, conference rooms, collaboration spaces, reception, Board of Education purpose, and community gathering.

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## Information to Bidders

### Overview

Rochester Community Schools, known herein as “Owner”, seeks proposals from qualified firms to establish a contract for the procurement of general office furniture for independent workstations, single-use offices, conference rooms, collaboration spaces, reception, Board of Education purpose, and community gathering.

### Project Purpose and Expectations

Rochester Community Schools seeks to create resilient workstation models that meet the diverse needs of employees who require use of technology and personalized work spaces that provide opportunities for communication and collaboration as well as privacy. We are striving towards an adaptable workplace that provides long-term flexibility for future growth and maximum re-use of furniture for quick and cost-effective reconfigurations. Proposed product line should be aesthetically pleasing, ergonomically functional and performance driven.

### Timeline

The expected timeline is as follows:

Notice of Advertisement in Local Newspaper:	October 7, 2021
Release of RFP:	October 7, 2021
Site Walk-through and Pre-Bid Meeting:	Monday, October 18, 2021 at 10:00 a.m. Local Time located at 52585 Dequindre Road, Rochester, MI 48307
Online Requests for Clarification Deadline:	October 19, 2021 at 5:00 p.m. Local Time
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Post-Bid Evaluation:	Conducted the week of November 1, 2021. To include interviews and showroom visits, as necessary.
Anticipated Board of Education Recommendation to Award:	November 15, 2021
Project Completion Date:	June 30, 2022

## Scope of Services

1. Provide and install new furniture as indicated on the attached floor plan. Scope of services to include:

- Design \ Installation drawings
- Field verification
- Delivery & Installation
- Project Management
- Maintenance & warranty coverage
- As-Built furniture plans (ACAD and PDF)

The attached floor plan (Attachment 'A') is diagrammatical only to show proposed location of the new furniture. Once selected, the approved vendor will be required to review proposed furniture with each department. Final scope is to be reviewed and approved by Facilities Management prior to ordering. Once final scope is determined and agreed upon, final furniture design drawings will be created by the selected vendor.

Furniture provided for each area is to be as follows:

Refer to Furniture Specifications, Attachment B for more detailed description.

- A. Conference Room:
  - a. Table:
    - i. Oval shaped conference table, refer to furniture drawings for size.
  - b. Chairs:
    - i. Refer to furniture drawing for count.
- B. Huddle Rooms:
  - a. 42" Diameter round collaboration table
  - b. 4 Guest Chairs
- C. Manager's Office:
  - a. Desk:
    - i. Refer to attached standard \ typical office layout plan for proposed layout and quantities (Attachment 'B').
    - ii. Alternate 2: Height adjustable desk.
    - iii. Layout to include: Desk with return, over-head bins with task lighting, file/file pedestal cabinet, box\box\file pedestal cabinet, lateral file cabinet, tackboard, and wardrobe cabinet with storage.
  - b. 2 Guest Chairs: see furniture specifications.
  - c. 1 Task Chair: see furniture specification.
  - d. 2 lateral files with a common top
- D. Cabinet / Executive Office:
  - a. Desk:
    - i. Refer to attached standard \ typical office layout plan for proposed layout and quantities (Attachment 'B').
    - ii. Layout to include: Desk with return, over-head bins with task lighting, file/file pedestal cabinet, box\box\file pedestal cabinet, lateral file cabinet, tackboard and wardrobe cabinet with storage.
  - b. 2 Guest Chairs
  - c. 1 Task Chair

