

ANNA H. ROCKWELL ELEMENTARY SCHOOL

**FURNITURE, FURNISHINGS AND EQUIPMENT
PACKAGE "A"**

State Project No. 009-0058-RNV

**400 WHITTLESEY DRIVE
BETHEL, CT 06801**

**PERKINS
— EASTMAN**

**Procurement Submission
Date: August 19, 2019
PE PROJECT No. 68961.01**

Project Manual for

Anna H. Rockwell Elementary

Furniture, Furnishings & Equipment – Package “A”

State Project No. 009-0058-RNV

PE Project 68961.01

Owner

Town of Bethel
1 School Road
Bethel, CT 06801
Telephone: 203-794-8601

Architect

Perkins Eastman
422 Summer Street
Stamford, Connecticut 06901
Telephone: 203-251-7400

Technology / Security

D'Agostino & Associates
1266 East Main Street, Suite 700R
Stamford, CT 06902

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BIDDING REQUIREMENTS

TOWN OF BETHEL, CONNECTICUT
BIDDING REQUIREMENTS
FOR
FURNITURE, FURNISHINGS & EQUIPMENT
ANNA H. ROCKWELL ELEMENTARY SCHOOL

INVITATION TO BID

Town of Bethel
County of Fairfield
State of Connecticut

Request for Qualification/Request for Proposal # 2019-307

Sealed Bids for Furniture, Fixtures & Equipment and Technology and Security for the Rockwell and Johnson Elementary School Renovation Projects.

Notice is hereby given that sealed bids will be received at the Office of the Purchasing Agent, Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801 until 10:45AM on Thursday October 10, 2019. The bids will be opened at 11:00 AM on Thursday October 10, 2019 in Meeting Room A of the Municipal Center. The Town seeks qualified bidders for FF&E, Technology and Security for the Rockwell and Johnson Elementary Renovation Projects. There is an optional site walk on Tuesday October 1, 2019 at 3:30 P.M. starting at Johnson School. Details for the project requirements and scope of services may be obtained at the Office of the Purchasing Agent/Town Finance at 203-794-8563 or the homepage of our website: bethel-ct.gov. The Board of Selectman upon recommendation of the Procurement Committee and Public Site and Building Commission reserves the right to accept and/or reject any portion of said bid, to waive any technicality in any bid or part thereof and to accept any bid as provided in Section 8-13c of the Charter of the Town of Bethel.

Dated at Bethel, Connecticut, this 24rd day of September 2019.

Town of Bethel Procurement Committee
Matthew S. Knickerbocker, First Selectman
Robert V. Kozlowski, Comptroller
Lauren J Cunningham, Purchasing Agent

**REQUEST FOR QUALIFICATIONS AND
PROPOSALS FOR FURNITURE FIXTURES & EQUIPMENT,
TECHNOLOGY AND SECURITY FOR THE ROCKWELL & JOHNSON
ELEMENTARY SCHOOL RENOVATION PROJECTS**

**Town of Bethel Procurement Committee/Town Finance
1 School Street, Bethel, CT 06801**

Request for Qualifications/Request for Proposals “RFQ/RFP 2019-307”

Release Date: September 24, 2019

Optional Site Visit: October 1, 2019 3:30 p.m. starting at Johnson School

RFQ/RFP Due Date: October 10, 2019 at 10:45 a.m.

Owner: The Town of Bethel (Town)

Issued By: Town of Bethel Procurement Committee (BPC), Robert V. Kozlowski, Comptroller

Project Oversight: Town of Bethel Public Site and Building Commission (PSBC)

Project Names: Rockwell School Project & Johnson School Project

Project Locations: Anna H Rockwell School, 400 Whittlesey Drive, Bethel, CT 06801 and Ralph M T Johnson School, 500 Whittlesey Drive, Bethel, CT 06801

Contact Persons: Town Procurement Committee, Mr. Robert Kozlowski (203) 794-8563

Public Site and Building Commission: Chair: Ms. Nancy Ryan (203) 794-8501

Board of Education (BOE) Support for Questions:

Dr. Christine Carver, Superintendent of Schools (203) 794-8601,

Ms. Theresa Yonsky, Director of Fiscal Services (203) 794-8603

Mr. Robert Germinaro, Supervisor of Facility & Security Operations (203) 794-8603

Owner’s Rep: STV|DPM, Geralyn Hoerauf

Architectural Firm : Perkins Eastman, Joseph Culotta, Project Manager

Construction Manager: The Rizzo Corporation, Ken Hunt, Project Manager

A. Background

Brief description of the two projects:

Ralph M T Johnson School: Johnson currently serves approximately 450 students in grades 4 and 5 in a building constructed in 1980. Total square footage is 56,297 and total site is approximately 14 acres. The project expands this school to house grades 3, 4 and 5 and renovates to new the entire structure.

Anna H Rockwell School: Rockwell currently serves approximately 400 students in a building originally constructed in 1971 with an addition in 1977. Rockwell contains approximately 57,000 square feet on an approximately 24 acre site. This project renovates to new the entire building and changes the grade configuration from K to 3 to K to 2.

The projects are separate projects per the State Office of School Construction/Department of Administrative Services but being done concurrently. Your proposals must delineate cost separately as it will be required throughout the projects.

The Town of Bethel Procurement Committee must comply with procuring goods and services in conformance with related State of Connecticut and Town of Bethel laws, regulations and charter.

The Town of Bethel/Bethel Board of Education is exempt from the payment of Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the price. Exemption certificates will be furnished upon request.

PROPOSAL REQUIREMENTS

A. Optional Site Visit

All interested companies may participate in an optional walk through of the site. This walk through will take place on Tuesday, October 1, 2019 at 3:30 p.m. beginning at Johnson School .

Questions

Questions and RFI's must be submitted in writing to Theresa D. Yonsky at yonskyt@bethel.k12.ct.us through noon on October 3, 2019. Responses will be supplied to all interested firms via email. No direct or indirect contact with selection panel members or the architects or consultants is allowed and will be grounds for immediate rejection of the proposal; all questions must be submitted as described in this paragraph.

B. Proposal Submission Deadline and Format

All RFQ/RFP submissions must be received by the Town by 10:45 a.m. on Thursday Oct. 10, 2019.

Request for Qualifications Proposals must be submitted in a separate sealed envelopes clearly marked **“Johnson School RFQ/P FF&E 2019-307” “Johnson School RFQ/P Technology 2019-307” “Johnson School RFQ/P Security 2019-307” “Rockwell School RFQ/P FF&E 2019-307” “Rockwell School RFQ/P Technology 2019-307” “Rockwell School RFQ/P Security 2019-307”**. One electronic PDF and three hard copies must be submitted. The responses must be submitted to the office of Purchasing Agent, Town of Bethel, 1 School Street, Bethel, CT 06801.

Any information or materials submitted as a response to this RFQ and RFP shall become property of the Town of Bethel and will not be returned. Any expense incurred for the submission of this RFQ and RFP is the responsibility of the firm submitting and no expense will be reimbursed by the Town of Bethel. All submitted materials will be available for public review.

C. Qualifications Package

Minimum information to be included:

Firm Overview.

- Name of firm and firm's representative and his/her contact information
- Location of principal and branch offices that would work on these projects
- Length of time in business

Past Claims or Disputes.

- Please list any claims, disputes, or arbitration proceedings that have occurred on any school projects you firm has been involved with in the last five (5) years. Indicate who they were with and give a status of each even if they are pending.
- Please list any school building projects in the last five (5) years in CT for which your firm was removed or chose to leave during the project.
- Information concerning any suits filed, judgments entered or claims made against your firm during the last five (5) years with respect to services provided by your firm, or any declaration of default or termination for cause against your firm with respect to such services. In addition, state whether during the past five (5) years your firm or your proposed consultant(s) or subcontractors has been suspended from bidding or entering into any government contract.

Affirmative Action.

- Include statement of Affirmative Action compliance. If you need a sample, one can be provided.
- Also, as this is a Bethel Public School Project, adherence to Bethel Board of Education's Non-discrimination clause is required and is listed here:

The Bethel Public Schools are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Bethel Public Schools do not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws and provides equal access to the Boy Scouts and other designated youth groups. The Bethel Public Schools do not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Bethel Public Schools nondiscrimination policies should be directed to:

Dr. Kristen Brooks (Title IX District Coordinator)
Assistant Superintendent of the Bethel Public Schools
1 School Street, Box 253
Bethel, CT 06801
Phone: [\(203\) 794-8613](tel:2037948613)
email: brooksk@bethel.k12.ct.us

Dr. Christine Sipala (Section 504 District Coordinator)
Director of Special Education and Pupil Services
1 School Street, Box 253
Bethel, CT 06801
Phone: [\(203\) 794-8616](tel:2037948616)

email: budriss@bethel.k12.ct.us

D. Additional Requirements

Proposal shall confirm the following in writing:

1. Insurance coverage

The Contractor shall purchase the following types of insurance, and maintain all insurance coverage for the life of the contract, from an insurance company or companies with an A.M. Best rating of A- (VII) or better. Such insurance shall protect and indemnify Town of Bethel and Bethel Board of Education from all claims which may arise out of or result from the Contractor's obligations under this Agreement, whether caused by the Contractor or by a subcontractor or any person or entity directly or indirectly employed by said Contractor or by anyone for whose acts said Contractor may be liable.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide Town of Bethel and Bethel Board of Education with certificates of insurance prior to commencement of the work, describing the coverage and providing that the insurer shall give Town of Bethel and Bethel Board of Education written notice at least ten (10) days in advance of any termination, expiration or changes in coverage.

CONTRACTOR'S costs for all CONTRACTOR insurance required by the contract shall be included in its Total Bid Price and shall include only the CONTRACTOR'S direct and actual costs for such insurance, without any mark-ups by either the CONTRACTOR or SUBCONTRACTORS of any tier.

If any of the listed insurances are not applicable to the goods/services provided please state that and why.

Worker's Compensation

Contractor shall provide worker's compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$1,000,000 each accident by bodily injury; \$1,000,000 each accident by disease; and a policy limit of \$1,000,000. Such policy shall contain a "waiver of our right to recover from others endorsement" in favor of the Town of Bethel and Bethel Board of Education.

Commercial General Liability Insurance

Contractor shall provide a commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance carried by the Town of Bethel and

Bethel Board of Education. Such Policy shall name the Town of Bethel and Bethel Board of Education as an Additional Insured with respect to claims arising out of the Contractor's negligence or for the negligence of those for whom the Contractor is responsible, by endorsement, ISO Forms CG2010 and CG 2037 or their equivalent.

Commercial Automobile Insurance

Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

Umbrella Liability Insurance

Contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits and coverage described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

Professional Liability Insurance

Professional liability (also know as, errors and omissions) insurance providing coverage to the Contractor.

2. Independent Contractor

All activities performed by the Contractor and its agents, employees or representatives are, for all purposes under this Agreement, performed as an independent contractor and not as an employee of Town of Bethel and Bethel Board of Education and neither the Contractor nor its employees shall be entitled to any benefits to which employees of Town of Bethel and Bethel Board of Education are entitled including, but not limited to, worker's compensation, overtime, retirement benefits, health care benefits, vacation pay or sick leave.

3. Indemnification

The contractor shall indemnify and hold harmless the Town of Bethel & Bethel Board of Education and its agents and Employees from and against all claims, damages, losses and expenses, including Attorney's fees arising out of, or resulting from the performance of the work.

E. Exceptions to RFQ/RFP Requirements Herein

Provide a detailed list with explanations of any and all exceptions being made in the proposal.

PROPOSAL REVIEW AND CONTRACTOR SELECTION PROCESS

A. Selection

The BPC/TFD will review the responses for compliance with the required documentation to determine responsiveness. The responsive submittals will then be evaluated based on the responses to specifics outlined in this RFP/RFQ, including but not limited to the following criteria:

- Price
- Experience with work of similar size and scope with successful outcomes
- Past performance/ References
- Project schedule
- Warranty offered on equipment and labor
- Other criteria specific to the project

The BPC/TFD may narrow the list of applicants and schedule follow up questions as they deem necessary. Public Law 08-169 requires the Selection Committee to make an award "...from a pool of not more than the four most responsible qualified proposers..." The "most responsible qualified proposer" is the proposer "...who is qualified by the awarding authority when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in the request for proposals."

B. Right to Reject Submissions

The Town/BPC/TFD may at any time prior to the selection of a respondent reject any and all proposals and cancel this RFQ/RFP, without liability therefore, when doing so is deemed to be in the Town's best interests. Further, regardless of the number and quality of proposals submitted, the Town/BPC/TFD shall under no circumstances be responsible for any respondent's cost, risk and expenses. The Town accepts no responsibility for the return of successful or unsuccessful proposals. This RFQ/RFP in no way obligates the Town/BPC/TFD to select a respondent.

SECTION 001000 INSTRUCTIONS TO BIDDERS

ARTICLE 1. QUALIFICATIONS OF BIDDERS

- 1.3 In evaluating Bids, Bethel will consider the qualifications of only those Bidders who's Bids, among other factors, are in compliance with the requirements set forth elsewhere in the Bid Documents.

ARTICLE 2. COPIES OF BID DOCUMENTS

- 2.1 Complete sets of Bid Documents shall be used in preparing Bids; neither Bethel nor it's representative assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.
- 2.2 The Town and it's representative in making copies of Bid Documents available do so only for the purpose of obtaining Bids on the Work and do not confer a license or grant for any other use.

ARTICLE 3. EXAMINATION OF BID DOCUMENTS AND SITE

- 3.1 Before submitting a Bid, each Bidder must (a) examine the Bid Documents thoroughly, (b) familiarize itself with all Federal, State and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the Work; and (c) study and carefully correlate the Bidder's observations and findings with the requirements of the Bid Documents.
- 3.2 The submission of a Bid will constitute an incontrovertible representation by the Bidder that they have complied with every requirement of this Article 3 and that the Bid Documents are sufficient in scope and detail to indicate and convey all terms and conditions necessary for the Bidder's proposed performance of the Work.

ARTICLE 4. INTERPRETATIONS

- 4.1 All questions about the meaning or intent of the Documents related to Furniture, Fixtures and Equipment, Technology Equipment or Security as outlined in the Bid Packages must be submitted to writing to Theresa D. Yonsky at yonskyt@bethel.k12.ct.us **at least five (5) calendar days before the date herein set for the opening of Bids.**
- 4.2 Bethel will issue written clarifications or interpretations by Addenda not later than **four (4) calendar days before the date herein set for the opening of Bids.** Only information issued by Bethel written Addenda will be binding. Oral and other clarifications or interpretations will not be binding and will be without legal effect. In Bethel's sole discretion, Addenda may be mailed via certified mail, with return receipt requested, overnight delivery, or facsimile to all parties recorded as having received the Bid Documents.
- 4.3 Each Bidder shall be responsible for determining that it has received all Addenda issued and shall acknowledge receipt of all Addenda in the Bid Form and the Bidder shall list therein all written Addenda number(s) issued.

ARTICLE 5. PRE-BID CONFERENCE

- 5.1 NONE

ARTICLE 6. BID FORM

- 6.1 Each Bid shall be submitted on the Bid Form and Category Summary Sheets included in Sections 004100 of the Bid Documents. The Bid Form and Category Summary Sheets shall be removed from the Bid Documents, filled in as required below, and submitted to Bethel. Bidders must fill in all blank spaces on the Bid Form and Category Summary Sheets for Bid prices, including without limitation unit prices, add alternates, extended prices and total price or the Bid will not be considered and shall be void. **Bidder must submit a price on all items listed in a Category; otherwise, partial bids within a category will be rejected.**

- 6.2 Bid Forms and Category Summary Sheets shall be completed in ink or by computer. The Bid price of each item on the form shall be stated in words and in figures. If unit prices are required on the Bid Form, discrepancies between unit prices and their respective total amounts will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. **Please make sure you math is correct.**
- 6.3 All names shall be typed or printed below the signature.
- 6.4 The name and address to which communications regarding the Bid are to be directed shall be shown.
- 6.5 **One (1) electronic PDF and three (3) copies** of each Bid shall be submitted in a sealed opaque envelope bearing on the outside the name of Bidder, its address, and the Project Title for which the Bid is submitted. (If forwarded by mail, Bid and sealed envelope marked as described above shall be enclosed in another envelope with the notation "BID ENCLOSED" on the face and addressed as indicated in the Invitation to Bid.)

ARTICLE 7. RECEIPT OF BIDS

- 7.1 Sealed Bids for the Work of this Project will be received at the time and place indicated in the Invitation to Bid.
- 7.2 The Town of Bethel, in its sole discretion, may refuse to consider any Bid not prepared and/or not submitted in accordance with the Bid Documents.
- 7.3 Bidders are cautioned that it is the responsibility of each individual Bidder to assure that its Bid is in the possession of the Town of Bethel, or an alternate designated by him, prior to the stated time and at the place of the Bid Opening. The Town of Bethel is not responsible for Bids delayed by mail and/or delivery services of any nature.

ARTICLE 8. MODIFICATION AND WITHDRAWAL OF BIDS

- 8.1 Bids may be modified only by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to that time scheduled for the opening of Bids.
- 8.2 A Bid may be withdrawn by the Bidder prior to the scheduled time for the opening of Bids.
- 8.3 Any Bid received after the time and date specified as the time for the opening of Bids shall not be considered. Once bids are opened, no Bidder may withdraw its Bid for a period of ninety (90) days, excluding Saturdays, Sundays and legal holidays, after the actual date of the opening of the Bids.

ARTICLE 9. LOWEST RESPONSIBLE BIDDER

- 9.1 A purchase order may be awarded to the Lowest Responsible Bidder. The term "Lowest Responsible Bidder" as used herein shall mean the Bidder whose Bid Price is the lowest of those Bidders possessing, without limitation, the skill, ability, expertise, experience, qualifications and integrity necessary for the faithful performance of the Work, as determined by the Town of Bethel.
- 9.2 After review of these and other factors, including without limitation, responsiveness, qualifications and price, the Town of Bethel reserves the right to reject any and all Bids, to decline to make an award, to waive any and all informalities if it is in the Owner's best interest to do so. Owner reserves the right to disregard all nonconforming, nonresponsive, conditional Bids, and Bids taking exception(s) to the Bid Documents.
- 9.3 A Bid, which includes, for any Item(s), a Bid Price that is abnormally low or high may be rejected in its entirety.

- 9.4 The Town of Bethel reserves the right to reject the Bid of any Bidder that is considers not to possess the qualities set forth in Article 11.1 herein.

ARTICLE 10. PURCHASE ORDER ISSUANCE/AWARD AND EXECUTION OF CONTRACT

- 10.1 A purchase order(s) will be issued within sixty (60) calendar days, excluding Saturdays, Sundays, and legal holidays, after the actual date of the opening of the Bids.
- 10.2 If a contract is to be awarded, the Town of Bethel will give the Lowest Responsible Bidder a Notice of Award within ninety (90) calendar days, excluding Saturdays, Sundays, and legal holidays, after the actual date of the opening of the Bids.
- 10.3 Subsequent to a Notice of Award, if any, to the Lowest Responsible Bidder, multiple unsigned copies of a contract and all other applicable contract documents will be made available to the Lowest Responsible Bidder for its execution. Within five (5) calendar days, excluding Saturdays, Sundays and legal holidays, thereafter, Contractor shall sign and return all copies of the contract and all other applicable contract documents, including without limitation, all required bonds and certificates of insurance to the Town of Bethel. Thereafter, upon all required reviews, approvals, and signature, the Town of Bethel will deliver one fully signed copy of the contract to CONTRACTOR a written notice to proceed.

ARTICLE 11. ACCESS TO SITE

- 11.1 Representatives of the State and any local or federal agencies having an interest in the Work shall have access to the Work wherever it is in preparation or progress and the CONTRACTOR shall provide proper facilities for such access and inspection.

ARTICLE 12. SALES TAX

- 12.1 The goods and services to be provided under any contract or purchase order awarded pursuant to this Invitation to Bid is exempt from the sales taxes of the State of Connecticut.

ARTICLE 13. INSURANCE

- 13.1 Insurances shall be carried as stated earlier in the RFQ/P

ARTICLE 14. PURCHASE ORDER/CONTRACT TIME

BIDDER agrees and covenants that the Contract Time shall commence upon delivery of the Town's written notice to proceed, which shall occur after contract execution by both parties.

- 14.1 BIDDER agrees and covenants that the purchase order time shall commence upon issuance and terminate on (A date to be determined), unless the purchase order provides otherwise.

ARTICLE 15. BID DOCUMENTS.

- 15.1 Bid Documents shall be any and all sections, terms, conditions, forms, drawings, data, etc., listed in the Table of Contents of the Project Manual.

END OF SECTION

SECTION 002100 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

ARTICLE 0: SUCCESSFUL BIDDER'S SCOPE OF SUPPLY

The successful bidder shall, if provided an Owner's written notice of lowest responsible bidder status and upon joint execution of a formal written purchase order:

- a) Deliver to a specified indoor location at the Johnson and Rockwell Schools acceptable to the Owner [tailgate delivery shall not be permitted]; and (b) uncrate, unpack or otherwise remove from all shipping containers, pallets, etc. outside of the facility; and (c) provide all required handyman/laborer tools for, and fully assemble all furniture and equipment per manufacturer recommendations and instructions; and (d) move and position all furniture and equipment to locations set forth in the drawings and specifications; and (e) perform utility connections and hookups; and (f) remove all crates, packing materials, shipping containers, pallets, etc. from the School property and dispose of said items in a proper and acceptable manner. The above tasks are collectively referred to in the bid documents and herein as the "delivery".

ARTICLE 1: CONTRACT DOCUMENTS

1.1 A Purchase Order if awarded shall include without limitation the Invitation to Bid, Bid Form, The Statement of Bidder's Qualifications, Bid Specifications, Drawings, Quantity/Specification Matrix and Location Requirements (collectively the "Contract Documents").

1.2 The Contract Documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the Specifications and/or shown on the Drawings shall be immediately brought to the attention of the Architect for correction. Any such discrepancies, not corrected by Addenda, shall be resolved on the basis of furnishing the greater quantity and/or quality without change in contract price.

1.3 CODE COMPLIANCE REQUIREMENTS

- A. In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basis Building Code including 2003 ICC/ANSI A117.1, Section 504 Rehabilitation Act 1973 including the 2010 ADA Standards for Accessibility Design and Section 504 Regulations, and the Americans with Disabilities Act Title II including the 2010 ADA Americans with Disabilities Act Accessibility Design and ADA Regulations.
- B. Accessible knee/toe clearances shall be a minimum of: 30" wide, 27" high (24" child) and 19" deep. Dining surfaces and work surfaces used primarily for children 5 years and younger are exempt of knee height restrictions, but must provide a side approach to said work surfaces.
- C. Compliance with the current Connecticut Fire Safety Code and current O.S.H.A. – Title 29/Labor is also required when applicable.
- D. The "items" shall include, but are not limited to fixtures, furnishings, equipment, Work stations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.
- E. To Ensure attachment of FF&E and Technology Items where "items" are attached to wall, ceiling, and/or floor, specifications shall require contractor to provide information adequate

for Architect to verify that fixtures, furnishings and equipment attached to wall, ceiling and/or floor are attached securely. Review may be implemented during submittal process.

