

# THE LOREWOOD GROVE ELEMENTARY SCHOOL FIXTURES, FURNITURE, & EQUIPMENT

APPOQUINIMINK SCHOOL DISTRICT  
NEW CASTLE COUNTY, DELAWARE

Architect's Project No. 1621-FFE



**Appoquinimink School District**  
THE WORLD IS OUR CAMPUS

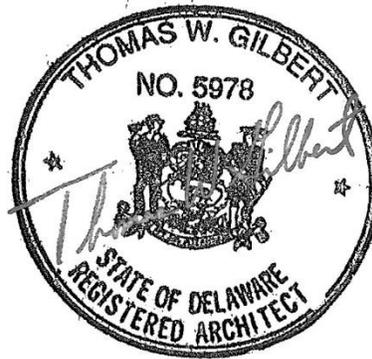
**PROJECT MANUAL**  
**7 December 2018**



DOCUMENT 000007  
SIGNATURE AND SEAL PAGE

Architects

"The Contract Documents for the indicated public improvement were prepared under my supervision and, to the best of my knowledge, information and belief, they comply with the relevant building codes of the State of Delaware."



END OF DOCUMENT



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END OF DOCUMENT

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ADVERTISEMENT FOR BIDS

Receipt of Bids

Public notice is hereby given that sealed Bids for the following contracts will be received in Room 138 of the **Appoquinimink School District Office, Marion Proffitt Training Center, 118 South Sixth Street, Odessa Delaware 19730** until **2:00 PM**, local time, on **Thursday, January 3, 2019**, at which time they will be publicly opened and read. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened. The time and location of the bid opening may be extended with a minimum of two (2) calendar days' notice by certified delivery, facsimile machine, or other verifiable electronic means to those Bidders who obtained copies of the plans and specifications.

FURNITURE – DELIVER AND INSTALL – NEW LOREWOOD GROVE (WHITEHALL)  
ELEMENTARY SCHOOL– APPOQUINIMINK SCHOOL DISTRICT

This package involves furniture for the approximately 95,764 sq. ft. for the New Lorewood Grove (Whitehall) Elementary School.

Sealed bids shall be addressed to the attention of Mr. Robert D. Hershey and delivered to the office of Appoquinimink School District at 118 South Sixth Street, Odessa Delaware 19730. The outer envelope should clearly indicate the job name, "New Lorewood Grove (Whitehall) Elementary School FF&E Package".

Bidding Documents

Bid documents may be examined on the **State of Delaware Online Bid Solicitation Directory, [bids.delaware.gov](http://bids.delaware.gov)**.

Documents may be reviewed and downloaded at EDiS' FTP site on or after December 7, 2018. Bidders requesting the log on information may obtain user name and password permission by contacting: **Cyndi Slothour** at [cslothour@ediscompany.com](mailto:cslothour@ediscompany.com). Each contractor will be required to provide the following information prior to receiving the log on information: Company name, contact name, email address, phone number, fax number, and postal mailing address.

Upon receipt of this information, instructions detailing how to access the bid document(s) on the FTP site will be emailed to you.

Site Visit

A site visit to inspect the site and review site access and logistics will be held at **Lorewood Grove (Whitehall) Elementary School, 820 Mapleton Avenue, Middletown, DE, 19709** on **Thursday, December 13, 2018 from 11:00 AM through 1:00 PM** local time. All Dealers are to sign in at the EDiS construction trailer prior to entering the construction site. Dealers to wear reflective vest, hard hat and eye protection.

Questions

All questions concerning the project shall be sent, in writing, to the attention of: Kelly Fox, Gilbert Architects Inc., E-mail [kellyf@gilbertarchitects.com](mailto:kellyf@gilbertarchitects.com)

The last day to issue questions is **Friday, December 28, 2018**.

Prevailing Wage Rates

Prevailing Wage Rates, as directed by Delaware Law, must be adhered to where applicable.

Pursuant to the Office of Management and Budget (OMB) "4104 Regulations for Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects" required that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds implement a Mandatory Drug Testing Program. The regulation(s) can be downloaded from the following website:

<http://regulations.delaware.gov/register/september2015/final/19%20DE%20Reg%20207%2009-01-15.pdf>

END OF DOCUMENT

DOCUMENT 002100  
INSTRUCTIONS TO BIDDERS

PART 1 - DEFINITIONS

- A. The *General Conditions of the Contract for Furniture, Furnishings & Equipment* (AIA Document A251 - 2007) and *Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings and Equipment* (AIA Document A151 – 2007) are to be considered as part of these documents and apply unless altered by the following Supplement General Conditions.
- B. Buyer: Appoquinimink School District 118 South Sixth Street  
P.O. Box 4010  
Odessa, Delaware 19730
- C. Contact during Bidding: Gilbert Architects Inc. – Kelly Fox, at 717-291-1077
- D. Dealer: Shall mean the Contractor (and his subcontractors) providing the work required under the Contract.
- E. Architect: Gilbert Architects Inc.
- F. "Construction Manager" (CM): Construction Manager, EDiS Company
- G. "Provide": the use of the words "provide" or "provided" in connection with any item specified, is intended to mean, unless otherwise noted, that such items shall be furnished and installed and connected where so required.
- H. "Installed": the use of the term "installed" shall indicate that articles of FF&E are to be placed in fully working and useable order in the exact location as indicated on the approved FF&E Plan(s). "Installed" also implies that FF&E items will be adjusted, if required, to the particular individual requirements.
- I. "Approved Equal":  
Where the term "approved equal" or other general terms are used, it shall be understood that reference is made to the ruling and judgment of Gilbert Architects Inc. Substitutions for materials specified on these Documents shall not be allowed without approval from Gilbert Architects Inc.

PART 2 – SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

- 2.01 Insurance: Dealer shall file with the School District certificates of Worker's Compensation and Liability Insurance and shall make good all damage and loss due to his negligence
- 2.02 Existing Conditions: Protect existing work throughout the period of FF&E installation. The Dealer shall be responsible for any loss or damage to the premises or property of others due to operations under this Contract.
- 2.03 Cleaning: Dealer to thoroughly clean and polish new FF&E items at the completion of installation.

- 2.04 Code Conformance: Dealer shall perform all work in compliance with applicable City, State and Federal Building and Life Safety Codes.
- 2.05 Substitutions: Gilbert Architects Inc. will evaluate proposed substitutions as approved equals by comparison to the original specification. Any intent to substitute shall be clearly called to the attention of Gilbert Architects Inc. at the time of the Bid, which shall include Manufacturer's product literature. On the enclosed Bid Form Spreadsheet, please provide the required information along with:
1. Product Literature
  2. Applicable Color Charts
  3. Warranty Information
  4. Samples
- 2.06 Coordination: All Gilbert Architects Inc. Drawings, notes and Specification are complementary, and what is called for by either will be binding as if called for by all. Any work shown or referred to on any part of the Documents shall be provided as though shown on all related Documents.
- 2.07 Discrepancies: The Dealer shall notify Gilbert Architects Inc. immediately if you cannot comply with any portion of the Documents. The Dealer shall notify Gilbert Architects Inc. of any discrepancies between drawings, these notes, dimensions, field conditions and manufacturers specifications before ordering any items and request clarification.
- 2.08 Schedule: The Dealer shall furnish a schedule with copies of Acknowledgements of placed orders to Gilbert Architects Inc. which indicates projected delivery dates. This schedule will be updated as the Project progresses and more detailed information becomes available. Gilbert Architects Inc. shall be notified of exact installation dates. Schedule is to be submitted within 30 days after receipt of P.O.
- 2.09 Trash Removal: The Dealer shall arrange for removal of all rubbish and waste, as required, throughout the course of the work, accumulated on site from work by his own employees and subcontractors.
- 2.10 Permits: All permits and filing charges connected with this work shall be secured and paid for by the Dealer.
- 2.11 Access: Dealer shall comply with the rules of the School District and buyer as to the hours of availability of the Buyers space, building elevators, manner of handling materials, equipment and debris to avoid conflict or interference with the normal Building and/or Buyers operations.
- 2.12 Delivery Coordination: Dealer shall coordinate the delivery of materials with the School District as to the time available for deliveries and removals. Dealer shall coordinate with all other Contractors working on the premises.
- 2.13 Site Inspection: Prior to the submission of their proposal, the Dealer shall inspect the site to determine the extent of the work and to compute the quantities of labor and/or material required and to verify existing conditions. Dealers may visit the site on Thursday, December 13, 2018, from 11:00 AM through 1:00 PM. All Dealers are to sign in at the EDiS construction trailer prior to entering the construction site.
- 2.14 Operating Instructions, Service Manuals, Parts Lists, Maintenance Agreements: Contractor shall provide these for the applicable FF&E items.
- 2.15 Guarantee/Warranty: All FF&E items are to be new and in first-class condition. By performing work under this Contract, the Dealer agrees to guarantee all FF&E against defective material and workmanship for a period of one year from date of final

acceptance. If specifications provide for any other or additional guarantee, such guarantee shall be included in a written statement. Upon receipt of notice from the Buyer, and at no expense to the Buyer, the Dealer shall promptly comply with the provisions of such guarantees.

- 2.16 Additional Work: No additional work will be allowed or compensated unless ordered/approved by Gilbert Architects Inc. or the Buyer.
- 2.17 Purchase Agreement/Invoices: Dealer shall submit all Purchase Agreements requiring deposits and invoices to Gilbert Architects Inc. review and submission to the Buyer for payment.

### PART 3 – FURNITURE, FURNISHINGS, & EQUIPMENT

- 3.01 Method of Specifications: In lieu of detailed description of design, materials and workmanship for each item of furniture or equipment, the “FF&E Specification Sheets” list the general requirements by reference to the model number of a particular manufacturer. This is in addition to any specific requirements of design, finish or quality listed on the “FF&E Specification Sheets”.
- 3.02 Accessories/Additional Items: It is the intent to specify items of furniture or equipment which are complete in all respects including all standard inserts, accessories, devices, compartments, moveable partitions, etc. and these components shall be included as part of the Contract whether or not specifically listed.
- 3.03 FF&E Items: As indicated on attached “FF&E Specification Sheets”.

### PART 4 – INSTALLATION

- 4.01 Protection: Dealer shall be responsible for the work until its final acceptance by the Buyer. Cover and protect furnishings from any damage during transportation, storage and installation. If any loss or damage occurs prior to acceptance by the buyer, the Dealer shall promptly repair or replace the part or parts lost or damaged as directed, at no cost to the Buyer.
- 4.02 Coordination: Dealer shall coordinate the delivery and installation of FF&E items with all phasing of Construction and /or availability of premises.
- 4.03 Installation: All items to be installed in accordance with the Manufacturer’s instruction in a workmanlike manner.
- 4.04 Supervision: Dealer’s representative for this Project shall be present during installation.

### PART 5 – SPECIAL INSTRUCTIONS

- 5.01 SCOPE OF WORK:  
To deliver all furniture and equipment for the New Lorewood Grove (Whitehall) Elementary School, to a designated secure area in the school during the period from Monday, July 15, 2019 to Friday, August 2, 2019 inclusive, during the hours of 7:00 a.m. to 4:00 p.m. only. No furniture or equipment may be delivered before these dates. The successful vendors are also responsible for unpacking, complete installation, placement of all furniture in locations as specified by the Owner. Vendor is responsible for placing all trash and all packing materials in “Recycle” dumpster provided by the Owner. All cartons, boxes, etcetera are to be flattened prior to being placed in dumpster(s).

All furniture must be completely assembled and placed in the specified locations as indicated in the furniture location drawings as soon as possible, but no later than August 2, 2019. The Appoquinimink School District reserves the right to make adjustments in these locations during the installation period. Proposed staging areas include Gymnasium, room C115, and Cafeteria, room C116. The District reserves the right to make adjustments to the locations at any time. The building is a two-level structure with an elevator and stairs. The use of the elevator is permitted if necessary. Any damages resulting in use of elevator will be the responsibility of the Dealer.

The successful Dealers must guarantee the delivery of temporary furniture acceptable to the School District in the same quantity and sizes as awarded to Dealer if they are not able to meet the deadline of August 2, 2019.

- 5.02 LITERATURE / SPECIFICATIONS:  
Detailed specification sheets, catalog cuts, and any literature available must be included with your bid if you are bidding on equal manufacturers and models.
- 5.03 BID DEPOSIT:  
The requirements of a 10% secured bid deposit are hereby waived for this project
- 5.04 PERFORMANCE BOND:  
Performance Bond is hereby waived for this project.
- 5.05 FORMAL CONTRACT:  
The execution of a formal contract will be required of all successful bidders.
- 5.06 AWARD OF CONTRACT:  
The District shall award this contract by line item, by group where standardization is a key issue, or by a method that best serves the interest of the District in order to insure the successful completion of this project, to the lowest qualified bidder for each item or group of items as determined.
- 5.07 DELIVERY / INSTALLATION:  
All items shall be delivered f.o.b. to New Lorewood Grove (Whitehall) Elementary School, Middletown, Delaware 19709 and "set in place" "adjusted" and/or "installed" per the instructions given by the District. All packing materials shall be removed by the deliverer/installer upon leaving the site.
- Deliveries and installation will begin Monday, July 15, 2019 and will be staggered accordingly over approximately a 3-week period and must be completed by Friday, August 2, 2019. Successful bidder(s) will be notified two weeks prior to actual installation date by Gilbert Architects Inc. No early shipments will be permitted. Successful bidders will be given schedules of installation prior to delivery.
- 5.08 BIDDER REPRESENTATION:  
Bidder is to provide the name, address and telephone number of the representative(s) that will be responsible for handling this project.
- 5.09 EQUAL OPPORTUNITY:  
In setting forth these specifications, it is the intent of the Appoquinimink School District to offer equal opportunity to all bidders. Styles, brand names, etc. referred to are for descriptive and quality purposes only and are not restrictive. Equal substitutions meeting color requirements will be considered.

5.10 APPROVED EQUALS:  
Offers submitting "or equal" products must provide with the bid, detailed descriptions, technical specifications, catalog cuts and standard color swatches where applicable and warranty information to be used for the evaluation. The District reserves the right to reject alternate bids that do not include sufficient information. All literature must be clearly marked for each item number it represents. If you bid on an equal item that deviates from the specified unit in any way, a written list of all variations shall be included with your bid submission for each item. You must also provide a full range of the colors and finishes which are available for all items with your bid. All vendors should also be prepared or provide a sample of the exact item bid for evaluation purposes within 48 hours of a request to provide this information. Failure of a Dealer to meet any of these terms will result in an automatic rejection of the vendor's bid for items that do not comply with these requirements.

5.11 SAMPLES:  
If samples are required in order for the District to make an evaluation of an alternate bid, they shall be delivered within five days of such request to:

Gilbert Architects Inc. Attn: Kelly Fox  
626 N. Charlotte Street Lancaster, PA 17603  
P 717.291.1077

Failure to supply samples in a timely manner shall be cause for the rejection of bid item.

5.12 MISCELLANEOUS REQUIREMENTS:

- A. All Dealers must list the manufacturer and model number of the exact item on which their bid is based on the line identified as SUBSTITUTED MANUFACTURER/ SUBSTITUTED PRODUCT # for each bid item. If this section is not completed for each item, the vendor will be required to deliver the exact item(s) specified. The literature submitted for equal items must cross-reference item number to assist in the evaluation process.
- B. All Dealers must provide written documentation to the Appoquinimink School District within 14 days of the receipt of a purchase order to verify that the vendor has placed an order with the manufacturer for all items. This written documentation should certify the manufacturer's receipt of this order as well as confirmation of shipping dates for these items. Failure to provide this written documentation will invalidate the Dealer's award and purchase order for the item(s), and the item(s) will be awarded to the next approved low bidder.
- C. All Dealers must submit a sample of their tamperproof hardware or technical specifications for evaluation purposes with their bid for all items that require this feature. All items are to be adjusted to the specifications of the District.

5.13 QUESTIONS:  
Questions regarding the specifications for this project may be addressed to:

Gilbert Architects Inc. Attn: Kelly Fox  
626 N. Charlotte Street Lancaster, PA 17603  
P 717.291.1077

5.14 QUANTITIES:  
The quantities listed are planned estimates only. The District reserves the right to increase or decrease actual quantities ordered for a period of up to 90 days after the date of installation. All items must be available for purchase by the District at the unit cost provided with your bid. The District also reserves the right to revise quantities after the receipt of purchase order, provided it is done prior to the close of production scheduling and can be accommodated.

- 5.15 BID SUBMISSION:  
\*Please submit two (2) copies of your bid proposal \*

END OF DOCUMENT

DOCUMENT 004101  
BID FORM

For Bids Due: January 3, 2019

To: Appoquinimink School District  
118 South Sixth Street  
Odessa, DE 19730-4010

(This form is the official Bid Form to be executed and submitted in triplicate by the Bidder.)

Submitted By:

\_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Bidder's Address County State

(\_\_\_\_\_) \_\_\_\_\_  
Bidder's Phone No.

(\_\_\_\_\_) \_\_\_\_\_  
Bidder's Fax No.

This proposal is submitted in response to your Invitation to Bid in which Proposals were requested to be submitted for the Project identified as:

The Lorewood Grove Elementary School  
Fixture, Furniture & Equipment  
Appoquinimink School District  
New Castle County, Delaware

The undersigned, representing that he has read and understands the Bidding Documents and that this bid is made in accordance therewith, that he has visited the site and has familiarized himself with the local conditions under which the Work is to be performed, and that his bid is based upon the materials, systems and equipment described in the Bidding Documents without exception, hereby proposes and agrees to provide all labor, materials, plant, equipment, supplies, transport and other facilities required to execute the work described by the aforesaid documents as noted on the attached itemized Bid Summary Sheets.

ALTERNATES

Alternate prices conform to applicable project specification section. Refer to specifications for a complete description of the following Alternates. An "ADD" or "DEDUCT" amount is indicated by the crossed-out part that does not apply.

N/A

UNIT PRICES

Unit prices conform to applicable project specification section. Refer to the specifications for a complete description of the following Unit Prices:

N/A

ADDENDA ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the following addenda:

ADDENDA NUMBER:

DATE OF ADDENDUM:

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BID FORM

I / We acknowledge Addenda numbered \_\_\_\_\_ and the price(s) submitted include any cost / schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for \_\_\_\_\_ days from the date of opening of bids, and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid (if required).

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within \_\_\_\_\_ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_ Trading as \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name)

\_\_\_\_\_  
(State Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness:** \_\_\_\_\_ **By:** \_\_\_\_\_  
(Authorized Signature)

**(SEAL)** \_\_\_\_\_  
(Title)

**Date:** \_\_\_\_\_

ATTACHMENTS  
Non-Collusion Statement  
(Others, as Required by Project Manuals)  
BID FORM

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date ( ).

All the terms and conditions of (Fixtures, Furniture, & Equipment specifications for Lorewood Grove Elementary School) have been thoroughly examined and are understood.

**NAME OF BIDDER:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE (TYPED):** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE (SIGNATURE):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

My commission expires \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_

**\*THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED\***

DELAWARE STATE CODE – TITLE 29, CAPTER 69

Equality of employment opportunity on public works

- a) As a condition to the awarding of any contract for public works financed in whole or in part by state appropriation all state contracting agencies shall include in every contract hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:"

The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff of termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin."

COMPANY/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

REQUIREMENTS FOR SUBMITTAL OF THE EQUALITY OPPORTUNITY STATEMENT

AFFIDAVIT  
OF  
EMPLOYEE DRUG TESTING PROGRAM

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors that complies with this regulation:

**Contractor/Subcontractor Name:** \_\_\_\_\_

**Contractor/Subcontractor Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Representative (typed or printed):** \_\_\_\_\_

**Authorized Representative (signature):** \_\_\_\_\_

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

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

My Commission expires \_\_\_\_\_. NOTARY PUBLIC \_\_\_\_\_.

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED**

BID SUMMARY FORM

**\*THE FOLLOWING ITEMS LISTED MUST BE BID AS A GROUP\***

The total cost will be to provide, deliver, unpack, assemble and place the furniture in areas at times as designated in the attached Special Instructions, Specifications and General Instructions to Bidders.

All vendors must indicate their total bid price for the entire quantities of items listed below.

The award for each of these groups will be made to one vendor based on this total price. The furniture bid for each of these groups must be from the same manufacturer. Failure of a vendor to complete this section, failure to bid on furniture from the same manufacturer, or failure to bid on all items within the group, will result in an automatic rejection of a bid for any of the items within the group. The individual bid prices for each item listed on the bid form will be the prices paid by the School District if additional quantities are ordered.

**GROUP A:**

The following items must be bid as a group:

**A-01**

Indicate the total bid price for the entire quantities of items in Group A in the following space:

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

**GROUP B:**

The following items must be bid as a group:

**A-02**

Indicate the total bid price for the entire quantities of items in Group B in the following space:

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

**GROUP C:**

The following items must be bid as a group:

**A-03**

Indicate the total bid price for the entire quantities of items in Group C in the following space:

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

**GROUP D:**

The following items must be bid as a group:

**A-04**

Indicate the total bid price for the entire quantities of items in Group D in the following space:

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

**GROUP E:**

The following items must be bid as a group:

**A-05, S-07, T-10**

Indicate the total bid price for the entire quantities of items in Group E in the following space:

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

**GROUP F:**

The following items must be bid as a group:

**A-06**

Indicate the total bid price for the entire quantities of items in Group F in the following space:

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

**GROUP G:**

The following items must be bid as a group:

**C-01C, C-01H, C-08, C-09, C-10, C-11, C-12**

Indicate the total bid price for the entire quantities of items in Group G in the following space:

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

**GROUP H:**

The following items must be bid as a group:

**C-02, C-03C, C-03H, C-03.1, C-04, C-05, C-05.1, C-06, C-07, D-03**

Indicate the total bid price for the entire quantities of items in Group H in the following space:

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

**GROUP I:**

The following items must be bid as a group:

**C-13, C-13.1**

Indicate the total bid price for the entire quantities of items in Group I in the following space:

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

**GROUP J:**

The following items must be bid as a group:

**C-14, C-15, C-16**

Indicate the total bid price for the entire quantities of items in Group J in the following space:

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

**GROUP K:**

The following items must be bid as a group:

**C-17, C-17.1**

Indicate the total bid price for the entire quantities of items in Group K in the following space:

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

**GROUP L:**

The following items must be bid as a group:

**C-18, C-18.1**

Indicate the total bid price for the entire quantities of items in Group L in the following space:

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

**GROUP M:**

The following items must be bid as a group:

**C-19**

Indicate the total bid price for the entire quantities of items in Group M in the following space:

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

**GROUP N:**

The following items must be bid as a group:

**D-01**

Indicate the total bid price for the entire quantities of items in Group N in the following space:

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

**GROUP O:**

The following items must be bid as a group:

**D-02**

Indicate the total bid price for the entire quantities of items in Group O in the following space:

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

**GROUP P:**

The following items must be bid as a group:

**D-04, D-05, D-06, D-07, D-08, D-09, S-14, T-12**

Indicate the total bid price for the entire quantities of items in Group P in the following space:

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

**GROUP Q:**

The following items must be bid as a group:

**F-01, F-02, F-03, F-04**

Indicate the total bid price for the entire quantities of items in Group Q in the following space:

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

**GROUP R:**

The following items must be bid as a group:

**F-05**

Indicate the total bid price for the entire quantities of items in Group R in the following space:

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

**GROUP S:**

The following items must be bid as a group:

**L-01, L-02, L-03, L-04, L-05, L-06, L-07, L-08, L-09, L10, L-15, T-19**

Indicate the total bid price for the entire quantities of items in Group S in the following space:

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

**GROUP T:**

The following items must be bid as a group:

**L-11**

Indicate the total bid price for the entire quantities of items in Group T in the following space:

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

**GROUP U:**

The following items must be bid as a group:

**L-12, L-13**

Indicate the total bid price for the entire quantities of items in Group U in the following space:

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

**GROUP V:**

The following items must be bid as a group:

**L-14**

Indicate the total bid price for the entire quantities of items in Group V in the following space:

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

**GROUP W:**

The following items must be bid as a group:

**M-01, M-01.1, M-02, M-02.1**

Indicate the total bid price for the entire quantities of items in Group W in the following space:

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

**GROUP X:**

The following items must be bid as a group:

**M-03, M-04, M-04.1, M-04.2, M-05, M-05.9, M-05.10**

Indicate the total bid price for the entire quantities of items in Group X in the following space:

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

**GROUP Y:**

The following items must be bid as a group:

**N-01, N-02, N-03**

Indicate the total bid price for the entire quantities of items in Group Y in the following space:

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

**GROUP Z:**

The following items must be bid as a group:

**P-01**

Indicate the total bid price for the entire quantities of items in Group Z in the following space:

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

**GROUP AA:**

The following items must be bid as a group:

**R-01, R-02, R-03**

Indicate the total bid price for the entire quantities of items in Group AA in the following space:

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

**GROUP BB**

The following items must be bid as a group:

**S-01**

Indicate the total bid price for the entire quantities of items in Group BB in the following space:

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

**GROUP CC:**

The following items must be bid as a group:

**S-02**

Indicate the total bid price for the entire quantities of items in Group CC in the following space:

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

**GROUP DD:**

The following items must be bid as a group:

**S-03, S-04, S-04.1, T-13, T-14**

Indicate the total bid price for the entire quantities of items in Group DD in the following space:

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

**GROUP EE:**

The following items must be bid as a group:

**S-05, S-06**

Indicate the total bid price for the entire quantities of items in Group EE in the following space:

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

**GROUP FF:**

The following items must be bid as a group:

**S-08**

Indicate the total bid price for the entire quantities of items in Group FF in the following space:

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

**GROUP GG:**

The following items must be bid as a group:

**S-09**

Indicate the total bid price for the entire quantities of items in Group GG in the following space:

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

**GROUP HH:**

The following items must be bid as a group:

**S-10**

Indicate the total bid price for the entire quantities of items in Group HH in the following space:

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

**GROUP II:**

The following items must be bid as a group:

**S-11, S-12**

Indicate the total bid price for the entire quantities of items in Group II in the following space:

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

**GROUP JJ:**

The following items must be bid as a group:

**S-13**

Indicate the total bid price for the entire quantities of items in Group JJ in the following space:

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

**GROUP KK:**

The following items must be bid as a group:

**T-01, T-02, T-03, T-04, T-04.1, T-05, T-06, T-07, T-08, T-09**

Indicate the total bid price for the entire quantities of items in Group KK in the following space:

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

**GROUP LL:**

The following items must be bid as a group:

**T-11**

Indicate the total bid price for the entire quantities of items in Group LL in the following space:

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

**GROUP MM:**

The following items must be bid as a group:

**T-15, T-16**

Indicate the total bid price for the entire quantities of items in Group MM in the following space:

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

**GROUP NN:**

The following items must be bid as a group:

**T-17**

Indicate the total bid price for the entire quantities of items in Group NN in the following space:

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

**GROUP OO:**

The following items must be bid as a group:

**T-18**

Indicate the total bid price for the entire quantities of items in Group OO in the following space:

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

**GROUP PP:**

The following items must be bid as a group:

**Z-01**

Indicate the total bid price for the entire quantities of items in Group PP in the following space:

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

**GROUP QQ:**

The following items must be bid as a group:

**Z-02**

Indicate the total bid price for the entire quantities of items in Group QQ in the following space:

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

**GROUP RR:**

The following items must be bid as a group:

**Z-03**

Indicate the total bid price for the entire quantities of items in Group RR in the following space:

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

**GROUP SS:**

The following items must be bid as a group:

**Z-04**

Indicate the total bid price for the entire quantities of items in Group SS in the following space:

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

**GROUP TT:**

The following items must be bid as a group:

**Z-05**

Indicate the total bid price for the entire quantities of items in Group TT in the following space:

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

**GROUP UU:**

The following items must be bid as a group:

**Z-06, Z-07**

Indicate the total bid price for the entire quantities of items in Group UU in the following space:

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

**GROUP VV:**

The following items must be bid as a group:

**Z-06.1**

Indicate the total bid price for the entire quantities of items in Group VV in the following space:

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

**GROUP WW:**

The following items must be bid as a group:

**Z-08**

Indicate the total bid price for the entire quantities of items in Group WW in the following space:

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

**GROUP XX:**

The following items must be bid as a group:

**Z-09**

Indicate the total bid price for the entire quantities of items in Group XX in the following space:

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

**GROUP YY:**

The following items must be bid as a group:

**Z-10**

Indicate the total bid price for the entire quantities of items in Group YY in the following space:

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

END OF BID SUMMARY FORM

BID FORM

Group A						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
A-01	Paper Cutter				1	
<b>TOTAL FOR GROUP A: \$ _____</b>						

Group B						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
A-02	Drying Rack				2	
<b>TOTAL FOR GROUP B: \$ _____</b>						

Group C						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
A-03	Ceramic Drying Cabinet				1	
<b>TOTAL FOR GROUP C: \$ _____</b>						

Group D						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
A-04	Ceramic Stilt Set				1	
<b>TOTAL FOR GROUP D: \$ _____</b>						

Group E						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
A-05	Mobile Clay Cart				1	
S-07	Tote Storage Cabinet				1	
T-10	Art Table				8	
<b>TOTAL FOR GROUP E: \$ _____</b>						

Group F						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
A-06	Kiln				1	
<b>TOTAL FOR GROUP F: \$ _____</b>						

<b>Group G</b>							
<b>Item #</b>	<b>Description</b>	<b>Substituted Manufacturer</b>	<b>Substituted Product #</b>	<b>Unit Cost</b>	<b>Qty.</b>	<b>Extended Cost</b>	
C-01C	Instructor Task Chair - Carpet				7		
C-01H	Instructor Task Chair - Hard Surface				54		
C-08	Administration Task Chair				5		
C-09	Administration Side Chair				12		
C-10	Reception Side Chair				4		
C-11	Conference Chair with Arms				16		
C-12	Conference Chair with No Arms				4		
<b>TOTAL FOR GROUP G: \$</b>							

Group H							
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost	
C-02	Student Chair - Cantilever 15" Hard Surface				440		
C-03C	Student Chair - Cantilever 18" Carpet				4		
C-03H	Student Chair - Cantilever 18" Hard Surface				786		
C-03.1	Student Chair - Library				33		
C-04	Student Chair - Rocker 15"				70		
C-05	Student Chair - Rocker 18"				140		
C-05.1	Student Chair - Library Rocker				1		
C-06	Student Chair - Four Leg 18"				6		
C-07	Student Chair - Swivel				32		
D-03	Student Desk				1,066		
<b>TOTAL FOR GROUP H: \$</b>							

<b>Group I</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
C-13	Faculty Work Room Chair				38	
C-13.1	Library Work Room Chair				2	
<b>TOTAL FOR GROUP I: \$ _____</b>						

<b>Group J</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
C-14	Faculty Lounge Chair				5	
C-15	Student Lounge Chair - Commons				42	
C-16	Student Lounge Chair - Library				6	
<b>TOTAL FOR GROUP J: \$ _____</b>						

<b>Group K</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
C-17	Student Ottoman - Commons				40	
C-17.1	Student Ottoman - Library				6	
<b>TOTAL FOR GROUP K: \$ _____</b>						

<b>Group L</b>						
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Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
C-18	Folding Chair				672	
C-18.1	Folding Chair Cart				8	
<b>TOTAL FOR GROUP L: \$ _____</b>						

<b>Group M</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
C-19	Wood Bench				3	
<b>TOTAL FOR GROUP M: \$ _____</b>						

<b>Group N</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
D-01	Instructor Desk				54	
<b>TOTAL FOR GROUP N: \$ _____</b>						

<b>Group O</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
D-02	Mobile Lectern				53	
<b>TOTAL FOR GROUP O: \$ _____</b>						
<b>Group P</b>						

Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
D-04	Height Adjustable Desk - 58"				3	
D-05	Height Adjustable Desk - 52"				5	
D-06	Office Desk Return				3	
D-07	Finance Office Desk				1	
D-08	Principal Desk System				1	
D-09	Assistant Principal Desk System				1	
S-14	Principal Shelving				3	
T-12	Office Meeting Table				3	
<b>TOTAL FOR GROUP P: \$ _____</b>						

<b>Group Q</b>						
<b>Item #</b>	<b>Description</b>	<b>Substituted Manufacturer</b>	<b>Substituted Product #</b>	<b>Unit Cost</b>	<b>Qty.</b>	<b>Extended Cost</b>
F-01	Mobile Pedestal				3	
F-02	4-Drawer Lateral File				7	
F-03	5-Drawer Lateral File				1	
F-04	2-Drawer Lateral File				1	
<b>TOTAL FOR GROUP Q: \$ _____</b>						

<b>Group R</b>						
<b>Item #</b>	<b>Description</b>	<b>Substituted Manufacturer</b>	<b>Substituted Product #</b>	<b>Unit Cost</b>	<b>Qty.</b>	<b>Extended Cost</b>
F-05	Fire Resistant 4-Drawer Lateral File				7	
<b>TOTAL FOR GROUP R: \$ _____</b>						

<b>Group S</b>						
<b>Item #</b>	<b>Description</b>	<b>Substituted Manufacturer</b>	<b>Substituted Product #</b>	<b>Unit Cost</b>	<b>Qty.</b>	<b>Extended Cost</b>
L-01	Library Single Faced Steel Cantilever Shelving - 36H x 30W				8	
L-02	Library Single Faced Steel Cantilever Shelving - 36H x 36W				12	
L-03	Library Single Faced Steel Cantilever Shelving - 66H x 30W				7	
L-04	Library Single Faced Steel Cantilever Shelving - 66H x 36W				11	
L-05	Library Single Faced Steel Cantilever Shelving - Dbl. Faced				8	
L-06	Library Slatwall End Panel				8	
L-07	Library End Panel - Single Face 66H				12	
L-08	Library End Panel - Double Face				8	
L-09	Library End Panel - Single Face 47H				4	
L-10	Library Corner Filler - 66H				1	
L-15	Slatwall Accessories				28	
T-19	Library Computer Table				3	
<b>TOTAL FOR GROUP S: \$</b>						

<b>Group T</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
L-11	Library Mobile Radius Shelving				3	
<b>TOTAL FOR GROUP T: \$ _____</b>						

<b>Group U</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
L-12	Library Circulation Desk				1	
L-13	Library Descending Platform Book Truck				1	
<b>TOTAL FOR GROUP U: \$ _____</b>						

<b>Group V</b>						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
L-14	Metal Book Truck				2	
<b>TOTAL FOR GROUP V: \$ _____</b>						

Group W						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
M-01	Student Posture Chair				50	
M-01.1	Student Posture Chair Cart				3	
M-02	Music Stand				50	
M-02.1	Music Stand Cart				3	
<b>TOTAL FOR GROUP W: \$</b> _____						

<b>Group X</b>						
<b>Item #</b>	<b>Description</b>	<b>Substituted Manufacturer</b>	<b>Substituted Product #</b>	<b>Unit Cost</b>	<b>Qty.</b>	<b>Extended Cost</b>
M-03	Standing Risers (Includes accessories M-03.1 - M-03.3)				7	
M-04	Director's Stand				1	
M-04.1	Conductor's Podium				1	
M-04.2	Conductor's Chair				1	
M-05	Seated Risers (Includes accessories M-05.1 - M-05.8)				12	
M-05.9	Deck and Rail Cart				2	
M-05.10	Guard Rail Cart				1	
<b>TOTAL FOR GROUP X: \$ _____</b>						

<b>Group Y</b>						
<b>Item #</b>	<b>Description</b>	<b>Substituted Manufacturer</b>	<b>Substituted Product #</b>	<b>Unit Cost</b>	<b>Qty.</b>	<b>Extended Cost</b>
N-01	Nurse Recovery Couch				3	
N-02	Nurse Medical Cart				1	
N-03	Nurse Stool				2	
<b>TOTAL FOR GROUP Y: \$ _____</b>						

Group Z						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
P-01	Podium				1	
<b>TOTAL FOR GROUP Z: \$ _____</b>						

Group AA						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
R-01	Area Rug - Classroom				35	
R-02	Area Rug - Intervention				1	
R-03	Area Rug - Sitting Squares				14	
<b>TOTAL FOR GROUP AA: \$ _____</b>						

Group BB						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
S-01	Mobile Bookcase				35	
<b>TOTAL FOR GROUP BB: \$ _____</b>						

Group CC						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
S-02	Book Case				5	
<b>TOTAL FOR GROUP CC: \$ _____</b>						

Group DD						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
S-03	Conference Credenza				1	
S-04	Multimedia Cart				2	
S-04.1	Multimedia Cart - Library				1	
T-13	Conference Table 12'				1	
T-14	Conference Table 8'				1	
<b>TOTAL FOR GROUP DD: \$ _____</b>						

Group EE						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
S-05	Service Cart - Large				1	
S-06	Service Cart - Small				1	
<b>TOTAL FOR GROUP EE: \$ _____</b>						

Group FF						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
S-08	Paper Roll Cart				3	
<b>TOTAL FOR GROUP FF: \$ _____</b>						

Group GG						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
S-09	Mobile Bin Storage				12	
<b>TOTAL FOR GROUP GG: \$ _____</b>						

Group HH						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
S-10	Student Coat Cubbies				2	
<b>TOTAL FOR GROUP HH: \$ _____</b>						

<b>Group II</b>						
<b>Item #</b>	<b>Description</b>	<b>Substituted Manufacturer</b>	<b>Substituted Product #</b>	<b>Unit Cost</b>	<b>Qty.</b>	<b>Extended Cost</b>
S-11	Metal Shelving - 18"D				40	
S-12	Metal Shelving - 24"D				8	
<b>TOTAL FOR GROUP II: \$ _____</b>						

<b>Group JJ</b>						
<b>Item #</b>	<b>Description</b>	<b>Substituted Manufacturer</b>	<b>Substituted Product #</b>	<b>Unit Cost</b>	<b>Qty.</b>	<b>Extended Cost</b>
S-13	Low Shelving				5	
<b>TOTAL FOR GROUP JJ: \$ _____</b>						

Group KK								
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost		
T-01	Activity Table - Kidney				36			
T-02	Activity Table - 30x60 Mobile				35			
T-03	Activity Table - 30x60				2			
T-04	Activity Table - 36x60				6			
T-04.1	Activity Table - 36x60 Mobile				6			
T-05	Activity Table - 36x72				3			
T-06	Activity Table - 60 Round				1			
T-07	Activity Table - 36x60 Slide Mobile				30			
T-08	Activity Table - 60 Nest Mobile				20			
T-09	Activity Table - Cooperative				1			
<b>TOTAL FOR GROUP KK: \$</b>								

Group LL						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
T-11	STEM Table				8	
<b>TOTAL FOR GROUP LL: \$ _____</b>						

Group MM						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
T-15	Cafeteria Table - Rectangle				7	
T-16	Cafeteria Table - Round				18	
<b>TOTAL FOR GROUP MM: \$ _____</b>						

Group NN						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
T-17	Side Table - Student				12	
<b>TOTAL FOR GROUP NN: \$ _____</b>						

Group OO						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
T-18	Side Table - Faculty				2	
<b>TOTAL FOR GROUP OO: \$ _____</b>						

Group PP						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-01	Display Case				2	
<b>TOTAL FOR GROUP PP: \$</b> _____						

Group QQ						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-02	Coat Tree				1	
<b>TOTAL FOR GROUP QQ: \$</b> _____						

Group RR						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-03	American Flag				47	
<b>TOTAL FOR GROUP RR: \$</b> _____						

Group SS						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-04	Trash Can				85	
<b>TOTAL FOR GROUP SS: \$</b> _____						

Group TT						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-05	Listening Center				35	
<b>TOTAL FOR GROUP TT: \$ _____</b>						

Group UU						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-06	Laminator				1	
Z-07	Binding Machine				2	
<b>TOTAL FOR GROUP UU: \$ _____</b>						

Group VV						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-06.1	Laminator Cart				1	
<b>TOTAL FOR GROUP VV: \$ _____</b>						

Group WW						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-08	Paper Trimmer				4	
<b>TOTAL FOR GROUP WW: \$ _____</b>						

Group XX						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-09	Emergency Evacuation Chair				3	
<b>TOTAL FOR GROUP XX \$</b>						

Group YY						
Item #	Description	Substituted Manufacturer	Substituted Product #	Unit Cost	Qty.	Extended Cost
Z-10	Safe				1	
<b>TOTAL FOR GROUP YY \$</b>						



# AIA<sup>®</sup> Document A151<sup>™</sup> – 2007

## **Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings and Equipment where the Basis of Payment is a Stipulated Sum**

**AGREEMENT** made as of the    day of    in the year  
*(In words, indicate day, month and year.)*

**BETWEEN** the Owner:  
*(Name, legal status, address and other information)*

Appoquinimink School District  
118 S. Sixth St  
Odessa, DE 19730  
302-376-4128

and the Vendor:  
*(Name, legal status, address and other information)*

for the following Project:  
*(Name, location and detailed description)*

Lorewood Grove Elementary School  
820 Mapleton Ave  
Middletown, DE 19709  
New Construction

The Architect:  
*(Name, legal status, address and other information)*

Gilbert Architects Inc.  
626 N. Charlotte St  
Lancaster, PA 17603  
717-291-1077

The Owner and Vendor agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A251-2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

## TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	DATE OF COMMENCEMENT AND COMPLETION
3	CONTRACT SUM
4	PAYMENTS
5	ENUMERATION OF CONTRACT DOCUMENTS
6	MISCELLANEOUS PROVISIONS

### ARTICLE 1 THE CONTRACT DOCUMENTS

§ 1.1 The Vendor shall fully execute the Work described in the Contract Documents.

§ 1.2 The Contract Documents consist of this Agreement, conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior and subsequent negotiations, representations or agreements, either written or oral, unless the procedure for a change in terms is followed as described in Section 1.3. An enumeration of the Contract Documents, other than Modifications, appears in Article 5.

§ 1.3 A change in terms to this Agreement shall become valid only by means of a Modification signed by both the Owner and Vendor.

### ARTICLE 2 DATE OF COMMENCEMENT AND COMPLETION

§ 2.1 The date of commencement of the Work shall be the date of this Agreement, unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

§ 2.2 The Vendor shall complete the Work not later than the following date:

*(Insert a calendar date. Unless stated elsewhere in the Contract Documents, insert any requirements for earlier completion of certain portions of the Work.)*

**Portion of Work**

**Substantial Completion date**

### ARTICLE 3 CONTRACT SUM

The Owner shall pay the Vendor the Contract Sum in current funds, including all applicable taxes, for the Vendor's performance of the Contract. The Contract Sum shall be (\$ ), subject to additions and deductions as provided in the Contract Documents.

### ARTICLE 4 PAYMENTS

#### § 4.1 PAYMENT TERMS

The Owner shall make payments to the Vendor in conformance with the following payment terms:

*(Insert payment terms, including net days from approval of application for payment and criteria for deposits, discounts, progress payments, special orders, changes, cancellations and restocking, and final payment.)*

**§ 4.2 PROGRESS PAYMENTS**

§ 4.2.1 Based upon applications for payment submitted to the Owner by the Vendor, the Owner shall make progress payments on account of the Contract Sum to the Vendor as provided below and elsewhere in the Contract Documents.

§ 4.2.2 Each application for payment shall be based on the payment terms as described in Section 4.1.1 and shall be prepared in such form and supported by such data to substantiate its accuracy as the Owner may require.

**ARTICLE 5 ENUMERATION OF CONTRACT DOCUMENTS**

§ 5.1 The Contract Documents, except for Modifications issued after execution of this Agreement, include this Agreement and the following other documents listed in Sections 5.2 through 5.6.

§ 5.2 The General Conditions are AIA Document A251™–2007, *General Conditions of the Contract for Furniture, Furnishings and Equipment*.

§ 5.3 The Supplementary Conditions, other Conditions of the Contract and Specifications are dated , and are as follows:  
*(Either list the Specifications here or refer to an exhibit attached to this Agreement. If a project manual is not used, indicate here.)*

Section	Title	Pages
---------	-------	-------

§ 5.4 The Drawings are enumerated as follows:  
*(Either list the Drawings here or refer to an exhibit attached to this Agreement.)*

Number	Title	Date
--------	-------	------

§ 5.5 Addenda, if any, are enumerated as follows:  
*(Either list the Addenda here or refer to an exhibit attached to this Agreement.)*

Number	Date	Pages
--------	------	-------

§ 5.6 Other Contract Documents are as follows:  
*(List only those portions of furniture, furnishings and equipment quotations or orders that are to be included in the Contract Documents.)*

**ARTICLE 6 MISCELLANEOUS PROVISIONS**

§ 6.1 The Vendor shall make no payment to persons employed by the Owner or consultants for the Owner, with regard to this Agreement, without disclosure and written approval of the Owner.

§ 6.2 The terms and provisions contained in the documents enumerated in Sections 5.2 through 5.5 shall take precedence over conflicting terms and provisions contained in documents enumerated in Section 5.6.

§ 6.3 The Vendor shall purchase and maintain insurance as set forth under Article 13 of A251–2007.  
*(List any required limits for insurance.)*

Type of insurance

Limit of liability (\$0.00)

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*

Matthew Burrows Superintendent  
\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**VENDOR** *(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

# ***Additions and Deletions Report for AIA® Document A151™ – 2007***

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 16:23:55 on 10/29/2018.

## **PAGE 1**

Appoquinimink School District  
118 S. Sixth St  
Odessa, DE 19730  
302-376-4128

...

Lorewood Grove Elementary School  
820 Mapleton Ave  
Middletown, DE 19709  
New Construction

...

Gilbert Architects Inc.  
626 N. Charlotte St  
Lancaster, PA 17603  
717-291-1077

## **PAGE 4**

Matthew Burrows Superintendent

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# **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 16:23:55 on 10/29/2018 under Order No. 7829999390 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A151™ – 2007, Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings and Equipment where the Basis of Payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

\_\_\_\_\_  
*(Signed)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Dated)*

# AIA<sup>®</sup> Document A251<sup>™</sup> – 2007

## **General Conditions of the Contract for Furniture, Furnishings and Equipment**

### **for the following PROJECT:**

*(Name, location, and brief description)*

Lorewood Grove Elementary School  
820 Mapleton Ave  
Middletown, DE 19709  
New Construction

### **THE OWNER:**

*(Name, legal status, address and other information)*

Appoquinimink School District  
118 S. Sixth St  
Odessa, DE 19730  
302-376-4128

### **THE ARCHITECT:**

*(Name, legal status, address and other information)*

Gilbert Architects Inc.  
626 N. Charlotte St  
Lancaster, PA 17603  
717-291-1077

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

### **TABLE OF ARTICLES**

1	GENERAL PROVISIONS
2	OWNER
3	VENDOR
4	TITLE AND RISK OF LOSS
5	DELIVERY AND INSTALLATION
6	ACCEPTANCE
7	WARRANTIES
8	PAYMENT
9	ARCHITECT
10	RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS
11	TIME

12 PROTECTION OF PERSONS AND PROPERTY

13 INSURANCE

14 MISCELLANEOUS PROVISIONS

15 CLAIMS AND DISPUTES

**ARTICLE 1 GENERAL PROVISIONS**

**§ 1.1 BASIC DEFINITIONS**

**§ 1.1.1 The Contract Documents.** The Contract Documents are enumerated in the Agreement between the Owner and Vendor (hereinafter the Agreement), and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. Unless specifically enumerated in the Agreement, the Contract Documents do not include other documents such as the request for quotation or the Vendor's quotation.

**§ 1.1.2 Modification.** A Modification is (1) a written amendment to the Contract signed by both parties or (2) a written order for a minor change in the Work issued by the Architect.

**§ 1.1.3 The Contract.** The Contract Documents form the Contract for Furniture, Furnishings and Equipment. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Architect and the Vendor; (2) between the Owner and a sub-vendor; (3) between the Owner and the Architect or the Architect's consultants; or (4) between any persons or entities other than the Owner and the Vendor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

**§ 1.1.4 The Work.** The term "Work" means the fabrication, shipping, warehousing, delivery, installation and all other labor, materials and activities required of the Vendor. The Work may constitute the whole or a part of the Project with regard to the furniture, furnishings and equipment required by the Contract Documents.

**§ 1.1.5 The Project.** The Project is the total construction and installation of which the Work performed under the Contract may be the whole or a part. Other vendors and contractors under separate agreements with the Owner may concurrently perform construction or other activities for the Project.

**§ 1.1.6 The Drawings.** The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.

**§ 1.1.7 The Specifications.** The Specifications are that portion of the Contract Documents consisting of the written requirements for furniture, furnishings, equipment, systems, quality and workmanship standards for the Work.

**§ 1.1.8 Instruments of Service.** Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

**§ 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS**

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Vendor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.2.2 Unless otherwise stated in the Contract Documents, words that have well-known technical or furniture, furnishings and equipment industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.2.3 Terms capitalized in these General Conditions include those which are (1) specifically defined, (2) the titles of numbered articles and identified references to Sections in the document or (3) the titles of other documents published by the American Institute of Architects.

### § 1.3 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

§ 1.3.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights, including copyrights. The Vendor, sub-vendors and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.3.2 The Vendor, sub-vendors and suppliers are authorized to use and reproduce the Instruments of Service provided to them solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors and suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect's consultants.

### § 1.4 TRANSMISSION OF DATA IN DIGITAL FORM

If the parties intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions, unless otherwise already provided in the Agreement or the Contract Documents.

## ARTICLE 2 OWNER

### § 2.1 GENERAL

The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 9.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

### § 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 2.2.1 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may utilize in the performance of the Work;
- .2 access to the premises for the Vendor at reasonable times;
- .3 suitable space for receipt, inspection, acceptance and staging of materials, furniture, furnishings and equipment;
- .4 temporary utilities and facilities on the premises and vertical transportation necessary for progress and execution of the Work; and
- .5 security normal for the Project premises.

§ 2.2.2 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

## ARTICLE 3 VENDOR

### § 3.1 GENERAL

§ 3.1.1 The Vendor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The term "Vendor" means the Vendor or the Vendor's authorized representative.

§ 3.1.2 The Vendor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Vendor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract or by tests, inspections or approvals required or performed by persons or entities other than the Vendor.

### § 3.2 REVIEW OF CONTRACT DOCUMENTS AND INSPECTION OF PROJECT PREMISES BY VENDOR

§ 3.2.1 Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises or, if the Project premises have not yet been constructed, has reviewed the documents pertaining thereto; has become familiar with local conditions under which the Work is to be performed and information relative to access to and use of the Project premises, as provided by the Owner under Section 2.2; and has correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Vendor shall, before starting each portion of the Work, (1) carefully study and compare the various Drawings and other Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.2.1; (2) take field measurements of any existing conditions related to that portion of the Work; and (3) observe any conditions of the access route or on the Project premises affecting the Work. These obligations are for the purpose of facilitating delivery and installation by the Vendor and are not for the purpose of discovering errors, omissions or inconsistencies in the Contract Documents; however, the Vendor shall report promptly to the Architect any errors, inconsistencies or omissions discovered or made known to the Vendor as a request for information in such form as the Architect may require. It is recognized that the Vendor's review of the Contract Documents is made in the Vendor's capacity as a Vendor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall report promptly to the Architect any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Architect may require.

§ 3.2.4 In addition to the Vendor's representations under Section 3.2.1, the Vendor shall, prior to shipment, delivery and installation, visit and inspect the Project premises in order to confirm the conditions under which the Work is to be performed; verify the stage of completion of the premises and the Project; determine availability of facilities for access, delivery, transportation and staging area; determine the physical and environmental restrictions imposed by the Owner and the condition of the premises and separate vendors; and correlate these observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner conditions observed during such inspection or thereafter that would impede the Vendor's performance of the Work.

§ 3.2.5 If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Vendor's notices or requests for information pursuant to Sections 3.2.2, 3.2.3 and 3.2.4, the Vendor shall make Claims as provided in Article 15. If the Vendor fails to perform the obligations of Sections 3.2.2, 3.2.3, or 3.2.4, the Vendor shall pay such costs and damages to the Owner as would have been avoided if the Vendor had performed such obligations.

### § 3.3 SUPERVISION OF THE WORK

§ 3.3.1 The Vendor shall supervise and direct the Work, using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures of fabrication, shipment, delivery and installation, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 3.3.2 The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors and their agents and employees, and other persons or entities performing or providing portions of the Work to, for or on behalf of, the Vendor or any of its sub-vendors.

§ 3.3.3 The Vendor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition for subsequent Work.

### § 3.4 LABOR AND MATERIALS

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, furniture, furnishings and equipment, tools, installation equipment and machinery, delivery, and other facilities and

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services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated into the Work.

**§ 3.4.2** The Vendor shall not make substitutions until after evaluation by the Architect and approval by the Owner.

**§ 3.4.3** The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

### **§ 3.5 TAXES**

The Vendor shall pay all required sales, consumer, use and similar taxes for the Work provided by the Vendor.

### **§ 3.6 PERMITS, FEES NOTICES, AND COMPLIANCE WITH LAWS**

**§ 3.6.1** Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required as of that date.

**§ 3.6.2** The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

**§ 3.6.3** If the Vendor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

### **§ 3.7 SUPERINTENDENT**

The Vendor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project premises during performance of the Work. The superintendent shall represent the Vendor, and communications given to the superintendent shall be as binding as if given to the Vendor.

### **§ 3.8 VENDOR'S SCHEDULES**

**§ 3.8.1** The Vendor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Vendor's progress schedule for the Work. The schedule shall not exceed time limits established in the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and the Project, shall be related to the Project and related Work to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

**§ 3.8.2** The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work, within the Contract Time, including dates for order placement, fabrication, shipping, delivery and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, fabrics and other materials. The Vendor shall obtain and submit for the Owner's and the Architect's information written confirmation from sub-vendors of dates of fabrication and delivery.

**§ 3.8.3** The Vendor shall prepare a submittal schedule, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, and shall submit the schedule(s) for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall 1) be coordinated with the Vendor's progress schedule, and 2) allow the Architect reasonable time to review submittals. If the Vendor fails to submit a submittal schedule, the Vendor shall not be entitled to any increase in Contract Sum or extension of contract completion time based on the time required for review of submittals.

**§ 3.8.4** The Vendor shall perform the Work in accordance with the most recent schedules submitted to the Owner and Architect.

**§ 3.8.5** The Vendor shall cooperate with the Owner and Architect in coordinating the Vendor's progress schedule with those of separate Vendors and with the requirements of the Owner and Architect. The Vendor shall cooperate in determining mutually acceptable dates and times for delivery, installation and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.

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### **§ 3.9 DOCUMENTS FOR THE OWNER'S RECORDS**

The Vendor shall maintain for the Owner one copy of the Drawings, Specifications, Addenda and other Modifications, in good order and marked currently to indicate field changes and selections made during performance of the Work, and one copy of approved Shop Drawings, Product Data and similar required submittals. These shall be available to the Architect and shall be delivered to the Owner upon completion of the Work as a record of the Work installed.

### **§ 3.10 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES**

**§ 3.10.1** Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Vendor or a sub-vendor to illustrate some portion of the Work.

**§ 3.10.2** Product Data are manufacturer's illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Vendor to illustrate materials or equipment for some portion of the Work.

**§ 3.10.3** Shop Drawings, Product Data and similar submittals are not Contract Documents. Their purpose is to demonstrate the way by which the Vendor proposes to conform to the information given and the design concept expressed in the Contract Documents. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. The Architect may return without action submittals that are not required by the Contract Documents.

**§ 3.10.4** The Vendor shall review for compliance with the Contract Documents, and approve and submit to the Architect, Shop Drawings, Product Data and similar submittals required by the Contract Documents in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submitted schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate vendors.

**§ 3.10.5** By submitting Shop Drawings, Product Data and similar submittals, the Vendor represents to the Owner and Architect that the Vendor has (1) reviewed and approved them, and (2) determined and verified materials, field measurements and field installation criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

**§ 3.10.6** The Vendor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data or similar submittals until the respective submittal has been approved by the Architect.

**§ 3.10.7** The Work shall be in accordance with approved submittals, except that the Vendor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data or similar submittals unless the Vendor has specifically informed the Architect in writing of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work or (2) a Modification to the Contract has been approved authorizing the deviation. The Vendor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data or similar submittals by the Architect's approval.

**§ 3.10.8** The Vendor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such written notice, the Architect's approval of a resubmission shall not apply to such revisions.

**§ 3.10.9** Samples, once approved, constitute an express warranty that the goods will conform to the sample.

**§ 3.10.10** When professional certification of performance criteria for furniture, furnishings and equipment is required by the Contract Documents, the Architect shall be entitled to rely upon the accuracy and completeness of such certifications.

### **§ 3.11 CLEANING UP**

**§ 3.11.1** The Vendor shall keep the premises and surrounding area free from accumulation of waste materials and other debris created by operations under the Contract. At completion of the Work, the Vendor shall remove waste materials

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and other debris created by the Vendor's activities, the Vendor's tools, construction equipment, machinery and surplus materials from and about the Project.

§ 3.11.2 If the Vendor fails to clean up as provided in the Contract Documents, the Owner may do so, and the Owner shall be entitled to reimbursement from the Vendor for the cost thereof.

### § 3.12 INDEMNIFICATION

§ 3.12.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 3.12.

§ 3.12.2 In claims against any person or entity indemnified under this Section 3.12 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under Section 3.12.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Vendor or a sub-vendor under workers' compensation acts, disability benefit acts or other employee benefit acts.

### ARTICLE 4 TITLE AND RISK OF LOSS

§ 4.1 Title to all furniture, furnishings and equipment shall be transferred to the Owner upon acceptance by the Owner pursuant to Section 6.2 or upon payment in full to the Vendor, whichever occurs first.

§ 4.2 The risk of loss, with respect to all furniture, furnishings and equipment provided by the Vendor, shall remain on the Vendor until acceptance by the Owner pursuant to Section 6.2 of the furniture, furnishings and equipment, or designated portion thereof.

§ 4.3 The Owner shall be under no obligation to insure furniture, furnishings or equipment that does not conform to the Contract Documents or that the Owner has rejected. Under such circumstances, the risk of loss shall remain with the Vendor.

### ARTICLE 5 DELIVERY AND INSTALLATION

§ 5.1 The Vendor shall make delivery of all furniture, furnishings and equipment in accordance with the Vendor's progress schedule or at a time agreed upon by the Owner and Architect.

§ 5.2 The Vendor shall become fully informed of the conditions relating to delivery, installation and labor under which the Vendor's Work will be performed. The Vendor shall employ the labor, and means and methods of carrying out the Vendor's Work as the conditions require.

§ 5.3 Delivery and installation of all furniture, furnishings and equipment shall be made to the location of the Project, as specified in the Contract Documents. Installation of furniture, furnishings and equipment shall include testing as required by the Contract Documents.

§ 5.4 The Vendor shall consult with the Owner to identify a route to be used within the Project premises from the point of initial delivery at the Project premises to the place of final placement or installation. After its selection, the route shall be made available to the Vendor for delivery of furniture, furnishings and equipment as provided in Section 5.1 and Section 5.2.

§ 5.5 The Vendor shall, within a reasonable time prior to delivery, provide the Owner with schedules for access and arrange for the use of elevators and unloading facilities.

§ 5.6 When the Vendor considers installation of all or a designated portion of the furniture, furnishings or equipment required by the Contract Documents to be complete, the Vendor shall advise the Owner and Architect in writing.

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## ARTICLE 6 ACCEPTANCE

§ 6.1 Prior to the tender of delivery by the Vendor, the Owner may conduct a preliminary inspection of the furniture, furnishings and equipment upon delivery for the purpose of verifying the delivery of such furniture, furnishings or equipment, including quantities. Such preliminary inspections shall not constitute acceptance of, taking charge over or control of such furniture, furnishings or equipment. Any defects, damage, deficiencies or nonconformity discovered by the Owner shall be reported to the Vendor.

§ 6.2 Upon completion of installation pursuant to Section 5.6, the Owner, with the assistance of the Architect, shall conduct an acceptance inspection. If the Owner determines that the furniture, furnishings and equipment comply with the requirements of the Contract Documents, the Owner shall notify the Vendor that the furniture, furnishings and equipment have been accepted. If the Owner determines that all or any portion of the furniture, furnishings or equipment do not conform to the requirements of the Contract Documents, the Owner shall reject such nonconforming portion by notifying the Vendor in writing of such rejection.

§ 6.3 If the Owner rejects all or any portion of the delivery, the Owner shall notify the Vendor within a reasonable time, which shall not be more than 30 days after the date of the inspection performed pursuant to Section 6.2. The notice shall include the specific basis for the Owner's rejection.

§ 6.4 If the Owner rejects all or any portion of the delivery, the Owner shall hold the rejected portion for a reasonable time to permit the Vendor to remove it from the Project premises.

§ 6.5 Upon rejection by the Owner, the Vendor shall have 30 days to provide acceptable evidence of arrangements to remedy the basis for rejection. If the Vendor remedies the basis for rejection, the Vendor shall notify the Owner in writing. The Owner shall have an additional period of time to conduct an acceptance inspection of the previously rejected furniture, furnishings or equipment. If the Owner agrees to accept the furniture, furnishings or equipment, the Owner shall so notify the Vendor in writing. If the Owner rejects the tender of such furniture, furnishings or equipment, the Owner shall notify the Vendor within a reasonable time, which shall not be more than 30 days. Such notice shall include the specific basis for rejection. Upon rejection, the Vendor shall remove the rejected furniture, furnishings or equipment from the Project premises.

§ 6.6 If furniture, furnishings or equipment that have been previously accepted are found not to comply with the requirements of the Contract Documents, the Owner shall be entitled to revoke acceptance so long as the Vendor does not suffer actual prejudice by virtue of the Owner's prior acceptance of such furniture, furnishings or equipment. Such revocation of acceptance shall be made by giving prompt notice to the Vendor. In such event, the Vendor shall proceed in accordance with Section 6.5.

§ 6.7 The provisions of this Article 6 do not preclude recovery of damages as provided by law.

## ARTICLE 7 WARRANTIES

§ 7.1 The Vendor expressly warrants to the Owner and Architect that the Work complies with the requirements of the Contract Documents. The Vendor further warrants that the Owner shall receive the benefit of standard manufacturer's warranties and guarantees applicable to the Work.

§ 7.2 The Vendor provides to the Owner and Architect all warranties relating to the furniture, furnishings and equipment implied by law, including but not limited to the warranty of merchantability.

§ 7.3 The Vendor acknowledges that no exclusion of or limitation on warranties contained in any proposal, product literature or other submittal shall affect the warranties provided pursuant to Sections 7.1 and 7.2.

## ARTICLE 8 PAYMENT

§ 8.1 Before the first application for payment, the Vendor shall submit to the Owner a quotation schedule showing the values allocated to each quotation for portions of the Work. The Vendor's quotation schedule shall be accompanied by a certified statement from the Vendor prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule, when approved by the Owner, shall be submitted with each application for payment and shall be used as a basis for reviewing the Vendor's applications for payment.

§ 8.2 When payment is due pursuant to the payment terms of the Agreement, the Vendor shall submit to the Owner an itemized application for payment. Such application shall be notarized, if required by the Contract Documents, and supported by such data substantiating the Vendor's right to payment as the Owner may require, such as copies of bills of lading or requisitions from sub-vendors and equipment suppliers.

## ARTICLE 9 ARCHITECT

### § 9.1 GENERAL

The Owner shall retain an architect lawfully licensed to practice architecture or an entity lawfully practicing architecture in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

### § 9.2 ADMINISTRATION OF THE CONTRACT

§ 9.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during performance of the Work until final payment is due. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 9.2.2 The Architect will assist the Owner in coordinating schedules for fabrication, delivery and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with such schedules.