- d. 1 Collaboration Table
- e. 2 Collaboration Chairs
- E. Open Office / Work Station: 7' x 7'
  - a. Wall panels:
    - i. Refer to attached standard layout plan for layout and quantities.
    - ii. 48: high panels: Laminate exterior and tackable fabric on the interior
    - iii. Alternate 1: Add 12" high frameless, frosted glass screen.
    - iv. Glass markerboard panel
    - v. Sit to Stand work surface: 30" x 60"
    - vi. Pull out wardrobe \ storage cabinet with shelf and coat hook: 12"w x 30"d x 48"h
    - vii. Fixed file\file storage pedestal (metal)
    - viii. Fixed box\box\file storage pedestal (metal)
    - ix. Overhead storage bin 36" with task lighting
    - x. Slatwall
    - xi. Provide 2 duplex electrical outlets for each workstation.
    - xii. Provide 2 outlets for network connections.
- F. Common Areas:
  - a. Side Table:
    - i. Refer to attached standard layout plan for layout and quantities.
  - b. Guest Chairs:
    - i. Refer to attached standard layout plan for layout and quantities.
- 2. Submit product data for all proposed furniture and components for review and analysis as part of the evaluation process.
- 3. Finish selections will be selected by the district's interior designer. Vendor will include cost to participate in any meeting regarding finish options and selections.
- 4. Vendor is responsible to field measure all spaces to insure accurate measurement for all design and product specification and ordering. AutoCad drawings may not be accurate and may not be used in place of field measurements. Vendor is liable for any incorrect field measurements leading to incorrect product order and will be responsible for providing the correct product at the vendors cost.

### Selection Process and Owner's Rights

The Owner reserves the following:

1. To reject any or all bids without compensation to the bidders and to waive any or all variances, irregularities, or informalities in the bid package.
2. In the event that all acceptable bids exceed the owner's budget, the Owner reserves the right to negotiate a contract with the lowest and best acceptable bidder or any other one of the acceptable bidders.
3. To select more than one vendor or brand,

The submissions will be evaluated and scored according to the following criteria:

- Qualifications & Experience
- Product Quality and Standard of Service
- Ease of Maintenance and Availability of Service Parts
- Sustainability

- Price Proposal

Proposals will be assessed based on the availability of their product, as well as their service and installation procedures. Due to the continuous use of furniture and the need for future layout changes, proposers should declare their average response times, including local response times, and also their availability to work outside of office hours.

The Owner expects prompt service and timely delivery of replacement parts. Proposers should include the location of the manufacturing facility and standard delivery time for the product lines offered and the location of the service center and average response time for service calls.

All finished surfaces shall be free of scratches, mars, dents, or blemishes. Furnishings shall have smooth finishes with no hazardous projections, sharp corners, or detail which can be hazardous and cause personal injury or damage to clothing.

### Award of Contract

Project is expected to be approved by the Rochester Community Schools Board of Education on November 15, 2021. Please note the project will not necessarily be awarded to the lowest bidder or lowest price. Rochester Community Schools reserves to award the project to the most qualified bidder based on the criteria noted.

### Bid Due Date and Proposal Submission Requirements:

1. All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) **no later than 2:00 p.m., local time, October 28, 2021** (the "Due Date".) No oral, telephonic, or facsimile proposals will be considered.
2. RCS will not consider or accept any late Bids received after the Due Date specified within the RFP. It is the sole responsibility of the Bidder to ensure their proposal is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFP. Bidders shall plan ample time to respond to all requirements and input all requirements. RCS is not responsible for any delivery delays.

### Qualification of Bidder

1. The Owner reserves the right to request qualification information from any bidder before issuing documents, receiving bids or awarding a contract. The Owner may, at its sole discretion, accept or reject bidders as qualified. The right to waive any informalities in qualification materials is reserved by the Owner. The Bidder, in submitting his/her bid, agrees to accept the decision of the Owner as final.
2. The submitters shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

### Sole Bidder

1. It is the Owner's intent that this Request for proposals, permits competition. It shall be the bidder's responsibility to advise the Owner, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Proposal, to a single source. Owner shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.
2. If only one bid is received in response to this invitation to bid, a cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.
3. The Owner reserves the right to cancel the bid, or reschedule the bid opening, if there is only one bid received. The decision by the Owner will be final.

### Addenda

1. Each bidder shall ascertain prior to submitting their bid that they have received all addenda issued.
2. Addenda notices will be sent to all who are known by the Owner to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.

### Unit Pricing

1. Each bidder must include in proposal pricing all equipment, operating manuals, inspection, testing, certification, freight, delivery, installation and any other relevant charges so as to be the final cost to the Owner for the proposed items.
2. Bids are considered irregular and may be rejected if unit prices contained in the bid proposal are obviously unbalanced either in excess of, or below, reasonable cost analysis values.
3. Any unit price that, in the sole opinion of the Owner, is unbalanced or excessive may be rejected without effecting the validity of the bid or other unit prices. An entire bid may be rejected if, in the sole opinion of the Owner, rejection of individual unit prices materially affects the bid.
4. Bid prices shall be firm through June 30, 2022. Pricing shall be F.O.B. delivered, unloaded and installed.