ARTICLE 2: AWARDING OF CONTRACTS AND PAYMENTS

- 2.1 The Bid Documents have been organized by bid package categories for quantities indicated. **Bidders must submit on all products within a category.**
- 2.2 Invoices for Payments:
1. Each supplier's invoices for payments for materials delivered or work completed shall be made out to the Town of Bethel attn.: Purchasing Agent/Town Finance.
 - a. Invoices for FF&E must be mailed to the Purchasing Agent as stated on the PO and also emailed to Perkins Eastman and STV|DPM for review. All invoices are approved by the building committee at a regularly scheduled meeting prior to payment.
 - b. Invoices for Technology Equipment and Security Equipment must be mailed to the Purchasing Agent as stated on the PO and also emailed to D'Agostino & Associates and STV|DPM for review. All invoices are approved by the building committee at a regularly scheduled meeting prior to payment.
 2. The Town of Bethel will not be responsible for any delays in payment if invoices are not submitted to the correct address.
- 2.3 Stored Materials: Invoicing for materials or equipment purchased or fabricated and stored off-site but not yet installed (phasing delivery only) must be submitted with the following documentation:
1. Copies of all invoices from your supplier showing the total value of the material that is being stored off site.
 2. An Insurance Certificate from your agent showing full value of items plus 10% stating specifically what the material is and where it is stored.
 3. An executed Security Agreement (copy can be provided)
 4. An executed Bill of Sale (copy can be provided)
 5. UCC1 Form must be filled out (copy can be provide) and mailed with fee to the Secretary of State. A copy should be returned to Sandy Hook.
- 2.4 To be eligible for payment of stored materials the materials must be stored at the Contractors place of business or a pre-approved location, be segregated from other materials and clearly marked with the project name.
- 2.5 Each Bidder shall submit with its bid, a project schedule indicating, for each manufacturer, critical deadlines required for the Bidder to guarantee the installation dates noted in the Invitation to Bid, including such items as receipt of purchase orders or contract, selection of colors and fabrics, shipping dates, delivery dates, installation durations, etc.

ARTICLE 3: PRECONSTRUCTION MEETING, SUBMITTALS, INSPECTION & EXAMINATION OF THE SITE

- 3.1 Before ordering any furniture and/or equipment, the successful bidder shall send the Owner's Representative, STV|DPM, a submittal binder of all awarded items. Upon receipt, the binder will be reviewed for final approval. Allow five (5) business days for review of each submittal. After all submittals have been approved, the Owner may schedule a meeting with the Vendors to be held onsite, approximately one month prior to Installation. The purpose of the meeting will

be to review project requirements: delivery/ installation schedule, coordination issues, parking and unloading constraints, clean-up and trash removal, etc.

- 3.2 Submittal Binder format: Documents should be in order by group, with item number and quantity clearly marked accordingly. Fabric & color samples should also be submitted for final review and approval, and all Model numbers must be included. **Even if bidding per specifications, submittals are still required for all items.**
- 3.3 The supplier shall be solely responsible for the accuracy of field dimensions. Any differences found shall be submitted to Owner for review and approval before proceeding. No extra compensation will be permitted because of differences between actual dimensions and measurements indicated on the Project Drawings.

ARTICLE 4: FIELD DIMENSIONS AND PRODUCT HANDLING

- 4.1 The successful bidder is required to uncrate and assemble furniture and equipment outside the new school building. Removal of packaging and packing materials will not be permitted within spaces of the new school facility. It will be the successful bidder's responsibility to provide temporary protection in case of inclement weather during furniture or equipment packing material removal and assembly.
- 4.2 The successful bidder is responsible for details and dimensions not controlled by job conditions. All required field dimensions beyond his control should be communicated to the Architect through either Shop Drawings or other method. The successful bidder shall cooperate to establish and maintain these field dimensions.
- 4.3 The successful bidder shall take all required precautions to protect furniture and equipment against damage, theft and deterioration on the site and shall respect the work of others. Any additional damage incurred to the work of others shall be promptly repaired or replaced at the expense of the successful bidder. All items shall be left in the proper location within the building and completely assembled, polished, cleaned, and in proper operating condition, inclusive of utility connections and hookups.
- 4.7 Storage of Furniture, and/or Equipment prior to installation is the sole responsibility of the supplier as on-site storage is minimal.
- 4.8 All items specified herein shall be delivered in an undamaged condition as packaged by the manufacturer, with the manufacturer's seal and label intact.

ARTICLE 5: PRODUCTS AND MATERIALS

- 5.1. All materials furnished shall be provided by a manufacturer regularly engaged in the manufacture or production of these products.
- 5.2 Materials shall conform to all applicable and current specific local, state and federal regulatory safety codes and Specifications.
- 5.3 Product & Manufacturer:
- a. Standard: Where specifications include a list of manufacturers' names, provide only a product by one of the manufacturers listed that complies with the requirements. Other Manufacturer's will not be considered.
 - b. Non-Standard: Where Specifications only list one manufacturer, provide a product by the manufacturer listed or an equivalent/equal product that complies with the requirements.

Must include specifications of an alternate manufacturer with your bid in order to be considered. If specifications are not included your bid will be considered non-responsive.

- 5.4 This successful bidder shall furnish for approval, as required by the Architect, all samples of construction, finish and colors. Items shall be offered in colors or combinations of colors. All items shall be furnished in accordance with such approved samples. Written approval of finishes must be obtained from the Owner.
- 5.6 The intent of this Specification is to insure the installation of quality furniture and/or equipment as listed. The Owner shall be the judge as to the acceptability of any other than that specified.
- 5.7 The successful bidder(s) for all FFE shall coordinate delivery with the STV|DPM, Attn: Rick Davidow, (860) 772-3011. The successful bidder(s) shall notify the Owner's Rep in writing of the items ready and scheduled for shipment. The successful bidder's delivery schedule must be approved by the Owner's Rep, otherwise your delivery may be denied.
- 5.8 The successful bidder(s) Technology and Security shall coordinate delivery and installation with D'Agostino & Associates LLC, Attn: Mark D'Agostino, Tel: (203) 539-6164. The successful bidder(s) shall notify the Technology Equipment Installation Manager in writing when the items will be ready and scheduled for shipment. The successful bidder(s) delivery schedule must be approved by the Technology Equipment Installation Manager, otherwise the delivery may be denied.
- 5.9 The vendor and/or installers are to report to STV|DPM or D'Agostino & Associates, LLC prior to unloading or installing any furniture, equipment or technology equipment. Construction personnel, School Department personnel, and the Architect will not be authorized to receive product.
- 5.10 The vendor and/or installer shall provide moving equipment appropriate for the floor finishes encountered. The vendor shall provide protection of all finished surfaces. This shall include, but not be limited to: pavement, curbs, sidewalks, floors, doors and frames, walls, ceilings, or other surfaces that may be impacted by the work of the vendor and/or installer. Payment for repairs required for damages caused by the vendor and/or installers is the responsibility of the vendor.
- 5.11 Partial Owner Occupancy: Owner will occupy the premises during the installation period, with the exception of areas under construction. Cooperate with Owner during installation to minimize conflicts and facilitate Owner usage. Perform the work so as not to interfere with Owner's operations. Maintain existing exits, unless otherwise indicated.
- 5.12 Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
- 5.13 Provide no less than 72 hours notice to Project Manager of activities that will affect Owner's operations.

ARTICLE 6: INSTALLATION AND ASSEMBLY

- 6.1 Install all items in accordance with the Drawings, Specifications, and/or verbal direction from the FF&E Coordinator or Technology Installation Manager.
- 6.2 All freight claims & signage will be the responsibility of the installer. All delivery receipts must be marked on arrival for any concealed damage claims to be effective. Any damages after the seven day period will be the sole responsibility of the installer. Notice of any damaged items must be determined as replaceable at 100% as new.
- 6.3 All Equipment having accessories (i.e. shelving, etc.) shall be unfastened from shipping position and placed as appropriate for their use. All Keys for locks shall be taped inside the furniture. All Industrial shelving must also be secured to the building. Cost must be included in your bid.
- 6.4 The Contractors are responsible for supplying the **installation crew with plans & distribution list** for correct placement. The use of the Owner's documents will not be permitted.
- 6.5 All delivery shall be performed in a workman like manner with skilled labor in accordance with manufacturer's instructions.
- 6.6 The successful bidder shall be required to demonstrate & provide Sandy Hook Staff with training session(s) on all equipment furnished at times and places scheduled through the Owner. More than one session or several hours will be required.
- 6.7 It shall be the responsibility of the successful bidder to adjust all furniture equipped with adjustable glides or leveling devices such that they are level and true. All height adjustable furniture and equipment is to be installed at the set height at the direction of the designer. All furniture and equipment having height adjustment devices requiring Allen, Hex-Head, or Set Screw Wrenches, or other special tools, are to be provided to the owner.
- 6.8 Where the work involves mounting or anchoring equipment to walls, the contractor is required to use responsible mounting methods so as not to damage work that may be located behind and within the wall (such as piercing a vent or duct). Any holes drilled in error must be reported to the Owner, and patched and painted by the contractor to match the adjoining surfaces.
- 6.9 Furniture & equipment delivered and stored temporarily until distribution and/or permanent installation by the vendor and/or installer will be the sole responsibility of the said vendor/installer. The Owner, Construction Manager, Program Manager, and its employees will not be responsible for FF&E and Technology equipment damaged, lost or stolen.

ARTICLE 7: CLEANING, MAINTENANCE AND ACCEPTANCE

- 7.1 All wrapping, scrap and debris resulting from this work shall be removed from the premises by this Supplier on a **daily basis**. Use of the Construction Manager or Owner's dumpsters **is not permitted**. The successful bidder shall then carefully and thoroughly clean, to Owner's approval, the entire installation.
- 7.2 The successful bidder shall be responsible for furnishing the services of a competent representative to demonstrate and instruct the Owner's representative of the proper operating and maintenance procedures.
- 7.3 Provide, **two (2)** bound copies of an operation and maintenance manuals that includes the following in order by group and item number: emergency instructions, spare part list, copies of all warranties and bonds, wiring diagrams, and shop drawings & product data on each item.

- 7.4 Final review for written acceptance of the delivery will commence subsequent to written request by the successful bidder to the Architect stating bidder's completion of its work in compliance with the drawings and specifications.

ARTICLE 8: CORRECTIONS AND GUARANTEES

- 8.1 All work and equipment and any items found not in conformance with the contract documents shall be repaired or replaced promptly without additional charge.
- 8.2 Defective or rejected equipment shall be temporarily repaired by the successful bidder to permit use until suitable replacement is replaced.
- 8.3 **All products shall be guaranteed, for a period of one (1) year from date of written acceptance by the Owner.**
- 8.4 Guarantee(s) shall be submitted in writing with the Bid response and shall cover both material and installation.
- 8.5 Each Trade Contractor agrees to remedy all punch list items within 2 weeks of issuance of said list. If this contractor is unable to remedy any item due to occupancy, then this contractor agrees to perform the work during non-occupancy hours, including, but not limited to 2nd shift, 3rd shift, weekends and holidays. If the punch list work remains incomplete at the end of said 2 week period, the Program Manager will have those items remedied at the expense of this contractor, unless otherwise reviewed.

ARTICLE 9: CONTRACT CLOSEOUT

- 9.1 NA.

ARTICLE 10: SCHEDULE CONSTRAINTS

- 10.1 Furniture, Fixtures & Equipment delivery and installation, Technology installation, Security Systems installation: December 16, 2019 thru December 31, 2019
- 10.2 Security Systems installation may begin in early December based on construction schedules.
- 10.3 All work must be conducted during normal business hours: 7:00am to 3:30pm.

*Owner/Client reserves their rights to change/revise date.

- 10.4 All premium costs required by the Supplier to perform the work that is required during the non-school hours and/or to comply with the completion dates on the construction schedule are to be included in the Supplier's base bid. Additional Supplier costs related to the use of overtime or additional personnel necessary to complete the work within the stated time completion will not be considered after the award of Contract.
- 10.5 **LIQUIDATED DAMAGES FOR FAILURE TO COMPLETE ON SCHEDULE**
- A. The Owner and the Trade Contractor agree that time is of the essence to the Contract Documents and all obligations there under. The Trade Contractor acknowledges and agrees

that the Owner will sustain extensive damage and serious loss as a result of the Trade Contractor's failure to meet the time schedule established herein. The exact amount of such damages and loss will be extremely difficult to ascertain. Therefore, the Owner and the Trade Contractor agree that in the event the Trade Contractor fails to meet the time schedule set forth in the Contract Documents, the Owner shall be entitled to retain or recover from the Trade Contractor, as liquidated damages and not as a penalty the per diem amounts set forth in Paragraph B. It is expressly agreed such liquidated damages are a reasonable pre-estimate of damages the Owner will incur as a result of the Trade Contractor failing to meet the schedule.

- B. The Trade Contractor is responsible for scheduling its labor and material procurement so as to complete its work within the time periods set forth in the Contract Documents. The Trade Contractor is also required to perform its work in such a manner so as not to interfere with or prohibit other Trade Contractors from completing their work within the time periods set forth in the contract Documents. In the event the Trade Contractor does not complete its work within the time periods specified and/or if in the opinion of the Program Manager, interferes with other Trade Contractors completing their work within the time specified and the completion of the project is thus delayed, the Trade Contractor will be assessed Liquidated Damages at the rate of **\$500.00** a day for each day completion is delayed. Notwithstanding the foregoing and as consequence of special circumstances reference is made to the Special Instructions for per diem liquidated damage amounts that shall be applicable to specific work tasks. The Owner may deduct liquidated damages not so deducted from any unpaid amounts due the Trade Contractor shall be payable to the Owner and the demand of the Owner, together with interest from the date of the demand plus costs including Attorney's Fees if enforcement proceedings are necessary to collect such amounts.
- C. Specified milestone dates must be met. These are listed in the Special Instructions. Liquidated damages will be assessed against any trade contractor(s) who cause these dates not to be met.

10.6 ADDITIONAL DAMAGES FOR FAILURE TO COMPLETE ON SCHEDULE

- A. In the event the non-performance or under-performance of the Trade Contractor causes the Program Manager to increase its staffing over the levels set forth in the Contract between the Owner and the Program Manager, the Program Manager may back charge by Change Order the cost of the additional staffing to the Trade Contractor whose under or non-performance caused the staffing increase. These damages shall be in addition to any liquidated damages assessed due to the non-performance or under-performance of the Trade Contractor provided for in 10.4 above.

END OF SECTION

NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS

**Anna H. Rockwell Elementary School and
Ralph M.T. Johnson Elementary School**

The undersigned Respondent, having fully informed himself/herself regarding the accuracy of the statements made herein certifies that:

1. The statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
2. The contents of the Respondent's fee proposal will not be communicated by the Respondent and its employees or agents to any person not an employee or agent of the Respondent prior to submission to the Town of Bethel.
3. No Selectman, or other employee or person whose salary is payable in whole or in part from the Town of Bethel or Board of Education, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work, or labor to which it relates, or in any profits thereof.
4. He/she has read the Town of Bethel Code of Ethics, which is accessible on the Town website and he/she agrees for himself/herself and on behalf of the company/LLC to comply with the terms of the same.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Bethel to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this _____ day of _____, 2019.

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

Notary Public

My Commission Expires _____
Date

AFFIRMATIVE ACTION STATEMENT

- 1 of 4 pages -

REQUIREMENT: Any bidder or respondent to an RFQ seeking to do business with the Town of Bethel must upon request supply the Town with any information concerning the Affirmative Action/Equal Employment Practices of the respondent/bidder. Failure to supply such information, when requested, will result in the termination of any further transactions between the respondent/bidder and the Town of Bethel.

Note: All respondent/bidders with more than ten (10) employees shall be required to complete the Affirmative Action/Equal Opportunity Employment Requirements Statement on an annual basis, except as note below:

1. *All respondents or bidders with less than ten (10) employees are exempt from this requirement;*
2. All respondents/bidders that have completed this form within the last year;

If either of the above applies, please indicate the:

- a. _____ Number of employees
- b. Completed this form within one year
 Yes No

Date completed: _____

FOR SEALED BIDS AND RFQS: All bidders submitting a sealed bid and all respondents to RFQs will be required to complete the Affirmative Action Statement. If the form has been completed in the past year, please include a copy of the initial form included with your bid. If significant changes have taken place in the past year, please update the changes on this form.

COMPANY ADDRESS: _____

Type of Organization:

(Please check)
Corporation Partnership Individual

AFFIRMATIVE ACTION STATEMENT

- 2 of 4 pages -

If respondent/bidder filing this application is not the above named company, please provide the name, address, telephone and fax numbers of the reporting unit, branch agent, and representative.

EQUAL EMPLOYMENT OPPORTUNITY:

The respondent/bidder is instructed to complete the following:

1. Does the company have a written policy statement regarding equal employment opportunity?

Yes No

(If yes, attach a copy)

2. In recruiting employees are all sources of recruitment notified that all qualified applicants will receive equitable consideration?

Yes No

If yes, provide brief description of what methods were employed:

3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?

Yes No

4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

AFFIRMATIVE ACTION STATEMENT

- 3 of 4 pages -

5. If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

AFFIRMATIVE ACTION:

6. Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?

[]Yes []No

(If yes, attach a copy)

7. Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to

AFFIRMATIVE ACTION STATEMENT

- 4 of 4 pages -

contract with the Town of Bethel. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

CERTIFICATION:

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

_____ _____ _____
Date Signature of Agent Title

Subscribed and sworn before me at _____,

County of _____, Connecticut,

This _____ day of _____, 2019.

Notary Public

My commission expires: _____
Date

BID PROPOSAL FORM OR FORM OF PROPOSAL

BIDDER/CONTRACTOR/VENDOR

SUBMISSION BY:

BIDDER FIRM/COMPANY NAME and ADDRESS	
BIDDER SIGNATURE	
BIDDER NAME	
BIDDER BUSINESS LICENSE	
TITLE	
TELEPHONE	
EMAIL	
DATE	

By signing the above, the undersigned represents that their bid conforms with the requirements of these contract documents. Note, when the term Bidder is used, it includes, subcontractor, contractor, manufacturer, vendor, dealer, contractor and/or other entity making the bid submission.

PART 1 - BIDDER/CONTRACTOR/VENDOR CERTIFICATIONS

- 1) This bid is made without any previous understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
- 2) That no member of the Bethel Board of Education, the Town of Bethel, nor any officer or employee or person and/or of the Town of Bethel whose salary is payable as a whole or in part from the Board of Education or the Town of Bethel is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.
- 3) That said bidder has carefully examined the Instruction to Bidders, schedules, drawings and specifications prepared under the direction of the Town of Bethel, and will, if successful in this

bid, furnish, deliver and install within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, storage and/or labor for which this bid is made.

- 4) By submitting a bid proposal, the Bidder is attesting to the review, reading, understanding, and acceptance of the information and requirements of the project contained within the bid documents/ contract documents without exception. By submitting a bid proposal, the Bidder represents that they have examined the site, and have examined and accepted the conditions under which the work will be performed and has read, evaluated, understood and accepted all of the bid/Contract Documents, including reports and Addenda documents, their content in their entirety and have included all provisions necessary to accomplish all work according to the information and requirements prescribed therein without exception.
- 5) The Bidder acknowledges that the building is undergoing a phased construction project and that it will be necessary to coordinate and schedule activities to align with the work of the CM and the Owner.
- 6) The Bidder acknowledges and agrees that it has had opportunity to seek, and has sought, clarification or explanation of perceived ambiguities discrepancies, errors or omissions in the Bid/Contract Documents and that the Bid/Contract Documents adequately and sufficiently describe the Work, and that this Bid includes all work, whether or not shown or described, which reasonably may be inferred to be required or useful for completion of the Work. The Bidder hereby waives any claims for additional compensation or damages or additional time resulting from any such ambiguities, discrepancies, errors or omissions except those reported to the Owner and the Architect prior to Submission of Bid Proposal.
- 7) The prices quoted are exclusive of all federal, state and municipal taxes.
- 8) The Bidder shall check here _____ if the bid has been based upon equivalents (see PRODUCT REQUIREMENTS) in lieu of any kind, type, brand, or manufacturer of material other than those named in the specifications or provided as a BASIS of DESIGN. If checked, the Bidder shall submit a Substitution Request Form included in the Project Manual in accordance with Section 01 60 00 Product Requirements. In compliance with your Invitation to Bid, the Notice and Instructions to Bidders, the Form of Contract, including the conditions thereto, I (we) propose to furnish the labor and/or materials installed as required for the project named and numbered on the BID PROPOSAL FORM of this proposal to the extent of the Proposal submitted herein, furnishing all necessary items, equipment, machinery, tools, labor, storage and other means of construction, and all materials specified in the manner and at the time prescribed strictly in accordance with the provisions of the Contract including specifications and/or drawings together with all addenda and bid clarifications issued and received prior to the scheduled closing time for the receipt of the bids, and in conformity with the requirements of the City of Stamford and any laws or regulations of the State of Connecticut or of the United States which may affect the same, for and in consideration of the price(s) stated on the said FORM OF PROPOSAL, hereof.
- 9) The Bidder is required to submit a Certificate of insurance in amounts and types as specified by the Town of Bethel.
- 10) A sample copy of the Town's Agreement is included for Bidder's information. The parties shall enter into an Agreement in substantially the same form as the attached subject to technical and

other modifications as the parties mutually agree. A purchase order shall be issued by the Town subsequent to the execution of the Agreement with the Bidder

- 11) Bidder acknowledges that scheduled delivery and installation can be met. If Bidder has figured weekend or night time delivery and or installation, they will identify this in their bid.

PART 2 - BID ADDENDA

- 1) The undersigned acknowledges receipt of the following Bid Clarifications issued during the bidding period and has included all changes therein the above base bid amount:

ADDENDA NO.	DATE

PART 3 - OTHER REQUIREMENTS

- 1) The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of 120 calendar days after the scheduled closing time for receiving Bids.
- 2) Bidder understands and acknowledges that there may be changes or modifications in the Work and that appropriate adjustments will be made in the Contract Sum in accordance with provisions of the Owner-Contractor Agreement.
- 3) The Bidder, upon written notice of award of the Contract, agrees to provide all labor, supervision, materials, tools, construction equipment, services, item, installation, storage delivery, safety, insurance, bonds and to pay all applicable costs necessary or required to complete the Work in accordance with the Bid Documents and within the required timeframe as indicated by the proposed schedule (as described in the Project Summary) and as necessary to coordinate deliveries and installation with the Owner’s schedule, Construction Manager and Construction Manager’s sub-contractors for the on-going Construction work.
- 4) Please note that the bid form contains a UNIT PRICES and GROUPING/COMBINATION BIDS.
- 5) GROUPING/COMBINATION BIDS. If a bidder is bidding more than one category and/or item type and as a group or combination will yield a discount more than the individual unit cost

will be yielded, Bidder shall provide that GROUPING/COMBINATION BID as described on the Bid Form;. Grouping discounts can be made for acceptable alternate manufacturer items.