§ 9.2.3 The Architect will visit the Project premises at intervals appropriate to the stage of the Vendor's operations, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed; and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous inspections at the Project premises to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for, the means, methods, techniques, and sequences or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, since these are solely the Vendor's rights and responsibilities under the Contract Documents, except as provided in Section 3.3.1.

§ 9.2.4 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. The Architect will not be responsible for the Vendor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall not have control over, charge of, or responsibility for acts or omissions of the Vendor, sub-vendors, their agents or employees, or any other persons or entities performing portions of the Work.

§ 9.2.5 The Architect has authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the completion time, and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written order and shall be binding on the Owner and Vendor. The Vendor shall carry out such written orders promptly.

§ 9.2.6 Unless otherwise provided, the Architect's authority shall not extend to the receipt, inspection or acceptance on behalf of the Owner of furniture, furnishings and equipment at the time of their delivery to the Project premises and subsequent installation. The Architect is not authorized to reject nonconforming Work, stop the Work or terminate the Contract.

§ 9.2.7 The Architect may recommend to the Owner rejection of Work that does not conform to the Contract Documents. A recommendation by the Architect made in good faith shall not give rise to a duty or responsibility of the Architect to the Owner, Vendor, sub-vendors, their agents or employees, or other persons or entities performing portions of the Work.

## **ARTICLE 10 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS**

### **§ 10.1 OWNER'S RIGHT TO PERFORM RELATED ACTIVITIES AND TO AWARD SEPARATE CONTRACTS**

**§ 10.1.1** The Owner reserves the right to perform activities related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other activities at the Project premises. If the Vendor claims that such action by the Owner involves delay or additional cost, the Vendor shall make such Claim as provided in Article 15.

**§ 10.1.2** When separate contracts are awarded for different portions of the Project or other activities at the Project premises, the term "Vendor" in the Contract Documents in each case shall mean the vendor who executes each separate Owner-Vendor Agreement.

**§ 10.1.3** The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate vendor with the Work of the Vendor, who shall cooperate with them. The Vendor shall participate with other separate vendors and the Owner in reviewing their progress schedules. The Vendor shall make any revisions to the progress schedule deemed necessary after a joint review and mutual agreement. The progress schedules shall then constitute the schedules to be used by the Vendor, separate vendors and the Owner until subsequently revised.

**§ 10.1.4** Unless otherwise provided in the Contract Documents, when the Owner performs activities related to the Project with the Owner's own forces, the Owner shall be deemed to be subject to the same obligations and to have the same rights that apply to the Vendor under the Contract, including, without excluding others, those stated in this Article 10, and in Article 3, Article 12 and Article 13 herein.

### **§ 10.2 MUTUAL RESPONSIBILITY**

**§ 10.2.1** The Vendor shall afford the Owner and separate vendors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Vendor's activities with theirs as required by the Contract Documents.

**§ 10.2.2** If part of the Vendor's Work depends for proper execution or results upon activities by the Owner or a separate vendor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Architect apparent discrepancies or defects resulting from their activities that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report discrepancies or defects reasonably discoverable, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

**§ 10.2.3** The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor because of the Vendor's delays, improperly timed activities or other damage to the Work of a separate vendor. The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities or damage to the Work caused by a separate vendor.

**§ 10.2.4** The Vendor shall promptly remedy damage it wrongfully causes to property of the Owner or separate vendors as provided in Section 12.2.4.

### **§ 10.3 OWNER'S RIGHT TO CLEAN UP**

If a dispute arises among the Vendor, separate vendors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and, with the Architect's assistance, allocate the cost among those responsible.

## **ARTICLE 11 TIME**

### **§ 11.1 DEFINITION OF DAY**

The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

### **§ 11.2 PROGRESS AND COMPLETION**

**§ 11.2.1** Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Vendor confirms that the completion date stated in the Contract Documents provides a reasonable period for performing the Work.

**§ 11.2.2** The Vendor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the Project premises prior to the effective date of insurance required by Article 13 to be

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furnished by the Vendor and the Owner. The date of commencement of the Work shall not be changed by the effective date of such insurance.

§ 11.2.3 The Vendor shall proceed expeditiously with adequate forces and shall achieve completion by the mutually agreed upon completion date.

### § 11.3 DELAYS AND EXTENSIONS OF TIME

§ 11.3.1 If the Vendor is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or Architect; or by changes ordered in the Work; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor's control; or by delay authorized by the Owner pending mediation and arbitration; or by other causes which the Architect determines may justify delay, the completion date shall be extended by mutual agreement between the Owner and the Vendor.

### § 11.3.2 CONFORMANCE TO AGREED-UPON SCHEDULES

§ 11.3.2.1 The Owner shall cooperate and coordinate its activities with the agreed-upon critical dates identified in the Vendor's progress schedule provided under Section 3.8.2.

§ 11.3.2.2 The Owner shall be responsible for costs the Vendor incurs, such as demurrage, warehousing, and storage or delivery charges, that are due to the Owner's failure to conform to the mutually agreed-upon progress schedule for the Work; to the Owner's failure, without justification, to accept delivery or final installation of furniture, furnishings and equipment; or to any other delays for which the Owner is responsible.

§ 11.3.3 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 11.3.4 This Section 11.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

## ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

### § 12.1 SAFETY PRECAUTIONS AND PROGRAMS

The Vendor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

### § 12.2 SAFETY OF PERSONS AND PROTECTION OF PROPERTY

§ 12.2.1 The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials, furniture, furnishings and equipment to be incorporated therein, whether in storage on or off the Project premises, under care, custody or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto, including property of the Owner, separate vendors or other persons, whether or not completed or installed.

§ 12.2.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

§ 12.2.3 When use or storage of flammable, volatile or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Vendor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 12.2.4 The Vendor shall promptly remedy damage and loss to property, other than damage to the Work, caused in whole or in part by the Vendor or anyone directly or indirectly employed by the Vendor, except damage or loss attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor.

## ARTICLE 13 INSURANCE

### § 13.1 VENDOR'S LIABILITY INSURANCE

§ 13.1.1 The Vendor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Vendor from claims set forth below which may arise out of or result from the Vendor's operations and completed operations under the Contract and for which the Vendor may be legally liable, whether such operations be by the Vendor, by a sub-vendor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- .1 Claims under workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Vendor's employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Vendor's employees;
- .4 Claims for damages insured by usual personal injury liability coverage;
- .5 Claims for damages, other than to the Work itself, because of injury to, or destruction of, tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- .7 Claims for bodily injury or property damage arising out of completed operations;
- .8 Claims involving contractual liability insurance applicable to the Vendor's obligations under Section 3.12.1; and
- .9 Claims for products liability and completed-operations insurance.

§ 13.1.2 The insurance required by Section 13.1.1 shall be written for not less than the limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and with respect to the Contractor's completed operations coverage, until the expiration of the period specified in the Contract Documents.

§ 13.1.3 Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by Section 13.1.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage including coverage for completed operations shall be submitted with the final application for payment and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 13.1.2. The Vendor shall provide information concerning reduction of coverage on account of revised limits or claims paid under the general aggregate, or both, with reasonable promptness.

## ARTICLE 14 MISCELLANEOUS PROVISIONS

### § 14.1 GOVERNING LAW

This Agreement shall be considered to be for sale of goods and shall be governed by the Uniform Commercial Code (UCC) as adopted in the place where the Project is located. The Contract shall be governed by the law of the place where the Project is located, except, that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 9.6.

### § 14.2 SUCCESSORS AND ASSIGNS

The Owner and Vendor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

## ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 **Definition.** A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Vendor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

**§ 15.1.1 Notice of Claims.** Claims by either party must be initiated by written notice to the other party within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

**§ 15.1.2 Continuing Contract Performance.** Pending final resolution of a Claim, the Vendor shall proceed diligently with performance of the Contract, and the Owner shall continue to make payments in accordance with the Contract Documents.

**§ 15.1.3 Claims for Consequential Damages.** The Vendor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses, including the compensation of personnel stationed there; for losses of financing, business and reputation; and for loss of profit, except anticipated profit arising directly from the Work. Nothing contained in this Section 15.1.3 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

## **§ 15.2 RESOLUTION OF CLAIMS AND DISPUTES**

Claims, including those alleging an error or omission by the Architect, shall be referred initially to the Architect. An initial recommendation in writing by the Architect, followed by negotiation of the parties, shall be required as a condition precedent to mediation, arbitration or litigation of all Claims between the Vendor and Owner arising prior to the date final payment is due, unless 30 days have passed after the Claim has been referred to the Architect with no recommendation having been made by the Architect.

## **§ 15.3 MEDIATION**

**§ 15.3.1** Any Claim arising out of or related to the Contract, except Claims relating to aesthetic effect and except those waived as provided for in Section 15.1.3, shall, after recommendation by the Architect or 30 days after submission of the Claim to the Architect, be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party.

**§ 15.3.2** The parties shall endeavor to resolve their Claims by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a demand for arbitration, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 15.3.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

## **§ 15.4 ARBITRATION**

**§ 15.4.1** Any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

**§ 15.4.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written

demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

**§ 15.4.2** The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**§ 15.4.3** The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

**§ 15.4.4 CONSOLIDATION OR JOINDER**

**§ 15.4.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 15.4.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of a Claim not described in the written consent.

**§ 15.4.4.3** The Owner and Vendor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Vendor under this Agreement.

# **Additions and Deletions Report for** **AIA® Document A251™ – 2007**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 16:21:11 on 10/29/2018.

## **PAGE 1**

Lorewood Grove Elementary School  
820 Mapleton Ave  
Middletown, DE 19709  
New Construction

...

Appoquinimink School District  
118 S. Sixth St  
Odessa, DE 19730  
302-376-4128

...

Gilbert Architects Inc.  
626 N. Charlotte St  
Lancaster, PA 17603  
717-291-1077

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 16:21:11 on 10/29/2018 under Order No. 7829999390 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A251™ – 2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

\_\_\_\_\_  
*(Signed)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Dated)*

DOCUMENT 007343  
WAGE RATE REQUIREMENTS

PART 1 - GENERAL

1.01 GENERAL CONDITIONS

- A. Prevailing wages apply to this project per title 29 for furnishing secured to the building, specifically the following items:
  - 1. L-01, L-02, L-03, L-04 Library Steel Cantilever Shelving
  - 2. S-11 and S-12 Metal Shelving
- B. A copy of the Prevailing Wages for the project is attached hereto.

END OF DOCUMENT

STATE OF DELAWARE  
DEPARTMENT OF LABOR  
DIVISION OF INDUSTRIAL AFFAIRS  
OFFICE OF LABOR LAW ENFORCEMENT  
PHONE (302) 761-8200

Mailing Address:  
4425 North Market St., 3rd Fl  
Wilmington, DE 19802

Located at:  
4425 North Market St., 3rd Fl  
Wilmington, DE 19802

PREVAILING WAGES FOR BUILDING CONSTRUCTION EFFECTIVE MARCH 15, 2018

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
ASBESTOS WORKERS	23.35	28.76	41.85
BOILERMAKERS	69.90	35.46	52.14
BRICKLAYERS	53.89	53.89	53.89
CARPENTERS	54.81	54.81	43.57
CEMENT FINISHERS	73.74	51.37	22.64
ELECTRICAL LINE WORKERS	46.44	39.82	30.36
ELECTRICIANS	68.70	68.70	68.70
ELEVATOR CONSTRUCTORS	93.23	65.86	32.62
GLAZIERS	73.10	73.10	57.87
INSULATORS	56.53	56.53	56.53
IRON WORKERS	63.70	63.70	63.70
LABORERS	46.20	46.20	46.20
MILLWRIGHTS	71.60	71.60	57.70
PAINTERS	51.55	51.55	51.55
PILEDRIVERS	76.77	40.19	32.51
PLASTERERS	30.48	30.48	22.59
PLUMBERS/PIPEFITTERS/STEAMFITTERS	70.05	53.97	58.81
POWER EQUIPMENT OPERATORS	69.29	69.29	64.96
ROOFERS-COMPOSITION	24.52	24.20	22.10
ROOFERS-SHINGLE/SLATE/TILE	18.78	22.33	17.56
SHEET METAL WORKERS	68.53	68.53	68.53
SOFT FLOOR LAYERS	52.52	52.52	52.52
SPRINKLER FITTERS	59.49	59.49	59.49
TERRAZZO/MARBLE/TILE FNRS	61.93	61.93	48.52
TERRAZZO/MARBLE/TILE STRS	68.52	68.52	56.19
TRUCK DRIVERS	29.36	28.02	21.39

CERTIFIED:

03/15/2018

BY:

*Thomas DeP...*  
ADMINISTRATOR, OFFICE OF LABOR LAW ENFORCEMENT

NOTE: THESE RATES ARE PROMULGATED AND ENFORCED PURSUANT TO THE PREVAILING WAGE REGULATIONS ADOPTED BY THE DEPARTMENT OF LABOR ON APRIL 3, 1992.

CLASSIFICATIONS OF WORKERS ARE DETERMINED BY THE DEPARTMENT OF LABOR. FOR ASSISTANCE IN CLASSIFYING WORKERS, OR FOR A COPY OF THE REGULATIONS OR CLASSIFICATIONS, PHONE (302) 761-8200

NON-REGISTERED APPRENTICES MUST BE PAID THE MECHANIC'S RATE.

THESE RATES ARE BEING PROVIDED IN ACCORDANCE WITH DELAWARE'S FREEDOM OF INFORMATION ACT.

THEY ARE NOT INTENDED TO APPLY TO ANY SPECIFIC PROJECT.

DOCUMENT 008000  
SUPPLEMENTARY CONDITIONS

PART 1 - GENERAL

1.01 GENERAL CONDITIONS

- A. *The General Conditions of the Contract for Furniture, Furnishings and Equipment*, AIA Document A251, 2007 edition, Articles 1 through 15 inclusive, is a part of this contract and is bound herewith.
- B. References to Articles herein are to Articles in A251.

1.02 SUPPLEMENTARY CONDITIONS

- A. The following provisions modify, change, delete from or add to AIA Document A251. Where any article of the General Conditions is modified, or any paragraph, subparagraph or clause thereof is modified or deleted by these provisions, the unaltered provisions of that article, paragraph, sub-paragraph or clause shall remain in effect.

1.03 REFERENCE TO DIVISION 1 - GENERAL REQUIREMENTS

- A. Certain provisions of Division 1 GENERAL REQUIREMENTS supplement the administrative and work-related provisions of the GENERAL CONDITIONS.
- B. Articles affected are cross referenced in the various Sections of Division 1.

1.04 ARTICLE 1 - GENERAL PROVISIONS

- A. Add to 1.1.1 the following clause:
  - 1.1.1.1 The Advertisement for Bids, the bid forms, the Vendor's completed bid, all addenda related to bidding requirements and non-collusion statement are expressly enumerated as contract documents.
- B. Add to 1.1 the following Subparagraphs:
  - 1.1.9 PROVIDE
  - 1.1.9.1 The term "Provide" means furnish and install.
- C. Delete paragraph 1.4 in its entirety and replace with the following:
  - 1.4 All pre-design studies, drawings, specifications and other documents, including those in electronic form, prepared by the Architect under this Agreement are, and shall remain, the property of the Owner whether the Project for which they are made is executed or not. Such documents may be used by the Owner to construct one or more like Projects without the approval of, or additional compensation to, the Architect. The Contractor, Subcontractors, Sub-subcontractors and Material or Equipment Suppliers are authorized to use and reproduce applicable portions of the Drawings, Specifications and other documents prepared by the Architect and the Architect's consultants appropriate to and for use in the execution of their

Work under the Contract Documents. They are not to be used by the Contractor or any Subcontractor, Sub-subcontractor or Material and Equipment Supplier on other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and Architect's consultants.

The Architect shall not be liable for injury or damage resulting from the re-use of drawings and specifications if the Architect is not involved in the re-use Project. Prior to re-use of construction documents for a Project in which the Architect is not also involved, the Owner will remove from such documents all identification of the original Architect, including name, address and professional seal or stamp."

1.05 ARTICLE 3 - VENDOR

- A. Amend Subparagraph 3.2.2 to state that any errors, inconsistencies or omissions discovered shall be reported to the Architect and Owner immediately.

1.06 ARTICLE 8 - PAYMENTS

- A. Add the following paragraphs:

- 8.3 Until Closeout documents have been received and outstanding items completed, the Owner will pay 95% (ninety-five percent) of the amount due the Contractor on account of progress payments.
- 8.4 Substitution of securities for retainage on State contracts is permitted under the provisions of Chapter 69, Title 29, Section 6920 of the Delaware Code.
- 8.5 Article 6516, Chapter 65, Title 29 of the Delaware Code stipulates annualized interest not to exceed 12% per annum beginning thirty (30) days after the "presentment" (as opposed to the date) of the invoice."
- 8.6 The Owner shall have the right to withhold from payment the funds necessary to offset these claims enumerated in paragraphs above.
- 8.7 The Vendor shall have the obligation to remove any liens filed against the Project or any part thereof and shall bear all costs connected with said removal prior to the Owner being obligated to make the next monthly progress payment.
- 8.8 No payment of monies nor any partial or entire use of occupancy of the Project by the Owner shall constitute an acceptance of any Work not in accordance with the Contract Documents.

1.07 ARTICLE 10 – RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS

- A. Delete Subparagraph 10.1.4 in its entirety.

1.08 ARTICLE 12 - PROTECTION OF PERSONS AND PROPERTY

- A. Add the following clause:

- 12.2.3.1 As required in the Hazardous Chemical Information Act of June 1984, all vendors supplying any materials that may be defined as hazardous, must provide Material Safety Data Sheets for those products. Any chemical product should be considered hazardous if it has a caution warning on the

label relating to a potential physical or health hazard, if it is known to be present in the work place, and if employees may be exposed under normal conditions or in foreseeable emergency situations. Material Safety Data Sheets shall be provided directly to the Owner, along with the shipping slips that include those products.

B. Add the following subparagraph:

12.2.5 The Vendor shall certify to the Owner that materials incorporated into the work are free of all asbestos. This certification may be in the form of Material Safety Data Sheets (MSDS) provided by the product manufacturer for the materials used in construction by the Vendor.

1.09 ARTICLE 13 - INSURANCE

A. Add the following Clause 13.1.2.1 to 13.1.2:

13.1.2.1 The insurance required by Subparagraph 13.1.1 shall be written for not less than the following, or greater if required by law:

1. Workmen's Compensation:
  - (a) State: Statutory
  - (b) Applicable Federal (e.g., Longshoremen's): Statutory
  - (c) Employer's Liability \$ 100,000
2. Comprehensive General Liability (including Premises Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):
  - (a) Bodily Injury
    - \$ 500,000 Each Person
    - \$ 1,000,000 Each Occurrence
    - \$ 1,000,000 Annual Aggregate
  - (b) Property Damage
    - \$ 500,000 Each Occurrence
    - \$ 500,000 Annual Aggregate
  - (c) Products and Completed Operations to be maintained for 2 years after final payment.
  - (d) Property Damage Liability Insurance will Provide X, C, or U coverage as applicable.
3. Contractual Liability:
  - (a) Bodily Injury:
    - \$ 500,000 Each Person
    - \$ 1,000,000 Each Occurrence
    - \$ 1,000,000 Annual Aggregate
  - (b) Property Damage:
    - \$ 500,000 Each Occurrence
    - \$ 1,000,000 Annual Aggregate
4. Personal Injury, with Employment Exclusion deleted:
  - \$ 500,000 Each Occurrence
5. Personal Injury, with Employment Exclusion deleted:
  - (a) Bodily Injury:
    - \$ 500,000 Each Person

\$ 1,000,000 Each Occurrence

(b) Property Damage:  
\$ 500,000 Each Occurrence

6. Sub-vendor's policies shall include contingent and contractual liability coverage in the same minimum amounts as 3, above.

B. Add the following Clauses 13.1.3.1 and 13.1.3.2 to 13.1.3:

13.1.3.1 The Vendor shall furnish one copy each of Certificates of Insurance herein required for each copy of the Agreement which shall specifically set forth evidence of all coverage required by Subparagraph 11.1.2. The form of the Certificate shall be AIA Document G705 or insurance carrier's standard form, which presents required information. The Vendor shall furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits.

13.1.3.2 Certificates of insurance filed with the Owner shall guarantee fifteen (15) days prior notice of cancellation, non-renewal or any change in coverage and limits of liability shown as included on certificates.

C. Add the following Subparagraphs 13.1.4 through 13.1.7:

13.1.4 The Vendor shall carry all insurance required by law, such as Unemployment Insurance, etc. He shall carry such insurance coverage as he desires on his own property such as his field office, storage sheds or other structures erected upon the project site that belong to him and for his own use. The Sub-vendors involved with this project shall carry whatever insurance protection they consider necessary to cover the loss of any of their personal property, etc.

13.1.5 Bodily Injury Liability and Property Damage Liability Insurance shall, in addition to the coverage included herein, include coverage for injury to or destruction of any property arising out of the collapse of or structural injury to any building or structure due to demolition work and evidence of these coverage shall be filed with and approved by the Owner.

13.1.6 The Vendor's Property Damage Liability Insurance shall, in addition to the coverage noted herein, include coverage on all real and personal property in their care, custody and control damaged in any way by him or his Sub-vendor during the entire construction period on this project. Builders Risk (including Standard Extended Coverage Insurance) on the existing building during the entire construction period, shall not be provided by the Vendor under this contract. The Owner shall insure the existing building and all of its contents and all this new alteration work under this contract during entire construction period for the full insurable value of the entire work at the site. Note, however, that the Vendor and his Sub-vendor shall be responsible for insuring building materials (installed and stored) and their tools and equipment whenever in use on the project, against fire damage, theft, vandalism, etc.

1.10 ARTICLE 15 – DISPUTE RESOLUTION

A. Delete Subparagraph 15.3.4 in its entirety.

B. Amend Subparagraph 15.2 to delete reference to arbitration.

- C. Delete paragraph 15.4 and its subparagraphs in their entirety.
- 1.11 ADD ARTICLE 16 - STATE LICENSE AND TAX REQUIREMENTS
- 16.1 Each Vendor and sub-vendor shall be licensed to do business in the State of Delaware and shall pay all fees and taxes due under State laws. In conformance with Section 2503, Chapter 25, Title 30, Delaware Code, the Vendor shall furnish the State's Department of Finance, within 10 days after award of contract, a statement of the total values of each contract and subcontract with a non-resident vendor or sub-vendor together with the names and addresses of the contracting parties.
- 16.2 Taxes: The Vendor shall pay all sales, consumer, use and other taxes required by law.
- 16.2.1 With respect to all persons at any time employed by or on the payroll of the Vendor or performing any work for or on his behalf, or in connection with or arising out of his business, the Vendor shall accept full and exclusive liability for the payment of any and all contributions or taxes or unemployment insurance, or old age retirement benefits, pensions or annuities now or hereafter imposed by the Government of the United States and the State or political subdivision thereof, whether the same be measured by wages, salaries or other remuneration paid to such persons or otherwise.
- 16.2.2 Upon request, the Vendor shall furnish Owner such information on payrolls or employment records as may be necessary to enable it to fully comply with the law imposing the aforesaid contributions or taxes.
- 16.2.3 If the Vendor is required by law to and does pay any and/or all of the aforesaid contributions or taxes, the Vendor shall forthwith reimburse the Owner for the entire amount so paid by the Owner.
- 1.12 ADD ARTICLE 17 - EQUALITY OF EMPLOYMENT OPPORTUNITY
- 17.1 In accordance with Title 29, Chapter 69, Section 6962, of the Delaware Code, during the performance of this contract the contractor agrees as follows:
- 17.1.1 The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 17.1.2 The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.
- 17.1.3 The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin.

1.13 ADD ARTICLE 18 - VENDOR RESPONSIBILITIES

- 18.1 The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Contract. The Vendor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.
- 18.2 The Vendor warrants to the Owner that products and equipment furnished will be new and of good quality, unless otherwise permitted, and that the work will be free from defects and in conformance with the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved, may be considered defective. If required by the Owner, the Vendor shall furnish evidence as to the kind and quality of products and equipment provided
- 18.3 Unless otherwise provided, the Vendor shall pay all sales, consumer, use and other similar taxes, and shall secure and pay for required permits, fees, licenses, and inspections necessary for proper execution of the Work
- 18.4 The Vendor shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on performance of the work. The Vendor shall promptly notify the Owner if the Drawings and Specifications are observed to be at variance therewith.
- 18.5 The Vendor shall be responsible to the Owner for the acts and omissions of the Vendor's employees, Sub-vendors and their agents and employees, and other persons performing portions of the Work under contract with the Vendor
- 18.6 The Vendor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract
- 18.6.1 At completion of the Work the Vendor shall remove from and about the Project all waste materials, rubbish, the Vendor's tools, construction equipment, machinery and surplus materials. The Vendor shall be responsible for returning all damaged areas to their original conditions.
- 18.7 To the fullest extent permitted by law, the Vendor shall indemnify and otherwise hold harmless the Owner, its agents and employees, and the Architect, his agents and employees, from any, and all liability, suits, actions or claims, together with all costs, expenses or attorneys' fees, arising out of their performance of work or supplying materials and services in connection with this contract. This agreement to indemnify and hold harmless shall cover all suits, actions, claims or liabilities asserted against the Owner, its agents and employees, and the Architect, his agents and employees, to the extent caused in whole or part by negligent acts or omissions of the Vendor, a Sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate or abridge other rights or obligations of indemnity which would otherwise exist.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF DOCUMENT



DOCUMENT 008114  
DRUG TESTING PROGRAMNS

PART 1 - GENERAL

1.01 SUMMARY

- A. Pursuant to 4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds submit with their bid an Affidavit of Employee Drug Testing Program. A copy of the current Regulation is attached hereto.
- B. Each Contractor shall provide two (2) business days prior to contract execution, copies of the Employee Drug Testing Program for the Contractor and all Subcontractors.
- C. Initial Drug Testing - Employees commencing work on a Jobsite must be tested within the past 180 days from the date of commencing work, with the exception that an Employee who has passed a random or scheduled drug test within that time frame, or an Employee who passed a pre-employment drug test administered pursuant to a Contractor's or Subcontractor's Program and is subject to testing as part of a Contractor's or Subcontractor's ongoing Program or as part of a Consortium shall be permitted to work at the Jobsite without further testing; however, the Employee is still subject to random testing.
- D. A Contractor or Subcontractor's Program shall provide that no less than 5% of a Contractor's or Subcontractor's employees shall be randomly selected each month for drug testing and no less than 2.5% of a Contractor or Subcontractor's employees be randomly selected for alcohol testing. Test results must be kept by a Contractor or Subcontractor for a minimum of 1 year subsequent to the date of close out of the Public Works project. See the form attached hereto.
- E. The Contractor will notify the Owner in writing of any positive results of random drug testing. See the form attached hereto. The results must be reported to the Owner within 24 hours of receipt of the test results.

PART 2 – TESTING FORMS

- A. Employee Drug Testing Report Form – See page 2 of 3.
- B. Employee Drug Testing Report of Positive Results – See page 3 of 3.

**EMPLOYEE DRUG TESTING REPORT FORM**

**Period Ending:** \_\_\_\_\_

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds maintain testing data that includes but is not limited to the data elements below.

Project Number: \_\_\_\_\_

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

Contractor/Subcontractor Name: \_\_\_\_\_

Contractor/Subcontractor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of employees who worked on the jobsite during the report period: \_\_\_\_\_

Number of employees subject to random testing during the report period: \_\_\_\_\_

Number of Negative Results \_\_\_\_\_ Number of Positive Results \_\_\_\_\_

Action taken on employee(s) in response to a failed or positive random test:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Representative of Contractor/Subcontractor: \_\_\_\_\_  
(typed or printed)

Authorized Representative of Contractor/Subcontractor: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

This form is not required to be submitted to the Owner. Included as a reference to show information required to be maintained by the Contractor. The Owner shall have the right to periodically audit all Contractor and Subcontractor test results at the Contractor's or Subcontractor's offices (or by other means to make the data available for inspection by the Owner).

**EMPLOYEE DRUG TESTING REPORT OF POSITIVE RESULTS**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors who work on Large Public Works Contracts funded all or in part with public funds to notify the Owner in writing of a positive random drug test.

Project Number: \_\_\_\_\_

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

Contractor/Subcontractor Name: \_\_\_\_\_

Contractor/Subcontractor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of employee with positive test result: \_\_\_\_\_

Last four (4) digits of employee SSN: \_\_\_\_\_

Date test results received: \_\_\_\_\_

Action taken on employee in response to a failed or positive random test:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Representative of Contractor/Subcontractor: \_\_\_\_\_  
(typed or printed)

Authorized Representative of Contractor/Subcontractor: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

**This form shall be sent by mail to the Owner within 24 hours of receipt of test results.**

**Enclose this test results form in a sealed envelope with the notation "Drug Testing Form – DO NOT OPEN" on the face thereof and place in a separate mailing envelope.**

PART 3 – 4104 REGULATIONS FOR THE DRUG TESTING OF CONTRACTOR AND  
SUBCONTRACTOR EMPLOYEES WORKING ON LARGE PUBLIC WORKS PROJECTS

- A. See Attached (6 pages)

END OF DOCUMENT

**OFFICE OF MANAGEMENT AND BUDGET**  
**DIVISION OF FACILITIES MANAGEMENT**  
 Statutory Authority: 29 Delaware Code, Section 6908(a)(6) (29 Del.C. §6908(a)(6))

**FINAL**

**ORDER**

**4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects**

**NATURE OF THE PROCEEDINGS:**

The Office of Management and Budget (OMB) initiated proceedings to adopt the Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects. The OMB proceedings to adopt regulations were initiated pursuant to 29 Del.C. Chapter 101 and authority as prescribed by 29 Del.C. Ch. 69, §6908(a)(6).

On January 1, 2015 (Volume 18, Issue 7), OMB published in the *Delaware Register of Regulations* its notice of proposed regulations, pursuant to 29 Del.C. §10115. It was requested that written materials and suggestions from the public concerning the proposed regulations be delivered to OMB by March 6, 2015 or be presented at a public hearing on February 11, 2015, after which time OMB would review information, factual evidence and public comment to the said proposed regulations.

Written comments were received during the public comment period and evaluated. The results of that evaluation are summarized in the accompanying "Summary of Evidence." This is OMB's "conclusion" and "order" as required by 29 Del.C. §10118(b).

**SUMMARY OF EVIDENCE**

In accordance with Delaware Law, public notices regarding proposed Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects were published in the *Delaware State News*, the *News Journal* and the *Delaware Register of Regulations*.

Written and verbal comments were received on the proposed regulations during the public comment period (January 1, 2015 through March 6, 2015). Individuals offering comments included:

- Dr. Brian Shinkle, DO, CIME.
- Mr. James Maravelias, President, Delaware Building & Construction Trades Council.

Public comments and the OMB (Agency) responses are as follows:

**Brian Shinkle, DO, CIME**

Comment: Studies show that blood/breath alcohol level directly correlates with impairment, but urine alcohol level has no correlation with impairment. Urine alcohol only reasonably shows that someone has used alcohol within the last few days, which is not illegal. You also cannot tell how much alcohol someone used via a urine alcohol test, due to variable urine dilution rates. A better model is to follow the DOT protocol which is to perform breath alcohol testing (which does correlate directly with blood alcohol level and impairment) and to perform this type of alcohol testing in one or all of the following scenarios: post-accident, random or reasonable suspicion.

**Agency response:** Thank you for your comment. This comment refers to Section 4.3 of the proposed regulation that reads as follows:

4.3 Employees subject to drug testing shall be tested using at a minimum a seven-panel protocol testing plus urine alcohol screening for the following:

<b>Substance</b>	<b>Common Name</b>	<b>Cutoff</b>
Marijuana metabolite		50 ng/ml
Cocaine metabolite		150 ng/ml
Opiate metabolite		2000 ng/ml
Acetylmorphine	Heroin metabolite	10 ng/ml
Phencyclidine	PCP	25 ng/ml
Amphetamines (including Methamphetamines)	Meth	500 ng/ml
MDMA	Ecstasy	250 ng/ml

Urine Alcohol		0.04% BAC
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Inasmuch as the state has included testing for alcohol as a means to gauge impairment, OMB is in agreement that a urine alcohol test should not be specified. The specification has been changed to a more generic "alcohol test".