### Bid Bond

1. Bid Bond: Bidders must submit with its Bid, bid security in the form of a Bid Bond issued by a qualified surety or certified check in an amount of five percent (5%) of the Bid ("Bid Security"). Failure to include this Bid Security with Bidder's Bid will result in the rejection of your Bid. If a Bid Bond is posted by a Bidder, it shall be from a Treasury Surety licensed to do business in the State of Michigan, and the attorney-in-fact who executes the Bid Bond on behalf of the Bidder shall attach a certified, current copy of its power of attorney. In the event a certified check is submitted, it shall be made payable to "Rochester Community Schools" The School District shall not be liable for any interest earned thereon. The Bid Security shall be forfeited as liquidated damages, and not as a penalty, if the Bidder withdraws its Bid after the Due Date for submission of Bids or, upon acceptance of its Bid by the School District, Bidder fails to execute the form of



Contract acceptable to the School District, substantially evidencing and incorporating this RFP and its Bid and fails to provide the required Performance Bond and/or Payment Bond, if any, and the required insurance certificates, within fifteen (15) days of an award of a Contract to the Bidder.

2. The proposed bonding company of the bidder shall be acceptable to the Owner. The Owner shall be listed as obligated on the bond.

### Sales Tax

1. Owner is exempt from all taxes. A tax exemption certificate will be issued upon request.

### Method of Ordering

1. Issuance of a written purchase order by the Purchasing Department is the method of ordering product or services. All vendor invoices and packing/delivery tickets must include the purchase order number.

### Payment

1. Payment to be made from Vendor's invoice, and a copy of the signed delivery invoices, submitted to cover items received and accepted during the billing period. Invoices must contain the bid number under which the contract is awarded.
2. Pricing shall be F.O.B. delivered to RCS at 52585 Dequindre Road, Rochester MI 48307, unloaded, and installed.

### Familial Relationship Disclosure

1. All bidders shall provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder or any employee of the bidder, and any member of the Board of Education of the school district, or the Superintendent of the school district. The District will not consider a bid proposal that does not include this sworn and notarized statement.

### Iran Economic Sanctions Act

1. Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act.

### Withdrawal or Revision of Bid Proposals

1. A bid may not be modified, withdrawn or cancelled by the bidder for ninety (90) calendar days following the time and date designated for the opening of bids, and bidder so agrees in submitting his/her bid.

### Acceptance and Rejection of Bid Proposals

1. Low bid price is not always the determining factor in the awarding of the bid. Other factors considered may include, but not be limited to, the following: delivery and/or completion time, judged quality of product, past performance, inventory availability, financial stability, and references.

2. The Owner shall have the right to waive any informality or irregularity in any bid received and to accept bids which, in their judgment, are in their own best interest.
3. The Owner shall have the right to accept or reject alternates in any order or combination and to determine the apparent low bidder on this basis.

#### **Post-Bid Information**

1. After the bids are received, tabulated, and evaluated by the Owner, the apparent lowest qualified bidder(s) shall meet with the Owner at a post-bid meeting if requested by Owner.
2. The Owner reserves the right to request additional information from bidders for evaluation criteria as needed.

## Bid Proposal Form

### Name of Bidder

Firm Name:	
Address:	
Telephone:	Fax:

### Agreements

The undersigned understands that the Owner reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

Owner also reserves the right to withhold bids for a period of time (90 days) from bid closing date.

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owner opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Rochester Community Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

### Addenda

The undersigned acknowledges receipt of the following addenda:

Addendum Number:	Dated:
Addendum Number:	Dated:
Addendum Number:	Dated:

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Rochester Community Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Rochester Community Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Rochester Community Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

#### Legal Status of Bidder

1. A Corporation organized and existing under the laws of the State of \_\_\_\_\_.
2. Name, title, and signature of individual duly authorized to execute contracts:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

#### References

Include (or attach) the names of three references to your bid, preferably school districts.