- 6) UNIT PRICES/UNIT BIDS: Represent the cost for item, materials, related work for delivery, installation, storage, overhead, insurance etc. as necessary to complete its placement in the project. It is understood that UNIT COSTS will be used if the number of an item is increased or decreased.
- 7) **The Bidder/undersigned understands and acknowledges that the Owner has the option of purchasing one, none, some or all of each item listed on the Bid Form.**
- 8) **The Owner reserves the right to accept or reject any, part and/or all bids that the Owner deems to be in the Owner's best interest.**
- 9) Upon notification of acceptance the proposal or part of proposal, the undersigned agrees to accept a purchase order in the form, an example has been provided in these bid documents.
- 10) Bidder's submission of the 00 41 00.1 matrix form represents the UNIT PRICING and GROUPING discounts.
- 11) SCHEDULE

FF&E: DELIVERY and INSTALL PERIOD

- **DELIVERY and INSTALL BEGINS: December 16, 2019**
- **INSTALLATION COMPLETE: December 31, 2019**

Delivery and installation must be coordinated with Bethel and the CM. Weekend and night time deliveries are possible, but must be coordinated with Bethel and the CM.

SECURITY and TECHNOLOGY: DELIVERY and INSTALL PERIOD

- **See specifications**

PART 4 - BIDDER QUALIFICATIONS

- 1) That said bidder is of lawful age and the only one interested in this bid and that no one other than said bidder has any interest here in.
- 2) Bidder has satisfied Town of Bethel Qualifications and requirements.

END OF SECTION 00 41 00

SECTION 00 41 00.1

BID FORM TABLE

BID FORM TABLE
FOR
FURNITURE, FURNISHINGS & EQUIPMENT

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

ROCKWELL

JOHNSON

TAG	IMAGE	DESCRIPTION	NOTE: see Product Data Sheets (PDS) for other ACCEPTABLE OPTIONAL MNFTRS	ACCEPTABLE OPTION or PROPOSED EQUAL Manufacturer and specification) - leave blank if BOD			ROCKWELL QUANTITY A	ROCKWELL PKG A COST	JOHNSON QUANTITY A	JOHNSON PKG A COST
AC-1		Mobile Dry-Erase Board	KI				1		1	
AC-11		Wall Mounted American Flag	Annin						10	
AP-1		Refrigerator and Freezer (no Ice)	GE				1			
CH-1		Teacher/General Staff Task Chair	KI				9		13	
CH-3		Office/Meeting Room Guest Chair	Steelcase				6			

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1					STATE #009-0058RNV		STATE #009-0059RNV		
AUGUST 19, 2019		BASIS of DESIGN ITEMS		UNIT COSTS (with delivery & installation)		ROCKWELL		JOHNSON	
CH-4		Conference Chair	Steelcase			19			
CH-5		Student Chair 14" K & Grade 1 25% Grade 2	Paragon			40			
CH-6		Student Chair 16" 75% Grade 2 Grade 3 & 4	Paragon					54	
CH-7		Student Chair 18" Grade 5	Paragon					216	
CH-10		Rocking Stool	Smith System			5		5	
CH-11		Art Stool	KI			24			

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

ROCKWELL

JOHNSON



CH-12

Maker Sapce Stool ViIRCO

16



CH-14

Lounge Seat Coalesse

1

1



CH-15

Felxible Meeting Chair KI

50



CH-16

Stacking Chair KI

4



CH-19

VS America

9

8

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

ROCKWELL

JOHNSON

						ROCKWELL		JOHNSON	
D-1		Typ. Student Desk	Paragon					207	
D-2		Typ. ADA Student Desk	Paragon					9	
F-1		Mobile Storage	KI			8		13	
F-2		Lateral File Cabinet	KI			9			
F-3		Credenza	KI			1			
F-4		File Cabinet	KI			2			

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

ROCKWELL

JOHNSON

F-5		Lateral File Cabinet	KI					4	1
F-6		Bookshelf	KI					3	1
F-7		Flat file storage for art	KI					2	
L-1		Curved Soft Seat	VS America					4	11
L-2		Rectangle Soft Seat	VS America					3	14
L-4		Interview Chair	Paragon						3

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

STATE #009-0058RNV

STATE #009-0059RNV

ROCKWELL

JOHNSON

L-5		Upholstered Round Seat	Media Technologies				1		
R-1		Round Rug	Lakeshore					1	
R-3		Sitting Squares Rug	Lakeshore				1		
R-4		Rectangle Rug	Lakeshore				1	9	
ST-1		Shelving	Hertz				3		

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

ROCKWELL

JOHNSON

ST-2		Student Mobile Storage	Smith System						9
ST-3		Classroom Book Storage	VIRCO						36
ST-5		Kiln/Art Open Shelving	Hertz				3		
ST-6		General Storage - all purpose cabinet	Hertz Furniture				5		3
ST-7		Rolling Utility Cart	Smith System				1		

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

**UNIT COSTS
(with delivery & installation)**

ROCKWELL

JOHNSON

ST-8		Teacher Wardrobe Storage Cabinet	Steelcase					3	
ST-9M and ST-9C		Full Height Bookshelf	AURORA					14	5
ST-9		Full Height Bookshelf	KI					2	
ST-10		Low Double Sided Bookshelf	KI					6	
ST-11		Mobile Book Shelving	Smith System					4	
ST-12s		Mobile Book Shelving	VS America (alternate paragon...need to compare)					4	5
ST-12d		Mobile Book Shelving	VS America					1	10

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

ROCKWELL

JOHNSON

ST-13		Flexible Storage for STEM	Marco Group Inc.						6
ST-17		Mobile Bin Storage	Smith System			3			9
ST-18		Book Cart	Smith System			1			1
ST-19		Book Drop	Paragon			1			1
ST-20		Mobile Bookcase	Smith System			1			
T-1	 WITH CRANK	Teacher Sit/Stand Table	KI (alternate Mien)					5	12

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

ROCKWELL

JOHNSON

T-2		Round Table	KI					2	
T-3		Nesting Table	KI						33
T-3 no nest			VIRCO						
T-4		Teacher Lectern	Smith System					3	13
T-5		Activity Table	Smith System						9
T-6		Nesting Table	Paragon					8	
T-7		table for media center	Paragon						6

BETHEL PUBLIC SCHOOLS - FF&E - PACKAGE A - BID FORM MATRIX 00 41 00.1

STATE #009-0058RNV

STATE #009-0059RNV

AUGUST 19, 2019

BASIS of DESIGN ITEMS

UNIT COSTS
(with delivery & installation)

ROCKWELL

JOHNSON

						ROCKWELL		JOHNSON	
T-13		Conference Table	KI			1			
T-14		Rectangle Art Table	Smith System			6			
T-16		Round Table	KI			3		3	
T-19		Adjustable Height Table	VS America			3		2	
T-22		Student Classroom Table	Smith System					12	

TECHNOLOGY BID FORM

In preparing this bid, we have carefully examined the Bidding Documents for this Project. We have visited the site and noted the conditions affecting the Work.

The Bidding Documents referred to include Drawings and Project Manual dated August 19, 2019 as prepared by Perkins Eastman, Stamford, Connecticut.

We propose to perform the work described in the Bidding Documents, in keeping with definitions of Article 1 of the Instruction to Bidders, for the Base Bid Sum as follows:

Base Bids: Contractor may bid on any or all the base Base Bids.

Network Electronics – 27 21 00 for the Total Cost of:

\$ _____ Dollars (\$) .00)

We will commence work on the project _____ calendar days after receipt of “Notice to Proceed” or signing of Contract. We will be able to substantially complete the project within _____ calendar days thereafter.

UPS’s – 27 21 00 for the Total Cost of:

\$ _____ Dollars (\$) .00)

We will commence work on the project _____ calendar days after receipt of “Notice to Proceed” or signing of Contract. We will be able to substantially complete the project within _____ calendar days thereafter.

Access Control System – 28 13 00 for the Total Cost of:

\$ _____ Dollars (\$) .00)

Access Control System Alternate #1 – Extended 3-Year Warranty for the Total Cost of:

\$ _____ Dollars (\$) .00)

We will commence work on the project _____ calendar days after receipt of “Notice to Proceed” or signing of Contract. We will be able to substantially complete the project within _____ calendar days thereafter.

Video Surveillance System – 28 23 00 for the Total Cost of:

\$ _____ Dollars (\$) .00)

Video Surveillance System Alternate #1 – Extended 3-Year Warranty for the Total Cost of:

\$ _____ Dollars (\$) .00)

We will commence work on the project _____ calendar days after receipt of “Notice to Proceed” or signing of Contract. We will be able to substantially complete the project within _____ calendar days thereafter.

See attached summary sheet for breakdown.

Unit Prices: Refer to Category Summary sheets attached and provide a unit price for each of the items listed.

Audio Video System – 27 41 00 for the Total Cost of:

\$ _____ Dollars (\$) .00)

Audio Video System Alternate #1 – Cafeteria System – 27 41 00 for the Total Cost of:

\$ _____ Dollars (\$) .00)

Audio Video System Alternate #2 – Platform System – 27 41 00 for the Total Cost of:

\$ _____ Dollars (\$) .00)

We will commence work on the project _____ calendar days after receipt of “Notice to Proceed” or signing of Contract. We will be able to substantially complete the project within _____ calendar days thereafter.

See attached summary sheet for breakdown.

Unit Prices: Refer to Category Summary sheets attached and provide a unit price for each of the items listed.

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SECTION 00 72 00.1

GENERAL CONDITIONS

DOCUMENT A201

GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

ARTICLE 7 - CHANGES IN THE WORK

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 GENERAL

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor and Architect; a Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor; an order for a minor change in the Work may be issued by the Architect alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Contractor shall proceed promptly, unless otherwise provided in the Change Order, Construction Change Directive or order for a minor change in the Work.

§ 7.2 CHANGE ORDERS

§ 7.2.1 A Change Order is a written instrument signed by the Owner and Contractor stating their agreement upon all of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

§ 7.2.2 Upon request of the Owner or the Architect, the Contractor shall, without cost to the Owner, submit to the Architect in such form that the Architect may require a written proposal for a Change in the Work. The proposal shall include the quantity and unit cost of each item of material, and the number of hours of work and the hourly rate for each class of labor, as well as the description and amounts of all other costs sought by the Contractor to perform the proposed change. The Contractor shall also furnish to the Architect bona fide proposals from Subcontractors and suppliers for all labor, materials and equipment to be incorporated into such Work. The Contractor, when requested, shall furnish in a form satisfactory to the Owner, itemized statements of the cost of Work, including, but not limited to, certified payrolls and copies of accounts, bills and vouchers to substantiate the estimates. The proposal shall be furnished promptly so as not to delay the Work and shall include an estimate of any additional time required to complete the Work. Percentages for overhead and profit shall be accordance with paragraph 7.2.4.

§ 7.2.2.1 Change Order Proposals shall be complete and all inclusive. The amount of the adjustment in the Contract Sum and Contract Time, if any, shall be stated in the proposal for all Work affected by the proposed change. Once a Change Order is executed, the Contractor shall be required to perform all of the Work required therein (including incidental work and changes to related Work which may be required to complete the Change Order) in accordance with the Contract Documents, for the amount stated in the Change Order.

§ 7.2.2.2 Contractor's requests for changes or substitutes shall be subject to the same requirements as a change initiated by the Architect or Owner.

§ 7.2.3 The cost or credit to the Owner resulting from a Change in the Work, absent the applicability of a unit price for such item(s) set forth in the Contract shall be determined as follows:

§ 7.2.3.1 The cost of material and equipment incorporated into the Work.

§ 7.2.3.2 The cost of wages, including fringe benefits mandated by collective bargaining agreements.

§ 7.2.3.3 Cost of Workers' Compensation, employer Liability Insurance, Federal Social Security (FICA), Federal Unemployment Compensation (FUTA).

§ 7.2.3.4 Cost of Builder's Risk Insurance. To be adjusted at the end of the Project.

§ 7.2.3.5 Cost of Performance and Payment Bonds. To be adjusted at the end of the Project.

§ 7.2.3.6 Cost of rental of equipment whose purchase price is greater than two hundred fifty dollars (\$250.00). Cost of rental shall be substantiated by invoice for the actual rental cost; or in the case where the equipment is owned, the

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cost shall include the daily, weekly and monthly rates for such equipment. The applicable rate shall be as mutually agreed by the Contractor and Owner.

§ 7.2.3.6.1 Cost of fuel consumed by equipment used in the performance of the Work if not included in the publicized rate.

§ 7.2.3.7 Cost of pro rata share of debris removal and dumpster rental. This cost shall be allowed only when the debris removal is associated with Work such as demolition but shall not be allowed as part of general cleanup.

§ 7.2.3.8 Cost of a foreman. This cost shall be allowed if the crew size of a respective trade exceeds a combined total of six journeymen and apprentices. In such instances the total foremen hours may not exceed one sixth of the hours of the working crew.

§ 7.2.3.9 Cost of project management, site management field office personnel, superintendence, field coordination, superintendent's truck, foremen's truck, uniforms, mileage, mailings/copying, and as-built drawings shall be included in overhead and profit, and shall not be allowed as separate line items.

§ 7.2.3.10 Costs of small tools whose individual cost is less than two hundred fifty dollars (\$250.00) shall be included in overhead and profit, and shall not be allowed as separate line items.

§ 7.2.3.11 Cost of cleanup shall be included in overhead and profit, and shall not be allowed as a separate line item unless the Work is performed in a portion of the building or site that has been previously cleaned, inspected by the Architect, and is ready for occupancy by the Owner.

§ 7.2.3.12 Cost of revisions to shop drawings shall not be allowed as a separate line item unless the shop drawings have been previously submitted and approved by the Architect.

§ 7.2.3.13 All other costs which are not specifically enumerated in Article 7.2.3 shall be included in overhead and profit, and shall not be allowed as separate line items.

§ 7.2.4 The percentage for overhead and profit on allowable costs enumerated in Article 7.2.3 shall be determined as follows and shall be expressed as a percentage of costs:

§ 7.2.4.1 On the Work performed by the Contractor with its own forces, the Contractor shall be allowed ten percent (10%) for overhead and profit.

§ 7.2.4.2 On the Work performed by a Subcontractor with its own forces, the Subcontractor shall be allowed ten percent (10%) for overhead and profit.

§ 7.2.4.3 On the Work performed by a Sub-subcontractor with its own forces, the Sub-subcontractor shall be allowed ten percent (10%) for overhead and profit.

§ 7.2.4.4 On the Work performed by a Subcontractor, the Contractor shall be allowed ten percent (10%) for overhead and profit.

§ 7.2.4.5 On the Work performed by a Sub-subcontractor, the Sub contractor shall be allowed five percent (5%) for overhead and profit and the Contractor shall be allowed five percent (5%) for overhead and profit..

§ 7.2.4.6 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change which results in a net decrease in the contract Sum shall be the actual net cost as confirmed by the Architect. When both additions and credit covering related Work or substitutions are involved in the change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.2.5 A Change Order constitutes a final settlement of all matters relating to the change in the Work that is the subject of the Change Order, including all direct and indirect costs associated with such change and any and all adjustments in the Contract Sum and Contract Time. In no event shall a Change Order include any other relief prohibited by the Contract Documents.

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SECTION 00 72 00

GENERAL CONDITIONS

Document A251 – 2007

GENERAL CONDITIONS OF THE CONTRACT FOR FURNITURE,
FURNISHINGS, AND EQUIPMENT



AIA® Document A251™ – 2007

General Conditions of the Contract for Furniture, Furnishings and Equipment

for the following PROJECT:

(Name, location, and brief description)

THE OWNER:

(Name, legal status, address and other information)

THE ARCHITECT:

(Name, legal status, address and other information)

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.

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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 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.

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§ 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.

§ 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

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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 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.

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

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 14:21:01 ET on 03/18/2019.

There are no differences.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Chris Dellaselva, 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 14:21:01 ET on 03/18/2019 under Order No. 5874476543 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)

CONNECTICUT PREVAILING WAGE RATE REQUIREMENTS

Connecticut Department of Administrative Services Website Link to information regarding Prevailing Wage Rate Requirements.



DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
Office of School Construction Grants & Review (OSCG&R)

PREVAILING WAGE RATE INFORMATION

FORM SCG-6001

Information regarding Prevailing Wage Rate requirements can be accessed through the following website link:

<https://www.ctdol.state.ct.us/wgwkstnd/prevailwage.htm>

If you have questions regarding wages and workplace standards refer to the State of Connecticut Department of Labor (DOL) website:

<http://www.ctdol.state.ct.us> or call 860-263-6000

DIGITAL FILES TERMS OF USE FORM

The undersigned Receiving Entity (“RE”) owning, occupying, performing work, furnishing materials or providing services in connection with the above Project agrees to the following terms and conditions, which shall govern the undersigned’s access to, receipt and use, solely in connection with the Project, of Digital Files prepared by Perkins Eastman DPC Architects its consultants, and sub-consultants (“Perkins Eastman DPC”)

Complete and return Release Form.

Digital Files Terms of Use

Project:

Project No.:

The undersigned Receiving Entity ("RE") owning, occupying, performing work, furnishing materials or providing services in connection with the above Project agrees to the following terms and conditions, which shall govern the undersigned's access to, receipt and use, solely in connection with the Project, of Digital Files prepared by Perkins Eastman DPC Architects its consultants, and sub-consultants ("Perkins Eastman DPC"):

1. General: Digital files furnished to RE in regard to the Project ("DIGITAL FILES"), including but not limited to Computer Aided Design (CAD) or Building Information Model (BIM) files may be used by RE for informational and reference purposes solely in connection with the RE's ownership of, occupancy of or performance of its independent contractual obligations with respect to the Project, pursuant to these Terms of Use and subject to the limitations set forth herein. RE may use, duplicate, modify, distribute or share the DIGITAL FILES only as permitted under these Terms of Use.
2. Delivery of DIGITAL FILES: DIGITAL FILES shall be made available to RE as a set containing a "live" file in native file format (e.g. .RVT, .DWG, .DGN, .XLS) and a corresponding Adobe PDF file, encapsulating a fixed-layout, 2D view of the live file that includes the text, fonts, images, and 2D vector graphics. Contemporaneously with delivery to RE of the DIGITAL FILES, RE shall be advised of the software and version used to author the DIGITAL FILES and RE agrees to use the same software and version for its use of the DIGITAL FILES. RE agrees to maintain for the duration of the Project and for five (5) years thereafter a record copy of DIGITAL FILE, as furnished. No ownership right is conveyed in the content provided by PERKINS EASTMAN DPC for the DIGITAL FILES or in the software used to generate the content of the DIGITAL FILES.
3. Format of Digital Files: DIGITAL FILES, in the form of Autodesk Revit Building Information Model (BIM) files, will be formatted prior to transfer to RE in a manner so as to display certain information in pre-defined views ("PRE-DEFINED VIEWS") in the Project Browser.
4. Reliance on Information Contained in DIGITAL FILES: DIGITAL FILES furnished to RE prior to the completion of Construction Documents may not be relied upon for any purpose whatsoever, it being expressly acknowledged that the DIGITAL FILES are and remain subject to revision by PERKINS EASTMAN DPC during the process of creating Construction Documents for the Project, and any RE utilizing the DIGITAL FILES prior to such time does so entirely at its own risk. From and after the completion of Construction Documents, RE may rely on information displayed in the "PRE-DEFINED VIEWS" in the DIGITAL FILES but only to the extent such information is visible and identical to the two-dimensional copy of the completed Construction Documents displayed in the corresponding PDF file. All other information (i.e. that which differs from or is not rendered visible in the "PRE-DEFINED VIEWS" of the DIGITAL FILES and corresponding PDF file) shall be defined as "CONCEALED INFORMATION". CONCEALED INFORMATION may include, but is not limited to dimensions, coordinates, quantities, specifications, descriptions, performance criteria, code criteria, program criteria, tool paths, and other metadata. PERKINS EASTMAN DPC makes no representation as to, and takes no responsibility for, the accuracy, completeness, or suitability of CONCEALED INFORMATION for any purpose. RE shall verify, independently of information contained in DIGITAL FILES, any and all information contained in or absent

from in DIGITAL FILES related to, or affecting in any way whatsoever, RE's understanding of or duties to the Project, RE's scope of work or RE's scope of services. Except as and to the extent explicitly set forth in these Terms of Use, RE may make use of, but is not to rely upon, the DIGITAL FILES and the data and/or information contained therein in owning, occupying, operating or altering the Project or in preparing, producing or developing any of RE's documents for the Project or for use in connection with the preparation of schedules or cost estimates.

5. Use of CONCEALED INFORMATION: RE's use of CONCEALED INFORMATION is permitted solely for purposes related to its services for the Project, including, but not limited to facilitating the RE's authoring of its own digital file for its own Project-related purposes. However, use of CONCEALED INFORMATION by RE, or by anyone acting for or on behalf of RE, prior to or after the completion of Construction Documents, shall be at RE's sole risk and responsibility.
6. Re-Transmission of DIGITAL FILES by RE to Third Parties: RE may retransmit DIGITAL FILES to third parties under contract to the RE and involved in the Project as Contractors or Sub-Contractors. RE shall require all such third parties to whom it furnishes DIGITAL FILES to sign and deliver to RE (and RE shall forward a copy to PERKINS EASTMAN DPC) a copy of these Terms of Use prior to furnishing DIGITAL FILES to any such party. The copy shall clearly identify the name of the RE, the third party to whom the DIGITAL FILES are being retransmitted, their relationship to the Project, and the purpose of the retransmission.
7. Ownership: Except as otherwise provided for in PERKINS EASTMAN DPC's agreement with the Project Owner, all information and intellectual property contained in DIGITAL FILES authored by PERKINS EASTMAN DPC is protected by copyright and remains the property of PERKINS EASTMAN DPC.
8. No Warranties: The DIGITAL FILES are not a part of the Construction or Contract Documents for the Project and PERKINS EASTMAN DPC makes no representations or warranties, expressed or implied, regarding the DIGITAL FILES or the accuracy, integrity, machine readability, suitability or completeness of the DIGITAL FILES or the data and/or information contained therein.
9. Confidentiality: All information contained in DIGITAL FILES, including CONCEALED INFORMATION and all other data and information contained within the DIGITAL FILES, as well as any customization or organization schema contained therein are and shall be treated as Confidential Information. RE shall (i) maintain such Confidential Information in strict confidence; (ii) not, directly or indirectly, reveal, report, publish or disclose any such Confidential Information to any person, firm or other entity to which RE is not expressly authorized hereby or in writing by PERKINS EASTMAN DPC; and (iii) not use, directly or indirectly, any such Confidential Information in any way or for any purpose except as and to the extent necessary for the performance of RE's Work or services for the Project and in accordance with these Terms of Use. Information shall not, however, be deemed confidential, provided that such information (a) can be demonstrated to have been publicly available at the time of disclosure; (b) can be demonstrated to have been properly in RE's possession or otherwise readily available to RE from another source, which is not itself bound to maintain such information as confidential, at the time of disclosure; (c) becomes part of the public domain or publicly known by publication or otherwise, other than by an unauthorized act of RE or any other recipient of the Confidential Information; or (d) that is required to be disclosed in response to lawful process provided that in such circumstance RE shall give PERKINS EASTMAN DPC prompt notice of such process so PERKINS EASTMAN DPC has an opportunity to seek any appropriate judicial relief and RE shall take reasonable and lawful actions to avoid and/or minimize the disclosure of Confidential Information, including entering into appropriate confidentiality stipulations or agreements.