**James Maravelias, President, Delaware Building & Construction Trades Council**

Comment: The seven panel test specified in Section 4.3 of the regulation is insufficient and should be changed to require a ten panel test. Keeping in mind that the goal is to provide the safest workplace for employees, protect the general public and instill Delawareans confidence that those individuals working on state funded projects are working safely, the ten-panel protocol is necessary to capture drugs that are highly abused, extremely addictive and can cause a deadly and unsafe work environment for all those around.

**Agency response:** Thank you for your comment. This comment refers to Section 4.3 of the proposed regulation that reads as follows:

4.3 Employees subject to drug testing shall be tested using at a minimum a seven-panel protocol testing plus urine alcohol screening for the following:

<b>Substance</b>	<b>Common Name</b>	<b>Cutoff</b>
Marijuana metabolite		50 ng/ml
Cocaine metabolite		150 ng/ml
Opiate metabolite		2000 ng/ml
Acetylmorphine	Heroin metabolite	10 ng/ml
Phencyclidine	PCP	25 ng/ml
Amphetamines (including Methamphetamines)	Meth	500 ng/ml
MDMA	Ecstasy	250 ng/ml
Urine Alcohol		0.04% BAC

There are no universal standards for the optimal number of panels that must be tested in an employee drug testing program. In fact, Federal DOT standards from which much of this regulation was modeled, requires a five panel testing regimen. The proposed regulation was constructed with a measure of flexibility by mandating ".....a minimum of seven-panel protocol testing.....", therefore allowing for additional panels to be tested. Accordingly the proposed regulation will not be further amended.

**FINDINGS OF FACT:**

The Department finds that the proposed regulation as set forth in the January 2015 *Register of Regulations* with the one insubstantial change noted in section 4.3 should be adopted. While the Office of Management and Budget appreciates the other suggestions brought forth, it is felt the existing content of the regulation as published in the January 2015 *Register of Regulations* represents a fair balance to protect management, labor and members of the public.

NOW THEREFORE, under the statutory authority and for the reasons set forth above, the Director of the Delaware Office of Management and Budget does hereby ORDER that the Regulation be, and that it hereby is, adopted and promulgated. The effective date of this Order is for all large public works projects advertised for bid on or after January 1, 2016.

Ann Shepard Visalli, Director  
Office of Management and Budget

**4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects**

**1.0 Purpose**

The Office of Management and Budget ("Office"), has developed these regulations that require Contractors and Subcontractors to implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds pursuant to 29 Del.C. §6908(a)(6). The regulations establish the mechanism, standards and requirements of a Mandatory Drug Testing Program that will be incorporated by reference into all Large Public Works Contracts awarded pursuant to 29 Del.C. §6962.

## **2.0 Definitions**

**“Contractor”** means an entity such as, but not limited to, an individual, firm, partnership or corporation that has a contractual obligation to perform work for contracts awarded pursuant to 29 Del.C. §6962.

**“Division of Facilities Management” and “DFM”** means the Division of Facilities Management within the Office of Management and Budget.

**“Drug Testing Firm”** is an entity engaged in the business of providing drug testing services for businesses, individuals, governments or any entity that requires drug testing of Employees, applicants, licensees, etc., in compliance with these requirements.

**“Employee”** means an individual employed by a Contractor or Subcontractor who works on the Jobsite of a Large Public Works Contract but does not fulfill a clerical or administrative function. For the purpose of this definition, clerical or administrative functions shall refer to job responsibilities that do not generally require an employee to work outside of the Contractor’s Jobsite office, home office or other employer-provided office. For the purposes of this regulation, the term “Employee” shall also include supervisors and foremen working on the Jobsite. The term “Employee” shall also include delivery personnel employed by a Contractor or Subcontractor working on or delivering materials and equipment to and from a Jobsite.

**“Impairment” or “Impaired”** means symptoms that an Employee while working may be under the influence of drugs or alcohol that may decrease or lessen the Employee’s performance of the duties or tasks of the Employee’s job position, including symptoms of the Employee’s speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational or unusual behavior, negligence or carelessness in operating equipment, machinery or production or manufacturing processes, disregard for the safety of the Employee or others, or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

**“Jobsite”** means the site or area directly or indirectly owned, operated or controlled by the Owner in which the Contractor or Subcontractor performs work or delivers services to the Owner. For the purpose of this definition, “Jobsite” does not mean a remote work site not under the direct or indirect control of the Owner in which work is performed to fulfill the Contractor’s or Subcontractor’s obligations.

**“Large Public Works Contract”** means a contract for a public works construction awarded pursuant to 29 Del.C. §6962.

**“Mandatory Drug Testing Program” and “Program”** means a defined set of basic procedures, requirements and rules that must be used by a Contractor or Subcontractor to test Employees for drugs in compliance with these requirements.

**“Owner”** is the state agency, school district or entity that awards a Large Public Works Contract to a Contractor pursuant to 29 Del.C. §6962.

**“Positive Test Result” and “Fail a Drug Test”** means the result reported by a Health and Human Services certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentration. For purposes of these regulations, an Employee shall not be considered to have a Positive Test Result nor shall an Employee be considered to “Fail a Drug Test” if:

- : The Employee is a Registered Qualifying Patient and;
- : The drug detected was marijuana, a component of marijuana, or marijuana metabolites.

**“Random Drug Testing”** means that an Employee is chosen at random for testing without advance notice, from a pool of Employees working on the Jobsite. Specific requirements for random drug testing conducted under these regulations are described in Section 5.0.

**“Registered Qualifying Patient”** means a person (1) validly issued and in possession of an unexpired Registry Identification Card as defined by 16 Del.C. §4902A (14), and (2) subject to confirmation through a “verification system” as set forth at 16 Del.C. §4902A(17).

**“Subcontractor”** means an entity such as, but not limited to, an individual, firm, partnership or corporation that has a contractual obligation to perform work for, or supply services to a Contractor as defined in section 2.1.

**“Testing Result Forms”** means a form summarizing drug testing completed monthly by the Contractor and Subcontractor and submitted to the Owner in accordance with requirements contained in the bid solicitation.

## **3.0 Employee drug testing documentation requirements.**

**3.1** The following documentation requirements apply:

**3.1.1** At bid submission - A solicitation for a Large Public Works Contract must require each Contractor that submits a bid for the work to submit with the bid signed individual affidavit(s) for the Contractor and each listed Subcontractor certifying that the Contractor and Subcontractor has in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for their Employees that complies with this regulation.

- 3.1.2 Two business days prior to contract execution – The awarded Contractor shall provide to the Owner copies of the Employee Drug Testing Program for the Contractor and for all listed Subcontractors.
- 3.1.3 During contract execution – Contractors that employ additional Subcontractors on the jobsite may do so only after submitting a copy of the Subcontractor’s Employee Drug Testing Program. A Contractor or Subcontractor shall not commence work until the Owner has concluded the Employee Drug Testing Program complies with this Regulation as per Section 3.2.
- 3.1.4 In the event of an emergency a Contractor may employ additional Subcontractors on the jobsite prior to submitting the Subcontractor’s Employee Drug Testing Program provided that said Program is submitted to the Owner as soon as practicable.
- 3.2 A Contractor or Subcontractor shall be treated as having a Mandatory Drug Testing Program that complies with this regulation if the Program includes the following:
  - 3.2.1 The Program meets the minimum standards in section 4.0 of this regulation.
  - 3.2.2 The Program provides for the frequency of testing of Employees as per section 5.0 of this regulation:
  - 3.2.3 The Program imposes disciplinary measures on an Employee who fails a drug test as per section 6.0 of this regulation.
- 3.3 Prequalified Contractors and Subcontractors – A Contractor or Subcontractor may meet the provisions of Section 3.1 if they are Prequalified through the DFM Prequalification and if the DFM Prequalification includes provisions requiring an Employee Mandatory Drug Testing Program that meet the requirements of Sections 4.0, 5.0 and 6.0 of this Regulation
- 3.4 The State shall not be obligated to pay, and the Contractor or Subcontractor shall expressly agree that, any portion of work performed by a Contractor or Subcontractor commenced before that Contractor or Subcontractor has complied with Sections 3.1 and 3.2, provided however that emergency work as referenced in 3.1.4 may not be subject to this provision.

**4.0 Minimum Standards for a Mandatory Drug Testing Program**

- 4.1 Testing for the presence of drugs in an Employee’s system and the handling of test specimens shall be conducted in accordance with guidelines for the collection, chain-of-custody procedures, laboratory testing, and Medical Officer Review procedures contained within the Mandatory Guidelines for Federal Workplace Drug Testing Programs published by the Substance Abuse and Mental Health Services Administration (SAMHSA). [http://workplace.samhsa.gov/DrugTesting/Level\\_1\\_Pages/mandatory\\_guidelines5\\_1\\_10.html](http://workplace.samhsa.gov/DrugTesting/Level_1_Pages/mandatory_guidelines5_1_10.html) All tests must be processed by a federal Health and Human Services certified laboratory. Contractors must provide documentation detailing the procedures used in the collection, testing and reporting of drug tests sufficient to show conformance with SAMHSA guidelines.
- 4.2 Contractors and Subcontractors subject to these regulations may procure the services of an appropriate Drug Testing Firm to administer their program. A Contractor or Subcontractor may also implement a Mandatory Drug Testing Program using in-house personnel and resources. However a Contractor or Subcontractor doing so shall have to demonstrate that the program meets or exceeds the requirements specified herein to the satisfaction of the Owner.
- 4.3 Employees subject to drug testing shall be tested using at a minimum a seven-panel protocol testing plus [urine] alcohol screening for the following:

<b>Substance</b>	<b>Common Name</b>	<b>Cutoff</b>
<u>Marijuana metabolite</u>		<u>50 ng/ml</u>
<u>Cocaine metabolite</u>		<u>150 ng/ml</u>
<u>Opiate metabolite</u>		<u>2000 ng/ml</u>
<u>Acetylmorphine</u>	<u>Heroin metabolite</u>	<u>10 ng/ml</u>
<u>Phencyclidine</u>	<u>PCP</u>	<u>25 ng/ml</u>
<u>Amphetamines (including Methamphetamines)</u>	<u>Meth</u>	<u>500 ng/ml</u>
<u>MDMA</u>	<u>Ecstasy</u>	<u>250 ng/ml</u>
<u>[Urine] Alcohol</u>		<u>0.04% BAC</u>

- 4.4 The frequency of Random Drug Testing and the methodology for selecting Employees to be screened are defined in section 5.0 and shall be incorporated into Contractor and Subcontractor mandatory testing procedures. A Contractor or Subcontractor may incorporate rules or requirements that exceed the requirements defined herein.

## **5.0 Drug Testing Requirements – Frequency for the Testing of Employees**

- 5.1 Initial Drug Testing - Employees commencing work on a Jobsite must be tested with the exception that an Employee who has passed a random or scheduled drug test within the past 60 days from the date of commencing work shall be permitted to work at the Jobsite without further testing; however, the Employee is still subject to random testing.**
- 5.2 Random Drug Testing - During the course of a project, each Contractor and Subcontractor with Employees on the Jobsite shall implement Random Drug Testing according to the following requirements.**
- 5.2.1 All Employees will be subject to random, unannounced testing.**
- 5.2.2 The selection of Employees shall be made by a scientifically valid method of randomly generating an Employee identifier from a Contractor or Sub-contractor's pool of Employees.**
- 5.2.3 No less than 10% of a Contractor's or Subcontractor's anticipated workforce based on construction schedules validated by certified payrolls shall be randomly selected each month for testing. Contractors or Subcontractors with less than 10 Employees shall test at least one of their Employees, selected randomly per month. Each Employee shall have an equal chance of selection each time the selection is made. Because the selection process is random, some Employees may not be tested within a year, while others may be tested more than once.**
- 5.2.4 Employees notified that they have been selected must report within four hours for testing to a site specified. Employees so notified must have been given such notification at least four hours before the scheduled closing time of the testing facility. Any failure to report for random testing, or to cooperate with the testing procedure shall be considered a positive result.**
- 5.2.5 Purposely impeding or delaying an Employee's fulfillment of the testing requirements herein by a Contractor or Subcontractor may subject the Contractor or Subcontractor to sanctions listed in Section 8.**
- 5.3 Reasonable Suspicion Testing – An Employee will be required to take a drug test at any time his or her employing Contractor, Subcontractor or the Owner reasonably believes that he or she has an Impairment caused by drugs and/or alcohol. Further, an Employee may be required to take a drug test at any time his or her employing Contractor, Subcontractor or the Owner finds drug paraphernalia and/or open alcohol containers on the Jobsite.**
- 5.4 Return to Duty Testing – As required in Section 6.0.**
- 5.5 Accident Triggered Testing – An Employee will be required to take a drug test and may be subject to an onsite alcohol breathalyzer test at any time there is a Jobsite accident involving loss or significant property damage, injury or death to an Employee of the Contractor, Subcontractor, or Owner or member of the public.**
- 5.5.1 As soon as practicable following an accident, the Contractor will notify the Employee(s) whose performance could have contributed to the accident of the need for the test.**
- 5.5.2 The appropriate Contractor shall ensure that an Employee, required to be tested under this section, is tested as soon as practicable, but no longer than 4 hours after the accident. Employees so notified must have been given such notification at least four hours before the scheduled closing time of the testing facility. If the drug test is not conducted within 4 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.**
- 5.5.3 An Employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.**
- 5.5.4 If an Employee fails or refuses to be tested, he/she must be removed from the Jobsite.**
- 5.5.5 Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an Employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.**
- 5.6 All testing required by this section shall be administered according to the standards outlined in Section 4.0.**

## **6.0 Consequences of a Positive Test Result**

- 6.1 The disciplinary measures contained within a Contractor's or Subcontractor's drug testing program for an employee who tests positive to a mandatory drug test must include at a minimum, all of the following:**
- 6.1.1 The Employee is subject to an immediate suspension from any public works Jobsite.**
- 6.1.2 The Employee is not eligible for reinstatement by the Contractor or Subcontractor to any public works Jobsite until 30 days after the Employee tests negative on a seven drug panel plus alcohol test certified by a medical review officer.**

- 6.1.3 The Employee is subject to unscheduled monthly random testing for at least one (1) year after reinstatement, or during the term of the Large Public Works Contract, whichever is less.
- 6.1.4 An Employee who has tested positive for more than one drug test within a three year period shall be permanently banned from working at public works Jobsites.
- 6.1.5 An Employee who has tested positive for marijuana, a component of marijuana, or marijuana metabolites and is a Registered Qualifying Patient shall be exempted from the disciplinary actions contained in this section unless:
  - 6.1.5.1 The Employee was Impaired by marijuana at the Jobsite
  - 6.1.5.2 Employment of the Registered Qualifying Patient would cause the Owner to lose monetary or licensing-related benefits under Federal law.
- 6.2 A Contractor or Subcontractor shall report the Positive Test Result to the Employee's professional licensing board, if applicable.

## **7.0 Contractor and Subcontractor Certification of Compliance with Regulations**

- 7.1 During the term of the contract:
  - 7.1.1 During the term of the contract, Contractors and Subcontractors shall submit Testing Report Forms to the Owner as set forth herein:
    - 7.1.1.1 The Testing Report Forms shall be submitted to the Owner no less than quarterly.
    - 7.1.1.2 An Owner may require monthly submissions of the Testing Report Forms.
    - 7.1.1.3 A Contractor or Subcontractor that is employed on the Jobsite for less than 30 days shall not be subject to the reporting requirements contained in Sections 7.1.1 and 7.1.2 of this regulation, unless the Owner specifies that such reporting is required in the Invitation to Bid or Specifications relating to the work to be performed.
  - 7.1.2 The forms shall at a minimum contain the following information:
    - 7.1.2.1 The number of Employees who worked on the Jobsite during the previous month.
    - 7.1.2.2 The number of Employees subjected to random testing during the previous month.
    - 7.1.2.3 The number of negative results and the number of positive results.
    - 7.1.2.4 Action taken by the Contractor or Subcontractor on an Employee who failed or tested positive to a random test.
  - 7.1.3 Testing Result Forms may be submitted electronically to an Owner.
  - 7.1.4 Any Positive Test Result including the Employee name and action taken in response by a Contractor or Subcontractor must be reported by the Contractor or Subcontractor to the Owner within 24 hours of the Contractor or Subcontractor receiving the test results. A Positive Test Result must be submitted to the Owner in writing.
  - 7.1.5 The Owner shall have the right to periodically audit all Contractor and Subcontractor test results at the Contractor or Subcontractor's offices.
  - 7.1.6 The failure to comply with these reporting requirements shall be considered a material breach of any agreement relating to the performance of work by the Contractor or Subcontractor.

## **8.0 Penalties**

- 8.1 A Contractor or Subcontractor on a Large Public Works contract that fails to implement a Mandatory Drug Testing Program in accordance with this regulation or falsifies testing results shall be subject to the following sanctions:
  - 8.1.1 Written warning (1<sup>st</sup> offense).
  - 8.1.2 Prohibition from bidding on new public works jobs for a period not to exceed three months (2<sup>nd</sup> offense) and one year (3<sup>rd</sup> offense).
  - 8.1.3 For subsequent offenses, debarment or bond revocation.
- 8.2 Notwithstanding any other provision of this regulation, if any failure to comply with the requirements of this regulation are particularly flagrant or egregious, the Owner may seek a termination for cause, a temporary suspension, a determination that the Contractor or Subcontractor **[are is]** not responsible, debarment or bond revocation, and any other statutory, common law, or equitable remedy.

DOCUMENT 011520  
PAYMENT PROCEDURES

PART 1 - GENERAL

1.01 GENERAL PROVISIONS

- A. Refer to provisions in AIA Document A251, 2007 edition, GENERAL CONDITIONS OF THE CONTRACT, for requirements in addition to those specified in DIVISION 1.

1.02 REQUIREMENTS INCLUDED

- A. Submit Applications for Payment to Architect in accordance with the schedule and procedures established in the Contract Documents.

1.03 RELATED REQUIREMENTS

- A. Owner – Contractor Agreement
- B. Condition of the Contract: Article 8, Payment
- C. Section 013000: Submittals
- D. Section 017000: Contract Closeout

1.04 FORMAT AND DATA REQUIRED

- A. Submit itemized applications typed on AIA Document G702, Application and Certification for Payment, and Continuation Sheet G703.
- B. Provide itemized data on Continuation Sheet:
  - 1. Format, schedules, line items and values: Duplicates of those of the Schedule of Values previously accepted by the Architect.

1.05 PREPARATION OF APPLICATIONS FOR PROGRESS PAYMENTS

- A. Form: AIA Document G702:
  - 1. Fill in required information, including that for Change Orders executed prior to date of submittal application.
  - 2. Fill in summary of dollar values to agree with respective totals indicated on Continuation Sheet(s).
- B. Continuation Sheet(s):
  - 1. Line items of components of Work will be subject to Owner's review and approval under the Provisions of Section 013000 SUBMITTALS, and the General Conditions. Continuation Sheets shall follow Schedule of Values submitted at start of job.
  - 2. Fill in total list of all scheduled components of Work, with item number and scheduled dollar value for each item. Fill in values of work completed in period.
  - 3. Fill in dollar value in each column for each scheduled line item when work has been performed or products stored; round off values to nearest dollar.
  - 4. List each Change Order executed prior to date of submission, at the end of the Continuation Sheets; list by Change Order Number, and description, as for an original component item of work.

1.06 PREPARATION OF APPLICATION FOR FINAL PAYMENT

- A. Fill in Application form as specified in progress payments.

1.07 SUBMITTAL PROCEDURES

- A. Application:
  - 1. Submit completed application to Architect by date stipulated in the Project Manual.
- B. Number: Submit three (3) copies of each Application.

END OF DOCUMENT

DOCUMENT 011530  
CHANGE ORDER PROCEDURES

PART 1 - GENERAL

1.01 GENERAL PROVISIONS

- A. Refer to provisions in AIA Document A251, 2007 edition, GENERAL CONDITIONS OF THE CONTRACT, for requirements in addition to those specified in DIVISION 1.

1.02 REQUIREMENTS INCLUDED

- A. Process and implement Change Orders in accordance with schedule and procedures established in the contract documents.
- B. Designate in writing the member(s) of the Vendor's organization who:
  - 1. Is authorized to accept changes in the work
  - 2. Is responsible for informing other of the Vendor's employ of authorizing of changes in work.
- C. The Owner will designate in writing his representative who is authorized to execute Change Orders.

1.03 RELATED REQUIREMENTS

- A. Section 008000: Supplementary Conditions
- B. Section 011520: Payment Procedures

1.04 PRELIMINARY PROCEDURES

- A. Owner or Architect may initiate changes by submitting a Contract Modification Request to Contractor. Request will include:
  - 1. Detailed description of the change, products, and location of the change in the project.
  - 2. Supplementary or revised drawings and specifications.
  - 3. The projected time span for making the change, and a specific statement as to whether overtime work is, or is not, authorized.
  - 4. A specific period of time during which the requested price will be considered valid.
  - 5. Such request is for information only, and is not an instruction to execute the changes, nor to stop work in progress.
- B. Vendor may initiate changes by requesting the Architect to issue a Contract Modification Request. The Vendor's request shall include:
  - 1. Description of the proposed changes.
  - 2. Statement of the reason for making the changes.
  - 3. Statement of the effect on the Contract Sum and the Contract Time.
  - 4. Statement of the effect on the work of separate Vendors.
  - 5. Documentation supporting any change in Contract Sum or Contract Time, as appropriate.
- C. Format for Contract Modification Request(s) shall be as issued by the Architect.

1.05 CHANGE ORDER AUTHORIZATION

- A. When the information in the Contract Modification Request is complete, it will be submitted to the Architect for review and forwarded to the Owner.
- B. If the change is agreed to by the Owner, the Architect will prepare a Change Order and forward it to the Vendor for signature. The Vendor will then return it to the Architect, who will obtain authorization from the Owner. Once this authorization is received, the contract sum may be adjusted by entering the Change Order on the forms required in Section 011520, Payment Procedures

1.06 DOCUMENTATION OF PROPOSALS AND CLAIMS

- A. Support each quotation for a lump-sum proposal, and for each unit price which has not previously been established, with sufficient substantiating data to allow Architect and Owner to evaluate the quotation.
- B. On request provide additional data to support time and cost computations:
  - 1. Labor required.
  - 2. Equipment required.
  - 3. Products required.
    - a. Recommended source of purchase and unit cost.
    - b. Quantities required.
  - 4. Taxes, insurance and bonds.
  - 5. Credit for work deleted from contract, similarly documented.
  - 6. Overhead and profit.
  - 7. Justification for any change in Contract Time
- C. Support each claim for additional costs, and for work done on a time-and-material/force account basis, with documents as required for a lump-sum proposal, plus additional information:
  - 1. Name of Owner's authorized agent who ordered the work, and date of the order.
  - 2. Date and time(s) work was performed, and by whom.
  - 3. Time record, summary of hours worked, and hourly rates paid.
  - 4. Receipts and invoices for:
    - a. Equipment used, listing dates and time(s) of use.
    - b. Products used, listing of quantities.
    - c. Sub-contracts.
- D. Refer to General Condition of the Contract for other requirements.

END OF DOCUMENT

DOCUMENT 013000  
SUBMITTALS

PART 1 - GENERAL

- 1.01 ITEMS TO BE SUBMITTED AT START OF JOB
- A. Policies or Certificates of Insurance: Two (2) copies within 15 days after the signing of the Agreement.
  - B. Vendor's Progress Schedule: Where applicable, two (2) copies for review and reference within 21 days after the Agreement is signed.
- 1.02 RELATED REQUIREMENTS
- A. Section 017000: Submittals for Contract Closeout.
- 1.03 SHOP DRAWINGS (where required for layout coordination)
- A. Conform to provisions in General Conditions applying to Shop Drawings, where layout is critical for fixed furniture
  - B. Present in a clear and thorough manner.
    - 1. Identify details by reference to sheet and detail, schedule or room numbers shown on Contract Drawings.
    - 2. Maximum sheet size: 30" x 42".
- 1.04 PRODUCT DATA
- A. Conform to provisions in General Conditions applying to Product Data.
  - B. Preparation:
    - 1. Clearly mark each copy to specifically identify pertinent products or models.
    - 2. Show performance characteristics and capacities.
    - 3. Show dimensions and clearances required.
    - 4. Show wiring or piping diagrams and controls.
  - C. Manufacturer's standard schematic drawings and diagrams:
    - 1. Modify drawings and diagrams to delete information which is not applicable to the Work.
    - 2. Supplement standard information to provide information specifically applicable to the Work.
- 1.05 SAMPLES
- A. Conform to provisions in General Conditions applying to Samples.
  - B. Provide samples of sufficient size and quantity to clearly illustrate:
    - 1. Functional characteristics of the product, with integrally related parts and attachment devices.
    - 2. Full range of color, texture and pattern.
  - C. Field samples and mock-ups: See requirements, if any, in other Specification Sections.
- 1.06 SUBMITTAL REQUIREMENTS
- A. Make submittals promptly and in such sequence as to cause no delay in the Work or in the work of any other Vendor.

- B. Number of submittals as required:
  - 1. Shop drawings: Submit one electronic copy in pdf format or 1 paper copy. Electronic copy will be returned.
  - 2. Product Data: Submit 1 electronic copy or two paper copies. One will be retained by the Architect. One will be reviewed, marked and stamped by the Architect and returned to the Vendor. Any additional copies required by the Vendor shall be made by him from the stamped copy.
  - 3. Samples: Submit one each, if requested. When approved it will be returned to the Vendor to be retained at the site for reference use.
  
- C. Submittals shall contain:
  - 1. The date of submission and the dates of any previous submissions.
  - 2. The Project title and number. & Contract identification.
  - 3. The names of:
    - a. Vendor
    - b. Supplier
    - c. Manufacturer.
  - 4. Identification of the product, with the specification section number
  - 5. Field dimensions; clearly identified as such.
  - 6. Relation to adjacent or critical features of the Work of materials.
  - 7. Applicable standards, such as ASTM or Federal Specification numbers
  - 8. Identification of deviations from Contract Documents.
  - 9. Identification of revisions on resubmittals.
  - 10. An 8 inch x 3 inch blank space for Vendor and Architect stamps.
  - 11. Vendor's stamp, initialed or signed, certifying to review of submittal, verification of products, field measurements and field construction criteria, and coordination of the information within the submittal with requirements of the Work and of Contract Documents. Submittals which have not been stamped with this stamp, or its approved equivalent, will be returned without being reviewed.

#### 1.07 RESUBMISSION REQUIREMENTS

- A. Make any corrections or changes in the submittals required by the Architect and resubmit until approved.
- B. Shop Drawings and Product Data:
  - 1. Revise initial drawings or data and resubmit as specified for the initial submittal.
  - 2. Indicate any changes which have been made other than those requested by the Architect.
- C. Samples: Submit new samples as required for initial submittal

#### 1.08 FINAL DISTRIBUTION OF APPROVED SUBMITTALS

- A. Provide and distribute reproductions of Shop Drawings and copies of Product Data which carry the Architect stamp of approval to:
  - 1. Job site file.
  - 2. Record Documents file.
  - 3. Other affected Vendors
  - 4. Sub-Vendors
  - 5. Supplier or Fabricator.
  
- B. Distribute samples which carry the Architects stamp of approval as specified.

END OF DOCUMENT

DOCUMENT 016000  
MATERIAL & EQUIPMENT

PART 1 - GENERAL

1.01 REQUIREMENTS INCLUDED

- A. All material and equipment incorporated into the Work shall:
  - 1. Conform to applicable specifications and standards.
  - 2. Comply with size, make, type and quality specified, or as specifically approved in writing by the Architect.
- B. Manufactured and Fabricated Products shall conform to the following requirements:
  - 1. Design, fabricate and assemble in accord with the best engineering and shop practices.
  - 2. Manufacture like parts of duplicate units to standard sizes and gauges, to be interchangeable.
  - 3. Two or more items of the same kind shall be identical, by the same manufacturer.
  - 4. Products shall be suitable for service conditions.
  - 5. Equipment capacities, sizes and dimensions shown or specified shall be adhered to unless variations are specifically approved in writing.
- C. Do not use material or equipment for any purpose other than that for which it is designated or is specified.
- D. Materials removed from existing structures shall not be re-used in the completed work unless specifically indicated or specified.
- E. For material and equipment specifically indicated or specified to be re-used in the Work:
  - 1. Use special care on removal, handling, storage and reinstallation, to assure proper function in the completed Work.
  - 2. Arrange for transportation, storage and handling of products which require off-site storage, restoration or renovation. Pay all costs for such work.

1.02 MANUFACTURER'S INSTRUCTIONS

- A. When Contract Documents require that installation of work shall comply with manufacturer's printed instructions, obtain and distribute copies of such instructions to parties involved in the installation, including two copies to Architect.
  - 1. Maintain one set of complete instructions at the job site during installation and until completion.
- B. Handle, install, connect, clean, condition and adjust products in strict accord with such instructions and in conformity with specified requirements.
  - 1. Should job conditions or specified requirements conflict with manufacturer's instructions, consult with Architect for further instructions.
  - 2. Do not proceed with work without clear instructions.
- C. Perform work in accord with manufacturer's instructions. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by Contract Documents.

1.03 TRANSPORTATION AND HANDLING

- A. Arrange deliveries of Products in accord with construction schedules, coordinate to avoid conflict with work and conditions at the site.
  - 1. Deliver Products in undamaged condition, in manufacturer's original containers or packaging, with identifying labels intact and legible.
  - 2. Immediately on delivery, inspect shipments to assure compliance with requirements of Contract Documents and approved submittals, and that Products are properly protected and undamaged.
- B. Provide equipment and personnel to handle Products by methods to prevent soiling or damage to Products or packaging.

1.04 STORAGE AND PROTECTION

- A. Store Products in accord with manufacturer's instructions, with seals and labels intact and legible.
  - 1. Store Products subject to damage by the elements in weathertight enclosures.
  - 2. Maintain temperature and humidity within the ranges required by manufacturer's instructions.
- B. Exterior Storage.
  - 1. Store fabricated Products above the ground, on blocking or skids, prevent soiling or staining. Cover Products which are subject to deterioration with impervious sheet coverings; provide adequate ventilation to avoid condensation.
  - 2. Store loose granular materials in a well-drained area on solid surfaces to prevent mixing with foreign matter.
- C. Arrange storage in a manner to provide easy access for inspection. Make periodic inspections of stored Products to assure that Products are maintained under specified conditions, and free from damage or deterioration.
  - 1. Store flammable materials so as to prevent contact with flames and fire. Conform with manufacturer's recommendations and local laws.
- D. Protection After Installation:
  - 1. Provide substantial coverings as necessary to protect installed Products from damage from traffic and subsequent construction operations. Remove when no longer needed.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF DOCUMENT

DOCUMENT 017000  
CONTRACT CLOSEOUT

PART 1 - GENERAL

1.01 RECORD DOCUMENTS

- A. Refer to provisions in GENERAL CONDITIONS, Paragraph 3.9.

1.02 CLEANING

- A. Refer to provisions in GENERAL CONDITIONS and GENERAL AND SPECIAL INSTRUCTIONS.

1.03 BREAKAGE AND REPAIR

- A. Any new or existing work damaged during and due to construction operations shall be repaired or replaced in a satisfactory manner by the Vendor causing such damage.

1.04 WARRANTIES AND GUARANTEES

- A. Refer to Paragraph 7.1 in the GENERAL CONDITIONS, AIA A251 for the general warranty applying to this project.