NAME OF DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

NAME OF DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

NAME OF DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

**Base Bid**

**BASE BID:** Bid to furnish all labor, material, equipment and services necessary to complete the Bid **Administration Center Furniture** project in accordance with the Base Bid Category descriptions, including all addenda, for the amount as follows:

**TOTAL (BASE BID)**

\$ \_\_\_\_\_

\_\_\_\_\_  
Dollars

\*PRICES ARE NOT TO INCLUDE ANY STATE OR LOCAL TAXES.

\*PRICING GOOD THROUGH DECEMBER 31, 2021. PLEASE NOTE ANY EXCEPTION:

\_\_\_\_\_

\_\_\_\_\_

**BREAKOUT PRICING:**

Please provide breakout pricing as follows:

**Conference Rooms:**

Conference Room 130:	\$ _____
Conference Room 145:	\$ _____
Conference Room 229:	\$ _____
Conference Room 196:	\$ _____
Conference Room 256:	\$ _____
Conference Room 235:	\$ _____
Conference Room 335:	\$ _____
Conference Room 350:	\$ _____
Conference Room 388:	\$ _____
Conference Room 314:	\$ _____

Superintendent's Conference Room	\$ _____
<b>Huddle Room:</b>	\$ _____
<b>Manager Office:</b>	\$ _____
<b>Executive Office:</b>	\$ _____
<b>Work Station:</b>	\$ _____
<b>Common Areas:</b>	
Main Entrance Lobby 102	\$ _____
Shared Waiting 128	\$ _____
Technology Waiting 237	\$ _____
Curriculum Shared Waiting 250	\$ _____

### MANDATORY ALTERNATES

**Alternate 1:** \$ \_\_\_\_\_ (12" frosted glass panel screen for workstations)

**Alternate 2:** \$ \_\_\_\_\_ (Height adjustable desks for Manager & Executive/Cabinet Offices)

### VOLUNTARY ALTERNATES

Whenever any material or equipment is specified by patent or proprietary name or by the name of the manufacturer, such specification shall be considered as if followed by the words "or acceptable equal". The Bidder may offer material or equipment with equal or better qualities and performance in substitution for those specified which it considers would be in the Owner's interest to accept. The Bidder shall include sufficient specification data that will, together with any other data the Owner may require, enable the Owner to assess the acceptability of the material or equipment.

Voluntary Alternates:

\$ \_\_\_\_\_

\_\_\_\_\_ Dollars

Description of Voluntary Alternate:

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**Additional Labor Charges**

(List if any...)

After hours labor: \_\_\_\_\_ Holidays: \_\_\_\_\_

Weekends: \_\_\_\_\_ Other: \_\_\_\_\_

**FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER**

The undersigned, owner or authorized officer of \_\_\_\_\_ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of Rochester Community Schools Board of Education, the Superintendent and/or any Rochester Community Schools Administrator.

☐ The following are the bidder's familial relationship(s) with Rochester Community Schools:

Bidder/Contractor Employee Name Related to:

1 \_\_\_\_\_

2 \_\_\_\_\_

(Attach additional pages if necessary to disclose all familial relationships.)

☐ There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Rochester Community Schools Board of Education, Superintendent, or Administration.

Bidder: (Company Name)

By:

(Signature)

(Title)

\_\_\_\_\_  
This instrument was acknowledged before me, a Notary Public, in and for \_\_\_\_\_ County,  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ SS:

(Notary Public Signature)

My Commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_



**Certification of Compliance – IRAN ECONOMIC SANCTIONS ACT**  
(MICHIGAN PUBLIC ACT NO. 517 OF 2012)

The undersigned, the owner or authorized officer of the Below named Bidder (the "Bidder"), pursuant to the compliance certification requirement provided in the Rochester Community Schools' (the "School District") Request for Bid, hereby certifies, represents and warrants that the Bidder (Including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a contract as a result of the aforementioned RFB, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any service under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more the \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for bid for three (3) years from the date that it is determined that the person has submitted the false certification.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

## Attachment A: Drawings



**F1-01-01**  
SHEET NUMBER



GHAFARI ASSOCIATES © 2020 10/7/2021 8:09:32 AM



INTERIOR FURNISHING FLOOR PLAN SECOND FLOOR

SCALE: 1/8" = 1'-0"