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10. Indemnity: Notwithstanding anything to the contrary herein, to the fullest extent permitted by law, RE and its partners, affiliates, members, principals, shareholders, officers, directors, consultants, contractors, employees, agents, successors and assigns, shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless PERKINS EASTMAN DPC and its respective agents, partners, principals, officers, shareholders, members, directors, consultants, employees, successors and assigns, from and against any and all losses, liabilities, demands, obligations, damages, penalties, actions, claims, changes, modifications, misuses, judgments, recoveries, costs or expenses (including but not limited to attorney's fees) whensoever asserted or occurring, whichever of them may suffer, incur, pay out, or which may be asserted against any of them, in whole or in part by reason of, in connection with, arising from, resulting from, or related to any use of the DIGITAL FILES and/or the information contained therein by the RE or any third party who receives the DIGITAL FILES from the RE. Such claims include without limitation, any claims which may arise due to deletions, omissions or variations of data due to mechanical or technical failure in connection with the transmission of the DIGITAL FILES or design changes which were not incorporated in the DIGITAL FILES.
11. Cooperation: If, as a result of its use of the DIGITAL FILES, RE becomes aware of any inconsistencies, discrepancies, errors, omissions or any other deficiencies or problems with the information contained in the DIGITAL FILES, RE shall promptly notify PERKINS EASTMAN DPC of same.
12. Owner's Sole Benefit: It is expressly acknowledged and agreed that PERKINS EASTMAN DPC's furnishing of DIGITAL FILES, whether before or after the completion of Construction Documents, is intended solely as an accommodation to and for the sole and exclusive benefit of the Project Owner and is not intended and shall not be deemed to be for the benefit of any other or third party or to create any contractual or quasi-contractual relationship between PERKINS EASTMAN DPC and any other or third party, including but not limited to RE or any other contractor or material supplier of any tier.
13. Termination: The rights granted hereby may be terminated by PERKINS EASTMAN DPC at any time with or without cause. PERKINS EASTMAN DPC will, in such event, notify RE of such termination in writing or via electronic mail, at which time RE shall immediately cease and desist from continuing to use the DIGITAL FILES. Within seven (7) days after the giving of such notice, RE shall destroy all physical copies and permanently erase all DIGITAL FILES from its computer systems and shall cause any third parties to which RE furnished the DIGITAL FILES to do the same.
14. Applicable Law: These Terms of Use and any disputes arising therefrom shall be governed by the internal laws of the State of New York, without giving effect to the choice of laws principles thereof. In the event of such dispute, the parties irrevocably consent to the exclusive jurisdiction of the state or federal court located in the County, City and State of New York.
15. Acknowledgments: By signing these Terms of Use, RE confirms that it has read, understood and agrees to the terms contained herein. The individual signing this document on behalf of the RE represents that s/he is duly authorized to bind the RE to the terms hereof. These Terms of Use, once executed and returned to PERKINS EASTMAN DPC, shall govern all future transfers of DIGITAL FILES, and need not be re-executed prior to each such transfer. RE further agrees that, before RE forwards DIGITAL FILES to third parties for their use in connection with the Project, RE shall first obligate each such third party to execute a copy of these Terms of Use, and shall deliver a duplicate original of such executed Terms of Use to PERKINS EASTMAN DPC.

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Acknowledged, agreed to and accepted by Receiving Entity:

[Receiving Entity Name]

Name Title
Date

Use Space Below for Retransmission by RE to Third Parties, and return copy to Perkins Eastman DPC

[Receiving Entity Name]

[Third Party Name]

Name
Title
Date

Name
Title
Date

[Third Party relationship to Project]

[Purpose for Retransmission]

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. Section Includes:

- 1. Project information.
- 2. Work covered by Contract Documents.
- 3. Contractor's use of site and premises.
- 4. Coordination with occupants.
- 5. Work restrictions.
- 6. Specification and Drawing conventions.
- 7. Code compliance.
- 8. Miscellaneous provisions.

- B. Related Sections include the following:

- 1. Division 00 Section "Bid Form" for FF&E delivery and installation dates.

1.03 PROJECT INFORMATION

- A. Project Identification: Ralph M.T. Johnson Elementary School.

- 1. Project Location: 400 Whittlesey Drive, Bethel, CT 06801.

- B. Owner: Town of Bethel, 1 School Road, Bethel, CT 06801.

- C. Architect: Perkins Eastman.

- 1. Consultants:

- a. Technology Consultant: D'Agostino & Associates.

1.04 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work includes the following:

- 1. Provide and install movable interior furniture, furnishings, and equipment items including technology equipment for the education program.
- 2. Provide and install technology and security systems and equipment.
- 3. All supports, bracing, anchors and fasteners required for secure attachment for furniture, furnishings and equipment installations and as recommended by manufacturers.

- B. The Vendor/Contractor(s) shall be responsible for scheduling all deliveries, uncrating delivery, installation, and placement of furniture and technology and security systems

and equipment as shown on the contract documents in coordination and at the direction of the Owner or the Owner's designated representative.

C. Type of Contract:

1. State contract and Bid as indicated in documents.

1.05 WORK PHASES

- A. The Work for technology and security systems shall be conducted in phases that are aligned with building construction. Refer to construction schedules in Appendix "B".
- B. All delivery and installation of FF & E Work shall be completed by the dates indicated in the Bid Form.
- C. All schedules must be reviewed and coordinated with the Owner and CM.

1.06 COORDINATION REQUIREMENTS

- A. Each Vendor/Contractor is required to assign an in-house project manager for this project, and is required to prepare for all work, which will be fully coordinated with the Prime Vendor/Contractor(s), project GC and the Owner.
 1. The following documents will be required of the Contractor for preparation for the coordination and project planning meetings:
 - a. Contractor contact information.
 - b. List and contact information for any of the Contractor's subcontractors, vendors, or outside service providers.
 - c. A detailed schedule for preliminary meeting, selections, submittals, manufacturing, shipping, storing, delivery and installation for all furniture, fixtures and equipment.
 - d. The schedule, including these details, must be reviewed and coordinated with the Owner, GC and Architect.
 - e. An itemized tracking schedule/list for selection, ordering, manufacturing, shipping, storing, delivery and installation for all furniture, fixtures and equipment.
 - f. Identification of any potential delivery or installation off hour, weekend, or other overtime requirements. (Note: Any associated costs must be included in the Vendor/Contractor's bid Price). NOTE: off-hour deliveries or installations must be coordinated with the Owner and the GC.
 - B. The Vendor/Contractor and each Subcontractor is required to coordinate all aspects of each product. Any discrepancies that may occur between the specification and the drawings should be brought to the attention of Owner, the prime FF&E Vendor/Contractor, and the Architect. Likewise any size, material and/or color discrepancies that may occur should be brought to the attention of the prime Vendor/Contractor, Owner, and the Architect.
 - C. Each Vendor/Contractor and Subcontractor must inform himself or herself fully of the conditions relating to the performance to the Work, and failure to do so will not relieve a successful bidder of the obligation to furnish all labor, material and equipment

necessary to carry out the provisions of the Contract and to complete the Work for the consideration set forth in the bid.

- D. Each Vendor/Contractor and Subcontractor is required, before commencing work must familiarize themselves with the new facility, and they shall make all necessary investigations in order to inform themselves thoroughly as the character and magnitude of all work involved in the complete performance of the contract. Bidders shall consider the conditions and difficulties that may be encountered in the performance of the work. A Pre-Construction / Pre-Installation conference shall be conducted prior to delivery and installation.
- E. Each Vendor/Contractor must familiarize themselves with ongoing phased construction
- F. Construction documents for referencing can be made available upon request.
- G. Products Ordered in Advance:
 - 1. General: The Vendor/Contractor is required to schedule all purchase orders with suppliers of products and equipment to maintain acceptable delivery dates, and to incorporate into the Contract scope of work. Costs for receiving, handling, storage, and installation will be included in the Bid/Proposal Contract Sum.
 - 2. It is the Vendor/Contractor's responsibility to assume all costs and responsibility to order products in advance and the Contractor will negotiate and guaranty prior to issuing all purchase orders. If necessary, the Contractor shall renegotiate purchase and execute final purchase order agreements to meet project delivery and installation schedules.

1.07 OWNER-FURNISHED/CONTRACTOR-INSTALLED (OFICI) PRODUCTS

- A. Owner's Responsibilities: Owner will furnish products indicated and perform the following, as applicable:
 - 1. Owner will furnish products to be delivered to the Project site which will then be installed under this Contract.
 - 2. Upon delivery, inspect, with Contractor present, delivered items.
 - a. If Owner-furnished products are damaged, defective, or missing, arrange for replacement.
 - b. Obtain manufacturer's inspections, service, and warranties.
 - c. Inform Contractor of earliest available delivery date for Owner-furnished products.
- B. Contractor's Responsibilities: The Work includes the following, as applicable:
 - 1. Coordinate delivery dates of Owner-furnished products in Contractor's construction schedule, utilizing Owner-furnished earliest available delivery dates.
 - 2. Review Owner-reviewed Product Data noting discrepancies and other issues in providing for Owner-furnished products in the Work.
 - 3. Receive, unload, handle, store, protect, and install Owner-furnished products.
 - 4. Protect Owner-furnished products from damage during storage, handling, and installation and prior to Substantial Completion. The Vendor/Contractor shall repair or replace items damaged during his operations.

1.08 USE OF PREMISES

- A. General: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated by the Construction Manager. Do not disturb portions of the site beyond the are- as in which the Work is indicated.
- B. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - 1. Delivery and Storage Coordination: Coordinate deliveries with Owner and Contractor to minimize space and time requirements for storage of materials and equipment on-site.
- C. Existing Elevator Use: Use of elevators will be permitted, at Owner and Contractor agreed upon time. Elevators are to be maintained in a clean condition free of dirt, dust and debris.
 - 1. Do not load elevators beyond their rated weight capacity.
 - 2. Provide protective coverings, barriers, devices, signs, or other procedures to protect elevator car and entrance doors and frame. If elevators become damaged, engage elevator Installer to restore damaged work so no evidence remains of correction work. Return items that cannot be refinished in field to the shop, make required repairs and refinish entire unit, or provide new units as required.
- D. Existing Stair Usage: Use of existing stairs will be permitted, at Owner and Contractor agreed upon time. Stairs are to be maintained in a clean condition free of dirt, dust and debris.
 - 1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If stairs become damaged, restore damaged areas so no evidence remains of correction work.
- E. The Owner reserves the right to request specific limitations on a Vendor/Contractor's use and access to the facility. The Contractor/Vendor must account for these restrictions in the bid amount, so as to anticipate delivery and installation sequencing that might be required when work is performed in an occupied building.

1.09 WORK RESTRICTIONS

- A. On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except otherwise indicated.
 - 1. Weekend Hours: Subject to approval of the Owner and Construction Manager.
 - 2. Night and Early Morning Hours: Subject to approval of the Owner, Construction Manager, and local authorities having jurisdiction.
 - 3. Hours for Utility Shutdowns: Subject to approval and assistance of Owner and Construction Manager.

1.10 CODE COMPLIANCE

- A. All fixtures, furnishings and equipment items shall comply with current Connecticut State Building Code including ICC/ANCI A117.1-1998, Section 504 Rehabilitation Act

1973 including current ADA Standards for Accessible Design and Section 504 Regulations and the Americans with Disabilities Act Title II including the current ADA Standards for Accessible Design and ADA Regulations. Accessible knee and toe clearance shall comply with current ADA Standards for Accessible Design, Section 306.

- B. Compliance with the current Connecticut State Fire Safety Code and current O.S.H.A. – Title 29 / labor is also required.
- C. The items shall include, but are not limited to fixtures, furnishings, equipment and technology equipment.

1.11 MISCELLANEOUS PROVISIONS

- A. The Vendor/Contractor(s) shall be responsible for proper and timely disposal of all furniture, furnishings, equipment and technology equipment packing and crating materials and will remove from site at the Vendor/Contractors cost to be included in the Bid Proposal. Removals shall be daily.
- B. The Vendor/Contractor(s) shall be responsible for committing to a delivery schedule for all furniture, technology equipment that complies with the Owner’s requirements, assumptions, coordination and schedule.
- C. The following describes the type of purchase for each of the components:

<p>Furniture, Furnishings (interior) and Equipment Technology and Security Equipment</p>	<p>Competitive Bid (all items listed are Basis of Design, see PRODUCT REQUIREMENTS) Items listed on 00 41 00.1</p>
<p>Communications Equipment</p>	<p>STATE CONTRACT Phones: State DAS#18PSX0097 For Section 27 30 00 Wireless Access Points: State DAS#18PSX0202 For Section 27 21 33</p>

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 12 00

SECTION 01 25 00

SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. The form for Substitution Request is included immediately following this Section.
- C. Related Requirements:
 - 1. Division 01 Section "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.03 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.

1.04 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration to the Construction Manager. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use Substitution Request form provided.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified material or product cannot be provided.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.

- d. Detailed comparison of sustainable aspects of proposed substitution with those of the Work specified. Substitution proposals will not be accepted if they will result in fewer High Performance Building credits or a shift of High Performance Building credits from one area of measurement to another.
 - e. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - f. Samples, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - i. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.
 - j. Detailed comparison of Contractor's Construction Schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating lack of availability or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Construction Manager's Action: If necessary, Construction Manager will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution. Construction Manager will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later. Construction Manager will forward requests for substitution to the Architect for review and approval prior to accepting. Construction Manager will review each proposal for completeness and for general conformance with the Contract Documents, as well as for coordination with other work. Construction Manager's transmittal shall indicate in writing whether Architect's acceptance is recommended or not.
- a. Form of Acceptance: Change Order.
 - b. Use product specified if a decision on use of a proposed substitution is not accepted within time allocated.
4. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within 3 days of receipt of a request for substitution from the Construction Manager. Architect will notify Construction Manager of acceptance or rejection of proposed substitution within 10 days of receipt of request, or 5 days of receipt of additional information or documentation, whichever is later.

1.05 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.06 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.07 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
- B. Substitutions Submittal Period:
 - 1. Substitutions will not be accepted during the bid period.
 - 2. The Owner and Architect will consider requests for substitutions after the Bid period but before the Notice of Award.
- C. Conditions: Construction Manager and Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Construction Manager or Architect will return requests without action, except to record noncompliance with these requirements:
 - 1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - 2. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - 3. **Substitution request is fully documented and properly submitted.**
 - 4. Requested substitution meets or exceeds specified Connecticut High Performance Building requirements
 - 5. Requested substitution will not adversely affect Master Project Construction Schedule.
 - 6. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - 7. Requested substitution is compatible with other portions of the Work.
 - 8. Requested substitution has been coordinated with other portions of the Work.
 - 9. Requested substitution provides specified warranty.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 25 00

SUBSTITUTION REQUEST FORM

The form for Substitution Request is included in this Section and used in compliance with requirements detailed in Section 01 25 00 Substitution Procedures.

SUSTITUTION REQUEST FORM

SUBSTITUTION REQUEST

Project		Sub Request #	
		From	
To		Date	
		PE Project No.	
Re		Contract For	

Spec. Title		Description	
Section		Article/Paragraph	
Page			

Proposed Substitution			
Manufacturer		Address	
Phone Number		Date	
Trade Name		Model Number	

Attached data include product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also include a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

THE UNDERSIGNED CERTIFIES:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Proposed substitution does not negatively affect LEED credits.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

Submitted by	
Signed by	
Firm	
Address	
Telephone	

PERKINS EASTMAN ARCHITECTS, DPC REVIEW AND ACTION:

- Substitution approved - Make submittals in accordance with Specification Section 01 33 00
- Substitution approved as noted - Make submittals in accordance with Specification Section 01 33 00
- Substitution rejected - Use specified materials.
- Substitution Request received too late - Use specified materials

Signed by: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Supporting Data Attached: Drawings Product Data Samples Tests Reports [Click here to enter text.](#)

CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. Division 01 Section "Substitution Procedures" for administrative procedures for handling requests for substitutions made after Contract award.

1.03 MINOR CHANGES IN THE WORK

- A. Construction Manager will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on CSI Form 13.4A, "Field Order".

1.04 CHANGE ORDER REQUESTS

- A. Owner-Initiated Change Order Requests: Construction Manager will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Construction Manager are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 10 days after receipt of Change Order Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a Change Order Request to Construction Manager.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Division 01 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Use CSI Form 13.6.A, "Change Order Request".

1.05 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Change Order Request, Construction Manager will issue a Change Order for signatures of Owner and Contractor on AIA Document G701. Change Orders may only be approved if the Architect agrees and signs the Change Order form.

1.06 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect or Construction Manager may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 26 00

REQUESTS FOR INTERPRETATION

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specifications Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for requests for interpretation before and during construction.
- B. The form for Requests for Interpretation is included immediately following this Section.
- C. Related Work specified in other Sections includes:
 - 1. Submittals of RFIs by electronic means, Division 01 Section "Project Management and Coordination."
 - 2. Requirements regarding substitutions, product options, and color selections described in Division 01 Section "Substitution Procedures."
 - 3. Submittals for project closeout specified in Division 01 Section "Closeout Procedures."
 - 4. Requirements regarding shop drawings, product data, and samples described in the various sections of these Specifications.

1.03 REQUESTS FOR INTERPRETATION PRIOR TO START OF CONSTRUCTION

- A. Submit Requests for Interpretation (RFIs) to the Construction Manager in specified written format when information is missing from the Contract Documents and other data available to the Contractor, or such information is ambiguous or in apparent conflict with other portions of the Contract Documents.
- B. Responses to RFIs prior to executing a Contract shall be distributed in the form of an Addendum and made available to all who are bidding or negotiating for the work.

1.04 REQUESTS FOR INTERPRETATION DURING CONSTRUCTION

- A. Submit requests for interpretation to the Construction Manager in specified written format when information is missing from the Contract Documents and other data available to the Contractor, or such information is ambiguous or in apparent conflict with other portions of the Contract Documents.

1.05 PROCEDURES FOR REQUESTS FOR INTERPRETATION

- A. No extension of Contract Time will be authorized because of failure to transmit requests for interpretation to the Construction Manager sufficiently in advance of the Work to permit processing.

- B. Requests for Interpretation shall be submitted only after the Contractor has thoroughly reviewed the Contract Documents and other data available to the Contractor, as required in the GENERAL CONDITIONS.
- C. RFIs shall be submitted in writing on the form “Request for Interpretation” and shall indicate which drawings, details, and specifications need clarification and exactly what interpretation or information is required. RFIs shall be sequentially numbered. If supplemental information is required, the Contractor shall clearly articulate the requirement.
 - 1. RFIs submitted electronically shall be in a file separate from an e-mail or other delivery method. Requests for interpretation in the text of e-mail will be returned unanswered.
- D. If appropriate, RFIs shall include proposed solutions. When proposed solutions could result in additional cost to the Owner the RFI shall indicate the estimated amount. An RFI shall not constitute a formal request for change order.
- E. RFIs shall be submitted in the same format throughout the project. In addition to the information required above, each RFI shall indicate:
 - 1. Project Name.
 - 2. Sequential number of RFI.
 - 3. Date request is made.
 - 4. Name of the person or subcontractor who is making the request.
- F. RFIs shall be submitted at least 14 calendar days before the answer is required in the field. If, on rare occasion, an RFI requires a shorter response time it shall be specially marked as “Urgent” and shall, in addition to the information required in all RFIs, state the reason for providing a response sooner than 14 calendar days. The Contractor is responsible for reviewing Contract Documents and field conditions sufficiently in advance to avoid the use of Urgent RFIs.

1.06 CONSTRUCTION MANAGER’S ACTION

- A. Construction Manager will log in RFIs and will assign each a sequential number. Log the dates and recipients when transmitting RFI’s. The RFI log will be made available at each Progress Meeting.
- B. Construction Manager will respond to each RFI. If the Construction Manager cannot provide the interpretation requested, the RFI will be forwarded to the Architect. The Construction Manager’s notation that an interpretation cannot be provided by the Construction Manager shall be noted in writing on the form prior to being forwarded to the Architect.

1.07 ARCHITECT’S ACTION ON REQUESTS FOR INTERPRETATION

- A. The Architect shall review each RFI to determine whether it qualifies as an actual RFI within the meaning of this term. If the Architect determines that it is not a properly constituted RFI, it will be returned to the Contractor, unreviewed for content, and the Contractor shall immediately close the item. The Contractor may reconsider the inquiry, re-state or supplement it to meet the definition of a proper RFI and resubmit same for consideration as a new item. The Architect shall be the sole arbiter of the legitimacy of RFIs as submitted and the Contractor must abide by the Architect’s decision. RFIs which request information which is available on drawings, details, specifications, and other Contract Documents or other data available to the Contractor shall be returned with a written response: “Not an RFI. No response necessary.”

- B. The Architect will respond to RFIs in writing.
- C. RFIs marked “Urgent” will be reviewed by the Architect within the time period requested. If, in the Architect’s determination, the reason given for urgent review is insufficient or could have been avoided by the Contractor, the Architect will so state in a separate response, and will respond to the RFI within the usual 14 calendar days.
- D. A response to an RFI does not authorize changes from the Contract Documents nor does it authorize changes in the Contract Amount unless so stated separately and in writing. In the event that a Contractor believes that a response to an RFI will cause a change to the requirements of the Contract Documents in terms of cost or schedule, the Contractor shall make immediate notice to the Architect and Owner stating same, in accordance with the notice provisions of the Contract Documents. Failure to give immediate notice will waive the Contractor’s right to make claim for additional time or cost.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 26 13

Response from		To:	
Date Received		Date Returned	
Signed by		Date	

Copies: Owner Consultants File

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL**1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Administrative and supervisory personnel.
 - 2. Coordination of the Work and coordination documents.
 - 3. Project meetings.

1.03 COORDINATION

- A. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preinstallation conferences.
 - 2. Project closeout activities.

1.04 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
 - 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 - 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 - 3. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
- B. Initial Project Meeting: Conduct a project kick-off meeting prior to start of Work.
 - 1. Attendees: In addition to representatives of Owner and Architect, the Construction Manager, every Contractor and every subcontractor shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 2. Agenda:
 - a. Review the general roles of all the parties and the routes of communication.
 - b. Review process and requirements for payment requests.

- c. Review process and requirements for requests for interpretation.
 - d. Review process and requirements for submittals.
- C. Progress Meetings: Coordinate dates of meetings with preparation of payment requests.
- 1. Attendees: In addition to representatives of Owner and Architect, other entities concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Status of submittals.
 - 2) Status of correction of deficient items.
 - 3) Field observations.
 - 4) Requests for interpretations (RFIs).
 - 5) Status of proposal requests.
 - 6) Pending changes.
 - 7) Status of Change Orders.
 - 8) Pending claims and disputes.
 - 9) Documentation of information for payment requests.
 - 3. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 31 00

SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Stipulation: The provisions of this Section are the responsibility of each Contractor, unless a requirement is specifically noted as the responsibility of the Construction Manager.
- C. Related Sections include the following:
 - 1. Division 01 Section "Requests for Interpretation" for submitting requests for clarification of the Contract Documents during construction.
 - 2. Division 01 Section "Closeout Procedures" for submitting warranties.
 - 3. Division 01 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 - 4. Divisions 02 through 49 Sections for specific requirements for submittals in those Sections.