1.05 CORRECTION OF WORK

- A. Refer to Paragraph 6.5 in the GENERAL CONDITIONS, AIA A251.

1.06 OPERATION & MAINTENANCE INSTRUCTION MANUALS

- A. Before final payment, the Vendor shall collect, neatly assemble, and turn over to the Owner, manufacturer's operating and service instruction books, cards, manuals, diagrams, etc., for each piece of equipment furnished under this contract and for other items requiring maintenance. Material shall be collected into a loose-leaf manual format complete with a Table of Contents.
- B. Refer to other Sections of the Specifications for specific requirements, including any requirements for instructional periods for Owner's personnel

1.07 DOCUMENTS REQUIRED PRIOR TO FINAL PAYMENT

- A. Prior to submission of an invoice for final payment, and before the issuance of a final certificate for payment in accordance with the provisions of the General Conditions; the Vendor shall file the following papers with the Architect.
  1. Warranties: See paragraph in this section. Submit only special warranties and guarantees. General warranty as described in Paragraph 7.1 of the GENERAL CONDITIONS applies to the project without reiteration in a separate document.
  2. Operation and Maintenance Manuals: See paragraph in this section
  3. Project Record Documents: See paragraph in this section

END OF DOCUMENT



DOCUMENT 120000

FURNITURE

PART 1 - GENERAL

1.1 WORK INCLUDED

- A. Provision and set-up/installation of furniture/accessories and equipment listed at the end of this section, complete with wiring and/or fixtures, where applicable.

1.2 SUBMITTALS

- A. General: Submit the following:
  1. Product data for each item specified.
  2. Samples for color selection (manufacturer's standard color board with actual material samples attached), including wood finishes.
  3. Samples for finish selection.
  4. Product test reports from and based on tests performed by qualified independent testing laboratories acceptable to authorities having jurisdiction, evidencing that, where applicable, items/finishes comply with requirements specified for fire performance characteristics and sound absorption performance.
  5. Details of standard warranties provided by manufacturer/installer.
  6. Maintenance instructions: Provide one copy each to Owner and Architect. Before final payment, the Contractor shall collect, neatly assemble, and turn over to the Owner, manufacturer's operating and service instruction books, cards, manuals, diagrams, etc., for each type of item furnished under this contract and for items requiring maintenance. Material shall be collected into a loose-leaf manual format complete with a Table of Contents.
    - a. Include instruction for ordering of additional components, accessories and spare parts and maintenance items.

1.3 QUALITY ASSURANCE

- A. Fire Performance Characteristics: Provide material with surface-burning characteristics as indicated below, as determined by testing assembled materials composed of facings and backings identical to those required in this Section, per ASTM E 84, by a testing organization acceptable to authorities having jurisdiction.
  1. Flame spread: 25 or less.
  2. Smoke Developed: 450 or less.

1.4 DELIVERY, STORAGE, HANDLING AND INSTALLATION

- A. Project items per manufacturer instructions in shipment, storage, and handling. Deliver to and install at location shown on drawings, unless otherwise instructed by Architect or Owner. Ensure that conditions at delivery location are suitable.

1.5 PROJECT CONDITIONS

- A. Do not begin installation until spaces to receive items have been enclosed and maintained at approximately the same humidity and temperature conditions as planned for occupancy. Maintain temperature and humidity as recommended by the manufacturer.

## 1.6 OWNER'S INSTRUCTIONS

- A. Supply personnel and time to adequately instruct Owner in operation of each furniture or equipment item that requires assembly and disassembly, routine maintenance, or programming or software interface by the user.
- B. Provide to the Owner and special tools necessary for operation and routine maintenance of equipment or furniture items.
- C. Refer to Section 017000 for requirements for Operation and Maintenance Instructions and Manuals.

## PART 2 - PRODUCTS

### 2.1 ACCEPTABLE MANUFACTURERS

- A. As listed in attached specification sheets.
- B. Specified items are listed as a standard of quality, construction and design.
  - 1. Substitutions: Equivalent products by other manufacturers will be considered under Section 016000 Materials and Equipment. Follow submittal instructions in Instructions to Bidders.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. As recommended by manufacturer.
- B. Install at locations shown on drawings, unless otherwise instructed by Architect or Owner.
- C. Remove and replace items which are damaged and are unacceptable to Owner.

### 3.2 CLEANING

- A. Clean items per manufacturer recommendations.
- B. Remove surplus materials, rubbish, and debris resulting from installation upon completion of work, and leave areas of installation in neat, clean condition.

### 3.3 FURNITURE SPECIFICATIONS

- A. Provide furniture, furnishings and equipment as specified in the sheets appended to this section.

END OF PREAMBLE

ITEM: Paper Cutter

ITEM NO.: A-01

MANUFACTURER: Dahle

BASIS OF DESIGN: Premium Series, Guillotine Cutter

MODEL NO.: 569

DIMENSIONS: 29-1/2" x 21-1/2"

DESCRIPTION: Premium series guillotine paper cutter designed for cutting 35 sheets of paper at one time as well as mat board. The safety guard covers the blade throughout the entire cutting process. The self-sharpening blade maintains a perfectly honed edge.

LOCATION(S):

Room  
C111

Quantity  
01

**TOTAL:** **01**

ITEM: Drying Rack  
ITEM NO.: A-02  
MANUFACTURER: Gran Adell  
BASIS OF DESIGN: Mark VI Drying Rack  
MODEL NO.: MR2232-50  
DIMENSIONS: 67"H with trays down; 79"H with trays in up position  
DESCRIPTION: Mark VI drying rack with 50 non-warping trays with patented, non-locking rubber feet. Rack is supported by reinforced steel framework and polyolefin casters. Trays are 22" x 32". Trays rest horizontal when down, spaced 1-1/8" apart. Assembly required.

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C109	02
<b><u>TOTAL:</u></b>	<b><u>02</u></b>

ITEM: Ceramic Drying Cabinet

ITEM NO.: A-03

MANUFACTURER: Debcor

BASIS OF DESIGN: Large Drying Cabinet

MODEL NO.: Dick Blick 30218-1103

DIMENSIONS: 36"W x 19"D x 84"H

DESCRIPTION: Large drying cabinet constructed of 13-gauge angled steel pieces welded to 3/4", 16-gauge expanded steel mesh. Top and bottom panels are 16-gauge steel. Four shelves are constructed with 1/8" perforated hardboard and are supported by fixed, welded brackets.

FINISH: Dark Brown with Antique Gold Doors

LOCATION(S):

Room  
C110

Quantity  
01

**TOTAL:** **01**

ITEM: Ceramic Stilt Set

ITEM NO.: A-04

MANUFACTURER: Amaco

BASIS OF DESIGN: Small Stilts Assortment

MODEL NO.: 11278B

DESCRIPTION: Small stilts assortment includes 12 dozen stilts; 2 dozen each of No. 1 (1-1/8"), No. 2 (1-1/2"), No. 3 (1-3/4"), No. 4 (2"), No. 5 (2-1/4"), No. 6 (2-1/2").

LOCATION(S):

Room  
C110

Quantity  
01

**TOTAL:      01**

ITEM: Mobile Clay Cart  
ITEM NO.: A-05  
MANUFACTURER: Shain by Diversified Woodcraft  
BASIS OF DESIGN: Mobile Clay Cart  
MODEL NO.: C-38  
DIMENSIONS: 18-1/4"W x 14-1/8"D x 28-1/2"H  
DESCRIPTION: Mobile clay cart is constructed of premium maple veneers.. The cart is finished with a chemical resistant, earth-friendly UV finish. The top is fitted with a piano hinge and a recessed pull. A removable liner is included. Limited Lifetime Warranty

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C110	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Kiln  
ITEM NO.: A-06  
MANUFACTURER: Skutt Ceramic Products  
BASIS OF DESIGN: Ceramic Kiln  
MODEL NO.: KM-1027  
DIMENSIONS: Chamber Capacity of 6.4 cu. ft.; 22"L x 22"W x 27"H  
DESCRIPTION: Ceramic Kiln is 10-sided and reaches a maximum cone of 10 and maximum temperature of 2350 degrees. It is to be 208 volts and 3-phase. The kiln has a capacity of 6.4 cu. ft. and can hold a 23" tall pot and is wide enough to hold a 21" platter. The kiln is equipped with current sensing technology, has a sectional design and balanced elements. Controller to be KMT with built-in WiFi. 2-year Warranty including labor costs and 100% of the cost of parts for the life of the warranty.

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C110	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Instructor Task Chair - Carpet

ITEM NO.: C-01C

BASIS OF DESIGN: HON Solve Mid-Back/ Mesh Back Work Chair

MODEL NO: HSLVTMM.YO.A.S.IM.COMP10.NL.SB

DIMENSIONS: Seat - 19 ¼" Deep x 19" Wide, Back - 18 ¼" Wide x 22 ¾" High

DESCRIPTION: Mid-back Task, ilira®-Stretch Back, Pneumatic, Swivel, Synchro-tilt, Tilt Tension, Tilt Lock. Soft Casters. Breathable mesh that provides multidirectional lumbar support and leverages the user's weight for a softer, more relaxed fit. Height and Width Adjustable arms. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty.

FRAME: Black

FABRIC: Compass /Ink -COMP10

MESH: Black:

LOCATION(S):

<u>Room</u>				<u>Quantity</u>
B121	C107	C108	B207	01
B108				03
<b><u>TOTAL:</u></b>				<b><u>07</u></b>

ITEM: Instructor Task Chair - Hard Surface

ITEM NO.: C-01H

BASIS OF DESIGN: HON Solve Mid-Back/ Mesh Back Work Chair

MODEL NO: HSLVTMM.YO.A.S.IM.COMP10.NL.SB

DIMENSIONS: Seat - 19 ¼" Deep x 19" Wide, Back - 18 ¼" Wide x 22 ¾" High

DESCRIPTION: Mid-back Task, ilira®-Stretch Back, Pneumatic, Swivel, Synchro-tilt, Tilt Tension, Tilt Lock. Soft Casters. Breathable mesh that provides multidirectional lumbar support and leverages the user's weight for a softer, more relaxed fit. Height and Width Adjustable arms. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty.

FRAME: Black

FABRIC: Compass /Ink -COMP10

MESH: Black:

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A104	A105	A106	A108	A109	A110	A114	01
A115	A117	A118	A121	A128	A129	A133	A134	B105	B126	
B127	B129	C109	C118	C125	C129	A201	A202	A203	A204	
A205	A206	A208	A209	A210	A214	A215	A217	A218	A228	
A229	A233	A234	B203	B208	B209	B210	B211	B216	B217	
B219	B220									
C112										02
<b><u>TOTAL:</u></b>										<b><u>54</u></b>

ITEM: Student Chair - Cantilever 15" Hard Surface

ITEM NO: C-02

MANUFACTURER: Virco

BASIS OF DESIGN: ZUMA® Series Stacking Cantilever Chair w/ Felt Glides

MODEL NO: ZSTCANT15 FG

DIMENSIONS: SEAT HT. 15" 18-11/16"D x 17-1/2"W x 27-1/8"H

DESCRIPTION: Virco's ZSTCANT15 features a sturdy tubular steel frame and ergonomically contoured polypropylene shell that flexes to accommodate different body types. Frame: The cantilevered frame's sled-base legs shall be formed from 1" x 12 gauge tubular steel. Two 15 gauge steel seat support brackets shall be welded across the upper portion of the legs. The seat support brackets shall enable seat attachment by means of six rivets, three on each side. The cantilever design allows for moderate, user-controlled movement through gentle flexing and promotes healthy movement. Plastic Chair Shell: The unit shall have a one piece, injection-molded polypropylene plastic shell featuring a waterfall front edge to promote good circulation. The contoured shape of the chair allows the occupant to sit comfortably forward, backward, or sideways. Color shall be evenly dispersed throughout the plastic. Stacking Capabilities: Model ZSTCANT15 chair stacks 4-high and can rest securely on a desk or table top to clear the floor for routine maintenance. The ZSTCANT15 chair has a molded plastic under-seat cover to help protect the seat when stacked. The Stacking Cantilever Leg has four bumpers on the underside of the frame in order to protect horizontal surfaces. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Chrome

SHELL: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>										<u>Quantity</u>	
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	26	
A128	A129	A133	A134								
A104	A105	A106								12	
A116	A130									20	
<b><u>TOTAL:</u></b>										<b><u>440</u></b>	

ITEM: Student Chair - Cantilever 18" Carpet

ITEM NO: C-03C

MANUFACTURER: Virco

BASIS OF DESIGN: ZUMA® Series Stacking Cantilever Chair w/ Standard Nylon Glides

MODEL NO: ZSTCANT18

DIMENSIONS: SEAT HT. 18" 24"D x 20-1/8"W x 31-3/8"H

DESCRIPTION: Virco's ZSTCANT18 features a sturdy tubular steel frame and ergonomically contoured polypropylene shell that flexes to accommodate different body types. Frame: The cantilevered frame's sled-base legs shall be formed from 1" x 12 gauge tubular steel. Two 15 gauge steel seat support brackets shall be welded across the upper portion of the legs. The seat support brackets shall enable seat attachment by means of six rivets, three on each side. The cantilever design allows for moderate, user-controlled movement through gentle flexing and promotes healthy movement. Plastic Chair Shell: The unit shall have a one piece, injection-molded polypropylene plastic shell featuring a waterfall front edge to promote good circulation. The contoured shape of the chair allows the occupant to sit comfortably forward, backward, or sideways. Color shall be evenly dispersed throughout the plastic. Stacking Capabilities: Model ZSTCANT18 chair stacks 4-high and can rest securely on a desk or table top to clear the floor for routine maintenance. The ZSTCANT18 chair has a molded plastic underseat cover to help protect the seat when stacked. The Stacking Cantilever Leg has four bumpers on the underside of the frame in order to protect horizontal surfaces. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Chrome

SHELL: Cobalt Blue (BLUE65)

LOCATION(S):

Room  
B207

Quantity  
04

**TOTAL:** **04**

ITEM: Student Chair - Cantilever 18" Hard Surface  
 ITEM NO: C-03H  
 MANUFACTURER: Virco  
 BASIS OF DESIGN: ZUMA® Series Stacking Cantilever Chair w/ Felt Glides  
 MODEL NO: ZSTCANT18 FG  
 DIMENSIONS: SEAT HT. 18" 24"D x 20-1/8"W x 31-3/8"H

DESCRIPTION: Virco's ZSTCANT18 features a sturdy tubular steel frame and ergonomically contoured polypropylene shell that flexes to accommodate different body types. Frame: The cantilevered frame's sled-base legs shall be formed from 1" x 12 gauge tubular steel. Two 15 gauge steel seat support brackets shall be welded across the upper portion of the legs. The seat support brackets shall enable seat attachment by means of six rivets, three on each side. The cantilever design allows for moderate, user-controlled movement through gentle flexing and promotes healthy movement. Plastic Chair Shell: The unit shall have a one piece, injection-molded polypropylene plastic shell featuring a waterfall front edge to promote good circulation. The contoured shape of the chair allows the occupant to sit comfortably forward, backward, or sideways. Color shall be evenly dispersed throughout the plastic. Stacking Capabilities: Model ZSTCANT18 chair stacks 4-high and can rest securely on a desk or table top to clear the floor for routine maintenance. The ZSTCANT18 chair has a molded plastic underseat cover to help protect the seat when stacked. The Stacking Cantilever Leg has four bumpers on the underside of the frame in order to protect horizontal surfaces. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Chrome  
 SHELL: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C109	32
A208 A209 A210 A214 A215 A217 A218 B208 B209 B210 B216 B217 B219 B220	30
A201 A202 A203 A228 A229 A233 A234	26
A216 A230 B218	22
A204 A205 A206 B203 B211	12
B126 B129	06
A121	05
B205	03
A116 A130 C125	02
<b><u>TOTAL:</u></b>	<b><u>786</u></b>

ITEM: Student Chair - Library

ITEM NO: C-03.1

MANUFACTURER: Virco

BASIS OF DESIGN: ZUMA® Series Stacking Cantilever Chair w/ Standard Nylon Glides

MODEL NO: ZSTCANT18

DIMENSIONS: SEAT HT. 18" 24"D x 20-1/8"W x 31-3/8"H

DESCRIPTION: Virco's ZSTCANT18 features a sturdy tubular steel frame and ergonomically contoured polypropylene shell that flexes to accommodate different body types.  
Frame: The cantilevered frame's sled-base legs shall be formed from 1" x 12 gauge tubular steel. Two 15 gauge steel seat support brackets shall be welded across the upper portion of the legs. The seat support brackets shall enable seat attachment by means of six rivets, three on each side. The cantilever design allows for moderate, user-controlled movement through gentle flexing and promotes healthy movement. Plastic Chair Shell: The unit shall have a one piece, injection-molded polypropylene plastic shell featuring a waterfall front edge to promote good circulation. The contoured shape of the chair allows the occupant to sit comfortably forward, backward, or sideways. Color shall be evenly dispersed throughout the plastic. Stacking Capabilities: Model ZSTCANT18 chair stacks 4-high and can rest securely on a desk or table top to clear the floor for routine maintenance. The ZSTCANT18 chair has a molded plastic underseat cover to help protect the seat when stacked. The Stacking Cantilever Leg has four bumpers on the underside of the frame in order to protect horizontal surfaces. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Chrome

SHELL: Eclipse (GRY11)

LOCATION(S):

Room  
B121

Quantity  
33

**TOTAL: 33**

ITEM: Student Chair - Rocker 15"

ITEM NO: C-04

MANUFACTURER: Virco

BASIS OF DESIGN: ZUMA Series Rocking Chair

MODEL NO: ZROCK15FG

DIMENSIONS: SEAT HT. 15" - 18 5/8 "D x 17 3/8 "W x 24 5/8 "H

DESCRIPTION: Virco's ZUMA Series rocking chairs encourage healthy movement and provides a moderate range of back-and-forth motion. Rocking Range (from "at rest" position): Approximately 7 degrees of forward motion, approximately 10 degrees of backward motion. The chair features a sturdy tubular steel frame, and ergonomically contoured, one-piece molded polypropylene shell with color-coordinated glides. Four nylon glides, two of which cover the ends of the frame tubes. Must include factory-installed felt strip on the bottom of each leg. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Chrome

SHELL: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	05
A128	A129	A133	A134							
<b><u>TOTAL:</u></b>										<b><u>70</u></b>

ITEM: Student Chair - Rocker 18"  
 ITEM NO: C-05  
 MANUFACTURER: Virco  
 BASIS OF DESIGN: ZUMA Series Rocking Chair  
 MODEL NO: ZROCK18FG  
 DIMENSIONS: SEAT HT. 18 " - 22 3/8"D x 20"W x 31-3/8"H  
 DESCRIPTION: Virco's ZUMA Series rocking chairs encourage healthy movement and provides a moderate range of back-and-forth motion. Rocking Range (from "at rest" position): Approximately 7 degrees of forward motion, approximately 10 degrees of backward motion. The chair features a sturdy tubular steel frame, and ergonomically contoured, one-piece molded polypropylene shell with color-coordinated glides. Four nylon glides, two of which cover the ends of the frame tubes. Must include factory-installed felt strip on the bottom of each leg. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Chrome  
 SHELL: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	01
A128	A129	A133	A134							
A201	A202	A203	A208	A209	A210	A214	A215	A217	A218	06
A228	A229	A233	A234	B208	B209	B210	B216	B217	B219	
B220										
<b><u>TOTAL:</u></b>										<b><u>140</u></b>

ITEM: Student Chair - Library Rocker

ITEM NO: C-05.1

MANUFACTURER: Virco

BASIS OF DESIGN: ZUMA Series Rocking Chair

MODEL NO: ZROCK18FG

DIMENSIONS: SEAT HT. 18 " - 22  $\frac{3}{8}$ "D x 20"W x 31- $\frac{3}{8}$ "H

DESCRIPTION: Virco's ZUMA Series rocking chairs encourage healthy movement and provides a moderate range of back-and-forth motion. Rocking Range (from "at rest" position): Approximately 7 degrees of forward motion, approximately 10 degrees of backward motion. The chair features a sturdy tubular steel frame, and ergonomically contoured, one-piece molded polypropylene shell with color-coordinated glides. Four nylon glides, two of which cover the ends of the frame tubes. Must include factory-installed felt strip on the bottom of each leg. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Chrome

SHELL: Eclipse (GRY11)

LOCATION(S):

Room  
B121

Quantity  
01

**TOTAL:** **01**

ITEM: Student Chair - Four Leg 18"  
ITEM NO: C-06  
MANUFACTURER: Virco  
BASIS OF DESIGN: ZUMA® Series Stacking 4-Leg Chair w/ Felt Glides  
MODEL NO: ZU418 FG  
DIMENSIONS: 18" SEAT HT. / 20-7/8" D x 20-3/8" W x 32-1/4" H  
DESCRIPTION: Virco's Zuma 4-leg chair with sturdy tubular steel frame features a comfortable, ergonomically contoured polypropylene shell that flexes. The frame's legs shall be formed to two 15 gauge tubular steel and shall be joined to two 15 gauge steel brackets with a continuous weld at all four connection areas. A 13 gauge leg brace shall be welded to the legs on each side of the chair for added strength and better stacking. The unit shall have a one-piece, injection-molded polypropylene plastic shell featuring a waterfall front edge. Color shall be evenly dispersed throughout the plastic. Both sides of the shell shall be textured and have a handhold in the upper portion of the back with smooth edges for ease of carrying chairs. The seat shall have contoured wrap-around flexible ribs with are dynamically tuned to allow the upper back to flex more easily than the lower sections. The seat shall be permanently attached to the frame with six steel rivets beneath the seat. Felt glides. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Chrome  
SHELL: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B105	01
B106	03
B107	02
<b><u>TOTAL:</u></b>	<b><u>06</u></b>

ITEM: Student Chair - Swivel

ITEM NO: C-07

MANUFACTURER: Virco

BASIS OF DESIGN: ZUMA® Series Task Chair with Fixed Glides

MODEL NO: ZTASK18 + UGLIDE

DIMENSIONS: 16-20 ½" SEAT HT. / 24 ⅛" W x 30"-34 ½" H

DESCRIPTION: Virco's Zuma Task Chair features a comfortable, ergonomically contoured polypropylene shell that flexes. The shell is a one-piece, injection-molded polypropylene plastic featuring a waterfall front edge. Color shall be evenly dispersed throughout the plastic. Both sides of the shell shall be textured and have a handhold in the upper portion of the back with smooth edges for ease of carrying chairs. The seat shall have contoured wrap-around flexible ribs with are dynamically tuned to allow the upper back to flex more easily than the lower sections. The task chair has a pneumatic cylinder and swivels 360°. Pedestal base has a five-prong construction. Must include 5-pack of fixed glides. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

BASE: Black

SHELL: Eclipse (GRY11)

LOCATION(S):

Room  
B127

Quantity  
32

**TOTAL:        32**

ITEM: Administration Task Chair

ITEM NO: C-08

MANUFACTURER: Hon

BASIS OF DESIGN: HON Ignition Mid-Back/ Mesh Back Task Chair w/ Seat Glide

MODEL NO: HIWM2.A.H.M.COMP10.T.SB

DIMENSIONS: Overall - 27"W x 38"D x 46 ½" H. Seat Depth: 17-19", Seat Width: 20", Mesh Back Height: 21½" -24"

DESCRIPTION: Ignition Series Mesh Back Task Chair with Quick Adjust Back Height, Pneumatic, Synchro-tilt, Tilt Tension, Tilt Lock, Seat Glide. Height and Width Adjustable arms. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty

FRAME: Black

FABRIC: Compass, COMP10 Ink

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B112 B114 B206	01
B115	02
<b><u>TOTAL:</u></b>	<b><u>05</u></b>

ITEM: Administration Side Chair

ITEM NO: C-09

MANUFACTURER: Hon

BASIS OF DESIGN: HON Ignition Mesh Back, 4-Leg Guest Chair with Fixed Arms

MODEL NO: HIGS6.F.H.IM.NR75.PLAT

DIMENSIONS: 25" W x 21 3/4"D x 33 1/2"H

DESCRIPTION: Ignition Guest Chair with Upholstered Seat and Mesh Back, 4-Leg w/ hard casters. Stacks 4-High on Floor. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty.

FRAME: Textured Platinum Metallic

FABRIC: Momentum Textiles - Propel / Atlantic

MESH: Black

LOCATION(S):

<u>Room</u>		<u>Quantity</u>
B108	B112 B206	04
<b><u>TOTAL:</u></b>		<b><u>12</u></b>

ITEM: Reception Side Chair

ITEM NO: C-10

MANUFACTURER: HON

BASIS OF DESIGN: HON Ignition Multi-Purpose 4-Leg Chair

MODEL NO: HIGS6DF.F.E.U.xx.PR8T

DIMENSIONS: 25" W x 21 3/4"D x 33 1/2"H

DESCRIPTION: Ignition Guest Chair with Upholstered Seat and Back - Dual Fabric, 4-Leg with Glides. Stacks 4-high on Floor. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty

FRAME: Textured Titanium

FIXED ARMS: Titanium

SEAT FABRIC: Silvertex™ Vinyl, SX04 Sapphire

BACK FABRIC: Momentum Textiles - Propel / Atlantic

LOCATION(S):

Room  
B115

Quantity  
04

**TOTAL:** **04**

ITEM: Conference Chair with Arms

ITEM NO: C-11

MANUFACTURER: Hon

BASIS OF DESIGN: HON Solve Mid-Back/ Mesh Back Work Chair with Fixed Arms

MODEL NO: HSLVTMM.YO.F.H.IM.NR75.NL.SB

DIMENSIONS: Seat - 19 ¼" Deep x 19" Wide, Back - 18 ¼" Wide x 22 ¾" High

DESCRIPTION: Mid-back Task, ilira®-Stretch Back, Pneumatic, Swivel, Synchro-tilt, Tilt Tension, Tilt Lock. Hard Casters. Fixed arms. Breathable mesh that provides multidirectional lumbar support and leverages the user's weight for a softer, more relaxed fit. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty.

FRAME: Black

FABRIC: Momentum Textiles - Propel / Atlantic

MESH: Black

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B109	06
B111	10
<b><u>TOTAL:</u></b>	<b><u>16</u></b>

ITEM: Conference Chair with No Arms  
ITEM NO: C-12  
MANUFACTURER: Hon  
BASIS OF DESIGN: HON Solve Mid-Back/ Mesh Back Work Chair  
MODEL NO: HSLVTMM.YO.N.H.IM.NR75.NL.SB  
DIMENSIONS: Seat - 19 ¼" Deep x 19" Wide, Back - 18 ¼" Wide x 22 ¾" High  
DESCRIPTION: Mid-back Task, ilira®-Stretch Back, Pneumatic, Swivel, Synchro-tilt, Tilt Tension, Tilt Lock. Hard Casters.Fixed arms. Breathable mesh that provides multidirectional lumbar support and leverages the user's weight for a softer, more relaxed fit. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty.  
FRAME: Black  
FABRIC: Momentum Textiles - Propel / Atlantic  
MESH: Black

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B109	02
B111	02
<b><u>TOTAL:</u></b>	<b><u>04</u></b>

ITEM: Faculty Work Room Chair

ITEM NO: C-13

MANUFACTURER: Hon

BASIS OF DESIGN: HON Motivate 4-Leg, Armless Stack Chair

MODEL NO: HMG1.N.E.RG.Plat

DIMENSIONS: 21" W x 23"D x 32 ¼ " H

DESCRIPTION: Motivate stacking chairs intuitively responds to your body's natural movements and curves. Plastic shell. Armless. 4-Leg chair stack 6-high on the floor. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™. Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty

FRAME: Textured Platinum Metallic

COLOR: Tangelo (RG)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A113 A127 A213 A227 B212	04
C113	06
B101	12
<b><u>TOTAL:</u></b>	<b><u>38</u></b>

ITEM: Library Work Room Chair

ITEM NO: C-13.1

MANUFACTURER: Hon

BASIS OF DESIGN: HON Motivate 4-Leg, Armless Stack Chair

MODEL NO: HMG1.N.E.PT.Plat

DIMENSIONS: 21" W x 23"D x 32 ¼ " H

DESCRIPTION: Motivate stacking chairs intuitively responds to your body's natural movements and curves. Plastic shell. Armless. 4-Leg chair stack 6-high on the floor. Warranted for users up to 300 lbs. Made in the USA. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™. Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty

FRAME: Textured Platinum Metallic

COLOR: Platinum

LOCATION(S):

Room  
B122

Quantity  
02

**TOTAL:** **02**

ITEM: Faculty Lounge Chair

ITEM NO: C-14

MANUFACTURER: Ideon

BASIS OF DESIGN: IDEON Visit Armless Lounge Chair w/ Metal Angular Legs

MODEL NO: VS.LS6

DIMENSIONS: 29"D x 22.5"W x 35"H

DESCRIPTION: The Visit Modular frame is comprised of a rugged hardwood plywood construction. IDEON creates the frame using high strength glue and interlocking wood joints for durable performance. Extra strength monofilament webbing suspension platform features high-resilient and high-density foam to create comfort and rebound in a low-profile cushion. Field-replaceable parts. 300 lbs. per seat weight capacity. 10-Year Warranty. BIFMA Level 1 Certified.

LEGS: Brushed Aluminum

SEAT FABRIC: IDEON Design Shield - Slide/Nickel

BACK FABRIC: Momentum Textiles - Propel/Finland

LOCATION(S):

Room  
B101

Quantity  
05

**TOTAL:** **05**

ITEM: Student Lounge Chair - Commons

ITEM NO: C-15

MANUFACTURER: Ideon

BASIS OF DESIGN: IDEON Visit Modular Club Chair

MODEL NO: VS.LS5.LS6.BX1

DIMENSIONS: 29"D x 22.5"W x 35"H

DESCRIPTION: The Visit Modular Club chair with Front Casters and back feet Metal Angular, Brushed Aluminum frame is comprised of a rugged hardwood plywood construction. IDEON creates the frame using high strength glue and interlocking wood joints for durable performance. Extra strength monofilament webbing suspension platform features high-resilient and high-density foam to create comfort and rebound in a low-profile cushion. Field-replaceable parts. 300 lbs. per seat weight capacity. 10-Year Warranty. BIFMA Level 1 Certified.

FRONT LEGS: Silver Casters

BACK LEGS: Metal Angular, Brushed Aluminum

FABRIC BACK: Arc Com – Candy Land, Blueberry #6 (AC-69535)

FABRIC SEAT: Arc Com – Carnival, Orange #3 (AC-69392)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B129	02
A116 A130 A216 A230 B218	08
<b><u>TOTAL:</u></b>	<b><u>42</u></b>

ITEM: Student Lounge Chair - Library

ITEM NO: C-16

MANUFACTURER: Ideon

BASIS OF DESIGN: IDEON Visit Modular Club Chair

MODEL NO: VS.LS5.LS6.BX1

DIMENSIONS: 29"D x 22.5"W x 35"H

DESCRIPTION: The Visit Modular Club chair with Front Casters and back feet Metal Angular, Brushed Aluminum frame is comprised of a rugged hardwood plywood construction. IDEON creates the frame using high strength glue and interlocking wood joints for durable performance. Extra strength monofilament webbing suspension platform features high-resilient and high-density foam to create comfort and rebound in a low-profile cushion. Field-replaceable parts. 300 lbs. per seat weight capacity. 10-Year Warranty. BIFMA Level 1 Certified.

FRONT LEGS: Silver Casters

BACK LEGS: Metal Angular, Brushed Aluminum

FABRIC BACK: Momentum – Propel, Cliff

FABRIC SEAT: SitOnIt Seating – Slide, Nickel

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	06
<b><u>TOTAL:</u></b>	<b><u>06</u></b>

ITEM: Student Ottoman - Commons

ITEM NO: C-17

MANUFACTURER: Hon

BASIS OF DESIGN: HON Flock Mini Cylinder Ottoman

MODEL NO: HFLYO1.HG

DIMENSIONS: 18-½" Diameter x 17" High

DESCRIPTION: Fully Upholstered Mobile Cylinder Ottoman with hidden glide. Warranted for users up to 300 lbs. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty.