- EXECUTIVES OFFICE
- MANAGERS OFFICE
- CONFERENCE ROOM
- HUDDLE

**ROCHESTER**  
COMMUNITY SCHOOLS  
PRIDE IN EXCELLENCE  
ROCHESTER COMMUNITY SCHOOLS  
501 W UNIVERSITY DRIVE  
ROCHESTER, MI 48307  
248.726.3000  
https://www.rochester.k12.mi.us  
**RCS ADMIN**  
**RENOVATION**  
52585 DEQUINDRE ROAD  
ROCHESTER, MI 48307

**GHAFARI**  
17101 MICHIGAN AVENUE  
DEARBORN, MI 48126-2736 USA  
TEL +1.313.441.3000  
www.ghafari.com

CONSULTANT INFORMATION

REGISTRATION SEAL

NOT FOR  
CONSTRUCTION

PROJECT #	2164096
PROJECT MANAGER	M. DURAND
DESIGNED BY	K. RUPP
DRAWN BY	J. WITMAN
QUALCHECK	R. BARRY
SHEET TITLE	

INTERIOR  
FURNISHING PLAN  
SECOND FLOOR

IF1-01-02  
SHEET NUMBER



**IF1-01-03**  
SHEET NUMBER

## Attachment B: Office & Workstation Typical



## Attachment B

### Furniture Specifications

**Office Furniture:** Steelcase

- Refer to typical layout
- Desks approximate size 35 x 72
- Laminate top with plastic edges
- Modesty panel

**Office Task Chair:** Steelcase “Amia” or equal

- Seat height adjustment
- Seat depth adjustment
- Adjustable lumbar
- Adjustable arm rests
- Base: metal chrome
- Fabric: Vinyl, Grade II
- Structural Warranty: Lifetime
- Mechanism, arm, caps, foam cylinders, casters Warranty: 12 years

**Office Guest Chair:** Steelcase ‘Move’ or equal

- Stackable
- Upholstered back and seat: Fabric: Vinyl, Grade II
- Arms
- Steel frame

**Conference Room Table:**

- See drawings for size
- High pressure laminate top with 3mm PVC radius edge with metal leg base
- Single Top

**Conference Room Chair:** Sit On It Seating ‘Novo’ or equal

- Seat height adjustment
- Fixed arm rests
- Base: polished aluminum
- Mesh back
- Casters (carpet)
- Fabric: Vinyl, Grade II
- Structural Warranty: Lifetime
- Mechanism, arm, caps, foam cylinders, casters Warranty: 12 years

**Huddle Room & Cabinet Office Table:** Steelcase Coalesse Enea Table or equal

- Collaboration Table
- 42” diameter round high pressure laminate top with PVC edge
- Metal base
- Seated height

**Huddle Room Chair:** Steelcase 'Move' or equal

- Upholstered back and seat: Fabric: Vinyl, Grade II
- Arms
- Steel frame
- Casters

**Manager Office:**

- Desk
- 2 Guest Chairs
- 2 lateral files with a common high pressure laminate top, 2 high 30" width x 42" long

**Waiting Area Seating:** Steelcase 'Jenny Round' or equal

- Two Arms
- Grade 2 Fabric

**Waiting Area Table:**

- Steel Case Mitra drum round table or equal
  - 22" diameter
  - High Pressure Laminate Base
-



## Attachment C: Furniture specifications

Typical Cabinet Office



Typical Manager Office



Typical Conference Room



## Typical Huddle Room



- A 48"H Wing Panels with Laminate Exterior Skins and Tackable Fabric Interior
- B 18"H Frameless Glass Screen- Frosted Glass
- C 66"H Spine Panels
- D Sit-to-Stand Worksurface -- 30"x50"
- E 12"Wx30"Dx48"H Pull-out Storage Cabinet with shelf and coat hook
- F Fixed Box/Box File & File File Storage Pedestals
- G Glass Markerboard Skin
- H Overhead Bin with Door/ Task Light
- I Slatwall Tile with WorkTools
- J Desktop Power Module



## Attachment D: Room Type Summary

Dequindre	Cubicles	Manager	Cabinet	Waiting	Conference	Huddle
First Floor	9	5	0	2	2	3
Second Floor	34	7	4	2	5	5
Third Floor	18	7	5	0	5	2