1.03 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements.

1.04 SUBMITTAL PROCEDURES

- A. General: Electronic copies of CAD Drawings of the Contract Drawings will be provided by Architect for Contractor's use in preparing submittals.
- B. Construction Manager's Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

3. Transmit all copies of each submittal to the Architect except for one copy to be retained by Construction Manager.
 4. Transmit one electronic copy of each submittal in Adobe .pdf format to each concurrent reviewer. At minimum transmit copies concurrently to Architect, Owner, consultants, and contractors who have any responsibility for the design or construction of the construction activity being reviewed. Retain one copy of original.
 5. Convert submittal material to required electronic submittal format. Provide clear and readable scans, extending fully to original submittal margins, including Contractor's original stamp and label information.
- C. Contractor's Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Transmit all copies of each submittal to the Construction Manager to be forwarded to the Architect.
- D. Submittals Schedule: Comply with requirements in Division 01 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
1. Construction Manager shall create and maintain a master Project Submittals Schedule, including the listing of all submittals required in Sections in Divisions 02 through 49.
- E. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 5 business days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Resubmittal Review: Allow 5 business days for review of each resubmittal.
- F. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately **6 by 8 inches (152 by 203 mm)** on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Contractor.
 - d. Name and address of subcontractor.
 - e. Name of manufacturer.
 - f. Drawing number and detail references, and Specification Section and paragraph as appropriate.

- g. Location(s) where product is to be installed, as appropriate.
 - h. Other necessary identification.
 - G. Deviations: Highlight or otherwise specifically identify deviations from the Contract Documents on submittals.
 - H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review, received from sources other than Construction Manager.
 - 1. Transmittal Form: Provide locations on form for the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Drawing number and detail references, and Specification Section and paragraph as appropriate.
 - h. Transmittal number, numbered consecutively.
 - i. Submittal and transmittal distribution record.
 - j. Remarks.
 - k. Signature of transmitter.
 - 2. On an attached separate document transmittal form, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.
 - I. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked "No exceptions taken." or "Make corrections noted."
 - J. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
 - K. Use for Construction: Use only final submittals with mark indicating "No exceptions taken." or "Make corrections noted."
- 1.05 ACTION SUBMITTALS
- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
 - B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.

2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Manufacturer's catalog cuts.
 - e. Standard product operation and maintenance manuals.
 - f. Compliance with specified referenced standards.
 - g. Testing by recognized testing agency.
 - h. Application of testing agency labels and seals.
 - i. Notation of coordination requirements.
 4. Submit Product Data before or concurrent with Samples.
 5. Distribution: Submit product data and associated shop drawings in a single transmittal with transmittal form.
 - a. Identifying number associating sample with a specific Shop Drawing or Product Data submittal form. Any sample that is submitted without a clear identifying mark associating it with one and only one electronic submittal will be kept or returned at the Architect's discretion, without any review.
 6. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set (s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
- C. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product.
 2. Number and name of room or space.
 3. Location within room or space.
 4. Number of Copies: Submit an electronic record in Adobe .pdf or Microsoft .doc format of product schedule or list, unless otherwise indicated. Architect will return two copies. Construction Manager will retain one copy.
 5. Mark up and retain one returned copy as a Project Record Document.

1.06 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 1. Number of Copies: Submit an electronic record in Adobe .pdf or Microsoft .doc format of informational submittals, unless otherwise indicated.
- B. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."
- C. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

- D. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- E. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- F. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."
- G. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
 - 1. Preparation of substrates.
 - 2. Required substrate tolerances.
 - 3. Sequence of installation or erection.
 - 4. Required installation tolerances.
 - 5. Required adjustments.
 - 6. Recommendations for cleaning and protection.
- H. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- I. Material Safety Data Sheets (MSDSs): Submit information directly to Owner; do not submit to Architect.
 - 1. Architect will not review submittals that include MSDSs and will return the entire submittal for resubmittal.

PART 2 - PRODUCTS – (NOT USED)

PART 3 - EXECUTION

3.01 CONSTRUCTION MANAGER'S SUBMITTAL LOG

- A. Log in each submittal and assign it a sequential number before submitting to Architect. Numbering system shall include a 2-digit reference to the Specification Division in which the requirement for the submittal is specified.
- B. Track the dates and recipients when transmitting each submittal, including those that have been received by the Construction Manager and have been returned directly to prime contractors for revision and re-submittal.
- C. The master submittal log shall be distributed at each Progress Meeting.

3.02 CONSTRUCTION MANAGER'S REVIEW

- A. Review each submittal and check for coordination with other Work of all the prime contracts and for compliance with the Contract Documents. Submittals requiring corrections and field dimensions shall be returned to the Contractor for revision prior to submitting to Architect. Only submittals that are fully acceptable to the Construction Manager shall be forwarded to the Architect. Mark with approval stamp before submitting to Architect.
 - 1. Submittals without a Construction Manager's stamp will be returned without review.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Construction Manager's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.03 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Construction Manager.
 - 1. Submittals without a Contractor's stamp will be returned without review.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.04 ARCHITECT'S REVIEW

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
 - 1. Final Release: When the Architect marks a submittal "No Exceptions Taken", the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
 - 2. Final-But-Restricted Release: When the Architect marks a submittal "Make Corrections Noted", the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
 - 3. Returned for Resubmittal: When the Architect marks a submittal "Revise and Resubmit" or "Rejected. See Remarks", do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat if necessary to obtain different action mark.

- a. Do not use, or allow others to use, submittals marked “Revise and Resubmit.” or “Rejected. See Remarks.” at the project site or elsewhere where Work is in progress.
 - 4. No Action Taken: When the Architect marks a submittal “No Action Taken”, it implies that the submitted materials are not required by the Contract Documents and that they have been returned to the Contractor without review, notice or action.
 - C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
 - D. Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.
 - E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.
- 3.05 ARCHITECTS SUBMITTAL REVIEW STAMP

PROJECT	SPEC. SECTION										
PROJECT NO.	SUBMITTAL NO.										
PERKINS — EASTMAN											
<p>Corrections or comments made on the shop drawings during this review do not relieve the contractor from compliance with requirements of the drawings and specifications. This check is only for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The contractor is responsible for: confirming and correlating all quantities and dimensions; selecting fabrication processes and techniques of construction; coordinating the work with that of all other trades; and performing the work in a safe and satisfactory manner.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">NO EXCEPTIONS TAKEN</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;">MAKE CORRECTIONS NOTED</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;">REVISE AND RESUBMIT</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;">REJECTED</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="border-bottom: 1px solid black;">NO ACTION TAKEN</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	NO EXCEPTIONS TAKEN	<input type="checkbox"/>	MAKE CORRECTIONS NOTED	<input type="checkbox"/>	REVISE AND RESUBMIT	<input type="checkbox"/>	REJECTED	<input type="checkbox"/>	NO ACTION TAKEN	<input type="checkbox"/>
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BY <i>By</i>											
NOTES											

END OF SECTION 01 33 00

PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Sections include the following:
 - 1. Division 01 Section "High Performance Building Requirements" for sustainable strategy requirements.
 - 2. Division 01 Section "Closeout Procedures" for submitting warranties for Contract closeout.
 - 3. Divisions 02 through 49 Sections for specific requirements for warranties on products and installations specified to be warranted.

1.03 DEFINITIONS

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility, except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of other named manufacturers.

1.04 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Detailed comparison of sustainable aspects of proposed comparable product with those of the Work specified. Comparable product requests will not be accepted if they will result in fewer High Performance Building credits or a shift of High Performance Building credits from one area of measurement to another.
 - 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Division 01 Section "Submittal Procedures."
 - b. Use product specified if Architect cannot make a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 01 Section "Submittal Procedures." Show compliance with requirements.

1.05 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.

1.06 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 3. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
 - 4. Coordinate with the Owner delivery and installation schedule and effect delivery of goods to take place at the times required for installation, unless otherwise specified.
- C. Storage:
 - 1. Contractor will be responsible for storage and associated costs if contractor decides to pre-purchase FF&E and have it delivered prior to the dates stated for each of the phases. These costs shall be included in the submitted unit costs and no additional payment will be made by the Owner.
 - 2. Materials shall be stored in a secured manner in an environmentally controlled location, labeled and reserved for the specific use of this project.

3. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
4. Replacement of missing or damaged materials shall be the responsibility of the Contractor and at no cost to the Owner.

1.07 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
 1. **Manufacturer's Warranty:** Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
- B. **Submittal Time:** Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.01 PRODUCT SELECTION PROCEDURES

- A. **General Product Requirements:** Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation.
 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. **Standard Products:** If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
 6. Descriptive, performance, and reference standard requirements in the Specifications establish "salient characteristics" of products.
- B. **Product Selection Procedures:**
 1. **Product:** Where Specifications name a single product and manufacturer, provide the named product that complies with requirements.
 2. **Manufacturer/Source:** Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements.
 3. **Products:** Where Specifications include a list of names of both products and manufacturers, provide one of the products listed that complies with requirements.
 4. **Manufacturers:** Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements.

5. Available Manufacturers: Where Specifications include a list of manufacturers, provide a product by one of the manufacturers listed, or an unnamed manufacturer, that complies with requirements. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product.
6. Visual Matching Specification: Where Specifications require matching an established Sample, select a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 - a. If no product available within specified category matches and complies with other specified requirements, comply with provisions in Division 01 "Product Substitutions" for proposal of product.
7. Visual Selection Specification: Where Specifications include the phrase "as selected from manufacturer's colors, patterns, textures" or a similar phrase, select a product that complies with other specified requirements.
 - a. Standard Range: Where Specifications include the phrase "standard range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that does not include premium items.
 - b. Full Range: Where Specifications include the phrase "full range of colors, patterns, textures" or similar phrase, Architect will select color, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.
8. Connecticut High Performance Building Requirements: Where Specifications include sustainable requirements, these are essential criteria for product selection, along with other specified requirements.

2.02 COMPARABLE PRODUCTS

- A. Conditions: Construction Manager and Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Construction Manager or Architect will return requests without action, except to record noncompliance with these requirements:
 1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 3. Proposed product meets or exceeds specified High Performance Building requirements.
 4. Evidence that proposed product provides specified warranty.
 5. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
 6. Samples, if requested.

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 60 00

SECTION 01 62 30

PRODUCT INSTALLATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for furniture, fixtures and equipment product installation, placement, and final locations.

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.
- B. See Division 1 General & Supplemental Conditions for temporary provisions required for product placement and installation.

1.3 UNUSED MATERIALS

- A. Return unused materials to manufacturer or supplier for credit to the Owner.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine the Project Site 24 hours before first delivery, including loading area, freight delivery area, elevators, and staging area to ensure conditions are satisfactory for proper performance of the work. Existing damage to the building or debris that hinders delivery and performance shall immediately be called to the attention of the Owner in writing and verbal notification.
 - 1. Examine conditions under which the work is to be performed.
 - 2. Document any deficiencies in construction prior to FF&E installation, which will provide a record of any post installation damage to the constructed building.
- B. Examine materials or equipment immediately on delivery and again before installation. Reject all damaged or defective items, in writing.
- C. Coordinate with the Owner with the proposed schedule and effect delivery of all goods to take place at the times they are required for delivery and installation so as to not adversely cause a delay, damage,

3.2 INSTALLATION OF FURNITURE, FURNISHINGS, & EQUIPMENT, GENERAL

- A. Comply with manufacturer's written installation instructions and recommendations.

- B. Secure Attachment: To ensure proper attachment of Fixtures, Furnishings & Equipment items, including Technology items, where “items” are intended for attachment to wall, ceiling, overhead structure, and / or floor, Contractor shall provide information adequate for Architect to verify that items attached to wall, ceiling, and / or floor are attached securely. Architect’s review may be implemented during submittal process.
 - 1. Contract shall provide struts, hangers, fasteners, hangers, safety harnesses, channels, bolts, screws, rods, etc. to securely attach items to existing structure as required to meet field conditions and meet applicable codes.
 - 2. Install components at heights and dimensions indicated. Where mounting heights are not indicated, refer to the Architect for final decision.

3.3 ADJUSTING

- A. Remove and replace components that are chipped, scratched, delaminated, or otherwise defective and do not match adjoining work or do not operate properly. Provide new matching units, installed as specified and without evidence of replacement.
- B. Adjust components to provide smooth operation of moving parts without binding, racking, vibration, noticeable friction, or other perceived defect.
- C. Return one (1) week after installation to confirm that all items are fully functioning to satisfaction of Owner and Architect, provide any further adjustments that might be necessary to complete installation and customer satisfaction.

3.4 CLEANING

- A. Remove all packing material and debris from project site daily.
- B. Repair and clean furniture of soil marks, dust, fingerprints, oil, grease, residue, etc, and all fabric loose threads, and other inappropriate materials.

3.5 REPAIR FINISHES

- A. Repair all factory finishes on site: To achieve uniform finish and appearance to the satisfaction of the Owner and the Architect.
- B. Match all existing for the following:
 - 1. Color
 - 2. Sheen
 - 3. Texture

3.6 PROTECTION

- A. Cover, ventilate, and protect installed goods from damage caused by weather moisture, heat, staining, dirt abrasions, or other conditions that may adversely affect appearance and/or use.
- B. Protect against deterioration of finish, warp, twisting, opening of joins and seams, delaminating, or other injury.

- C. Ensure that exposure to the following conditions is limited:
1. Excessive static or dynamic loading.
 2. Excessively high or low heat or humidity.
 3. Punctures.
 4. Abrasions.
 5. Soiling, staining, and/or corrosion.
 6. Combustion.
 7. Theft.
 8. Vandalism.

END OF SECTION 01 62 30

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Installation of the Work.
 - 2. Progress cleaning.
 - 3. Protection of installed construction.
- B. Unless noted otherwise in writing, each Contractor is responsible for all of the items specified in this Section as they pertain to the Work of that prime contractor's Contract. The Construction Manager may assign certain aspects of the Work specified in this Section to a single contractor.

1.03 QUALITY ASSURANCE

- A. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. General: Comply with requirements specified in other Sections.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Examine mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 2. Examine walls, and floors for suitable conditions where products and systems are to be installed.
 - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

- B. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - 1. Description of the Work.
 - 2. List of detrimental conditions, including substrates.
 - 3. List of unacceptable installation tolerances.
 - 4. Recommended corrections.
- C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.02 PREPARATION

- A. Existing Utility Information: Furnish information to Owner that is necessary to adjust, move, or relocate existing utility services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

3.03 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
- D. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.04 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 - 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

1. Remove liquid spills promptly.
 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Remove waste from project site and dispose of legally.
- H. During handling and installation, clean and protect work in progress and adjoining materials already in place.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

3.05 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 01 73 00

SECTION 01 77 00
CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout including, but not limited to, the following:
 - 1. Inspection and re-inspection procedures.
 - 2. Final acceptance of the work allowances
 - 3. Close-out procedures.
 - 4. Operation and maintenance manuals.
 - 5. Extra materials and spare parts.
 - 6. Training sessions.
 - 7. Submittal of warranties
 - 8. Warranty inspections
 - 9. Record documents.
 - 10. Final cleaning.

1.03 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures; Before requesting inspection for certification of Substantial Completion,

1.04 FINAL ACCEPTANCE

- A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following. List exceptions in the request.
- B. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include insurance certificates for products and completed operations where required.
- C. Submit an updated final statement, accounting for final additional changes to Contract Sum.
- D. Submit a certified copy of the Architect's final inspection list of items to be completed or corrected, endorsed and dated by the Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance, and shall be endorsed and dated by the Architect.
- E. Submit consent of surety to final payment.

- F. Re-inspection Procedure: The Architect and interior designer will re-inspect the work upon receipt of notice that the work, including inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to the Architect, interior designer, and Owner.
- G. Upon completion of re-inspection, the Architect will determine if this is complete. If the Work is incomplete, the Architect will advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
- H. If necessary, re-inspection will be repeated. Time will be assessed and back charged by the Owner to the Contractor for more than one re-inspection.

1.05 RECORD DOCUMENT SUBMITTALS

- A. Record Drawings: Maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark which drawing is most capable of showing conditions fully and accurately. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
- B. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.
- C. Organize record drawing sheets into manageable sets. Bind sets with durable-paper cover sheets; print suitable titles, dates, and other identification on the cover of each set.
- D. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order. Identify miscellaneous records properly and bind or file, ready for continued use and reference. Submit to the Architect for the Owner's records.
- E. Operation and Maintenance Manuals: Bind properly indexed data in individual, heavy-duty, 2-inch, 3-ring, vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Include the following types of information:
 - 1. Emergency instructions.
 - 2. Spare parts list.
 - 3. Copies of warranties.
 - 4. Wiring diagrams.
 - 5. Inspection procedures.
 - 6. Product catalogs and Product Data.
 - 7. Fixture lamping schedule.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

1.06 CLOSEOUT PROCEDURES

- A. Operation and Maintenance Instructions: Arrange for each installer of furniture and equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. Provide instruction by manufacturer's representatives if installers are not experienced in operation and maintenance procedures. Include a detailed review of the following items:
1. Operation and Maintenance manuals.
 2. Record documents.
 3. Spare parts and materials.
 4. Tools.
 5. Lubricants.
 6. Identification systems.
 7. Hazards.
 8. Cleaning.
 9. Warranties.
 10. Maintenance agreements and similar continuing commitments.
 11. Inventory data on magnetic media.

1.07 FINAL CLEANING

- A. Cleaning: Employ experienced workers or professional cleaners for final cleaning.
- B. Remove all product shipping and inventory labels, tags, signage, etc clean any remaining residue to a condition expected as new, follow and comply with the specific manufacturers cleaning instructions and requirements.
- C. Remove all product protection wrappings, packing and shipping materials, etc and dispose all materials offsite at the expense of the Vendor/Contractor and any of their Subcontractors.
- D. Remove all product boxes, containers, pallets, etc and dispose all materials offsite at the expense of the Vendor/Contractor and any of their Subcontractors.
- E. Clean each surface of all units, products furniture, furnishings and equipment to the condition expected in a normal, commercial building cleaning and maintenance program. Follow and comply with the specific manufacturers cleaning instructions and requirements.

END OF SECTION 01 77 00

Anna H. Rockwell Elementary School
Furniture, Furnishings & Equipment
PE Project No. 68961.01
State Project No. 009-0058-RNV

CLOSEOUT PROCEDURES
01 77 00 - 4
August 19, 2019
FF & E Procurement Package "A"

OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for preparing maintenance manuals, including the following:
 - 1. Maintenance manuals for the care and maintenance of products, materials, and finishes.
- B. Related Sections include the following:
 - 1. Division 01 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
 - 2. Division 01 Section "Closeout Procedures" for submitting operation and maintenance manuals.
 - 3. Divisions 02 through 49 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

1.03 SUBMITTALS

- A. Final Submittal: Submit one copy of maintenance manual in final form at least 15 days before final inspection. Construction Manager will return copy with comments within 15 days after final inspection.
 - 1. Correct or modify to comply with Construction Manager's and Architect's comments. Submit 3 copies of manual within 15 days of receipt of comments.

PART 2 - PRODUCTS

2.01 MANUALS, GENERAL

- A. Manual for Overall Project: Construction Manager shall provide one manual for the overall project that includes:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Name and address of Project.
 - 4. Name, address, and telephone number of Construction Manager.
 - 5. Name, address, and telephone number of each prime Contractor.
 - 6. List of all materials provided by each prime Contractor in other manuals.
 - 7. Index of all materials provided in all other manuals, cross-referenced to each manual by manual name and page number.

- B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.
 - 3. Name, address, and telephone number of Contractor.

- C. Table of Contents: List each product included in manual, identified by product name, and cross-referenced to Specification Section number in Project Manual.

- D. Manual Contents: Arrange contents alphabetically by equipment.
 - 1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (216-by-279-mm) paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data, organize data in each binder into groupings and related components.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
 - 2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
 - 3. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.02 PRODUCT MAINTENANCE MANUAL

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.

- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.

- C. Product Information: Include the following, as applicable:
 - 1. Product name and model number.
 - 2. Manufacturer's name.
 - 3. Color, pattern, and texture.
 - 4. Reordering information for specially manufactured products.

- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 - 1. Inspection procedures.
 - 2. Types of cleaning agents to be used and methods of cleaning.

3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.01 MANUAL PREPARATION

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- C. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.
1. Do not use original Project Record Documents as part of operation and maintenance manuals.
 2. Comply with requirements of newly prepared Record Drawings in Division 01 Section "Project Record Documents".
- D. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01 78 23

LIBRARY STACK SYSTEMS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. Section Includes:
 - 1. Cantilever type steel-bracket shelving.

1.03 ACTION SUBMITTALS

- A. Product Data: For each type of product.
 - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for library stack systems and accessories.
- B. Shop Drawings:
 - 1. Include plans, elevations, sections, and details.
 - 2. Show clear-aisle widths from face of units.
 - 3. Detail fabrication and installation of library stack systems, including methods of anchoring them to building structures at locations recommended by manufacturer and as required for seismic restraint.
- C. Samples for Verification: For the following products, one of each, in manufacturer's standard sizes:
 - 1. End panels.

1.04 INFORMATIONAL SUBMITTALS

- A. Seismic Design Calculations: For seismic design of library stack systems, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.
- B. Qualification Data: For Installer.
- C. Sample Warranty: For manufacturer's standard warranty.

1.05 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For library stack systems to include in maintenance manuals.

1.06 QUALITY ASSURANCE

- A. **Manufacturer Qualifications:** Engage an experienced manufacturer who is ISO 9001 certified for the design, production, installation and service of library bookstacks.
- B. **Installer Qualifications:** An entity that employs installers and supervisors who are trained and approved by manufacturer.

1.07 WARRANTY

- A. **Standard Warranty:** Manufacturer agrees to repair or replace components of library stack systems that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Deterioration of metal finishes and other materials beyond normal wear.
 - 2. **Warranty Period:** One year from date of Substantial Completion.

PART 2 - PRODUCTS

2.01 PERFORMANCE REQUIREMENTS

- A. **Seismic Performance:** Library stack systems shall withstand the effects of earthquake motions determined according to ASCE/SEI 7.
 - 1. **Seismic Design Category:** B.

2.02 MANUFACTURERS

- A. **Available Products:** Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each furniture product data sheet enclosed in this Project Manual.

2.03 STEEL-BRACKET SHELVING

- A. **Steel-Bracket Shelving:** ANSI Z39.73 shelving designed for library use, consisting of two uprights and two spreaders per section forming a four-sided frame, with adjustable shelves on one or both sides of uprights cantilever-hung by brackets.
- B. **Bookstack Units:**
 - 1. **Type:** Mechanically fastened, self-supporting units, Starter units and Adder units.
 - 2. **Configuration:** Single-faced units.
 - 3. **Width:** 36 inches (914 mm).
 - 4. **Height:** 66 inches (1676 mm) .
 - 5. **Shelf Depth:** 12 inches (305 mm) nominal.
 - 6. **Base Support:** Base shelf.

7. Shelves: Provide the following style and number of adjustable shelves:

a. Flat with integral backstops; five level of shelves.