FABRIC: Arc Com – Carnival, Kiwi #5 (AC-69394)  
 (04) in A116, A130, A216, A230, B218

Arc Com – Carnival, Cornflower #7 (AC-69396)  
 (04) in A116, A130, A216, A230, B218

LOCATION(S):

<u>Room</u>					<u>Quantity</u>
A116	A130	A216	A230	B218	08
<b><u>TOTAL:</u></b>					<b><u>40</u></b>

ITEM: Student Ottoman - Library  
ITEM NO: C-17.1  
MANUFACTURER: Hon  
BASIS OF DESIGN: HON Flock Mini Cylinder Ottoman  
MODEL NO: HFLYO1

DIMENSIONS: 18-1/2" Diameter x 18-5/8" Max Ht. w/ Casters

DESCRIPTION: Fully Upholstered Mobile Cylinder Ottoman. Casters have 40mm diameter wheel, molded nylon with 5/16-18 threaded stem. Warranted for users up to 300 lbs. Meets or exceeds ANSI/BIFMA and ISTA performance standards. Certified SCS Indoor Advantage™ Complies to the BIFMA e3 Sustainability Standard. HON Lifetime Warranty.

FABRIC: Hon – Silvertex Vinyl, Mandarin (SX11)

LOCATION(S):

Room  
B121

Quantity  
06

**TOTAL:** **06**

ITEM: Folding Chair  
ITEM NO: C-18  
MANUFACTURER: National Public Seating  
BASIS OF DESIGN: Standard Steel Folding Chair - 50 Series  
MODEL NO: 52  
DIMENSIONS: 18-1/4"W x 18-1/2"D x 29-1/4"H, Seat Height: 16-3/4"H  
DESCRIPTION: All-steel folding chair with 19-gauge, 7/8" round tubular frame with 2-1/2" frame strengthener on each side of seat. Chair shall have two 19-gauge 5/8" U-shaped double riveted cross braces. Seat back shall be electromagnetically welded. Chair shall have single hinges on each side for stability and durability. Chair shall have color coordinated V-tip plugs and non-marring, color coordinated polypropylene glides. Seat is 15-3/4"W x 16"D with a waterfall front for added comfort. Chair shall have 480 lb. weight capacity and is powder coated. 10 year Warranty.  
COLOR: Grey  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C104	672
<b><u>TOTAL:</u></b>	<b><u>672</u></b>

ITEM: Folding Chair Cart

ITEM NO: C-18.1

MANUFACTURER: National Public Seating

BASIS OF DESIGN: Storage and Transport Dolly

MODEL NO: 84

DIMENSIONS: 67"W x 33-1/4"D x 70"H

DESCRIPTION: Transport Dolly has a main frame constructed of 7-gauge channeled steel with tube in tube design at peak stress point of frame. Cross braces are 14-gauge steel. Hanging rods are 16-gauge steel. Each heavy-duty, swivel Colson caster has a 325 lb. weight capacity and measures 4" x 1-1/4". Dolly has capacity for 84 standard folding chairs and is powder coated. 10 year Warranty.

COLOR: Dark Brown

LOCATION(S):

Room  
C104

Quantity  
08

**TOTAL: 08**

ITEM: Wood Bench

ITEM NO: C-19

MANUFACTURER: TMC

BASIS OF DESIGN: Kestral Bench

MODEL NO: SKE1056018

DIMENSIONS: 60"W x 16D"x 18"SH

DESCRIPTION: The TMC Kestral Bench has tapered solid wood legs and apron. The wood seat is 1" plywood surfaced with select North American rotary-cut maple veneer. The Base is made with select North American solid maple legs. Glide: Nylon.

WOOD STAIN: Light Oak (23) on Maple

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B120	01
B128	02
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: Instructor Desk  
 ITEM NO: D-01  
 MANUFACTURER: Virco  
 BASIS OF DESIGN: Textameter Mobile Desk  
 MODEL NO: T3050 - right side pedestal

DIMENSIONS: 30"W x 50 1/4" L x 28 3/4 "H

DESCRIPTION: Textameter desks features a 3-drawer unitized box/box/file pedestal on one side, and an elegant T-leg on the other. Pedestal drawers are equipped with full-suspension steel ball bearing slides and are made of welded steel components. Standard features include a convenient center drawer for added storage, a perforated steel modesty panel, two desktop grommets for wire management and hooded, twin-wheel locking casters for mobility. A master-keyed, core-removable lock secures drawers with one lock assembly ("gang locking"); one lock per pedestal. Models come with an 1 1/8" thick particleboard-core high-pressure laminate work surface with 1 1/8" profile T-mold edge banding. Metal surfaces are available with a powder coat finish. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

TRIM PACKAGE: Eclipse  
 LAMINATE (HPL): Asian Sand MPL08

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A104	A105	A106	A108	A109	A110	A114	01
A115	A117	A118	A121	A128	A129	A133	A134	B126	B127	
C107	C108	C109	C118	C125	C129	A201	A202	A203	A204	
A205	A206	A208	A209	A210	A214	A215	A217	A218	A228	
A229	A233	A234	B203	B208	B209	B210	B211	B216	B217	
B219	B220									
C112										02
<b><u>TOTAL:</u></b>										<b><u>54</u></b>

ITEM: Mobile Lectern  
 ITEM NO: D-02  
 MANUFACTURER: Smith System  
 BASIS OF DESIGN: UXL Sit + Stand Lectern w/ Modesty Panel / Privacy Screen + Technology Basket

MODEL NO: 26553C

DIMENSIONS: 21" x 30" x 30"-45 with Oblong top

DESCRIPTION: The UXL Sit Stand **Teacher Lectern** features a unique adjustable column that floats from 30 inches to 45 inches with the press of a lever. The semi-transparent privacy screen can be flipped up or down, with screws, to the teacher's preference of modesty panel (for sitting) or desktop privacy screen. The lectern features a 10"x 14"x 3" depth basket for laptop or tablet storage. The 3/4" thick worksurface consists of a 45 lb density particle board core with a 0.030" high pressure laminated surface and a 0.020" melamine backer sheet. The edge of the tabletop features 4mm t-mold, which is then fastened to the underside of the work surface every 6 to 8 inches to assure a long lasting fit. The Sit + Stand lectern unit has an adjustable column, that is gas assisted to lift from 30" to 45" in height. Adjustability is controlled with the hand operated unit mounted on the right side of the desk. The unit rolls smoothly on 3" dual-wheel casters, which each have a locking mechanism.

LAMINATE TOP: Classic Linen

EDGE: Platinum

FRAME: Platinum

LOCATION(S):

<u>Room</u>										<u>Quantity</u>	
A101	A102	A103	A104	A105	A106	A108	A109	A110	A114	01	
A115	A116	A117	A118	A128	A129	A130	A133	A134	B121		
B127	C107	C108	C109	A201	A202	A203	A204	A205	A206		
A208	A209	A210	A214	A215	A216	A217	A218	A228	A229		
A230	A233	A234	B203	B208	B209	B210	B211	B216	B217		
B218	B219	B220									
									<b><u>TOTAL:</u></b>	<b><u>53</u></b>	

ITEM: Student Desk

ITEM NO: D-03

MANUFACTURER: Virco

BASIS OF DESIGN: ZUMA® Boomerang-Shaped Desks, Hard Plastic Top

MODEL NO: ZBOOMM

DIMENSIONS: 28"x 28" x 22" - 34"H

DESCRIPTION: Virco's ZUMA® ZBOOMM desks feature a boomerang-shaped Fortified Recycled Wood™ (FRWTM) hard plastic top that enables 4-desk clusters for collaborative learning activities. Legs shall adjust work surface height from 22" to 34" in one-inch increments; two positive locking set screws shall engage each upper and lower leg. The 28" x 28" work surface shall be made of 3/4" thick FRW high-impact thermoset hard plastic molded into a homogeneous unit by heat and pressure. The desk's standard upper frame shall be available with a powder coat finish. Standard lower legs shall be chromed. Each leg shall have a nylon-base swivel glide with an injection-molded, 1-3/8" diameter polypropylene sleeve. Glides shall have an adjustment range of approximately 1" to help level desks on uneven floors. 15 Year Warranty.

UPPER LEG: Silver Mist

LOWER LEG: Chrome

TOP: Asian Sand MPL08

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A208	A209	A210	A214	A215	A217	A218	B208	B209	B210	30
B216	B217	B219	B220							
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	26
A128	A129	A133	A134	A201	A202	A203	A228	A229	A233	
A234										
A104	A105	A106	A204	A205	A206	B203	B211			12
B207										04
<b><u>TOTAL:</u></b>										<b><u>1,066</u></b>

ITEM: Height Adjustable Desk - 58"

ITEM NO: D-04

MANUFACTURER: Global

BASIS OF DESIGN: Foli Electric Height Adjustable Tables

MODEL NO: PHAT2958T Top + PHATB460 Base + PN4813DML Laminate Modesty Panel + FFWCT18 Wire Cable Tray

DIMENSIONS: 29"D x 58"W Rectangular Top, 27" to 45" Table Height Range

DESCRIPTION: Foli Tables have 1" thick tops constructed of 45 lb. density particle board with high performance thermally fused laminate. Steel constructed leg tubing, feet and cross bar. Table frame designed with 3.15" x 2.35" rectangular outer leg with large tubing facing down. T" leg, flat foot design with adjustable glides. I-profile crossbars expandable cross bars. Height range is 27" to 45" (18.4" adjustability). Operates at 1.3" per second. Shadow power draw is 0.5 watts. Maximum power draw is 1.5A. Easy to use, push button controller with digital readout. Dual motors are concealed within column. Lifts 220 lbs. Standard up/down handset (SH) (no digital readout). Table to include top/center Grommet (AG2 position) and Wire Cable Tray.

BASE: Silver powder coated finish

LAMINATE TOP: Willow Grey (WGY)

MODESTY PANEL: Willow Grey (WGY)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B105 B129 B207	01
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: Height Adjustable Desk - 52"

ITEM NO: D-05

MANUFACTURER: Global

BASIS OF DESIGN: Foli Electric Height Adjustable Tables

MODEL NO: PHAT2952T Top + PHATB460 Base + PN4213DML Laminate Modesty Panel + FFWCT18 Wire Cable Tray

DIMENSIONS: 29"D x 52"W x 1"H Rectangular Top, 27" to 45" Table Height Range

DESCRIPTION: Foli Tables have 1" thick tops constructed of 45 lb. density particle board with high performance thermally fused laminate. Steel constructed leg tubing, feet and cross bar. Table frame designed with 3.15" x 2.35" rectangular outer leg with large tubing facing down. T" leg, flat foot design with adjustable glides. I-profile crossbars expandable cross bars. Height range is 27" to 45" (18.4" adjustability). Operates at 1.3" per second. Shadow power draw is 0.5 watts. Maximum power draw is 1.5A. Easy to use, push button controller with digital readout. Dual motors are concealed within column. Lifts 220 lbs. Standard up/down handset (SH) (no digital readout). To include top/center Grommet (AG2 position) and Wire Cable Tray.

BASE: Silver powder coated finish

LAMINATE TOP: Willow Grey (WGY)

MODESTY PANEL: Willow Grey (WGY)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B108	03
B112 B206	01
<b><u>TOTAL:</u></b>	<b><u>05</u></b>

ITEM: Office Desk Return

ITEM NO: D-06

MANUFACTURER: Global

BASIS OF DESIGN: Zira Laminate Desking

MODEL NO: Z2472T - **3MP** (Freestanding Table) + Z30L2XSL (Mixed Storage Shell)

DIMENSIONS: 24"d x 72"w x 29.5"h -Freestanding Tables, 23.4"d x 30"w x 27.5"h, Storage Shell

DESCRIPTION: Desk Return to include a Freestanding Table w/ 2 Full End Panels and  $\frac{3}{4}$  Modesty Panel, + Storage Shell w/ 2 Box Drawers on Left, 1 File Drawer on Right, 1 Lateral File Drawer on bottom. 1.5 inch thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.

CHASSIS LAMINATE: Walnut Heights WHE

LAMINATE TOP: Willow Grey WGY

EDGE: 1.5" Top w/ Standard Edge

HANDLES: Square Edge Silver (HV)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B108	03

**TOTAL:** **03**

ITEM: Finance Office Desk

ITEM NO: D-07

MANUFACTURER: Global

BASIS OF DESIGN: Zira Laminate Desking

MODEL NO: Z3666E3R Desk + Z245416RL-**3MP** Return + Z30L2ES Storage Shell

DIMENSIONS: 36"d x 66"w x 29.5"h- Extended Corner Desk  
24"d x 54"w x 29.5"h - Return  
23.4"d x 30"w x 27.5"h -Storage Shell

DESCRIPTION: Workstation to include a Single Pedestal Extended Corner Desk, standard with freestanding full to floor box/box/file pedestal on right and faux pedestal on left. File drawer and lower box drawer lock. Corner has one grommet. Top overhangs 2¼". Space Saver Return - Right w/No Pedestal + ¾ Modesty Panel, Storage Shell w/ 2 Lateral File Drawers. 1.5 inch thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.

COMMENTS: All lockable Storage and Files to be keyed alike in same office.

CHASSIS LAMINATE: Walnut Heights WHE

LAMINATE TOP: Willow Grey WGY

EDGE: 1.5" Top w/ Standard Edge

HANDLES: Square Edge Silver (HV)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B114	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Principal Desk System

ITEM NO: D-08

MANUFACTURER: Global

BASIS OF DESIGN: Zira Laminate Desking

MODEL NO: Z2472R-3MP - Connectable Table + Z2472T - Freestanding Table + Z36L2XSL -Storage Shell + Z36L2E- Storage Module

DIMENSIONS: 24"d x 72"w x 29.5"h - Connectable Tables  
24"d x 72"w x 29.5"h - Freestanding Table  
23.4"d x 36"w x 28.5"h - Storage Shell  
24"d x 36"w x 29.5"h - Storage Module

DESCRIPTION: System to include a Zira Connectable Table - Right w/ Full End Panel on Right + 3/4 Modesty Panel. Freestanding Table w/ 2 End Panels + Storage Shell w/ 2 Box Drawers on Left, 1 File Drawer on Right, 1 Lateral File on Bottom + Freestanding Storage Modules w/ 2 File Drawers. 1.5 inch thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.

COMMENTS: All lockable Storage and Files to be keyed alike in same office.

CHASSIS LAMINATE: Walnut Heights WHE

LAMINATE TOP: Willow Grey WGY

EDGE: C3 -1.5" Top w/ Standard Edge

HANDLES: Square Edge Silver (HV)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B112	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Assistant Principal Desk System

ITEM NO: D-09

MANUFACTURER: Global

BASIS OF DESIGN: Zira Laminate Desking

MODEL NO: Z2472R-3MP - Connectable Table + Z2472T - Freestanding Table + Z36L2XSL -Storage Shell

DIMENSIONS: 24"d x 72"w x 29.5"h - Connectable Tables  
24"d x 72"w x 29.5"h - Freestanding Table  
23.4"d x 36"w x 28.5"h - Storage Shell

DESCRIPTION: System to include a Zira Connectable Table - Right w/ Full End Panel on Right + ¾ Modesty Panel. Freestanding Table w/ 2 End Panels + Storage Shell w/ 2 Box Drawers on Left, 1 File Drawer on Right, 1 Lateral File on Bottom. 1.5 inch thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.

COMMENTS: All lockable Storage and Files to be keyed alike in same office.

CHASSIS LAMINATE: Walnut Heights WHE

LAMINATE TOP: Willow Grey WGY

EDGE: C3 - 1.5" Top w/ Standard Edge

HANDLES: Square Edge Silver (HV)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B206	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Mobile Pedestal  
ITEM NO: F-01  
MANUFACTURER: Global  
BASIS OF DESIGN: Mobile Pedestal - Box, Box, File  
MODEL NO: 19MP23BBF  
DIMENSIONS: 22.62" x 15" x 23.125"  
DESCRIPTION: Two box and one file drawer pedestal. Includes casters already attached.  
Locking. 27.85" high  
PAINT: Grey (GRY)  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B105 B129 B207	01
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: 4-Drawer Lateral File

ITEM NO: F-02

MANUFACTURER: Global

BASIS OF DESIGN: 9300P Series with Integrated Full Pull

MODEL NO: 9336P-4F1H

DIMENSIONS: 18"D x 36"W x 54"H

DESCRIPTION: 4-Drawer Lateral File with (4) Fixed Front Drawers. Drawers have Integrated Full Pull. Lateral File Construction: Durable 18-22 gauge cold rolled steel construction. Top stiffening bar. Internal steels gussets on corners for added durability. Full extension ball bearing suspensions. Three-stage anti-bounce back drawer suspension. Top two drawers to be Binder drawer height: 13.31 in (338 mm). 3rd and 4th drawers to be Letter drawer height: 11.19 in (284 mm). Standard locks with removable cores for keying alike. Standard lock bars on both sides of cabinet provide increased security. Positive interlocking system prevents tipping by allowing only one drawer to open at a time. Side-to-side hanging file bars included for filing letter or legal size documents. Standard leveling glides ensure drawers are easy to open. Must include counterweight. Lifetime Warranty. Meets or exceeds all applicable BIFMA standards for safety and durability.

PAINT: Grey (GRY)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B105	02
A121 B108 B129 C112 C129	01
<b><u>TOTAL:</u></b>	<b><u>07</u></b>

ITEM: 5-Drawer Lateral File

ITEM NO: F-03

MANUFACTURER: Global

BASIS OF DESIGN: 9300P Series with Integrated Full Pull

MODEL NO: 9336P-5F1H

DIMENSIONS: 18"D x 36"W x 65.25"H

DESCRIPTION: 5-Drawer Lateral File with (4) Fixed Front Drawer + top drawer with Receding door and roll out shelf. Drawers have Integrated Full Pull. Lateral File Construction: Durable 18-22 gauge cold rolled steel construction. Top stiffening bar. Internal steels gussets on corners for added durability. Full extension ball bearing suspensions. Three-stage anti-bounce back drawer suspension. Top two drawers to be Binder drawer height: 13.31 in (338 mm). 3rd and 4th drawers to be Letter drawer height: 11.19 in (284 mm). Standard locks with removable cores for keying alike. Standard lock bars on both sides of cabinet provide increased security. Positive interlocking system prevents tipping by allowing only one drawer to open at a time. Side-to-side hanging file bars included for filing letter or legal size documents. Standard leveling glides ensure drawers are easy to open. Must include counterweight. Lifetime Warranty. Meets or exceeds all applicable BIFMA standards for safety and durability.

PAINT: Grey (GRY)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B114	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: 2-Drawer Lateral File

ITEM NO: F-04

MANUFACTURER: Global

BASIS OF DESIGN: 9300P Series with Integrated Full Pull

MODEL NO: 9336P-2F1H

DIMENSIONS: 18"D x 36"W x 27.12"H

DESCRIPTION: 2-Drawer Lateral File with Fixed Front Drawers and Integrated Full Pull  
Lateral File Construction: Durable 18-22 gauge cold rolled steel construction. Top stiffening bar. Internal steels gussets on corners for added durability. Full extension ball bearing suspensions. Three-stage anti-bounce back drawer suspension. Top drawer to be Binder drawer height: 13.31 in (338 mm). 2nd drawer to be Letter drawer height: 11.19 in (284 mm). Standard locks with removable cores for keying alike. Standard lock bars on both sides of cabinet provide increased security. Positive interlocking system prevents tipping by allowing only one drawer to open at a time. Side-to-side hanging file bars included for filing letter or legal size documents. Standard leveling glides ensure drawers are easy to open. Must include counterweight. Lifetime Warranty. Meets or exceeds all applicable BIFMA standards for safety and durability.

PAINT: Grey (GRY)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C125	01

**TOTAL:** **01**

ITEM: Fire Resistant 4-Drawer Lateral File  
ITEM NO: F-05  
MANUFACTURER: Fireking  
BASIS OF DESIGN: Fireproof 4 Drawer Lateral Filing Cabinet  
MODEL NO: 4-3822-C  
DIMENSIONS: 37-1/2"W x 22"D x 53"H  
DESCRIPTION: Four drawer lockable fire resistant metal lateral file with counterbalances.  
Cabinet is UL 1-Hour fire rated, water resistant, 30-Foot UL impact rated and has  
a 2000 Explosion Hazard Rating.  
PAINT: Pewter

LOCATION(S):

Room  
B119

Quantity  
07

**TOTAL:** **07**

ITEM: Library Single Faced Steel Cantilever Shelving - 36H x 30W

ITEM NO: L-01

MANUFACTURER: Montel

BASIS OF DESIGN: Aetnastak Cantilever Library Shelving System

DIMENSIONS: 36"H x 30"W x 12"D

DESCRIPTION: Single faced steel cantilever shelving to have overall depth dimension of 12". Adjustable shelves to have integral back edge formed of not less than 18-gauge steel. The rear of the shelf shall be formed with a vertical flange and 1-1/2" high, and a 1/4" return to the rear and 1/4" down. The integral back shall be designed to receive a sliding wire book support. Provide two sliding back edge book supports per shelf. Base shelf to be a Universal Sloping Shelf. A kick strip shall be provided as specified under closed base shelf. Provide top spreader tube which is full closed tube of 16-gauge, 2" x 2" square. Tube is securely electric welded with continuous upright columns. The length of the tube is 24". Provide a bottom spreader channel to be shaped, open to the floor and a minimum of 16-gauge steel. Spreader is to be electric welded on the two vertical faces with continuous welds to the upright columns. Slots in bottom spreader channel are provided to perform leveling function at the column. Top and bottom spreaders are electrically welded to the uprights with a full bead of each of the four joints. Shelving uprights to be completely closed, tubular, 16-gauge steel. Uprights shall have only a single row of slots in all conditions for mounting of one double sided or two single sided brackets in each hole. Each column is perforated full height with a row of slots spaced 1" on vertical centers to receive hooks and lugs of shelf brackets. In adjoining columns, the rows of slots are 5/8" on lateral centers. Two uprights are required for each section of a range. Shelving units must be capable of being leveled after book weight is applied. Provide a one-piece high-pressure laminate canopy top with all necessary hardware. Laminate top shall be 1-1/4" thick 45 lb density particle board core with .050" high pressure laminate on face. Opposite face shall have backer. Exposed edges to be self edge laminate. Where spliced, canopy tops shall have flush, butt joints not to exceed 1/16" and come equipped with tight-joint fasteners. Wall Anchoring required. Successful bidder is responsible for field measurements and must submit shop drawings to architect prior to order placement.

PAINT: Pearl Grey

LAMINATE TOP: Wilsonart, Asian Sand (7952K-18)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	08
<b><u>TOTAL:</u></b>	<b><u>08</u></b>

ITEM: Library Single Faced Steel Cantilever Shelving - 36H x 36W

ITEM NO: L-02

MANUFACTURER: Montel

BASIS OF DESIGN: Aetnastak Cantilever Library Shelving System

DIMENSIONS: 36"H x 36"W x 12"D

DESCRIPTION: Single faced steel cantilever shelving to have overall depth dimension of 12". Adjustable shelves to have integral back edge formed of not less than 18-gauge steel. The rear of the shelf shall be formed with a vertical flange and 1-1/2" high, and a 1/4" return to the rear and 1/4" down. The integral back shall be designed to receive a sliding wire book support. Provide two sliding back edge book supports per shelf. Base shelf to be a Universal Sloping Shelf. A kick strip shall be provided as specified under closed base shelf. Provide top spreader tube which is full closed tube of 16-gauge, 2" x 2" square. Tube is securely electric welded with continuous upright columns. The length of the tube is 24". Provide a bottom spreader channel to be shaped, open to the floor and a minimum of 16-gauge steel. Spreader is to be electric welded on the two vertical faces with continuous welds to the upright columns. Slots in bottom spreader channel are provided to perform leveling function at the column. Top and bottom spreaders are electrically welded to the uprights with a full bead of each of the four joints. Shelving uprights to be completely closed, tubular, 16-gauge steel. Uprights shall have only a single row of slots in all conditions for mounting of one double sided or two single sided brackets in each hole. Each column is perforated full height with a row of slots spaced 1" on vertical centers to receive hooks and lugs of shelf brackets. In adjoining columns, the rows of slots are 5/8" on lateral centers. Two uprights are required for each section of a range. Shelving units must be capable of being leveled after book weight is applied. Provide a one-piece high-pressure laminate canopy top with all necessary hardware. Laminate top shall be 1-1/4" thick 45 lb density particle board core with .050" high pressure laminate on face. Opposite face shall have backer. Exposed edges to be self edge laminate. Where spliced, canopy tops shall have flush, butt joints not to exceed 1/16" and come equipped with tight-joint fasteners. Wall Anchoring required. Successful bidder is responsible for field measurements and must submit shop drawings to architect prior to order placement.

PAINT: Pearl Grey

LAMINATE TOP: Wilsonart, Asian Sand (7952K-18)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	12
<b><u>TOTAL:</u></b>	<b><u>12</u></b>

ITEM: Library Single Faced Steel Cantilever Shelving - 66H x 30W

ITEM NO: L-03

MANUFACTURER: Montel

BASIS OF DESIGN: Aetnastak Cantilever Library Shelving System

DIMENSIONS: 66"H x 30"W x 12"D

DESCRIPTION: Single faced steel cantilever shelving to have overall depth dimension of 12". Adjustable shelves to have integral back edge formed of not less than 18-gauge steel. The rear of the shelf shall be formed with a vertical flange and 1-1/2" high, and a 1/4" return to the rear and 1/4" down. The integral back shall be designed to receive a sliding wire book support. Provide two sliding back edge book supports per shelf. Base shelf to be a Universal Sloping Shelf. A kick strip shall be provided as specified under closed base shelf. Provide top spreader tube which is full closed tube of 16-gauge, 2" x 2" square. Tube is securely electric welded with continuous upright columns. The length of the tube is 24". Provide a bottom spreader channel to be shaped, open to the floor and a minimum of 16-gauge steel. Spreader is to be electric welded on the two vertical faces with continuous welds to the upright columns. Slots in bottom spreader channel are provided to perform leveling function at the column. Top and bottom spreaders are electrically welded to the uprights with a full bead of each of the four joints. Shelving uprights to be completely closed, tubular, 16-gauge steel. Uprights shall have only a single row of slots in all conditions for mounting of one double sided or two single sided brackets in each hole. Each column is perforated full height with a row of slots spaced 1" on vertical centers to receive hooks and lugs of shelf brackets. In adjoining columns, the rows of slots are 5/8" on lateral centers. Two uprights are required for each section of a range. Shelving units must be capable of being leveled after book weight is applied. Provide a one-piece high-pressure laminate canopy top with all necessary hardware. Laminate top shall be 1-1/4" thick 45 lb density particle board core with .050" high pressure laminate on face. Opposite face shall have backer. Exposed edges to be self edge laminate. Where spliced, canopy tops shall have flush, butt joints not to exceed 1/16" and come equipped with tight-joint fasteners. Wall Anchoring required. Successful bidder is responsible for field measurements and must submit shop drawings to architect prior to order placement.

PAINT: Pearl Grey

LAMINATE TOP: Wilsonart, Asian Sand (7952K-18)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	07
<b><u>TOTAL:</u></b>	<b><u>07</u></b>

ITEM: Library Single Faced Steel Cantilever Shelving - 66H x 36W

ITEM NO: L-04

MANUFACTURER: Montel

BASIS OF DESIGN: Aetnastak Cantilever Library Shelving System

DIMENSIONS: 66"H x 36"W x 12"D

DESCRIPTION: Single faced steel cantilever shelving to have overall depth dimension of 12". Adjustable shelves to have integral back edge formed of not less than 18-gauge steel. The rear of the shelf shall be formed with a vertical flange and 1-1/2" high, and a 1/4" return to the rear and 1/4" down. The integral back shall be designed to receive a sliding wire book support. Provide two sliding back edge book supports per shelf. Base shelf to be a Universal Sloping Shelf. A kick strip shall be provided as specified under closed base shelf. Provide top spreader tube which is full closed tube of 16-gauge, 2" x 2" square. Tube is securely electric welded with continuous upright columns. The length of the tube is 24". Provide a bottom spreader channel to be shaped, open to the floor and a minimum of 16-gauge steel. Spreader is to be electric welded on the two vertical faces with continuous welds to the upright columns. Slots in bottom spreader channel are provided to perform leveling function at the column. Top and bottom spreaders are electrically welded to the uprights with a full bead of each of the four joints. Shelving uprights to be completely closed, tubular, 16-gauge steel. Uprights shall have only a single row of slots in all conditions for mounting of one double sided or two single sided brackets in each hole. Each column is perforated full height with a row of slots spaced 1" on vertical centers to receive hooks and lugs of shelf brackets. In adjoining columns, the rows of slots are 5/8" on lateral centers. Two uprights are required for each section of a range. Shelving units must be capable of being leveled after book weight is applied. Provide a one-piece high-pressure laminate canopy top with all necessary hardware. Laminate top shall be 1-1/4" thick 45 lb density particle board core with .050" high pressure laminate on face. Opposite face shall have backer. Exposed edges to be self edge laminate. Where spliced, canopy tops shall have flush, butt joints not to exceed 1/16" and come equipped with tight-joint fasteners. Wall Anchoring required. Successful bidder is responsible for field measurements and must submit shop drawings to architect prior to order placement.

PAINT: Pearl Grey

LAMINATE TOP: Wilsonart, Asian Sand (7952K-18)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	11
<b><u>TOTAL:</u></b>	<b><u>11</u></b>

ITEM: Library Mobile Steel Cantilever Shelving - Double Faced

ITEM NO: L-05

MANUFACTURER: Montel

BASIS OF DESIGN: Aetnastak Cantilever Library Mobile Shelving System

DIMENSIONS: 45"H x 72"W x 24"D

DESCRIPTION: Double faced steel cantilever shelving to have overall depth dimension of 24". Adjustable shelves to have integral back edge formed of not less than 18-gauge steel. The rear of the shelf shall be formed with a vertical flange and 1-1/2" high, and a 1/4" return to the rear and 1/4" down. The integral back shall be designed to receive a sliding wire book support. Provide two sliding back edge book supports per shelf. Base shelf to be a Universal Sloping Shelf. Provide top spreader tube which is full closed tube of 16-gauge, 2" x 2" square. Tube is securely electric welded with continuous upright columns. The length of the tube is 24". Provide a bottom spreader channel to be shaped, open to the floor and a minimum of 16-gauge steel. Spreader is to be electric welded on the two vertical faces with continuous welds to the upright columns. Slots in bottom spreader channel are provided to perform leveling function at the column. Top and bottom spreaders are electrically welded to the uprights with a full bead of each of the four joints. Shelving uprights to be completely closed, tubular, 16-gauge steel. Uprights shall have only a single row of slots in all conditions for mounting of one double sided or two single sided brackets in each hole. Each column is perforated full height with a row of slots spaced 1" on vertical centers to receive hooks and lugs of shelf brackets. In adjoining columns, the rows of slots are 5/8" on lateral centers. Two uprights are required for each section of a range. Provide a one-piece high-pressure laminate canopy top with all necessary hardware. Mobile Base: Closed Base for Cantilever Shelving The frame is recessed into the base for greater stability and rigidity. Laminate top shall be 1-1/4" thick 45 lb density particle board core with .050" high pressure laminate on face. Opposite face shall have backer. Exposed edges to be self edge laminate. Where spliced, canopy tops shall have flush, butt joints not to exceed 1/16" and come equipped with tight-joint fasteners. Successful bidder must submit shop drawings to architect prior to order placement.

PAINT: Pearl Grey

LAMINATE TOP: Wilsonart, Asian Sand (7952K-18)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	08
<b><u>TOTAL:</u></b>	<b><u>08</u></b>

ITEM: Library Slatwall End Panel

ITEM NO: L-06

MANUFACTURER: Liat

BASIS OF DESIGN: Liat Slatwall End Panel - 6 Slats

MODEL NO: EP-SW-4725-6S-G

DIMENSIONS: 47"H x 25"W

DESCRIPTION: The end panels shall be constructed of 1-1/4" thick particleboard core with grade "A" veneer on both faces. The top slat will be located 12" from the top for 6-slat panels. Slats will be routed on 3-1/2" centers and have PVC slats inserted. The exposed edges shall be externally banded with a 1/4" solid hardwood. End panel must be able to be attached to cantilever shelving. Successful bidder must submit shop drawings to architect prior to order placement.

WOOD SPECIES: Maple

COLOR: Natural Maple (NMM)

LOCATION(S):

Room  
B121

Quantity  
08

**TOTAL:** **08**

ITEM: Library End Panel - Single Face 66H

ITEM NO: L-07

MANUFACTURER: Liat

BASIS OF DESIGN: Deveraux End Panels

MODEL NO: EP-DV-6612

DIMENSIONS: 66"H x 12"W

DESCRIPTION: The end panels shall be constructed of 1-1/4" thick particleboard core with grade "A" veneer on both faces. The exposed edges shall be externally banded with a 3/4" solid hardwood. End panel must be able to be attached to cantilever shelving. Successful bidder must submit shop drawings to architect prior to order placement.

WOOD SPECIES: Maple

COLOR: Natural Maple (NMM)

LOCATION(S):

Room  
B121

Quantity  
12

**TOTAL:** **12**

ITEM: Library End Panel - Double Face

ITEM NO: L-08

MANUFACTURER: Liat

BASIS OF DESIGN: Deveraux End Panels

MODEL NO: EP-DV-4725

DIMENSIONS: 47"H x 25"W

DESCRIPTION: The end panels shall be constructed of 1-1/4" thick particleboard core with grade "A" veneer on both faces. The exposed edges shall be externally banded with a 3/4" solid hardwood. End panel must be able to be attached to cantilever shelving. Successful bidder must submit shop drawings to architect prior to order placement.

WOOD SPECIES: Maple

COLOR: Natural Maple (NMM)

LOCATION(S):

Room  
B121

Quantity  
08

**TOTAL: 08**

ITEM: Library End Panel - Single Face 47H

ITEM NO: L-09

MANUFACTURER: Liat

BASIS OF DESIGN: Deveraux End Panels

MODEL NO: EP-DV-4725

DIMENSIONS: 47"H x 12"W

DESCRIPTION: The end panels shall be constructed of 1-1/4" thick particleboard core with grade "A" veneer on both faces. The exposed edges shall be externally banded with a 3/4" solid hardwood. End panel must be able to be attached to cantilever shelving. Successful bidder must submit shop drawings to architect prior to order placement.

WOOD SPECIES: Maple

COLOR: Natural Maple (NMM)

LOCATION(S):

Room  
B121

Quantity  
04

**TOTAL: 04**

ITEM: Library Corner Filler - 66H

ITEM NO: L-10

MANUFACTURER: Liat

DESCRIPTION: Sized to fit 66"H shelving at corner locations. Corner filler for single faced shelving shall be constructed of 1-1/4" thick particle board core with .050" high pressure laminate on all exposed faces. Opposite face shall have backer, Exposed edges to be self edge laminate. Include an inset top cap. Corner filler must be able to be attached to cantilever shelving. Successful bidder must submit shop drawings to architect prior to order placement.

LAMINATE: Formica - Folkstone (927-58)

LOCATION(S):

Room  
B121

Quantity  
01

**TOTAL:      01**

ITEM: Library Mobile Radius Shelving  
 ITEM NO: L-11  
 MANUFACTURER: Russwood  
 BASIS OF DESIGN: Palette Envision Series Shelving with Curved Bench  
 MODEL NO: PT-RS-42 + PT-LNG-16 Bench  
 DIMENSIONS: 60"W x 16"D x 42"H

DESCRIPTION: Envision Series shelving top panels cover the top of the upright panels, and the bottom panels cover the bottom of the upright panels. Top and bottom panels will be fastened to the upright panels with through bolts. Through bolts will pass through machined holes in the tops and bottoms and into threaded inserts in the upright panels. Upright panels and adjustable shelves will be 1" thick veneer cores with .05" thick, horizontal grade, High Pressure Laminates applied with formaldehyde free adhesives.. Exposed edges are to be banded with 3mm PVC edges and must be machine applied. Top panels, bottom panels, and outside upright panels will receive a machined groove to receive the back panel. Single sided shelving with a middle panel will not receive a groove and the back will be fastened to it with bolts. Standard back panels will be 1/4" thick veneer core with .05" thick horizontal grade laminate applied to both sides. Envision Series mobile shelving includes 4-29/32" overall height, swivel and locking casters that are mounted to the bottom panel with through bolts that pass through the caster plate and into threaded T-nuts. Threaded T-nuts are counter sunk into the core of the bottom panel before laminate is applied. This results in a very strong, through the core, hardware to hardware attachment. Bench frame construction is of 18 mm Brazilian hardwood plywood. Glue and staple, corner blocks, and solid poplar rails are used when needed for strength and durability. Seats and backs have Elsabelt webbing for suspension. 2" diameter aluminum post legs are used and range in height from 3" to 4" depending on product.

UPRIGHT PANEL LAMINATE: Wilsonart, Cosmic Strandz (4841K-18)  
 SHELVING LAMINATE: Wilsonart, Cosmic Strandz (4841K-18)  
 BENCH FABRIC: Arc Com – Dynasty, Lime #10 (AC-60509)  
 LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	03
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: Library Circulation Desk

ITEM NO: L-12

MANUFACTURER: DLI (contact 800-533-1296, ext. 3021)

BASIS OF DESIGN: Custom

DIMENSIONS: 30"D x 144"W x 30"H

DESCRIPTION: Custom Wood circulation desk shall be continuous arc shape. On the work side of the desk, the right side shall contain one built-in 30" wide locking, double door cupboard storage module with one adjustable shelf. The left side shall be an open shell with a vertical support and shall contain a book return with space for a depressible platform book truck. The center shall be open knee space. The entire desk shall be provided with worksurface pass through grommets and undersurface cord management.

Outer shell shall consist of a solid surface worksurface overlaying a curved wood veneer clad panel open case. Height of worksurface shall be 2'-6". Curved open case shall consist of a curved panel front, curved recessed toe, and subtop. Front panel shall be a minimum 3/4" thick with plain sliced maple veneer faces, and the outer face veneer sequence matched across the face of the entire desk. All solid woods and veneers used on exterior surfaces are A1 select grades. Translucent panel shall be mounted to face of front panel with metal standoffs. Translucent panel shall be 3/8 gauge, heat formed and attached with eight points of support – 4 at the top and 4 at the bottom. Points of support shall be standard 1" cap style with 1" barrels. Anchoring substrate or blocking must accommodate weight of panel. Book return opening shall be 4"H x 18"W framed in hardwood. Subtop shall be 3/4" particle board with exposed edge banded with hardwood to match faces of shell. End panels shall be plain sliced maple faces with veneer of the same grade and species as the curved front and shall be 1-1/2" thick. Ends and front shall be attached such that the corner resembles a mitered corner. Thin vertical solid hardwood bands on vertical edges of ends and front shall be acceptable to increase the durability of the corner as long as the overall appearance is of a clean and mitered corner. Vertical panels shall be 3/4" thick with plain sliced maple veneer faces and have 3" cable pass-through opening and through holes for connecting hardware. Toe shall be 4"H and recessed from front panel and shall overlay the edges of the end panels. Toe may include a 3"D interior from ledge projecting into the interior of the shell.

Worksurface shall be 1/2" thick solid surface material on 1/2" thick substrate, curved in plan and with an outer radius to match overall outer radius. Worksurface to be edged in 1-1/4" solid surface material for thicker monolithic appearance. Worksurface shall be 30"D overall. Horizontal portion of worksurface shall be fabricated with openings to accommodate two 80mm round pass through grommets.

Cupboard storage unit shall consist of a top, sides and back panel with a full width upper drawer, two cupboard doors, one adjustable shelf, one base shelf and a recessed toe. Joinery shall be glue and dowel with no exposed fasteners when installed. Doors shall use concealed two piece hinges, opening 105 degrees and adjustable in 3 axes. Doors shall be locking and keyed alike. Drawer shall use full extension ball bearing drawer slides rated at 100# per pain. Door, drawer fronts and toe shall be 3/4" thick with select maple veneer faces finished wto match outer shell. Exposed edges of other case components shall be banded with solid wood and finished to match outer shell. Book return shall include a chute affixed to the inner side of the radius front panel to deflect books.

Wood veneers and solids shall be finished with a clear precatyzed nitrocellulose lacquer coating applied in two coats and sanded smooth between coats. Successful bidder must submit shop drawings to architect prior to order placement. See Drawing attached.

TOP: Corian – Ash Concrete

FINISH: Custom Stain on Maple to match Liat Natural Maple (NMM)

TRANSLUCENT  
PANEL: 3form – Varia, Pacifica, Sandstone Finish

LOCATION(S):

Room  
B121

Quantity  
01

**TOTAL:**      **01**

ITEM: Library Descending Platform Book Truck

ITEM NO: L-13

MANUFACTURER: DLI

BASIS OF DESIGN: Custom

DIMENSIONS: 26"W x 23- $\frac{5}{8}$ "D x 25- $\frac{1}{2}$ "H

DESCRIPTION: Descending platform book truck shall descend as books are added and shall rise as books are removed. It shall consist of an open box housing a depressible spring loaded platform and supported by four swivel casters. Book truck shall be constructed of  $\frac{3}{4}$ " thick, three-ply particleboard with plain sliced grade "A" maple veneer. Book truck shall be assembled using glue and dowel joinery. Joints may be further reinforced with pocketed screws in unexposed areas. Descending platform shall be supported by a spring loaded steel scissor lift mechanism with nylon rollers set within the body of the unit. Unit shall include four 125 pound rated, 3" diameter ball bearing soft rubber swivel casters and formed rubber bumpers on all four vertical corners.

FINISH: Custom Stain on Maple to match Liat Natural Maple (NMM)

LOCATION(S):

Room  
B121

Quantity  
01

**TOTAL:      01**

ITEM: Metal Book Truck

ITEM NO: L-14

MANUFACTURER: Smith Systems

BASIS OF DESIGN: Library Booktruck Three Sloping Shelves

MODEL NO.: 21092

DIMENSIONS: 36"W x 14"D x 43"H

DESCRIPTION: Truck constructed of 20-gauge steel full height end panels welded to 1" square 18-gauge steel tubing frame with formed in handles that radius. Sloping shelves are constructed of 20-gauge steel, are single-sided, and are 34"L x 10.4"D x 4.6"H back. Sloping shelves are welded to the frames and end panels of the book truck. Clearance between shelves is 13.1". Casters shall be 4" diameter dual wheel with soft tread for quiet operation. Dual wheels have no saddle that may damage surrounding furniture. Weight capacity of book truck to be 400 lbs. Limited 12 Year Warranty with Lifetime Frame Warranty.

FINISH: Platinum

LOCATION(S):

Room  
B121

Quantity  
02

**TOTAL:** **02**

ITEM: Slatwall Accessories

ITEM NO: L-15

MANUFACTURER: Demco

BASIS OF DESIGN: Acrylic Slatwall Display Accessories

MODEL NOS.: (6) of WF12753930 - Display Shelf with Lip, 2- $\frac{1}{4}$ "H x 20- $\frac{1}{2}$ "W x 2- $\frac{1}{2}$ "D  
(6) of WP14871100 - Large Book Holder, 8- $\frac{1}{2}$ "W x 2- $\frac{1}{8}$ "D  
(16) of WP13900201 - Sign Holder, 5" x 7"

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	28
<b><u>TOTAL:</u></b>	<b><u>28</u></b>

ITEM: Student Posture Chair

ITEM NO: M-01

MANUFACTURER: Wenger

BASIS OF DESIGN: Student Posture Chair

MODEL NO: 935121

DIMENSIONS: 19-3/4"W x 21-1/2"D x 31-7/8"H, 16"H seat

DESCRIPTION: Student Posture Chair with heavy duty, 16-gauge 7/8" square steel frame and 14-gauge 7/8" square tube crossmember designed and welded to give support around entire outer edge of both seat and back. Chair must have a music-posture design, with seat pan rise of 4-1/2" forward of pelvic area that creates a thigh to backrest angle of 97 degrees, allowing musicians to sit in a posture equivalent to standing, thus freeing the diaphragm. Chair must stack up to 18 chairs on a cart. Five year warranty.

FRAME: Black powder-coat paint finish

SHELL: Black high impact 1/8" thick textured polypropylene seat and back

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C107	20
C119	30
<b><u>TOTAL:</u></b>	<b><u>50</u></b>

ITEM: Student Posture Chair Cart  
ITEM NO: M-01.1  
MANUFACTURER: Wenger  
BASIS OF DESIGN: Student Posture Chair Move and Store Cart  
MODEL NO: 127A661  
DIMENSIONS: 24-1/2"W x 38-1/4"D x 65-1/2"H (with 18 chairs)  
DESCRIPTION: Move and Store Cart shall accommodate 18 student chairs. Structure to be 16-gauge 7/8" square welded tubular steel frame with two swivel casters and two rigid casters. Five year warranty.

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C107	01
C119	02
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: Music Stand  
ITEM NO: M-02  
MANUFACTURER: Wenger  
BASIS OF DESIGN: Classic 50 Music Stand  
MODEL NO: 039E500  
DIMENSIONS: 13 1/2" x 20" Music Desk, adjusts from 25" to 49"H (desk lip to floor)  
DESCRIPTION: Classic 50 Music Stand must have polycarbonate desk and base with bolt-through desk attachment and wobble-free base attachment. Five-year warranty  
FINISH: Black  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C107	20
C119	30
<b><u>TOTAL:</u></b>	<b><u>50</u></b>

ITEM: Music Stand Cart

ITEM NO: M-02.1

MANUFACTURER: Wenger

BASIS OF DESIGN: Music Stand Move and Store Cart

MODEL NO: 039C203

DIMENSIONS: 27-1/2"W x 68"D, allow 60" for storage height

DESCRIPTION: Move and Store Cart to hold up to 20 Classic 50 Music Stands. Cart to be loaded and unloaded from both ends. Structure to 14-gauge 1-1/2" square, 16-gauge 1" x 1-1/2" and 16-gauge 7/8" diameter steel tubing iwth 8" wheels and 5" stem swivel casters. Cart to have large, center pivot wheels for maneuverability. Five year warranty.

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C107	01
C119	02
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: Standing Risers

ITEM NO: M-03

MANUFACTURER: Wenger

BASIS OF DESIGN: Tourmaster™ Standing Risers

MODEL NO: 024H657

DIMENSIONS: 6' x 18" Risers

DESCRIPTION: Tourmaster™ Standing Risers shall be portable 3-step unit, accordion style design that folds compactly. Frame shall be constructed of 14-gauge 7/8" square tubing. Leg structure shall lock automatically with foot-pedal activated cross brace locks. Steps shall be constructed of 19/32" plywood covered with high quality polyester non-woven grey carpet made from 100% post-consumer recycled plastic bottles. Step edging shall be a grey powder-coat paint finish. Built-in reversibility allows for straight or semi-circular configuration. Each unit shall have 3" non-marring rubber casters, built-in stair glides, and two 4" wheels for positioning. Fifteen year warranty.

ACCESSORIES:

M-03.1	024H667 4th Step Addition, 6' x 18" Riser, attaches to corresponding Tourmaster Riser with integral leg clamps with no tools needed. 4th Step Addition must be removed prior to folding for storage.
M-03.2a	024G778 6' Back Rail with positioning wheels so that back rail support bar does not encumber moving riser in setup position. Rails attach to 4th Step Addition with easy clamp attachment. Back rails break down without tools for easy travel. Grey metallic powder-coat paint finish.
M-03.2b	024G763 4' Back Rail with positioning wheels so that back rail support bar does not encumber moving riser in setup position. Rails attach to 4th Step Addition with easy clamp attachment. Back rails break down without tools for easy travel. Grey metallic powder-coat paint finish.
M-03.3	024F017 Set of two Side Rails for risers set in standard configuration. Side rails clamp to both the back rail and the riser. Grey metallic powder-coat paint.

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C116	07 of M-03
	07 of M-03.1
	04 of M-03.2a
	03 of M-03.2b
	01 of M-03.3

ITEM: Conductor's System

ITEM NO AND  
BASIS OF DESIGN: M-04 - Director's Stand  
M-04.1 - Conductor's Podium  
M-04.2 - Conductor's Chair

MANUFACTURER: Wenger

MODEL NO: 141C001 - Director's Stand  
1110302 - Conductor's Podium  
157F091 - Conductor's Chair

DIMENSIONS: Director's Stand - desk measures 27" x 20" with 1-1/2" lip  
Conductor's Podium - Base Podium 43"W x 38"D x 6"H  
Upper Podium 32"W x 38"D x 6"H  
Conductor's Chair - 28" footprint, 29" to 49" overall height

DESCRIPTION: Director's Stand shall have a transparent polycarbonate desk that resists heavy scratching and chipping. The stand shall have a broad, durable tripod base with a black powder-coat paint finish. The stand shall have a foot pedal release to allow for easy height adjustment. Five year warranty.

Conductor's Podium base shall be constructed of 14-gauge steel with black powder-coat paint finish. The front panel of the podium shall allow the director's stand to slide under the podium. Podium tops shall be constructed of 5/8" plywood covered with 100% olefin carpet and secured by heavy-duty steel edging. Edging shall be 16-gauge steel in a grey color. Each podium shall have eight black thermoplastic rubber pads on the bottom for stability. The upper podium shall have an attached swing-away vinyl coated locking clamp to secure it to the base podium. Each podium shall have two 4" rubber casters recessed into the front panel. Upper podium shall have 36" high detachable guard rail constructed of 16-gauge steel. Finish shall be black powder-coat paint. Five year warranty.

Conductor's Chair frame and upright post assembly shall be constructed of 14-gauge steel with black powder-coat finish. Seat and back shall be covered with black polypropylene fabric over 2" foam padding. Seat height shall adjust with a pressurized gas cylinder in heights from 26-1/2" to 36-1/2". Seat shall have 170 degree swivel with locking features. Foot rest shall be 14-gauge steel and fixed to the chair frame so it adjusts with the seat height. There shall be five legs constructed of 14-gauge steel. Five year warranty.

LOCATION(S):

Room  
C119

Quantity  
01 of M-04  
01 of M-04.1  
01 of M-04.2

ITEM: Seated Risers  
 ITEM NO: M-05  
 MANUFACTURER: Wenger  
 BASIS OF DESIGN: StageTek® Staging System  
 MODEL NO: 280A200.107  
 DIMENSIONS: 4' x 6' Decks  
 DESCRIPTION: StageTek® rectangular decks are constructed of 3/4" thick, Group I veneer plywood with a protective laminate on both sides. Surface shall be Black Standard Cracked Ice Polypropylene with a slip resistant overlay. Frames and edging shall be constructed of 4" thick aluminum extrusions designed with a slight recess for hook and loop skirting attachment as well as notches hidden on the inside of the frame to accept accessory attachments. An aluminum extrusion center support rail shall be provided. Five year warranty.

ACCESSORIES:

M-05.1	281A600	StageTek® Leg Storage Clip, pack of four
M-05.2	281A340	Connectors
M-05.3	280A100.101	8 inch leg fabricated from 2-1/2" diameter aluminum extrusions and are finished with non-marring cap.
M-05.4	280A100.104	16 inch leg fabricated from 2-1/2" diameter aluminum extrusions and are finished with non-marring cap.
M-05.5	280A100.105	24 inch leg fabricated from 2-1/2" diameter aluminum extrusions and are finished with non-marring cap.
M-05.6	281A501.13	Chair Stop
M-05.7	281A404.102	6' wide x 42" high guard rail shall clamp to the stage deck without the need for tools. Guard rails shall comply with IBC code requirements for loading. Guard rails shall have two uprights and two cross bars.
M-05.8	281A404.101	4' wide x 42" high guard rail shall clamp to the stage deck without the need for tools. Guard rails shall comply with IBC code requirements for loading. Guard rails shall have two uprights and two cross bars.

LOCATION(S):

Room  
 C119

Quantity  
 12 of M-05  
 12 of M-05.1  
 16 of M-05.2  
 16 of M-05.3  
 16 of M-05.4  
 16 of M-05.5  
 09 of M-05.6  
 04 of M-05.7  
 04 of M-05.8

ITEM: Deck and Rail Cart

ITEM NO: M-05.9

MANUFACTURER: Wenger

BASIS OF DESIGN: Universal Deck and Rail Cart

MODEL NO: 113J001

DIMENSIONS: 30" Wide

DESCRIPTION: Universal Deck and Rail Cart shall hold six StageTek rectangular decks or six StageTek guard rails and fit through at 32" wide opening/door. Cart shall have heavy-duty, non-marring locking casters and a ratcheting nylon safety strap. Five year warranty.

LOCATION(S):

Room  
C119

Quantity  
02

**TOTAL:** **02**

ITEM: Guard Rail Cart

ITEM NO: M-05.10

MANUFACTURER: Wenger

BASIS OF DESIGN: Guard Rail Cart

MODEL NO: 011D800

DIMENSIONS: 27"W x 99"D x 59"H

DESCRIPTION: Guard Rail Cart shall hold six StageTek rectangular decks or six StageTek guard rails and fit through at 32" wide opening/door. Cart shall have heavy-duty, non-marring locking casters and a ratcheting nylon safety strap. Five year warranty.

LOCATION(S):

Room  
C119

Quantity  
01

**TOTAL: 01**

ITEM: Nurse Recovery Couch

ITEM NO: N-01

MANUFACTURER: School Health

BASIS OF DESIGN: Varsity Recovery Couch

MODEL NO.: 24533

DIMENSIONS: 72"L x 27"W x 20"H

DESCRIPTION: Recovery couch is vinyl upholstered with chrome legs and built-in headrest. Frame shall be hardwood, dual-frame construction with separate base-headrest frames. Inner spring construction shall resist sagging. Includes built-in compartment for paper roll dispenser, exam paper, and band cutter for exam paper .

FRAME: Chrome

COLOR: Dove

LOCATION(S):

Room  
B104

Quantity  
03

**TOTAL:** **03**

ITEM: Nurse Medical Cart

ITEM NO: N-02

MANUFACTURER: School Health

BASIS OF DESIGN: Five-Drawer Medical Short Cart

MODEL NO.: 24115

DIMENSIONS: 25"W x 32"D x 39-3/4"H

DESCRIPTION: Medical cart shall be made of dual-wall steel construction. Drawer pulls shall be chrome. Casters shall be premium 5" swivel, non-marring, and sealed bearing. Two casters shall be locking, and one caster shall be directional. The outrigger stabilizing frame has full-size poly-extruded corner bumpers. Cart shall have full extension ball-bearing drawer glides and casters.

COLOR: Beige

LOCATION(S):

Room  
B104

Quantity  
01

**TOTAL:** **01**

ITEM: Nurse Stool

ITEM NO: N-03

MANUFACTURER: School Health

BASIS OF DESIGN: Adjustable Stool

MODEL NO.: 24148

DESCRIPTION: Adjustable stool features a welded tubular steel frame, 3" thick foam cushion and industrial-strength casters. The stool shall adjust from 19" to 25" high.

COLOR: Black

LOCATION(S):

Room  
B104 B107

Quantity  
01

**TOTAL:      02**

ITEM: Podium  
ITEM NO: P-01  
MANUFACTURER: Global  
BASIS OF DESIGN: Zira  
MODEL NO.: Z2444LEC  
DIMENSIONS: 18-36"d x 24"w 44"h  
DESCRIPTION: Lectern features Angled Stand, Storage, 2 Fixed Shelves, 2 Locking Casters. 1" Top w/ Standard Edge. 1" thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.  
TOP LAMINATE: Clear Maple CMB  
CHASSIS/BASE LAMINATE: Clear Maple CMB  
EDGE: A3 - 1" Top, Standard Edge  
BASE TRIM: Brushed Cobalt  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C119	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Area Rug - Classroom

ITEM NO: R-01

MANUFACTURER: Joy Carpets

BASIS OF DESIGN: Blocks Abound

MODEL NO.: 1709

DIMENSIONS: Size D - 7'-9" x 10'-9" Rectangle, 30 spaces

DESCRIPTION: Kid Essentials rug is a cut pile area rug constructed of 100% STAINMASTER® BCF Type 6,6 2-ply nylon. Tufted face weight shall be 26 oz./sq. yd. Pile height shall be .36 inches. Rug shall have SoftFlex® Backing System, LotusFX Fiber Shield and Impervion® mold, mildew and odor treatment. Rug shall be finished with bound and serged edges. Lifetime Limited Wear Warranty, Lifetime Limited Antimicrobial Protection, 10 Year Soil/Stain Protection Limited Warranty.

COLOR: 01 Primary

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	01
A128	A129	A133	A134	A201	A202	A203	A208	A209	A210	
A214	A215	A217	A218	A228	A229	A233	A234	B208	B209	
B210	B216	B217	B219	B220						
<b><u>TOTAL:</u></b>										<b><u>35</u></b>

ITEM: Area Rug - Intervention

ITEM NO: R-02

MANUFACTURER: Joy Carpets

BASIS OF DESIGN: On The Border

MODEL NO.: 1973

DIMENSIONS: Size CC - 5'-4" x 7'-8" Oval

DESCRIPTION: Kid Essentials rug is a cut pile area rug constructed of 100% STAINMASTER® BCF Type 6,6 2-ply nylon. Tufted face weight shall be 26 oz./sq. yd. Pile height shall be .36 inches. Rug shall have SoftFlex® Backing System, LotusFX Fiber Shield and Impervion® mold, mildew and odor treatment. Rug shall be finished with bound and serged edges. Lifetime Limited Wear Warranty, Lifetime Limited Antimicrobial Protection, 10 Year Soil/Stain Protection Limited Warranty.

COLOR: 01 Rainbow

LOCATION(S):

Room  
B207

Quantity  
01

**TOTAL: 01**

ITEM: Area Rug - Sitting Squares  
 ITEM NO: R-03  
 MANUFACTURER: Joy Carpets  
 BASIS OF DESIGN: Joy in a Box Sitting Squares  
 MODEL NO.: 832  
 DIMENSIONS: Set of 24 Sitting Squares, 16" x 16" each

DESCRIPTION: Kid Essentials carpet squares have a cut pile and are constructed of 100% STAINMASTER® BCF Type 6,6 2-ply nylon. Tufted face weight shall be 26 oz./sq. yd. Pile height shall be .36 inches. Carpet squares shall have StayFlex® washable, non-skid backing System. A reusable, carrying case to be included.

COLOR: Four tiles each of Red, Orange, Yellow, Green, Blue and Purple

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A104	A105	A106	A116	A130	B129	A204	A205	A206	A216	01
A230	B203	B211	B218							
<b><u>TOTAL:</u></b>										<b><u>14</u></b>

ITEM: Mobile Bookcase  
 ITEM NO: S-01  
 MANUFACTURER: Virco  
 BASIS OF DESIGN: Mobile Metal Bookcase  
 MODEL NO.: BCMCAST3648

DIMENSIONS: 36-¼ " W x 18-¼ "D x 48-½ "H with three shelves (2 adj.).

DESCRIPTION: All steel construction. Shelves for all bookcases are constructed of steel and are adjustable in ½ " increments. Shelves are 11" x 35 11/16" x ¾ ". Four steel shelf clips are included for use with each adjustable shelf. Bookcases have four 5" swivel casters, 2 locking and 2 non-locking. The 2 locking casters are installed on the front of the bookcase. Metal surfaces are available with a powder coat finish. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

PAINT: Silver Mist (GRY02)

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	01
A128	A129	A133	A134	A201	A202	A203	A208	A209	A210	
A214	A215	A217	A218	A228	A229	A233	A234	B208	B209	
B210	B216	B217	B219	B220						

**TOTAL:            35**

ITEM: Book Case  
ITEM NO: S-02  
MANUFACTURER: Global  
BASIS OF DESIGN: Metal Book Shelf  
MODEL NO.: 91SBC5-36  
DIMENSIONS: 13"D x 36"W x 66"H  
DESCRIPTION: Five high Metal Bookcase with four adjustable shelves. Meets or exceeds all applicable BIFMA standards for safety and durability. Must have levelers.  
PAINT: Grey (GRY)  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A113 A127 A213 A227 B212	01
<b><u>TOTAL:</u></b>	<b><u>05</u></b>

ITEM: Conference Credenza  
ITEM NO: S-03  
MANUFACTURER: Global  
BASIS OF DESIGN: Zira Laminate Series  
MODEL NO.: Z2072SCSC  
DIMENSIONS: 20"d x 72"w x 29.5"h  
DESCRIPTION: Storage Cabinet Credenza with wo storage cabinets side-by-side. Hinged doors cover one adjustable shelf. Locking doors keyed alike. 1.5 inch thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.  
CHASSIS LAMINATE: Walnut Heights WHE  
LAMINATE TOP: Willow Grey WGY  
EDGE: C3 - 1.5" Top w/ Standard Edge  
HANDLES: Square Edge Silver (HV)  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B111	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Multimedia Cart  
ITEM NO: S-04  
MANUFACTURER: Global  
BASIS OF DESIGN: Zira Multimedia Cart  
MODEL NO.: Z2822MCE  
DIMENSIONS: 22.25"d x 28"w x 29.5"h  
DESCRIPTION: Multimedia cart features one non-locking hinged door on the back. Includes 3 fixed shelves, 1 grommet on top and 1 grommet in bottom panel for wire pass thru. 4 locking casters included. 1 inch thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.  
TOP LAMINATE: Walnut Heights (WHE)  
CHASSIS/BASE LAMINATE: Walnut Heights (WHE)  
BASE TRIM: Brushed Cobalt  
EDGE: C3 -1-1/2" Top, Standard Edge

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B109 B111	01

**TOTAL:** **02**

ITEM: Multimedia Cart - Library

ITEM NO: S-04.1

MANUFACTURER: Global

BASIS OF DESIGN: Zira Multimedia Cart

MODEL NO.: Z2822MCE

DIMENSIONS: 22.25"d x 28"w x 29.5"h

DESCRIPTION: Multimedia cart features one non-locking hinged door on the back. Includes 3 fixed shelves, 1 grommet on top and 1 grommet in bottom panel for wire pass thru. 4 locking casters included. 1 inch thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.

TOP LAMINATE: Clear Maple (CMB)

CHASSIS/BASE LAMINATE: Clear Maple (CMB)

EDGE: A3 -1" Top, Standard Edge

BASE TRIM: Brushed Cobalt

LOCATION(S):

Room  
B121

Quantity  
01

**TOTAL:** **01**

ITEM: Service Cart - Large  
ITEM NO: S-05  
MANUFACTURER: Rubbermaid  
BASIS OF DESIGN: Service Cart  
MODEL NO.: 30229-8145  
DIMENSIONS: 36"L x 24"D  
DESCRIPTION: Solid "Duramold" construction non-chip/dent/flake. Tow fixed wheels and two swivel casters. Handle bin for storage of small parts. 400 lb. load capacity.  
COLOR: Beige  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C111	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Small Cart - Small  
ITEM NO: S-06  
MANUFACTURER: Rubbermaid  
BASIS OF DESIGN: Service Cart  
MODEL NO.: 30229-8148  
DIMENSIONS: 30"L x 16"D  
DESCRIPTION: Solid "Duramold" construction non-chip/dent/flake. Tow fixed wheels and two swivel casters. Handle bin for storage of small parts. 400 lb. load capacity.  
COLOR: Beige  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B117	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Tote Storage Cabinet

ITEM NO: S-07

MANUFACTURER: Shain by Diversified Woodcraft

BASIS OF DESIGN: Tote Tray Cabinet

MODEL NO.: TTC-48

DIMENSIONS: 48"W x 22"D x 84"H

DESCRIPTION: Tote Tray Cabinet is constructed of solid oak and oak veneers finished with a chemical resistant, earth-friendly UV finish and rubber base molding. Cabinet has two hinged oak doors with three-point locking handles. Cabinet includes 48 tote trays that measure 19"D x 14-1/4"W x 3-1/2"H. Limited Lifetime Warranty. Wall Anchoring required.