C. Frames:

1. Uprights: Steel channels, 0.060 inch (1.52 mm) thick, with slots to receive shelf bracket tabs at 1 inch (25 mm) o.c.
2. Spreaders: Tube steel, 0.060 inch (1.52 mm) thick.
3. Longitudinal Bracing: Provide intermediate spreader for units.

D. Adjustable Shelves: 0.048-inch- (1.22-mm-) thick cold-rolled steel sheet. Provide two brackets per shelf; 0.060-inch- (1.52-mm-) thick cold-rolled steel.

E. Base Shelves: One-piece shelves, 0.048-inch- (1.22-mm-) thick cold-rolled steel sheet, designed to receive and fit snugly around uprights, with kick plate 3 inches (76 mm) high. Provide two brackets per base shelf; 0.060-inch- (1.52-mm-) thick cold-rolled steel sheet, with return flange along bottom edge. Provide perforated bases at locations where base shelves cover supply-air grilles.

F. Support Feet: Square steel tube, 0.060 inch (1.52 mm) thick, with black vinyl caps at open ends of tube shape, designed to receive and fit snugly around uprights, extending from both faces of double-faced units or one face of single-faced units.

G. Levelers: Adjustable pin levelers at carpeted surfaces and adjustable glides elsewhere.

H. End Panels: Provide where indicated.

1. Veneer-Faced End Panels: 3/4 to 1 inch (19 to 25 mm) thick.
 - a. Face: High-pressure decorative laminate.

2.04 WOOD MATERIALS

A. High-Pressure Decorative Laminate: NEMA LD 3, Grade VGS .

1. Colors, Textures, and Patterns: As selected by Architect from manufacturer's full range.

B. Edge banding: Rigid PVC T-molding, through color with satin finish .

1. Colors: As selected by Architect from manufacturer's full range.

2.05 GENERAL FINISH REQUIREMENTS

A. Appearance of Finished Work: Noticeable variations in same piece are unacceptable. Variations in appearance of adjoining components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

2.06 STEEL FINISHES

- A. Baked-Enamel or Powder-Coat Finish: Manufacturer's standard two-coat, baked-on finish, consisting of prime coat and thermosetting topcoat to achieve a minimum dry film thickness of 2 mils (0.05 mm).
 - 1. Color and Gloss: As selected by Architect from manufacturer's full range.

2.07 ACCESSORIES

- A. Floor Anchors: Galvanized steel, post-installed expansion anchors
- B. Wall Anchors: Manufacturer's standard galvanized-steel anchors.
- C. Top Bracing: Minimum 1- by 1-3/4-inch (25- by 44-mm) transverse struts, 0.048-inch- (1.22-mm-) thick steel channels, welded or bolted to top of stack units and securely fastened to structure.
- D. Filler Panels: Provide filler panels; 0.048-inch- (1.22-mm-) thick cold-rolled steel, with fitted caps, in color and finish to match shelving. Locate where indicated to fill gaps at abutting shelving units.
- E. Sliding Book Supports: Movable, 3/16-inch- (4.8-mm-) diameter wire supports designed for insertion into track on backstop shelf.
 - 1. Provide one per shelf.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine areas, with Installer present, for compliance with requirements for installation tolerances, location of framing and reinforcements, and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.02 PREPARATION

- A. Vacuum finished floor over which shelving is to be installed.
- B. Before installing veneer-faced panels, condition materials to average prevailing humidity in installation areas for a minimum of 48 hours unless longer conditioning is recommended by manufacturer.

3.03 INSTALLATION

- A. Install library stack systems at locations indicated on Drawings and according to manufacturer's written instructions.

- B. Starter/Adder Units: Connect groups together with standard fasteners according to manufacturer's written instructions, using concealed fasteners where possible.
- C. Enclosure Panels: Install end panels with concealed fasteners.
- D. Level and plumb bookstack units to a tolerance of 1/8 inch in 96 inches (3 mm in 2438 mm).
- E. Filler Panels: Install filler panels where indicated to fill gaps at abutting shelving units.
- F. Install type of shelves at locations indicated and at spacing indicated or, if not indicated, at equal spacing in each unit.

3.04 ANCHORAGE

- A. Bookstack Anchorage: Install bookstacks using floor anchors, wall anchors, or top bracing in locations recommended by manufacturer and as indicated on Shop Drawings.

3.05 CLEANING AND PROTECTING

- A. Repair or remove and replace defective work as directed on completion of installation.
- B. Clean finished surfaces, touch up as required, and remove or refinish damaged or soiled areas to match original factory finish, as approved by Architect.
- C. Protect installed products from damage during remainder of the construction period.

END OF SECTION 11 51 23

SECTION 12 51 00
OFFICE FURNITURE

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes post and shelf storage units.
 - 1. Teacher Desks
 - 2. General staff and faculty desks.
 - 3. Office desks
 - 4. Storage shelving, file cabinets.
 - 5. Miscellaneous office furniture.

1.03 PERFORMANCE REQUIREMENTS

- A. Seismic Performance: Provide storage shelving capable of withstanding the effects of earthquake motions determined according to the building code in effect for this Project or ASCE 7, "Minimum Design Loads for Buildings and Other Structures," Section 9, "Earthquake Loads," whichever is more stringent.

1.04 SUBMITTALS

- A. Product Data: For each type of metal storage shelving, file cabinet, and cabinet tops as specified. Include details of construction and connections relative to materials, dimensions of individual components, accessories, and finishes.
- B. Shop Drawings: Include fabrication and assembly of metal storage shelving post-to-shelf connections, bracing, and attachments to other work.
- C. Shop Drawings: Prepared by or under the supervision of a qualified professional engineer detailing fabrication, assembly, and installation of metal storage shelving, as well as procedures and diagrams. Include plans, elevations, sections, details, and attachments to other work.
- D. Coordination Drawings: For floor mounted electrical and data connections, show the following:
 - 1. Floor mounted electrical power receptacles.
 - 2. Floor mounted data and communication devices.
- E. Samples: Of each exposed product and for each color and texture required, not less than 3 by 3 inches in size.

- F. Maintenance Data: For all products and materials specified, to include in the maintenance manuals specified in Division 1.
- G. Manufacturer Certificates: Signed by manufacturers certifying compliance with requirements. Include evidence of manufacturing experience.
- H. Product Test Reports: From a qualified testing agency indicating compliance with requirements, based on comprehensive testing of current products:
- I. Installer Qualifications: Engage an experienced installer who employs workers trained and approved by stack systems manufacturer, and is approved by manufacturer.
- J. Regulatory Requirements: Comply with seismic requirements of authorities having jurisdiction.

1.05 QUALITY ASSURANCE

- A. Provide steel case goods that meet or exceed ANSI/BIFMA and ISTA Standards and performance criteria.
- B. Manufacturer Qualifications: A firm experienced in manufacturing of steel casegoods and accessories similar to those indicated for this Project, and with a record of successful in-service performance.
- C. Source Limitations: Obtain desk units through one source from a single manufacturer.
- D. Fire-Test-Response Characteristics: Provide all materials with fire-test-response characteristics as determined by testing identical products per test method indicated below by UL or another testing and inspecting agency acceptable and by the authorities having jurisdiction.
 - 1. Surface burning characteristics
 - a. Flame spread, not more than 25
 - b. Smoke development, not more than 50
 - c. Flame-Resistance Ratings: Passes NFPA 701.
 - 2. Test Method: California Technical Bulletin 117.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Store furniture in a manner to avoid significant or permanent deflection of items and accessories.

1.07 WARRANTY

- A. Warranty: Manufacturer's standard warranty in which manufacturer agrees to repair or replace products that fail in performance, materials, or workmanship within specified warranty period.

1.08 PROJECT CONDITIONS

- A. Space Enclosure and Environmental Limitations: Do not install metal storage shelving until spaces are enclosed and weatherproof, wet-work in spaces is completed and nominally dry,

work above ceilings is complete, and ambient temperature and humidity conditions are being maintained at the levels indicated for Project when occupied for its intended use.

1.09 COORDINATION

- A. Coordinate layout and installation of desks with other construction to which it is attached including floor, partition, wall, and ceiling assemblies.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheet enclosed in this Project Manual.
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. KI Furniture
 - 2. Steelcase
 - 3. The Hon Company
 - 4. Knoll Furniture
 - 5. VS School and Office Furniture

2.02 MATERIALS

- A. Steel Sheet: ASTM A 366 matte finish, suitable for exposed applications, and stretcher leveled or roller leveled to stretcher-leveled flatness, 22 gauge material thickness minimum.
- B. Galvanized Steel Sheet: ASTM A 653, G90 coating designation; commercial quality; zinc-coated by the hot-dip process; stretcher leveled; phosphatized.
- C. Medium-Density Fiberboard: ANSI A208.2.
- D. Hardboard: AHA A135.4, tempered grade.
- E. High pressure plastic laminate surfaces
- F. Electrolytic zinc-coated steel sheet: ASTM A591, with Class C zinc coating, mill phosphatized.

2.03 DESK AND ACCESSORIES

- A. Top surfaces of high pressure laminate with similar edging.
- B. Steel casework and structural framing consisting of sheet material and connectors of size, material, and assembly to comply with MH 28.1 for evenly distributed load:

- C. Storage Shelving Units: Provide storage shelving units consisting of steel sheet material and/or plastic laminate faced mdf, with all connectors of size, material, and assembly to comply with MH 28.1 for the following evenly distributed shelving load:
 - 1. Individual Shelf Capacity: 200 lb/sq. ft.
- D. File Drawer Units: Provide lateral file drawer units consisting of steel sheet material and connectors of size, material, and assembly to comply with MH 28.1 for the following evenly distributed drawer load:
 - 1. Drawer Capacity: 150 lb/sq. ft.
- E. Drawer Units: Provide box drawer units consisting of steel sheet material and connectors of size, material, and assembly to comply with MH 28.1 for the following evenly distributed drawer load:
 - 1. Drawer Capacity: 100 lb/sq. ft.
- F. Central drawer with symmetrical side pedestal drawer units consisting of box drawer over a file drawer. Provide flush pulls integral with drawer fronts.
- G. Drawer hardware consisting of roller bearing/cradle suspension, file hang-rails, drawer dividers, and security locks with interchangeable cores.
- H. Connectors: Welded construction with mechanical fasteners (nut and bolt).
- I. Post Base: Bolt leveler.

2.04 FABRICATION

- A. Fabricate metal desks square and rigid with posts plumb and true, units to be flat and free of dents or distortion. Fabricate exposed metal edges free of sharp edges and burrs. Fabricate connections to form a rigid structure, free of buckling and warping.
- B. Fabricate drawer boxes from one-piece steel sheet.

2.05 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" recommendations for applying and designating finishes.
- B. Finish all steel surfaces and accessories.
- C. Appearance of finished work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved samples and are assembled or installed to minimize contrast.

2.06 FINISHES

- A. Surface preparation: Clean surfaces of dirt, oil, grease, and other contaminants that could impair paint bond. Remove mill scale and rust, if present, from uncoated steel.

- B. Surface Preparation: Clean surfaces with non-petroleum solvent so surfaces are free of oil and other contaminants. After cleaning, apply a conversion coating of the type suited to the organic coating applied over it. Clean welds, mechanical connections, and abraded areas, and apply galvanizing repair paint to comply with ASTM A 780
- C. Baked-enamel finish: Immediately after cleaning and pre-treating, apply Manufacturer's standard baked-enamel finish consisting of a thermosetting topcoat. Comply with paint Manufacturer's instructions for applying and baking to achieve a minimum dry film thickness of 1.1 mils on posts and shelves.
 - 1. Color and Gloss: As selected by Architect from Manufacturer's full range of colors and glosses.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine areas and conditions for compliance with requirements for installation tolerances, clearances, and other conditions affecting performance of desks.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.02 INSTALLATION

- A. General: Comply with Manufacturer's written installation instructions, unless more stringent requirements apply.
- B. Install desks level, plumb, square, and true.

3.03 CLEANING

- A. Clean finish floor over which metal storage shelving is to be installed as follows:
 - 1. Vacuum flooring.
 - 2. Wet mop resilient flooring.

END OF SECTION 12 51 00

SECTION 12 52 00
SEATING

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes the following:
 - 1. Chairs
 - 2. Task Chairs
 - 3. Upholstered Seating
 - 4. Miscellaneous Seating

1.03 SUBMITTALS

- A. General: Submit the following according to the Conditions of the Contract and Division 1 Specification Sections.
- B. Product data for each type of product specified.
- C. Shop drawings showing chair sizes.
- D. Samples for initial selection purposes in the form of Manufacturer's color charts or samples of materials showing the full range of standard colors, finishes, patterns, and textures available for each exposed material.
- E. Samples for verification purposes of each exposed material from which seating units and accessories are composed, in each color, finish, pattern, and texture indicated. Include samples of the following:
 - 1. Upholstery Fabric: Full-width sample, not less than 12 inches long, with specified treatments applied. Show complete pattern repeat. Mark top and right side.
 - 2. Plastic Laminate: Manufacturer's standard size unit, not less than 6 inches square.
 - 3. Baked Enamel Finishes: Manufacturer's standard size unit, not less than 6 inches square.
 - 4. Aluminum Finishes: Manufacturer's standard size unit, not less than 3 inches square.
 - 5. Metal Finishes: Manufacturer's standard size unit, not less than 3 inches square.
 - 6. Chrome Finishes: Manufacturer's standard size unit, not less than 3 inches square.
 - 7. Wood and Plywood Materials and Finishes: Manufacturer's standard size unit, not less than 6 inches square.
 - 8. Molded Plastic: Manufacturer's standard size unit, not less than 6 inches square.

- F. Maintenance data for tables and chairs, to include in the "Operating and Maintenance Manual" specified in Division 1.
 - 1. Manufacturers contact information
 - 2. Methods for maintaining furniture.
 - 3. Ordering spare parts and accessories.
 - 4. Installer contact information and requests for on-site repair services.
 - 5. Precautions for cleaning materials and methods that could be detrimental to finishes and performance.

1.04 QUALITY ASSURANCE

- A. Fire-Performance Characteristics: Provide all furniture, fixtures, equipment products and materials that meet the following fire testing performance requirements according to test method indicated by UL, BIFMA, ANSI, UFAS, and other testing criteria and inspecting agency acceptable, and to the authorities having jurisdiction.
 - 1. Surface Burning Characteristics as follows.
 - a. Flame Spread: Not more than 25
 - b. Smoke Development: Not more than 50.
 - c. Flame-Resistance Ratings: Passes NFPA 701
 - 2. Test Method: California Technical Bulletin 117.
- B. Single-Source Responsibilities: Obtain each type of furniture category, including accessories, from one source of a single manufacturer.

1.05 PROJECT CONDITIONS

- A. Environmental Conditions: Do not install furniture until space ambient temperature and humidity conditions are continuously maintained at final occupancy levels and/or values.

1.06 WARRANTY

- A. Warranty: Manufacturer's standard warranty in which manufacturer agrees to repair or replace products that fail in performance, materials, or workmanship within specified warranty period.

PART 2 - PRODUCTS

2.01 CHAIRS

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheet enclosed in this Project Manual.

2.02 TASK CHAIRS

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheet enclosed in this Project Manual.

2.03 UPHOLSTERED SEATING

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheet enclosed in this Project Manual.

2.04 MISCELLANEOUS SEATING

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheet enclosed in this Project Manual.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine site for conditions affecting performance of furniture.
- B. Do not proceed until unsatisfactory conditions have been corrected.

3.02 INSTALLATION

- A. Follow manufacturer's printed instructions for installation.
- B. Verify moving components operate smoothly and quietly.

3.03 ADJUSTING

- A. Adjust moving components so as to operate smoothly, quietly, and without defect.
- B. Return two weeks to adjust moving components so as to operate smoothly, quietly, and without defect.

END OF SECTION 12 52 00

CLASSROOM FURNITURE

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes the following:
 - 1. Tables
 - 2. Student desks
 - 3. Storage and activities furniture units.
 - 4. Free standing classroom furniture / casegoods.
 - 5. Miscellaneous classroom furniture
 - 6. Teacher's desk

1.03 SUBMITTALS

- A. General: Submit the following according to the Conditions of the Contract and Division 1 Specification Sections.
- B. Product data for each type of product specified.
- C. Shop drawings or product data sheets showing furniture dimensions, sizes and clearances.
- D. Samples for initial selection purposes in the form of manufacturer's color charts or samples of materials showing the full range of standard colors, finishes, patterns, and textures available for each exposed material.
- E. Samples for verification purposes of each exposed material from which seating units and accessories are composed, in each color, finish, pattern, and texture indicated. Include samples of the following:
 - 1. Plastic Laminate: Manufacturer's standard size unit, not less than 6 inches square.
 - 2. Baked Enamel Finishes: Manufacturer's standard size unit, not less than 3 inches square.
 - 3. Aluminum Finishes: Manufacturer's standard size unit, not less than 3 inches square.
 - 4. Wood and Plywood Materials and Finishes: Manufacturer's standard size unit, not less than 6 inches square.
 - 5. Molded Plastic: Manufacturer's standard size unit, not less than 6 inches square.
- F. Maintenance data for tables and student desks, to include in the "Operating and Maintenance Manual" specified in Division 1.

1. Methods for maintaining furniture.
2. Precautions for cleaning materials and methods that could be detrimental to finishes and performance.

1.04 QUALITY ASSURANCE

- A. Fire-Performance Characteristics: Provide furniture that is identical to that tested for the following fire performance requirements according to test method indicated by UL, BIFMA, ANSI, UFAS, and other testing criteria and inspecting agency acceptable to authorities having jurisdiction.
1. Surface Burning Characteristics as follows.
 - a. Flame Spread: Not more than 25
 - b. Smoke Development: Not more than 50.
 - c. Flame-Resistance Ratings: Passes NFPA 701.
 2. Test Method: California Technical Bulletin 117.
- B. Single-Source Responsibilities: Obtain each type of furniture category, including accessories, from one source of a single manufacturer.

1.05 PROJECT CONDITIONS

- A. Environmental Conditions: Do not install furniture until space ambient temperature and humidity conditions are continuously maintained at final occupancy levels and/or values.

1.06 WARRANTY

- A. Warranty: Manufacturer's standard warranty in which manufacturer agrees to repair or replace products that fail in performance, materials, or workmanship within specified warranty period.

PART 2 - PRODUCTS

2.01 TABLES

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each furniture product data sheet enclosed in this Project Manual.

2.02 STUDENT DESKS AND SEATING

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheet enclosed in this Project Manual.

2.03 STORAGE & ACTIVITY FURNITURE UNITS

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each product data sheet enclosed in this Project Manual.

2.04 FREE STANDING CLASSROOM FURNITURE / CASEGOODS

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each furniture product data sheet enclosed in this Project Manual.

2.05 MISCELLANANEOUS CLASSROOM FURNITURE

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each furniture product data sheet enclosed in this Project Manual.

2.06 TEACHER'S DESK

- A. Available Products: Subject to compliance with requirements, and manufacturers offering products that may be incorporated in the Work include, but are not limited to the products specified in each seating product data sheet enclosed in this Project Manual.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine site for conditions affecting performance of all classroom furniture.
- B. Do not proceed until unsatisfactory conditions have been corrected.

3.02 INSTALLATION

- A. Follow Manufacturer's printed instructions for installation.
- B. Verify moving components operate smoothly and quietly.

3.03 ADJUSTING

- A. Adjust moving components so as to operate smoothly, quietly, and without defect.
- B. Return two weeks after installation to adjust moving components so product operates smoothly, quietly, and without defect.

END OF SECTION 12 56 33

NETWORK EQUIPMENT

PART 1 - GENERAL**1.1 SECTION INCLUDES**

- A. Network Active Electronics
- B. Uninterrupted Power Supplies (UPS)
- C. Power Distribution Units (PDUs)

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Related Drawings:
 - 1. IT – Technology Drawings

1.3 SUMMARY

- A. The devices and installation described in this section shall be procured and installed as a phased approach and shall match the construction phasing of this project. All phasing is described within the phasing schedule.
- B. All of the pre-existing switches **MUST** remain in place for temporary purposes throughout the phasing plan and then returned to the Owner subsequent to cut-over.
- C. The bidding contractor shall not deliver or install any wireless AP's associated with a phase that has not been completed. All wireless AP's for future phases shall be coordinated and ordered by the contractor several weeks before the anticipated installation. If the contractor chooses to procure the wireless AP's associated with later phases, it will be the responsibility of the contractor to store and insure these devices.
- D. Section includes the Local Area Active Electronics for the data infrastructure, Wireless Access Points and UPS's.
- E. These active electronics shall support the data infrastructure, wireless devices, video surveillance system and the district wide voice system.
- F. All data horizontal and backbone cabling infrastructure (fiber and copper) has been installed by other and is **NOT** part of this bid.
- G. All Category 6 copper patch cords and 50/125um multi-mode fiber patch cords are required to be furnished and installed as part of this section.

- H. The installation integrator awarded this section shall be responsible for the following:
 - 1. Network Switches: Procure, deliver to specified Data Rooms, install into racks, configure and startup test.
 - 2. UPS's and PDU's: Procure, deliver to Data Rooms, install into racks and startup test. Power up all equipment per the owner's direction.
- I. Configuration of LAN switches – Active Electronics, as related to the Voice, Data, Wireless access points and Security systems – Including all associated VLANS and IP addressing shall be performed by the integrator awarded this project. All VLAN and IP information shall be provided by the owner or other integrators.
- J. The bidding integrator must include all man-hours associated with system configuration, engineering and installation of every component in this section.

1.4 APPLICABLE STANDARDS

- A. All of the work within the scope of this bid shall be performed in accordance with the applicable state, county and city laws and ordinances. The bidder shall be able to obtain all permits and licenses as required in addition to being a licensed contractor. All materials, supplies and equipment being furnished shall be installed in accordance with the latest version of the applicable standards of:
 - 1. OSHA
 - 2. Uniform Building Code
 - 3. Americans with Disabilities Act (ADA)
 - 4. Components of the system shall be of the type approved by Safety and Regulatory Agencies including:
 - a. Underwriters' Laboratories (UL), Inc.
 - b. Federal Communications Commission (FCC).
 - c. Agency approvals and UL Listing declare the system's design, components, and installation shall meet the highest standards.
 - d. System installation shall comply with UL 681 and UL 611.
 - 5. The equipment shall comply with Part 68 of the FCC Telephone Requirements Rules.
 - 6. All circuits and equipment shall be installed and protected according to the National Electric Code and any applicable local requirements.

1.5 SUBMITTALS

- A. Pricing for all devices shown within Article 2.2 – BILL OF MATERIAL BOM must be filled out and submitted with this bid proposal and shall include all unit and total pricing.
- B. Product Data: For each type of product indicated. Include dimensions and data on features, performance, electrical characteristics, ratings, and finishes.
- C. Product Data: Submit manufacturer's technical data, product specifications, installation instructions, and other pertinent information as applicable for each product or material specified.

- D. Samples of manufacturer's standard and extended warranties.
- E. Equipment List: Include every piece of equipment by model number, manufacturer, serial number, location, and date of original installation.
- F. Operation and Maintenance Data: For devices listed within this specification.
 - 1. Lists of spare parts and replacement components recommended to be stored at the site for ready access.