LOCATION(S):

Room  
C111

Quantity  
01

**TOTAL:      01**

ITEM: Paper Roll Cart  
ITEM NO: S-08  
MANUFACTURER: Bulman  
BASIS OF DESIGN: Deluxe Rola-Rack  
MODEL NO.: R398  
DIMENSIONS: 50"W x 25"D x 52-1/4", Material Size: 48 inches  
DESCRIPTION: Mobile rack has eight cutting stations and holds rolls up to 9" in diameter on a 3" core. Two casters shall be locking.  
COLOR: Gray baked powder coat  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B101 C111 B212	01

**TOTAL:** **03**

ITEM: Mobile Bin Storage

ITEM NO: S-09

MANUFACTURER: Virco

BASIS OF DESIGN: Mobile Storage Cabinet with Tote Trays and Markerboard on back

MODEL NO.: 2703MBTT + Tote Trays

DIMENSIONS: 56-11/16 "W x 22"D x 47-7/16" H

DESCRIPTION: Cabinets have a steel frame, laminated panel surfaces, tote tray rails, clear plastic tote trays, and markerboard on the back. Outer and inner panels are available with a 3/4 " thick particleboard core with thermofused melamine with 3/4 " profile T-mold edge banding. Cabinets are equipped with (two) 5" swivel casters with a tread lock brake and (two) 5" swivel casters without a brake. Casters have a 2" tread width. Metal surfaces are available with a powder coat finish. 15 Year Warranty.

TOTES: TT121812, 12-1/4"W x 18-1/8"D x 12"H Tote Tray, 4 per cabinet  
 TT12183, 12-1/4"W x 18-1/8"D x 3"H Tote Tray, 20 per cabinet  
 TT12186, 12-1/4"W x 18-1/8"D x 6"H Tote Tray, 2 per cabinet

LAMINATE: Fusion Maple

FRAME: Silver Mist

LOCATION(S):

<u>Room</u>						<u>Quantity</u>
A116	A130	B127	A216	A230	B218	02
<b><u>TOTAL:</u></b>						<b><u>12</u></b>

ITEM: Student Coat Cubbies

ITEM NO: S-10

MANUFACTURER: Wood Designs

BASIS OF DESIGN: 6 Section Seat Locker

MODEL NO.: WD51006

DIMENSIONS: 54"W x 11-15"D x 49"H

DESCRIPTION: 15" deep offset locker is constructed with 100% plywood and coated with Tuff-Gloss UV finish. Back is recessed for added strength and stability. Corners are fully rounded for maximum safety. There are six double-hook sections with cubby storage above and below. Lifetime Warranty.

COLOR: Clear

LOCATION(S):

Room  
A105 A106

Quantity  
01

**TOTAL:** **02**

ITEM: Metal Shelving - 18"D

ITEM NO: S-11

MANUFACTURER: Penco

BASIS OF DESIGN: Clipper Shelving

MODEL NO.: 1H7025028 + 101887028

DIMENSIONS: 36"W x 18"D x 87"H

DESCRIPTION: Penco Open Clipper Unit. Unit shall have 5 shelves with a weight capacity of 800 lbs. per shelf. Each unit shall include (1) Basic Open unit consisting of 1 front box post, 2 rear offset angle posts, side and back sway braces, and (1) End Kit consisting of a front box post and 1 pair of side sway braces. Front and rear flanges of each shelf shall utilize Box Beam construction for extra strength. Sides are double flanged. Flanges are welded to the underside of shelf on 3" centers. Four Clipper Compression Clips shall be included with each shelf. Clip allows shelf adjustment on 1" vertical centers.

COLOR: Gray (028)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A119 A131 A219 A231 B213	07
C111	05
<b><u>TOTAL:</u></b>	<b><u>40</u></b>

ITEM: Metal Shelving - 24"D

ITEM NO: S-12

MANUFACTURER: Penco

BASIS OF DESIGN: Clipper Shelving

MODEL NO.: 1H7035028 + 102487028

DIMENSIONS: 36"W x 24"D x 87"H

DESCRIPTION: Penco Open Clipper Unit. Unit shall have 5 shelves with a weight capacity of 800 lbs. per shelf. Each unit shall include (1) Basic Open unit consisting of 1 front box post, 2 rear offset angle posts, side and back sway braces, and (1) End Kit consisting of a front box post and 1 pair of side sway braces. Front and rear flanges of each shelf shall utilize Box Beam construction for extra strength. Sides are double flanged. Flanges are welded to the underside of shelf on 3" centers. Four Clipper Compression Clips shall be included with each shelf. Clip allows shelf adjustment on 1" vertical centers.

COLOR: Gray (028)

LOCATION(S):

Room  
C124

Quantity  
08

**TOTAL:** **08**

ITEM: Low Shelving  
ITEM NO: S-13  
MANUFACTURER: Hon  
BASIS OF DESIGN: Flagship Metal Bookcase  
MODEL NO.: HFSC183640W  
DIMENSIONS: 36"W x 18"D x 39 1/8 "H  
DESCRIPTION: 3-Shelf Metal Bookcase with Flush top and sides and reinforced case construction. Shelves adjust in 2" increments. Lifetime Warranty.  
PAINT: Light Gray (G)  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A121	02
B129	03
<b><u>TOTAL:</u></b>	<b><u>05</u></b>

ITEM: Principal Shelving

ITEM NO: S-14

MANUFACTURER: Global

BASIS OF DESIGN: Zira Laminate Series

MODEL NO.: Z36S2SH Storage Cabinet + Z36S36TN Table Top Bookcase

DIMENSIONS: 16"d x 36"w x 29.5"h -Storage Module  
 16"d x 36"w x 35.5"h - Table Top Bookcase

DESCRIPTION: Storage Cabinet with Locking Doors. Includes one adjustable shelf. Table Top Bookcase with two adjustable shelves. 1.5 inch thick high performance thermally fused laminate surfaces. Meets or exceeds all applicable BIFMA standards for safety and durability.

COMMENTS: All lockable Storage and Files to be keyed alike in same office.

BASE & TOP LAMINATE: Walnut Heights (WHE)

EDGE: C3 -1.5" Top w/ Standard Edge

HANDLES: Square Edge Silver (HV)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B112	02
B206	01
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: Activity Table - Kidney

ITEM NO: T-01

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 72" Kidney Top

MODEL NO.: 50KID72ADJ AE with Sure Edge®

DIMENSIONS: 48" W x 72" L x 24" -32" H

DESCRIPTION: The 5000 Series 48" x 72" Kidney Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	01
A128	A129	A133	A134	B126	A201	A202	A203	A208	A209	
A210	A214	A215	A217	A218	A228	A229	A233	A234	B208	
B209	B210	B216	B217	B219	B220					
<b><u>TOTAL:</u></b>										<b><u>36</u></b>

ITEM: Activity Table - 30x60 Mobile

ITEM NO: T-02

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 30" x 60" Rectangle Top with Locking Casters

MODEL NO.: 503060ADJC AE with Sure Edge®

DIMENSIONS: 30"W x 60"L x 26"- 34" H

DESCRIPTION: The 5000 Series 30" x 60" Rectangle Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight.. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top of each leg which adds protection and aesthetic appeal. All models with casters come standard with premium smooth rolling plastic locking casters. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	01
A128	A129	A133	A134	A201	A202	A203	A208	A209	A210	
A214	A215	A217	A218	A228	A229	A233	A234	B208	B209	
B210	B216	B217	B219	B220						
<b><u>TOTAL:</u></b>										<b><u>35</u></b>

ITEM: Activity Table - 30x60

ITEM NO: T-03

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 30" x 60" Rectangle Top

MODEL NO.: 503060ADJ AE with Sure Edge®

DIMENSIONS: 30"W x 60"L x 24"- 32" H

DESCRIPTION: The 5000 Series 30" x 60" Rectangle Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Moonstone (GRY05)

LOCATION(S):

Room  
B127 C111

Quantity  
01

**TOTAL:      02**

ITEM: Activity Table - 36x60

ITEM NO: T-04

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 36" x 60" Rectangle Top

MODEL NO.: 503660ADJ AE with Sure Edge®

DIMENSIONS: 36"W x 60"L x 24" - 32" H

DESCRIPTION: The 5000 Series 36" x 60" Rectangle Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Moonstone (GRY05)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A113   A127   B122   A213   A227   B212	01
<b><u>TOTAL:</u></b>	<b><u>06</u></b>

ITEM: Activity Table - 36x60 Mobile

ITEM NO: T-04.1

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 36" x 60" Rectangle Top with Locking Casters

MODEL NO.: 503660ADJ AE with Sure Edge®

DIMENSIONS: 36"W x 60"L x 24" - 32" H

DESCRIPTION: The 5000 Series 36" x 60" Rectangle Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. All models with casters come standard with premium smooth rolling plastic locking casters. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Moonstone (GRY05)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B121	06
<b><u>TOTAL:</u></b>	<b><u>06</u></b>

ITEM: Activity Table - 36x72

ITEM NO: T-05

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 36" x 72" Rectangle Top

MODEL NO.: 503672ADJ AE with Sure Edge®

DIMENSIONS: 36"W x 72"L x 24" - 32" H

DESCRIPTION: The 5000 Series 36" x 60" Rectangle Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Moonstone (GRY05)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B101	02
C113	01
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: Activity Table - 60 Round

ITEM NO: T-06

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 36" x 60" Rectangle Top

MODEL NO.: 5060R30ADJ AE with Sure Edge®

DIMENSIONS: 60" Round x 24" - 32" H

DESCRIPTION: The 5000 Series 60" Round Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Cobalt Blue (BLU65)

LOCATION(S):

Room  
B129

Quantity  
01

**TOTAL:** **01**

ITEM: Activity Table - 36x60 Slide Mobile

ITEM NO: T-07

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 36" x 60" Slide Shape Top with Locking Casters

MODEL NO.: 50SL3660ADJ AE with Sure Edge®

DIMENSIONS: 36" x 60" x 24" - 32" H

DESCRIPTION: The 5000 Series 60" "Slide" Shape Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. All models with casters come standard with premium smooth rolling plastic locking casters. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>					<u>Quantity</u>
A116	A130	A216	A230	B218	06
<b><u>TOTAL:</u></b>					<b><u>30</u></b>

ITEM: Activity Table - 60 Nest Mobile

ITEM NO: T-08

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, 60" Nest Shape Top with Locking Casters

MODEL NO.: 50NEST60ADJ AE with Sure Edge®

DIMENSIONS: 33" W x 60" L x 24" to 32" H

DESCRIPTION: The 5000 Series 60" "Nest" Shape Top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. All models with casters come standard with premium smooth rolling plastic locking casters. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>					<u>Quantity</u>
A116	A130	A216	A230	B218	04
<b><u>TOTAL:</u></b>					<b><u>20</u></b>

ITEM: Activity Table - Cooperative

ITEM NO: T-09

MANUFACTURER: Virco

BASIS OF DESIGN: 5000 Series Activity Table, Cooperative Shape Top

MODEL NO.: 50COOP72ADJ AE with Sure Edge®

DIMENSIONS: 36" x 72" x 24" - 32" H

DESCRIPTION: The 5000 Series 36" x 72" Cooperative Table top is constructed of 1-1/8" thick high-density particleboard core with a laminate finish and premium Sure Edge® banding. Virco's Sure Edge® is a durable, urethane-based, water-resistant, seamless, chemically bonded protectant. Sure Edge® seals top edges and helps prevent warping. The tamper resistant Sure Edge won't peel or flake, and resists fading when exposed to direct sunlight. All 5000 Series Tables come standard with tubular steel legs. Adjustable height legs have a 2-1/4" diameter powder-coated upper with a 2" diameter chrome lower. Adjustable-Height Models include a positive locking device that employ two set screws to secure the lower leg. Standard height legs come with built in cable management access on the top and bottom of each leg. All standard height legs have a protective plastic sleeve at the top leg, adding protection and aesthetic appeal. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

FRAME: Upper Leg: Silver Mist, Lower Leg: Chrome

TOP LAMINATE: Asian Sand (MPL008)

EDGE COLOR: Cobalt Blue (BLU65)

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A121	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Art Table

ITEM NO: T-10

MANUFACTURER: Shain by Diversified Woodcraft

BASIS OF DESIGN: Plain Apron Table, HPL Top, Maple Apron and Legs

MODEL NO.: P7901M30L

DIMENSIONS: 42" X 60" X 30H

DESCRIPTION: Plain Apron Tables legs and aprons are constructed of solid maple, and are smoothly machined. They are finished with a chemical resistant, earth-friendly UV finish. Aprons are constructed of solid maple and are 13/16"Dx4-1/2"H with heavy-duty 13-gauge steel corner braces. 2-1/4" square solid maple legs, with 5/16" hanger bolts installed, are attached to apron with nuts and washers supplied. All tables are equipped with non-skid adjustable glides for precise leveling and for prevention of rocking on uneven floors. Tables are supplied with black rubber leg boots which offer protection against scuffing and chemical spills. Standard table height is 30" with a weight capacity of 500 lbs. Top shall be 1 1/4" Black High Pressure Laminate. Edges of top are finished with vandal resistant T-molding. Diversified Woodcrafts Inc. is SEFA compliant and MAS Certified Green. Limited Lifetime Warranty. Made in the USA.

LAMINATE TOP: Black

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C109	08

**TOTAL:** **08**

ITEM: STEM Table  
 ITEM NO: T-11  
 MANUFACTURER: Smith Systems  
 BASIS OF DESIGN: Planner Studio Table  
 MODEL NO.: 25224f  
 DIMENSIONS: 42" x 60" x 29"

DESCRIPTION: The Planner Studio MakerSpace, Fixed Height table has heavy duty construction with a sturdy work surface that can hold 400 pounds. The 1 1/4" thick work surface consists of a 45 lb density particle board core with a .030" high pressure laminated surface and a .020" melamine backer sheet. The edge of the work surface features a 3mm flat self edge. The FRAME consists of two fully welded leg segments and a center support channel. The legs are attached to the pre-drilled holes in the top with #10 x 5/8" wood screws through a 14-gauge steel mounting plate. The mounting plate is welded to (2) 60mm x 60mm 14-gauge steel square tube legs which are welded to a 1" x 2" 14-gauge steel tube cross bar. The center support channel is 2" x 3" 14-gauge steel, with 14-gauge steel end plates for maximum stability. The center support channel is connected to the legs by (4) connector bolts. 4" Locking casters are standard.

LAMINATE TOP: Mission Maple (7990-60)

LEG PAINT: Orange

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B127	08
<b><u>TOTAL:</u></b>	<b><u>08</u></b>

ITEM: Office Meeting Table

ITEM NO: T-12

MANUFACTURER: Global

BASIS OF DESIGN: Global 42" Round Laminate Meeting Table with 4-Leg Metal Base

MODEL NO.: GCAR42BU

DIMENSIONS: 42" Diameter x 29" H

DESCRIPTION: Global 42" Round Meeting table is made of 45 lb. density particle board covered on both sides with high performance, thermally fused laminate. All tops are 1 1/8" thick with high performance, thermally fused laminate on both sides. Table top shall have a 1 3/4" built-up self edge. ANSI/BIFMA Level 2 Certified

LAMINATE TOP: Walnut Heights (WHE)

BASE: Grey

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B108 B112 B206	01
<b><u>TOTAL:</u></b>	<b><u>03</u></b>

ITEM: Conference Table 12'

ITEM NO: T-13

MANUFACTURER: Global

BASIS OF DESIGN: Global Boat Top Table with 2-Leg Metal Base

MODEL NO.: GCT12WBBU

DIMENSIONS: 48"D x 120"W x 29"H

DESCRIPTION: Global 12' Boat Shape Conference Boardroom table is made of 45 lb. density particle board covered on both sides with high performance, thermally fused laminate. All tops are 1 1/8" thick with high performance, thermally fused laminate on both sides. Table top shall have a 1 3/4" built-up self edge. ANSI/BIFMA Level 2 Certified

LAMINATE TOP: Walnut Heights (WHE)

BASE PAINT: Grey

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B111	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Conference Table 8'  
ITEM NO: T-14  
MANUFACTURER: Global  
BASIS OF DESIGN: Global Boat Top Table with 2-Leg Metal Base  
MODEL NO.: GCT8WBBU  
DIMENSIONS: 48"D x 96"W x 29"H  
DESCRIPTION: Global 8' Boat Shape Conference Boardroom table is made of 45 lb. density particle board covered on both sides with high performance, thermally fused laminate. All tops are 1 1/8" thick with high performance, thermally fused laminate on both sides. Table top shall have a 1 3/4" built-up self edge. ANSI/BIFMA Level 2 Certified  
LAMINATE TOP: Walnut Heights (WHE)  
BASE PAINT: Grey  
LOCATION(S):

Room  
B109

Quantity  
01

**TOTAL:      01**

ITEM: Cafeteria Table - Rectangle

ITEM NO: T-15

MANUFACTURER: Virco

BASIS OF DESIGN: Mobile Bench Tables with Sure Edge® on Tops and Benches

MODEL NO.: MTB172910 AEB

DIMENSIONS: Seat/Table Height: 17"/29" Open Dimensions: 120"L x 53"W Closed  
 Dimensions:

72-1/4"H x 36-15/16"D x 53"W

DESCRIPTION: These heavy-duty mobile folding bench tables have an automatic locking feature, as well as a safety clearance between table sections to help protect hands during opening. The tables also have a torsion bar for ease of operation, and are free-standing when closed. The frame shall consist of 13 gauge structural steel, welded together to form a one-piece construction. The center hinge and all pivot points shall have 3/8" diameter steel bolts with lock nuts. The top and benches shall be constructed of 3/4" thick, 45lb density particleboard surfaced with a high-pressure laminate and a backing sheet, and premium Sure Edge® banding on top and benches. The Sure Edge finish shall consist of a urethane-based protectant that is bonded chemically to the substrate of the top or benches. The tamper-resistant Sure Edge finish, applied with an innovative anti-bacterial process for enhanced cleanliness and hygiene, shall function as an effective moisture barrier, which seals the substrate of a top or bench between its high-pressure laminate surface and backing sheet. The Sure Edge finish shall have no gaps or seams, preventing food particles from lodging in table-top or bench-top edges. The top shall be attached to the frame with sheet metal screws. The bench swivel shall be a full 90°, constructed of 1/8" hot-rolled stamped steel and embossed for added rigidity. The bench swivel bracket shall be 1-3/8" x 6" wide and mounted with 3/8" bolts. Steel formed angle brackets shall be 1" x 1-3/8" wide. Steel Z-channel aprons shall be 2" x 14 gauge. In the folded position, the table shall rest on four 3-1/2" swivel casters with ball bearing raceways and 1-5/16" wide rubber wheels. Each of the table's middle legs shall have a 1" rubber crutch tip. The crutch tips shall have steel inserts. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

LAMINATE TOP: Fusion Maple (BRN38)

EDGE: Cobalt Blue (BLU65)

FRAME: Chrome

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C116	07
<b><u>TOTAL:</u></b>	
	<b><u>07</u></b>

ITEM: Cafeteria Table - Round

ITEM NO: T-16

MANUFACTURER: Virco

BASIS OF DESIGN: Mobile Bench Tables with Sure Edge® on Tops and Benches

MODEL NO.: MTBO17295 AEB

DIMENSIONS: Bench/Table. Ht.: 17"/29" Open Dim.: 82-1/8"L x 76-1/4"W Closed Dim.: 52-1/2"H x 35-5/8"D x 76-1/4"W

DESCRIPTION: These heavy-duty mobile folding bench tables have an automatic locking feature, as well as a safety clearance between table sections to help protect hands during opening. The tables also have a torsion bar for ease of operation, and are free-standing when closed. The frame shall consist of 13 gauge structural steel, welded together to form a one- piece construction. The center hinge and all pivot points shall have 3/8" diameter steel bolts with lock nuts. The top and benches shall be constructed of 3/4" thick, 45lb density particleboard surfaced with a high-pressure laminate and a backing sheet, and premium Sure Edge® banding on top and benches. The Sure Edge finish shall consist of a urethane-based protectant that is bonded chemically to the substrate of the top or benches. The tamper- resistant Sure Edge finish, applied with an innovative anti-bacterial process for enhanced cleanliness and hygiene, shall function as an effective moisture barrier, which seals the substrate of a top or bench between its high-pressure laminate surface and backing sheet. The Sure Edge finish shall have no gaps or seams, preventing food particles from lodging in table-top or bench-top edges. The top shall be attached to the frame with sheet metal screws. The bench swivel shall be a full 90°, constructed of 1/8" hot-rolled stamped steel and embossed for added rigidity. The bench swivel bracket shall be 1-3/8" x 6" wide and mounted with 3/8" bolts. Steel formed angle brackets shall be 1" x 1-3/8" wide. Steel Z- channel aprons shall be 2" x 14 gauge. In the folded position, the table shall rest on four 3-1/2" swivel casters with ball bearing raceways and 1-5/16" wide rubber wheels. Each of the table's middle legs shall have a 1" rubber crutch tip. The crutch tips shall have steel inserts. GREENGUARD Certified. ANSI/BIFMA tested. Manufactured and assembled in the USA. 15 Year Warranty.

LAMINATE TOP: Fusion Maple (BRN38)

EDGE: Squash (YLW47)

FRAME: Chrome

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
C116	18
<b><u>TOTAL:</u></b>	<b><u>18</u></b>

ITEM: Side Table - Student

ITEM NO: T-17

MANUFACTURER: Global

BASIS OF DESIGN: River 36" Round Laminate Coffee Table

MODEL NO.: 7734

DIMENSIONS: 36" Diameter x 17 "H

DESCRIPTION: 36" Round Laminate table with 4 legs. Table tops are made with high pressure laminate. The tapered legs are made of welded steel, heavy duty construction, with each leg bolted directly to the frame. Tables have a leg height of 6.5" for easy cleaning under product. Each leg is standard with adjustable black leveling glide and are non-marking. Lifetime Warranty. Meets or exceeds all applicable BIFMA standards for safety and durability.

LAMINATE TOP: Clear Maple (CMB)

BASE: Tungsten

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A116 A130 B121 A216 A230 B218	02
<b><u>TOTAL:</u></b>	<b><u>12</u></b>

ITEM: Side Table - Faculty  
ITEM NO: T-18  
MANUFACTURER: Global  
BASIS OF DESIGN: River 18" Round Laptop Table  
MODEL NO.: 7743  
DIMENSIONS: 18" Diameter x 25 ¼ "H  
DESCRIPTION: 18" Round Laminate table with disc base. Table tops are made with high pressure laminate. Lifetime Warranty. Meets or exceeds all applicable BIFMA standards for safety and durability.  
LAMINATE TOP: Willow Grey (WGY)  
LEGS: Tungsten  
LOCATION(S):

Room  
B101

Quantity  
02

**TOTAL:** **02**

ITEM: Library Computer Table  
ITEM NO: T-19  
MANUFACTURER: Liat  
BASIS OF DESIGN: Panther Pod Table  
MODEL NO.: PA-ST-2160P-29-SG + Grommet in top Center/Corner  
DIMENSIONS: 21"D x 60"W x 29"H  
DESCRIPTION: Panther Pod Table with PVC Edge Tops - 1-1/8" thick, particle board core Laminate - .050" thick high pressure laminate top surface and a phenolic backing sheet. Edges - banded with a 3mm PVC edge band. The standard leg shall be constructed of a 60mm diameter steel leg connected to a square steel mounting plate with an M10 bolt. The leg plate attaches to the top with (8) #9 x 1" PPH screws. Each standard leg shall be fitted with a black 60mm diameter leveling glide that provides 1" of height adjustment.  
LAMINATE TOP: Dune Wood  
EDGEBAND: Kensington Maple  
BASE PAINT: Steel Gray

LOCATION(S):

Room  
B121

Quantity  
03

**TOTAL:** **03**

ITEM: Display Case  
ITEM NO: Z-01  
MANUFACTURER: Waddell  
BASIS OF DESIGN: Reliant Display Case  
MODEL NO.: 2175  
DIMENSIONS: 60"W x 16"D x 80"H  
DESCRIPTION: The lighted display case has a 5'-0" aluminum framed case, four half-length adjustable shelves, and a lighted cornice with premium LED strip lights.  
BASE COLOR: Natural Oak  
FRAME COLOR: Satin Natural  
BACK PANEL: Plaque Fabric  
LOCATION(S):

Room  
B128

Quantity  
02

**TOTAL:** **02**

ITEM: Coat Tree  
ITEM NO: Z-02  
MANUFACTURER: Safco  
BASIS OF DESIGN: Spiral Nail Head Coat Rack  
MODEL NO.: 4191NC  
DIMENSIONS: 15"W x 15"D x 67"H  
DESCRIPTION: Coat rack with eight brushed aluminum, nail head coat hooks. Powder coated steel base and post.  
COLOR: Black and brushed aluminum  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B108	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: American Flag  
 ITEM NO: Z-03  
 MANUFACTURER: Virco  
 BASIS OF DESIGN: US Flag  
 MODEL NO.: FLAGIN1624  
 DIMENSIONS: 16"H x 24"W  
 DESCRIPTION: US flag mounted on 7/16" x 48" staff.  
 LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A104	A105	A106	A108	A109	A110	A114	01
A115	A117	A118	A128	A129	A133	A134	B127	C107	C108	
C109	A201	A202	A203	A204	A205	A206	A208	A209	A210	
A214	A215	A217	A218	A228	A229	A233	A234	B203	B208	
B209	B210	B211	B216	B217	B219	B220				

**TOTAL:      47**

ITEM: Trash Can  
 ITEM NO: Z-04  
 MANUFACTURER: Virco  
 BASIS OF DESIGN: Waste Can  
 MODEL NO.: TRSHCAN  
 DIMENSIONS: 11"W x 15-1/4"D x 19-7/8"H  
 DESCRIPTION: Waste can, plastic construction, 41-1/4 quart capacity  
 COLOR: Gray  
 LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A101 A102 A103 A104 A105 A106 A108 A109 A110 A113 A114 A115 A116 A117 A118 A121 A127 A128 A129 A130 A133 A134 B105 B106 B107 B109 B111 B112 B114 B117 B121 B122 B126 B127 B129 C107 C108 C109 C111 C112 C113 C125 C129 A201 A202 A203 A204 A205 A206 A208 A209 A210 A213 A214 A215 A216 A217 A218 A222 A227 A228 A229 A230 A233 A234 B203 B206 B207 B208 B209 B210 B211 B212 B216 B217 B218 B219 B220	01
B101 B115	02
B108	03
<b><u>TOTAL:</u></b>	<b><u>85</u></b>

ITEM: Listening Center  
 ITEM NO: Z-05  
 MANUFACTURER: Hamilton Buhl  
 BASIS OF DESIGN: Audio Ace Mega Listening Center  
 MODEL NO.: HMC/CD385/6SV

DESCRIPTION: Listening Center includes an Audio Ace Media Player, six SC-7V Deluxe headphones with volume control, a stereo jackbox with individual volume control and a large, durable lockable carrying case. The Audio Ace portable boombox/media player includes built-in Bluetooth® for streaming audio from your tablet, smart phone, computer or any other Bluetooth® enabled device. It also plays CDs, has a built-in cassette recorder and FM radio. Device allows recording from Bluetooth® signal. Powered by AC or batteries.

LOCATION(S):

<u>Room</u>										<u>Quantity</u>
A101	A102	A103	A108	A109	A110	A114	A115	A117	A118	01
A128	A129	A133	A134	A201	A202	A203	A208	A209	A210	
A214	A215	A217	A218	A228	A229	A233	A234	B208	B209	
B210	B216	B217	B219	B220						
<b><u>TOTAL:</u></b>										<b><u>35</u></b>

ITEM: Laminator  
ITEM NO: Z-06  
MANUFACTURER: GBC  
BASIS OF DESIGN: Pinnacle 27 Thermal Roll Laminator  
MODEL NO.: 1701700A  
DIMENSIONS: 42"W x 24-1/2"D x 15"H  
DESCRIPTION: Roll Laminator with a laminating speed of 10' per minute. Warm-up time is 8-10 minutes with an LED light and audible alert signal when warm-up is complete. Laminator includes built-in trimmer, auto reverse, temperature readout and footage counter. Maximum document width is 27". Maximum document thickness is 3 mil. Limited 1-year Warranty.

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B101	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

ITEM: Laminator Cart

ITEM NO: Z-06.1

MANUFACTURER: Little Giant

BASIS OF DESIGN: Mobile Workstation with Storage Drawers

MODEL NO.: MW-2448-5TL-2DR

DIMENSIONS: 48"W x 24"D

DESCRIPTION: Mobile metal workstation shall have two locking drawers, keyed alike. Drawers measure 13"W x 17"D x 4-1/2"H. Shelf is 18" below drawer. Workstation shall have non-marking 5" polyurethane casters, two rigid and two total-lock swivels that lock both wheel and swivel at the same time.

LOCATION(S):

Room  
B101

Quantity  
01

**TOTAL:      01**

ITEM: Binding Machine

ITEM NO: Z-07

MANUFACTURER: GBC

BASIS OF DESIGN: CombBind C110E Electric Binding Machine

MODEL NO.: 7704250C

DESCRIPTION: Binder with 330 sheet binding capacity, push-button electric punch of 15 sheets, front binding, and adjustable edge guide for oversize covers. Limited 1-year Warranty.

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B101 B212	01

**TOTAL:      02**

ITEM: Paper Trimmer

ITEM NO: Z-08

MANUFACTURER: Martin Yale

BASIS OF DESIGN: Premier Green Board Paper Trimmer

MODEL NO.: W18

DIMENSIONS: 26-3/4"L x 20-3/4"W x 4-1/2"H, Cutting Length: 11-3/4"

DESCRIPTION: Trimmer has heavy-duty 3/4" thick wood base and can cut up to 20 sheets aT once. Trimmer accurately cuts paper, matte board, cardboard, film and textiles. It has non-skid rubber feet. It has permanent 0.5" grid and patented automatic blade latch to lock with every cutting motion. The blade is high-carbon steel and is self-sharpening. A finger guard protects the entire length of the blade, and a torsion spring prevents the blade from falling during operation. Lifetime limited warranty on blades; 1-year warranty on all other components.

LOCATION(S):

<u>Room</u>					<u>Quantity</u>
B101	B117	B122	B212		01
<b><u>TOTAL:</u></b>					<b><u>04</u></b>

ITEM: Emergency Evacuation Chair

ITEM NO: Z-09

MANUFACTURER: Evac+Chair

BASIS OF DESIGN: Evac+Chair E300H

MODEL NO.: E300H Mk4

DIMENSIONS: 20"W x 8"D x 41"H

DESCRIPTION: Single-person operated chair is designed to allow the safe egress of mobility impaired persons from a building in the event of an emergency or evacuation. Chair weighs 19lbs. and has a weight capacity of 400lbs. Assemble item; no installation.

COLOR: Blue powder coated texture finish with a contrasting fire retardant yellow hammock.

LOCATION(S):

<u>Room</u>	<u>Quantity</u>
A-S1 A-S2 B-S1	01

**TOTAL:** **03**

ITEM: Safe  
ITEM NO: Z-10  
MANUFACTURER: AdirOffice  
BASIS OF DESIGN: Security Safe with Digital Lock  
MODEL NO.: 670-100-03  
DIMENSIONS: 13.8"W x 14.2"D x 20.5"H  
DESCRIPTION: This 2.32 cubic feet safe is constructed of steel and has a programmable keypad as well as two override keys.  
COLOR: Black  
LOCATION(S):

<u>Room</u>	<u>Quantity</u>
B114	01
<b><u>TOTAL:</u></b>	<b><u>01</u></b>

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