1.6 QUALITY ASSURANCE

- A. Single Source Responsibility: Obtain all materials from one (1) source from a single approved manufacturer for each product required within this specification.
- B. Awarded integrator must be a HP certified reseller and installer with five (5) years experience with similar sized projects.
- C. All devices procured and delivered, as part of this specification shall be new from the manufacturer. Refurbished devices will not be accepted for this project. The technology consultant will verify all devices prior to delivery and installation of all devices described within this specification.

1.7 DELIVERY, STORAGE AND HANDLING

- A. Take care in handling products in accordance with manufacturer's instructions.
- B. Store indoors in original undamaged packaging, in a well-ventilated area protected from weather, moisture, soiling, extreme temperatures, and humidity. Store products upright in secure, protected area. Verify with manufacturer that site conditions are acceptable before receiving material.
- C. Environmental Conditions: Capable of withstanding the following environmental conditions without mechanical or electrical damage or degradation of operating capability:
 - 1. Interior, Controlled Environment: System components installed in temperature-controlled interior environments shall be rated for continuous operation in ambient temperatures of 36 to 122 deg F (2 to 50 deg C) dry bulb and twenty to ninety percent (20-90%) relative humidity.

1.8 WARRANTY

- A. Standard Manufacturer Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of any device and equipment related to operation, and equipment that fail in materials or workmanship within specified warranty period.

PART 2 - PRODUCTS

2.1 ACTIVE ELECTRONICS & WIRELESS ACCESS POINTS

- A. The selected manufacturer shall be **HP/Aruba** – USA.
- B. Other manufacturers will NOT be considered for this product. The district has standardized on this product and is expanding upon an existing data infrastructure.
- C. These network active electronic devices shall be installed into 19 inch equipment, 2-post racks which have been furnished and installed by others.
- D. The Category 6 rated horizontal cabling has been furnished and installed by the Owner.
- E. A wireless site survey shall be performed as part of this specification and the exact locations of the access points shall be approved by the Owner and the technology consultant subsequent to the survey results and prior to the installation.
- F. All active Electronics and wireless access point devices are to be procured, delivered and installed as indicated under this portion of the specification. All associated configuration within the VLAN shall be performed by the integrator awarded this project.
- G. Servers shall be procured and installed into the MER as per direction of the Owner.
- H. All associated devices and/or configuration and/or licensing required to obtain a fully functional system shall be included as part the integrator’s Bid submittal.

2.2 NETWORK ELECTRONIC EQUIPMENT – BOM

- A. The following quantities are offered as reference only. Actual quantities of all devices MUST be verified with the Architectural and IT drawings.

#	MFG	PART NO.	PRODUCT DESCRIPTION	QTY
1	<i>MER Room #101 - STACK A - 1 of 2</i>			
2	Aruba	JL428A#ABA	Aruba 3810M 48G PoE+ 4SFP+ 680W Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - Twisted Pair, Optical Fiber - 1U High - Rack-mountable - Lifetime Limited Warranty	2
3	Aruba	JL074A	HPE Aruba 3810M 48G PoE+ 1-slot Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - Twisted Pair - 1U High - Rack-mountable	3
4	Aruba	JL086A#ABA	HPE Aruba X372 54VDC 680W 100-240VAC Power Supply	3
5	Aruba	JL084A	HPE Aruba 3810M 4-port Stacking Module - For Stacking4 x Expansion Slots	5
6	Aruba	J9150D	Aruba 10G SFP+ LC SR 300m OM3 MMF Transceiver - For Data Networking, Optical Network - 1 LC 10GBase-SR Network - Optical Fiber Multi-mode - 10 Gigabit Ethernet - 10GBase-SR - Plug-in Module	6
7	Aruba	J9578A	HPE Stacking Cable - 1.64 ft Network Cable for Network Device - Black	5
8	Specify	Specify	LC-LC OM3 Dfiber Patch Cords	6
9	Specify	Specify	C2G-6ft Cat6a Snagless Shielded (STP) Network Patch Cable - Blue - Category 6a for Network Device - RJ-45 Male - RJ-45 Male - Shielded - 10GBase-T - 6ft - Blue	240
10				

#	MFG	PART NO.	PRODUCT DESCRIPTION	QTY
11	MER Room #101 - STACK B - 2 of 2			
12	Aruba	JL322A	Aruba 2930M 48G POE+ 1-Slot Switch - 48 Ports - 2 Layer Supported - Modular - Twisted Pair	6
13	Aruba	JL086A#ABA	HPE Aruba X372 54VDC 680W 100-240VAC Power Supply	6
14	Aruba	JL325A	Aruba 2930 2-Port Stacking Module - For Data Networking	2
15	Aruba	JL083A	HPE Aruba 3810M 4SFP+ Module - For Data Networking, Optical Network	2
16	Aruba	J9578A	HPE Stacking Cable - 1.64 ft Network Cable for Network Device - Black	6
17	Specify	J9150D	Aruba 10G SFP+ LC SR 300m OM3 MMF Transceiver - For Data Networking, Optical Network - 1 LC 10GBase-SR Network - Optical Fiber Multi-mode - 10 Gigabit Ethernet - 10GBase-SR - Plug-in Module	2
18	Specify	Specify	LC-LC OM3 Dfiber Patch Cords	2
19	Specify	Specify	C2G-6ft Cat6a Snagless Shielded (STP) Network Patch Cable - Blue - Category 6a for Network Device - RJ-45 Male - RJ-45 Male - Shielded - 10GBase-T - 6ft - Blue	288
20	Specify	Specify	Installation and Configuration Services for all above	1

2.3 UPS'S

- A. The selected manufacturer shall be **American Power Conversion Corp., USA** in West Kingston, RI. Other manufacturers will be considered, providing equipment meets or exceeds the quality specified and they can provide equipment of the type, size and function required. Substitutions must be approved by the Owner prior to this Bid Submission.
- B. The following quantities shall be furnished and installed.

#	MFG	PART NO.	PRODUCT DESCRIPTION	QTY
1	MER Room #101 - STACK A - 1 of 2			
2	APC	SRT5KRMXLT-5KTF	APC Smart-UPS SRT 5000VA RM 208V to 120V 2U Step-Down Transformer	2
3	APC	SRTRK2	APC Smart-UPS SRT 19" Rail Kit for Smart-UPS SRT 5/6/8/10kVA	2
4	APC	AP9631	UPS Network Management Card with PowerChute Network Shutdown & Env Monitoring	2
5	APC	AP9571A	PDU - 208V, 1 RU - - (1 per UPS for this Switch Stack)	2
6				
7	MER Room #101 - STACK B - 2 of 2			
8	APC	SRT5KRMXLT-5KTF	APC Smart-UPS SRT 5000VA RM 208V to 120V 2U Step-Down Transformer	2
9	APC	SRTRK2	APC Smart-UPS SRT 19" Rail Kit for Smart-UPS SRT 5/6/8/10kVA	2
10	APC	AP9631	UPS Network Management Card with PowerChute Network Shutdown & Env Monitoring	2
11	APC	AP9571A	PDU - 208V, 1 RU - - (1 per UPS for this Switch Stack)	2

2.4 PATCH CORDS

- A. All Category 6 rated copper and fiber optic patch cords are to be procured, delivered and installed as indicated under this portion of the specification.
- B. Copper patch cord lengths shall assume 3, 5 and 10 feet long. The lengths shall accommodate the distances from the switches to the patch panels.
 1. Each Ethernet port on every switch shall receive a category 6 rated patch cord.
- C. Fiber patch cords lengths shall assume 15 feet long with SC connectors on one (1) end and the required connector on opposite end to match the HP SFP devices on the HP equipment.

1. Each SFP port on every switch shall receive an SC to SC fiber optic patch cord.
2. Fiber patch cords must comply with OM3 standards.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine data room conditions, ceiling and wall surfaces to assure they are in compliance with requirements and other conditions affecting installation and operation of all devices within this specification.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 SYSTEM INSTALLATION

- A. The contractor awarded this section is responsible for the Warranty and Support on all HP Items is required.
- B. Comply with all manufacturers recommendations and best practices.
- C. The contractor awarded this section shall deliver and unpack all devices specified within this document and dispose of all trash.
- D. All device locations must be coordinated and verified by the owner prior to actual installation.
- E. All devices within this specification must be installed per the manufacturers recommended insulation specifications.
- F. All cabling shall be properly dressed in a neat fashion that is acceptable to the owner. This shall include Velcro & nylon ty-wraps secured to the furniture so that all cables are properly supported, protected from damage in an aesthetically pleasing fashion.
- G. All configuration(s) required to obtain a fully functional system shall be included within this portion of work.

3.3 SYSTEM STARTUP

- A. The Contractor shall not apply power to the system until after:
 1. System and components have been installed and inspected in accordance with the manufacturer's installation instructions.
 2. A visual inspection of the system components has been conducted to ensure that defective equipment items have not been installed and that there are no loose connections.

3. All system grounding and transient protection systems have been verified as properly installed and connected, as indicated.
 4. Power supplies to be connected to the system and equipment have been verified as the correct voltage, phasing, and frequency as indicated.
- B. Satisfaction of the above requirements shall not relieve the contractor of responsibility for incorrect installations, defective equipment items, or collateral damage as a result of Contractor work/equipment.

3.4 FIELD QUALITY CONTROL

- A. Verify that accessories required for each unit have been properly installed, level and secured.
- B. Perform tests and inspections.
 1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.
- C. Tests and Inspections:
 1. Inspection: Verify that units and controls are properly installed, connected, and labeled, and that interconnecting wires and terminals are identified.
 2. Pretesting: Align and adjust system and pretest components, wiring, and functions to verify that they comply with specified requirements.
 3. Operational Tests: Perform operational system tests to verify that system complies with Specifications. Include all modes of system operation.

3.5 CLEANING

- A. Remove rubbish and debris: Installation contractor is not allowed you use the onsite dumpster and is responsible to discard their own debris off site.
- B. Clean installed items using methods and materials recommended in writing by manufacturer.

END OF SECTION 27 21 00

Anna H. Rockwell Elementary School
Additions and Renovations
PE Project 68961.01
State Project No. 009-0058-RNV

NETWORK EQUIPMENT
27 21 00 - 8
Technology FFE – August 19, 2019

WIRELESS ACCESS POINTS

PART 1 - GENERAL**1.1 SECTION INCLUDES**

- A. Wireless Access Points (WAP)

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Related Drawings:
 - 1. IT – Technology Drawings

1.3 SUMMARY

- A. This Section includes the minimum requirements for wireless communication systems required for this project.
- B. The devices and installation described in this section shall be procured and installed as a phased approach and shall match the construction phasing of this project. All phasing is described within the architectural drawings.
- C. All Ethernet cabling required terminations and testing for the new WAP's have been installed by other and is NOT part of this section.
- D. Wireless access points shall be installed throughout the facility as indicated on the IT drawings.
- E. The installation contractor awarded this section shall be responsible for the following:
 - 1. The contractor shall perform a wireless survey after the installation of each WAP and submit wireless heat/RF map to the technology consultant for final approval of coverage. Any area that is lacking coverage shall be corrected by the contractor awarded this section.
 - 2. The contractor is responsible for providing and coordinating final equipment arrangements, locations, phased activities and construction methods that minimize disruption to the owner's operations and provide a complete and operational systems.
 - 3. The Contractor shall coordinate with electrical contractor for final locations of cabling of all the WAP's.
 - 4. The contractor shall re-issue existing licenses owned by the Owner for this installation.

1.4 SUBMITTALS

- A. Pricing for all devices shown within article 2.3 – BILL OF MATERIAL BOM must be filled out and submitted with this bid proposal and shall include all unit and total pricing.
- B. Product Data: For each type of product indicated. Include dimensions and data on features, performance, electrical characteristics, ratings, and finishes.
- C. Product Data: Submit manufacturer’s technical data, product specifications, installation instructions, and other pertinent information as applicable for each product or material specified.
- D. Samples of manufacturer’s standard and extended warranties.
- E. Bidding integrator must submit, along with their bid, their Cisco Certificates for the following:
 - 1. Mobility\Wireless: Select Partner or Above
- F. Equipment List: Include every piece of equipment by model number, manufacturer, serial number, location, and date of original installation.
- G. Shop Drawings: Shall be provided by the installation integrator and shall include:
 - 1. Functional Block Diagram: Show single-line interconnections between components including interconnections between components specified in this Section and those furnished under other Sections. Indicate methods used to achieve systems integration. Indicate control, signal, and data communication paths, networks, and control interface devices and media to be used. Describe characteristics of network and other data communication lines.
 - 2. Device Address List: Coordinate with final system programming to include VLANs, IP addressing and network topology diagrams.
- H. Post Installation Submittals:
 - 1. Submit as-built floor plans with heat maps overlaid that show the results of installed wireless access points predicative analysis modeling to indicate areas of coverage and extrapolated signal strength.
 - 2. Operation and Maintenance Data: For devices listed within this specification.
 - 3. Lists of spare parts and replacement components recommended to be stored at the site for ready access.

1.5 QUALITY ASSURANCE

- A. Single Source Responsibility: Obtain all materials from one (1) source from a single approved manufacturer for each product required within this specification.
- B. Awarded integrator must hold the following certifications from Cisco:
 - 1. Mobility\Wireless: Silver or above, Advanced Wireless

- C. All devices procured and delivered, as part of this specification shall be new from the manufacturer. Refurbished devices will not be accepted for this project. The technology consultant will verify all devices prior to delivery and installation of all devices described within this specification.
- D. The contractor's Quality Assurance Inspector shall conduct a visual inspection of all installations to verify that the installations are in accordance with this section and the manufacturer's specifications. Records of the inspections signed and dated by the Quality Assurance Inspector shall be provided to the Technology Consultant. The technology consultant shall be notified by the contractor of any inspection(s) and the technology consultant may elect to participate in any inspection(s). All QC information shall be provided to the owner upon completion.

1.6 DELIVERY, STORAGE AND HANDLING

- A. Take care in handling products in accordance with manufacturer's instructions.
- B. Store indoors in original undamaged packaging, in a well-ventilated area protected from weather, moisture, soiling, extreme temperatures, and humidity. Store products upright in secure, protected area. Verify with manufacturer that site conditions are acceptable before receiving material.
- C. Environmental Conditions: Capable of withstanding the following environmental conditions without mechanical or electrical damage or degradation of operating capability:
 - 1. Interior, Controlled Environment: System components installed in temperature-controlled interior environments shall be rated for continuous operation in ambient temperatures of 36 to 122 deg F (2 to 50 deg C) dry bulb and twenty to ninety percent (20 to 90%) relative humidity.

1.7 WARRANTY

- A. Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of any device and equipment related to operation, and equipment that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Unless stated otherwise within product descriptions, The Manufacturer's standard warranty from date of Substantial Completion shall be provided.
 - 2. Provide information on available extended warranties.

PART 2 - PRODUCTS

2.1 WIRELESS ACCESS POINTS

- A. The selected manufacturer shall be **Cisco** – San Jose, CA - USA.

- B. Other manufacturers will NOT be considered for this product. The client has standardized on this product and is expanding upon their existing Wireless infrastructure.
- C. Manufacturer and product numbers are described within the Bill of Material within this section.
- D. The contractor shall perform a wireless survey after the installation of each WAP and submit wireless heat/RF map to the technology consultant for final approvals. Any area that is lacking coverage shall be corrected by the contractor awarded this section.
- E. All wireless access points are to be procured, delivered, configured and installed as indicated under this section.
- F. All associated WAP configuration within the LAN shall be performed by the contractor awarded this section and as described within this section.
- G. The WAP's shall be installed into the locations indicated on the technology plans. The WAP's shall be installed in the center of each classroom.
- H. All associated devices and/or configuration and/or licensing required to obtain a fully functional system shall be included as part the integrator's Bid submittal.

2.2 PATCH CORDS

- A. All Category 6 rated patch cords are to be procured, delivered and installed within the data rooms. All patching to the WAPs within each data room shall be included as part of this section.

2.3 BILL OF MATERIAL – BOM

- A. The following Bill of Materials are meant to assist the bidding integrator with the intent of the system build-outs. All material and parts not described but required for a fully functional systems(s) as stated within this section must be furnished, installed and configured as part of this project.

#	MFG	PART NO.	PRODUCT DESCRIPTION	QTY
2	Meraki	MR55-HW	Meraki MR55 Cloud Managed Indoor AP	43
3				
4			<i>Installation and Config</i>	1

B. ACTIVE HEAT MAP

- 1. RF mapping of the entire installation subsequent to installation and configuration is required.
- 2. All mapping information shall be delivered to the owner in digital and hard format.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine Data room conditions, ceiling and wall surfaces to assure they are in compliance with requirements and other conditions affecting installation and operation of all devices within this specification.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 SYSTEM INSTALLATION

- A. Wireless Installer awarded this section shall be responsible for the following:
 - 1. Physical installation and rack mounting of wireless equipment
 - 2. Physical installation of access points
 - a. Provide protective covers in high impact areas such as gymnasium
 - 3. Firmware updates and warranty registration as required
 - 4. SSID and security configuration is required.
 - 5. Configuration of both 5Ghz and 2.4 Ghz AP groups is required
 - 6. 2.4 Ghz and 5Ghz configurations must be tested and AP's must be balanced to provide maximum throughput and coverage.
 - 7. Configure firewall per customer specifications as required.
 - 8. LAG/LACP configuration for 20GbE connection to network.
 - 9. Testing and verification of network.
 - 10. Documentation and Visio drawing of AP locations.
 - 11. Heat map and RF plan is required prior to and after completion of installation of the AP's.
 - 12. The installer must ensure a solution that maximizes throughput without channel information. In the AC configuration, this may mean using a combination of 20 Mhz, 40Mhz, and 80Mhz channel width to create a balanced RF plan. The installer must also produce a detailed RF map showing channel separation and heat maps.
 - 13. Backup copies of configuration files on USB flash drive shall be furnished to the owner.
- B. Comply with all manufacturers recommendations and best practices.
- C. The contractor awarded this section shall deliver and unpack all devices specified within this document and dispose of all trash.
- D. All AP's shall include category 6A rated patch cords at the AP and connected to the existing Ethernet cabling infrastructure.
- E. All device locations must be coordinated and verified by the owner prior to actual installation.
- F. All devices within this specification must be installed per the manufacturers recommended insulation specifications.

- G. All cabling shall be properly dressed in a neat fashion that is acceptable to the owner. This shall include Velcro & nylon ty-wraps secured to the furniture so that all cables are properly supported, protected from damage in an aesthetically pleasing fashion.
- H. All configuration(s) required to obtain a fully functional system shall be included within this portion of work.

3.3 SYSTEM STARTUP

- A. The Contractor shall not apply power to the system until after:
 - 1. System and components have been installed and inspected in accordance with the manufacturer's installation instructions.
 - 2. A visual inspection of the system components has been conducted to ensure that defective equipment items have not been installed and that there are no loose connections.
 - 3. All system grounding and transient protection systems have been verified as properly installed and connected, as indicated.
 - 4. Power supplies to be connected to the system and equipment have been verified as the correct voltage, phasing, and frequency as indicated.
- B. Satisfaction of the above requirements shall not relieve the contractor of responsibility for incorrect installations, defective equipment items, or collateral damage as a result of Contractor work/equipment.

3.4 FIELD QUALITY CONTROL

- A. Verify that accessories required for each unit have been properly installed, level and secured.
- B. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust components, assemblies, and equipment installations, including connections.
- C. Perform tests and inspections.
 - 1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.
- D. Tests and Inspections:
 - 1. Inspection: Verify that units and controls are properly installed, connected, and labeled, and that interconnecting wires and terminals are identified.
 - 2. Pretesting: Align and adjust system and pretest components, wiring, and functions to verify that they comply with specified requirements.
 - 3. Operational Tests: Perform operational system tests to verify that system complies with Specifications. Include all modes of system operation.

3.5 CLEANING

- A. Remove rubbish and debris: Installation contractor is not allowed you use the onsite dumpster and is responsible to discard their own debris off site.
- B. Clean installed items using methods and materials recommended in writing by manufacturer.

END OF SECTION 27 21 33

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VOICE COMMUNICATION SYSTEM

PART 1 - GENERAL**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Related Drawings:
 - 1. IT – Technology Drawings

1.2 SUMMARY

- A. Section Includes:
 - 1. Phone Handsets
 - 2. Interface Cards
 - 3. Voice Mail / Messaging
- B. These specifications contain the functional and operational requirements for a phone system, to include additional voice mail and handsets, which shall be integrated to the existing phone server/system at this school and reside on a district wide phone system and offer full compatibility with the district's phone system.
- C. This phone system shall interface with the Public Address system to allow all handsets to utilize the P/A system.

1.3 INTENT

- A. This phone system and all handsets shall be installed as a phased approach and shall match the construction phasing schedule of this project.
- B. The delivery, installation and configuration of the systems within this section shall coincide with the installation dates described within the phasing schedule.
- C. The bidding contractor shall not deliver or install any component associated with a phase that has not been completed. All components for future phases shall be coordinated and ordered by the contractor several weeks before the anticipated installation. If the contractor chooses to procure the components associated with later phases, it will be the responsibility of the contractor to store and insure these components.
- D. The pre-existing phone server and handset shall remain and be expanded upon as described within the technology plans. The server shall be relocated into the new Main Equipment Room as defined by the construction phasing and when the new MER is built out and ready to accept the server.

- E. All existing phone equipment shall remain active and usable throughout the entire construction and phasing of this project. The relocation of the server and the addition of phone handsets shall be installed to allow seamless continuity throughout the construction schedule. All work associated with relocation of the server shall be done after the school's hours of operation and when there is no need for the existing phone system to be in working order.
- F. The contractor shall notify the owner 30 days in advance of the anticipated relocations of the server. Information shall include anticipated down-time of this relocation and cutover.
- G. As the newly renovated spaces are completed, the wiring and the new handsets shall be installed and configured onto the existing server.
- H. Each new and existing handsets that have been relocated shall be connected to the LAN, be confirmed to reside on the proper voice VLAN and ensure proper configuration with the phone server and the voice mail system.
- I. Additional voice mail shall be installed to accommodate all users.
- J. Integration of this Phone system shall be integrated with the new PA system and shall allow every handset to utilize the PA system. Each handset shall be configured to utilize the PA system per the Owners direction.
 - (1) All devices, physical connectivity and configuration to attain this feature shall be the responsibility of the contractor awarded this section.
- K. General: Provide and install a complete phone system with all specified devices, installation, associated supporting devices, configuration of system, testing and training in accordance with this section to provide a complete and functional system.
- L. It is the intent of these specifications to procure a fully acceptable, effective and reliable phone system. Refer to the Drawings for location of handsets. These specifications recognize the importance of a complete system operation and are not limited to specifying of equipment only. The following are also required from the selected bidder:
 - 1. Proven experience in the voice communication business.
 - 2. Prompt delivery and professional installation including service of equipment as specified.
 - 3. Bidder must provide, for objective evaluation, references, which clearly state and show the effectiveness of proposed equipment and services.
 - 4. Used products will not be acceptable. Manufacturer must satisfactorily demonstrate that he has supplied and will continue to supply products to avoid the obsolescence of equipment installed in the building.
 - 5. All equipment shall be fully guaranteed for twelve (12) months of the Owner's acceptance of substantial completion. This guarantee shall become effective from the day of installation completion. When in normal operation, if the equipment is found to be below the manufacturer's specification, repair and replacement of equipment shall be provided. Repairs shall be started within twenty-four (24) hours and completed without delay. Installation contractor shall either stock spares or be capable of obtaining all required replacement parts within twenty-four (24) hours.

1.4 APPLICABLE STANDARDS

- A. All of the work within the scope of this bid shall be performed in accordance with the applicable state, county and city laws and ordinances. The bidder shall be able to obtain all permits and licenses as required in addition to being a licensed contractor. All materials, supplies and equipment being furnished shall be installed in accordance with the latest version of the applicable standards of:
 - 1. OSHA
 - 2. Uniform Building Code
 - 3. Americans with Disabilities Act (ADA)
 - 4. Components of the system shall be of the type approved by Safety and Regulatory Agencies including:
 - a. Underwriters' Laboratories (UL), Inc.
 - b. Federal Communications Commission (FCC).
 - c. Agency approvals and UL Listing declare the system's design, components, and installation shall meet the highest standards.
 - d. System installation shall comply with UL 681 and UL 611.
 - 5. The equipment shall comply with Part 68 of the FCC Telephone Requirements Rules.
 - 6. All circuits and equipment shall be installed and protected according to the National Electric Code and any applicable local requirements.

1.5 SUBMITTALS

- A. Product Data: Submit manufacturer's technical data, product specifications, installation instructions, and other pertinent information as applicable for each product or material specified.
- B. Operating and Maintenance instructions for each product.
- C. Samples of manufacturer's standard and extended warranties.
- D. Equipment List: Include every piece of equipment by model number, manufacturer, serial number, location, and date of original installation.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications:
 - 1. Manufacturer's authorized representative who is trained and approved for installation of units required for this Project.
 - 2. A copy of the Contractors Certified Installers Certificate shall be furnished with bid response.
- B. Single Source Responsibility: Obtain all materials from one (1) source from a single approved manufacturer for each different product required.

1.7 DELIVERY, STORAGE AND HANDLING

- A. Take care in handling products in accordance with manufacturer's instructions.
- B. Store indoors in original undamaged packaging, in a well-ventilated area protected from weather, moisture, soiling, extreme temperatures, and humidity. Store products upright in secure, protected area. Verify with manufacturer that site conditions are acceptable before receiving material.

1.8 WARRANTY

- A. Standard Manufacturers Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of any device and equipment related to operation, and equipment that fail in materials or workmanship within specified warranty period.

PART 2 - PRODUCTS

2.1 MANUFACTURER

- A. The selected manufacturer shall be **NEC, USA**. Other manufacturers will **NOT** be considered for this product as the district has standardized on the **NEC** phone system. No substitutes shall be allowed.
- B. The following handsets shall be provided as defined on the technology plans:
 - 1. DTZ-2E-3; 2 Button Telephone, with wall phone mounting plate for classrooms
 - 2. DTZ-12D-3 12 Button Display Telephone
 - 3. DTZ-24D-3 TEL 24 Button Display Telephone
 - 4. NEC Software Assurance as required.
- C. There is pre-existing Server which will accommodate these phones. The current model is #SV9100E 32 Communication Server w/CPU.
- D. Additional Voice mail shall be installed into the existing system: There shall be 120 additional Voice Mail installed to the current 120 hours. Total Voice Mail shall be 240 hours minimally. The NEC Inmail 4 Port, 120 Hour Voice Mail shall be utilized. All peripheral licensing, interface cards, devices and configurations shall be included for a complete and functional system as part of this section.
- E. All necessary equipment, cabling, configurations required for a complete system to accommodate all the phones and users in this school is required as part of this section.
- F. All patch cords required to connect each phone to the existing Ethernet, RJ45 jack shall be furnished with each new phone as part of this section.
- G. The following bill of material is a guideline for what is minimally required. The voice integrator shall furnish, install and configure any peripheral devices required for a fully functional system.

#	MFG	PART NO.	PRODUCT DESCRIPTION	QTY
1	KSU & CARDS			
2	NEC	670535	Installation Cabling	2
3	NEC	640773	SV9100 Resource License LIC-01	44
4	NEC	670109	CD-16DLCA 16 Digital Station Blade	2
5	NEC	BE116416	SV9100 VMBOX-LIC-01	31
6	NEC	BE114066	SV9100 Networking Lic	12
7				
8	DIGITAL STATION TERMINALS			
9	NEC	BE113810	DTZ-2E-3 2 Button NON-Display Terminal	27
10	NEC	BE113805	DTZ-12D-3 12 Button Display Terminal	1
11	NEC	BE113807	DTZ-24D-3 TEL 24 Button Display Terminal	3

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine the Data Rooms and classroom conditions, rack assemblies and conditions of each space to assure they are in compliance with requirements and other conditions affecting the installation and operation of all devices within this specification.
- B. Any area that may incur damage of any devices specified within this section must be brought to the attention of the technology consultant.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.
- D. The installation contractor awarded this section shall be responsible to replace all damaged and/or faulty equipment specified within this section up until the Owner's acceptance of substantial completion.

3.2 GROUNDING

- A. Ground system components and conductor and cable shields to eliminate shock hazard and to minimize ground loops, common-mode returns, noise pickup, cross talk, and other impairments.
- B. Signal Ground Terminal: Locate at main equipment rack or cabinet. Isolate from power system and equipment grounding. Provide 5-ohm ground. Measure, record, and report ground resistance.
- C. Install grounding electrodes of type, size, location, and quantity indicated.

3.3 FIELD QUALITY CONTROL

- A. Verify that all accessories required for a complete and functional phone system have been properly installed.

B. Manufacturer's Perform tests and inspections: Engage a factory-authorized service representative to inspect, test, and adjust components, assemblies, and equipment installations, including:

1. All Connections
2. Installation of all upgrades and devices
3. C/O trunk connectivity with service provider
4. Voice mail configuration
5. Operational Tests: Perform operational system tests to verify that system complies with Specifications. Include all modes of system operation.

3.4 CLEANING

- A. Remove rubbish, debris, and waste materials and deposit in dumpster provided on site.
- B. Clean installed items using methods and materials recommended in writing by manufacturer.

END OF SECTION 27 30 00

SECTION 274100 – AUDIO VIDEO SYSTEMS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Related Drawings:
 - 1. “T” Drawings – Technology Plans
 - 2. “AV” Drawings – Audio Video Drawings

1.2 SUMMARY

- A. Furnish and install sound, video, and communication systems as shown on drawings and as specified herein, complete with all apparatus, equipment, power supplies, wiring, labor, and services necessary to ensure a complete working system. Verify completeness of equipment listed and correctness of type numbers. Furnish and install supplementary equipment needed to meet system requirements, without claim for added payment. Labor furnished shall be specialized and experienced in systems installation.
- B. Interconnection from/to all devices and teachers station outlets, testing, all configurations and training are part of this section.
- C. All areas shall receive new cabling as specified.
- D. This work includes, but is not limited to the following:
 - 1. Furnish all back boxes and enclosures.
 - 2. Deliver to the job site all back boxes which are to be installed by others.
 - 3. Furnish and install all wire and cable.
 - 4. Furnish any additional items, not specifically mentioned herein, to meet system requirements as specified, without claim for additional payment. Such items may include hardware, transformers, line/distribution amplifiers, and other devices for proper installation, interface, isolation or gain structure.
 - 5. Submission of shop drawings prior to fabrication.
 - 6. Verification of dimensions and conditions at the job site.
 - 7. Installation in accordance with these specifications, manufacturer’s recommendations, and all applicable code requirements.
 - 8. Setup and adjustment of signal processing, system tests and adjustments, written report, demonstration for approval, participation in acceptance tests, and final adjustments as required.
 - 9. Coordination with the Electrical Contractor is required to assure correct Systems conduit routing, Systems backbox locations, and clean power circuit locations as specified in Division 26 – Electrical.

10. Coordination with the Lighting Contractor
11. Coordination with the Fire Alarm Systems Contractor
12. Coordination with the Tel/Data Contractor and other Low Voltage Contractors
13. Coordination with the Owner's IT department and installers
14. Performance standards, without claim for additional payment
15. System Documentation
16. Instruction of owner's operating personnel
17. Maintenance and services for two years
18. Guarantee all equipment and components for the specified period from the date of acceptance.

E. All work described within this section must be coordinated with other trades to ensure a successful installation.

F. Section Includes

1. Interactive Whiteboards and accessories
2. Projectors and accessories
3. Speakers and accessories
4. Assistive Listening Systems and Devices
5. A/V Cabling

1.3 SUBMITTALS

A. Product Data: For each type of product indicated. Include dimensions and data on features, performance, electrical characteristics, ratings, and finishes.

B. Shop Drawings: From approved manufacturer for each type of device required. Include plan view locations, elevations, installation details, and accessories.

1. Functional Block Diagram: Show single-line interconnections between components for signal transmission and control. Show cable types and sizes.

C. Product Data: Submit manufacturer's technical data, product specifications, installation instructions, and other pertinent information as applicable for each product or material specified.

D. Operating and Maintenance instructions for each product.

E. Samples of Manufacturer's standard and extended Warranties.

F. Equipment List: Include every piece of equipment by model number, manufacturer, serial number, location, and date of original installation.

G. Operation and Maintenance Data: For Interactive Whiteboards, Projectors and speakers.

1. Lists of spare parts and replacement components recommended to be stored at the site for ready access.

1.4 QUALITY ASSURANCE

- A. Single Source Responsibility: Obtain all materials from one source from a single approved manufacturer for each different product required.
- B. The bidding contractor must have a CTS on site at all times supervising or installing this installation.**
 - 1. The bidding contractor must show proof of CTS in bid submission.**
- C. The bidding contractor must show proof of similar experience including classroom AV system installation and larger performance system installation.**
- D. If the bidding contractor is using a sub they must list the sub in their bid.**
- E. Certification: CE, FCC Class A

1.5 DELIVERY, STORAGE AND HANDLING

- A. Take care in handling products in accordance with manufacturer's instructions.
- B. Store indoors in original undamaged packaging, in a well-ventilated area protected from weather, moisture, soiling, extreme temperatures, and humidity. Store products upright in secure, protected area. Do not stack! Verify with manufacturer that site conditions are acceptable before receiving material.
- C. Environmental Conditions: Capable of withstanding the following environmental conditions without mechanical or electrical damage or degradation of operating capability:
 - 1. Interior, Controlled Environment: System components installed in temperature-controlled interior environments shall be rated for continuous operation in ambient temperatures of 36 to 122 deg F (2 to 50 deg C) dry bulb and 20 to 90 percent relative humidity.

1.6 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of any device and equipment related to operation, and equipment that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Unless stated otherwise within product descriptions, a [Two] 2 year warranty from date of Substantial Completion shall be provided.
 - 2. Provide information on available extended warranties.

PART 2 - PRODUCTS

2.1 APPROVED ALTERNATES

- A. All alternates must be reviewed and approved by the Owner prior to bid submittals.

- B. The Vivitek manufacturer has been standardized within the district and although alternates are allowed, the Vivitek is the desired manufacturer and product. All alternates must meet all functionality and characteristics of the Vivitek models indicated in this specification, which include but are not limited to the following; Wireless integration, all feature sets & functionality, display size (length & width), physical size (length, width & depth), mounting pattern, power requirements, data and AV input quantities and locations on the display, weight and color.
- C. Any alternate suggested with all other manufacturer specified within this section shall need to be approved by the owner and AV consultant.
- D. It is the bidding contractor's responsibility to prove that the suggested alternate meets the products specified.
- E. The owner and AV consultant have the right to reject any suggested alternate if any characteristic does not match that of the devices specified.

2.2 INTERACTIVE MONITOR & MOUNT

- A. The selected manufacturer shall be VIVITEK.
 - 1. The Vivitek manufacturer has been standardized within the district and although alternates are approved, the Vivitek is the desired manufacturer and product.
 - 2. Any alternate must meet the criteria in the "Approved Alternate" Article above.
- B. The selected 75" Interactive Monitor shall be:
 - 1. Vivitek NovoTouch #LK7530i or approved equal.
- C. The Lift Wall Mount for the 75" board shall be:
 - 1. Salamander Designs EZ-Touch #ML-145 or approved equal.
- D. The selected Stationary Mount for the model shall be:
 - 1. Chief #XTM1U or approved equal.
- E. Each classroom Interactive Monitor shall receive QTY (1) Category 6 rated RJ45 jack with associated Category 6 cabling terminated onto a patch panel in the designated MER/TR.
 - 1. Coordinate the location of this data drop with the Communications Contractor.
 - 2. Refer to the plans for more information on location and requirements.

2.3 MOBILE INTERACTIVE MONITOR & MOBILE MOUNT

- A. Upon substantial completion of the project, the contractor awarded this project shall deliver the following to the Media Center:
 - 1. QTY (1) Vivitek NovoTouch #LK8630i
 - 2. QTY (1) Salamander #FPS1XL/EL/GG Electric Display Stand or approved equal.
- B. Mount display to mobile display stand.

2.4 SPEAKERS AND MOUNTING HARDWARE

- A. The selected manufacturer shall be OWI – CA, USA. Other manufacturers will be considered, providing equipment meets or exceeds the quality specified and they can provide equipment of

the type, size and function required. Substitutions must be approved by the Owner prior to this Bid Submission.

1. All speakers, drop ceiling tile bridge and backcan must be provided for each speaker.
2. Speakers Primary w/priority override:
 - a. The selected model shall be OWI #AMP-HD2SIC61
 - b. Priority override shall be OWI #AMP-POP1
3. Speakers Slave:
 - a. The selected model shall be OWI #IC6
4. Drop ceiling tile bridge:
 - a. The selected model shall be OWI #6TB
5. Back Can:
 - a. The selected model shall be OWI #BACKCAN

B. Each classroom speaker package shall include the following peripheral devices. Refer to wiring diagram in plans for placement:

1. Hum Eliminator:
 - a. The selected model shall be OWI #AMP-HUM ELM
1) QTY (2)
2. 25V Transformer, tap @1/2W:
 - a. The selected manufacturer shall be BOGEN or equiv.
1) QTY (1)

C. All speakers and back cans must be properly supported to the structure separate from the ceiling grid and per all required code requirements.

2.5 ASSISTIVE LISTENING SYSTEMS:

A. The selected manufacturer shall be Listen Technologies or approved equal.

1. The classroom Assistive Listening System Shall Include:
 - a. QTY (1) OWI #OWI-KSTM-LT84-KIT
 - b. QTY (2) Listen Technologies #LA-421 USB Chargers

2.6 VOICE UPLIFT SYSTEMS:

A. The selected Manufacturer shall be OWI – CA, USA. Other manufacturers will be considered, providing equipment meets or exceeds the quality specified and they can provide equipment of the type, size and function required. Substitutions must be approved by the Owner prior to this Bid Submission.

B. The selected model shall be OWI #IR20REC-KIT

2.7 VOLUME CONTROL PANEL:

A. The selected model shall be OWI #MC4 or approved equal.

2.8 TEACHER STATION AND PROJECTOR STATION AV INPUT/OUTPUT PLATES:

A. The Teacher and Projector AV plates are designated as “A” and “A1” on plans.

- B. Refer to plans for backbox, mudring, and conduit requirements.
- C. Each Teacher Station AV plate (“A” plate on plans”): refer to drawings for Hubbell Devices or approved equal..
- D. Each Projector Station AV plate (“A1” plate on plans”): refer to drawings for Hubbell Devices or approved equal..

2.9 CABLING

- A. Audio Input Lines:
 - 1. Use cable with a foil shielded pair of stranded #22 AWG conductors, with a stranded shield drain wire. For single pair, use a miniature cable nominal outside diameter 0.135”. Use of a multi-pair cable is optional. All cabling shall be plenum rated.
 - a. Belden
 - b. Mohawk
 - c. West Penn
- B. Loudspeaker Wiring:
 - 1. Provide unshielded loudspeaker wiring for connection to loudspeakers and loudspeaker receptacles. For lines in rigid conduit or electrical tubing, use stranded or solid conductors. For lines in flexible conduit or electrical tubing and for all wiring to equipment within equipment racks, use only stranded conductors.
 - 2. Use color-coded #12 AWG conductors for all loudspeakers and except for 70 V ceiling-mounted loudspeakers and loudspeaker receptacles. All cabling shall be plenum rated.
 - a. Belden
 - b. West Penn
 - c. Approved Equal
 - 3. For all ceiling-mounted loudspeaker wiring using 70 Volt lines provide color-coded #18 AWG loudspeaker wiring.
 - a. Belden
 - b. West Penn
 - c. Approved Equal
 - 4. Use color-coded #14 AWG conductors for all loudspeaker receptacle wiring
 - a. Belden
 - b. West Penn
 - c. Approved Equal
- C. Category Wiring:
 - 1. Provide Category 6 8-conductor unshielded twisted pair cable with 23 AWG solid conductors and bandwidth of 250 Mhz for computer data and audio-visual transport wiring. All cabling shall be plenum rated.
 - a. Berk-Tek
 - b. Superior Essex
 - c. Belden
- D. HDMI Wiring:
 - 1. HDMI cable shall be FSR Digital Ribbon Cable #DR-PCB-HxxM or approved equal.
 - a. Length of this cable must conform the length of the intended use.
- E. USB Wiring:

1. USB cable shall be Liberty Pro AV, plenum rated, USB cable.
 - a. Length of this cable must conform the length of the intended use.
- F. All Audio Visual and associated cabling required for each system specified within this document is to be furnished, installed, terminated and tested as part of this section.
- G. Wiring Method: Install cables in raceways unless otherwise indicated.
- H. Wiring within Enclosures: Bundle, lace, and train conductors to terminal points with no excess and without exceeding manufacturer's limitations on bending radii. Provide and use lacing bars and distribution spools.
- I. Splices, Taps, and Terminations: For control wiring, use numbered terminal strips in junction, pull, and outlet boxes; terminal cabinets; and equipment enclosures.

2.10 CLASSROOM AV BILL OF MATERIAL:

#	SYM	MANUFACTURER & PART NUMBER	DESCRIPTION	QTY
CLASSROOM, OFFICE & CONFERENCE ROOM AV SYSTEMS				
1	A	AV Connecting Interface Plate (Computer End) Consisting of:		33
		Hubbel #IMF2xx	2 - Gang Faceplate	
		Hubbell #SFUSBABx	USB Keystone	
		Hubbell #SF35SJxx	3.5mm Pass Thru	
		Hubbell #SF35SJxx	3.5mm Pass Thru	
		Hubbell #SFHC14	HDMI Pass Thru	
		Comprehensive #USB-AMF-xxPROA	USB in-wall cable	
		FSR Digital Ribbon Cable #DR-PCB-HxxM	HDMI in-wall cable	
		Liberty #P221P-3.5TRSM-M-xx	3.5mm in-wall cable	
2	A1	AV Connecting Interface Plate (Display End) Consisting of:		33
		Hubbel #IMF2xx	2 - Gang Faceplate	
		Hubbell #SFUSBABx	USB Keystone	
		Hubbell #SF35SJxx	3.5mm Pass Thru	
		Hubbell #SF35SJxx	3.5mm Pass Thru	
		Hubbell #SFHC14	HDMI Pass Thru	
		Liberty #P221P-3.5TRSM-M-xx	10' Liberty Premium High Speed HDMI Cables with Ethernet Certified 18G	
		6' Liberty Premium High Speed HDMI Cables with Ethernet Certified 18G	HDPMM06F	
		50' Liberty Manufactured 3.5mm TRS Plenum Audio Cable P221P-3.5TRSM-M-50	3.5mm in-wall cable	
		6' USB3.0 A-B Cable E-USB3AB-06	USB cable	
		Liberty 10' USB E-USB3AB-10	USB cable	
		liberty CMM-110 - Hosa Technology High Quality 3.5mm TRS Audio Cables	3.5mm cable	
		10' Hosa Technology High Quality 3.5mm TRS Audio Cables CMM-110		
		liberty CMM-110 - Hosa Technology High Quality 3.5mm TRS Audio Cables	3.5mm cable	
		10' Hosa Technology High Quality 3.5mm TRS Audio Cables CMM-111		
4	D2	75" Interactive Display - Articulating Mount Consisting of:		20
		Vivitek #LK7530i	75" Interactive Display	
		Salamander #ML-145	Articulating Mount	
7	Sp	Classroom Ceiling Speaker, Primary, Consisting of:		28
		OWI #AMP-HUM ELM	Hum Eliminator & req'd cabling	
		Bogen #T725	In-Line 25V Transformer, tap @ 1/2 W & req'd cabling	
		OWI #AMP-HDTR61	3 Source Amplified Speaker, Backcan, Power Supply, & Tile Bridge Package	
8	Ss	Classroom Ceiling Speaker, Secondary, Consisting of:		20
		OWI #BACKCAN	Speaker Backcan	
		OWI #6TB	Support Truss	
		OWI #IC6	Loud Speaker	
9	Sp	Classroom Wall Speaker, Primary, Consisting of:		1
		OWI #AMP-HUM ELM	Hum Eliminator & req'd cabling	
		Bogen #T725	In-Line 25V Transformer, tap @ 1/2 W & req'd cabling	
		OWI #AMPPOP1	Priority Override	
		OWI #AMP602x	Amplified Speaker Surface Mount	
		OWI #SPECIFY	Power Supply	
10	Ss	Classroom Wall Speaker, Secondary, Consisting of:		1
		OWI #P602x	Secondary Speaker Surface Mount	
11	Tx	Assisted Listening Transmitter, Receivers, & Chargers		3
		OWI #OWI-KSTM-LT84	Assisted Listening Transmitter	
		Listen Technologies #LA-347-GY	Wall Box Mounting Plate	
		OWI #OWI-KSTM-LR4200IR	DSP IR Receiver	
		OWI #OWI-KSTM-LR4200IR	DSP IR Receiver	
		Listen Technologies #LA-430	Intelligent Ear Phone / Neck Loop	
12	C	Volume Control & Wireless Microphone for Teacher		3
		OWI #MC4-A	Volume Controller	
		OWI #IR20REC-KIT	Wireless Microphone	

13	B	AV Display Controller		0
		Pixie + #PXE-DCM +	AV Controller	
		Specify #Decora Faceplate	Decora Faceplate	
14	MON	Digital Display Monitor		3
		View Sonic CDE6502	65" Digital Display	
		Chief #XTM1U	Fixed Mount	
15	Sp M	Music Classroom Speaker		4
		QSC #AD-S10T	Wall Mounted Speaker	
		QSC #Specify	Speaker Mount	
MISC. DEVICES				
16		Misc. Cabling, Hardware, etc.		1
17		Procurement and installation of all AV SYSTEMS as specified on the IT drawings and including all peripheral cables and connections required for a complete and functional system.		1
18		Performance and Payment BOND		1

2.11 PLATFORM AV BILL OF MATERIAL:

#	MFG	PART NO.	PRODUCT DESCRIPTION	QTY
PLATFORM AV SYSTEM				
14			DIGITAL SNAKE, DIGITAL MIXER, DIGITAL SIGNAL PROCESSOR	
15	SPECIFY	SPECIFY	Behringer Eurorack Pro RX1202FX Premium 12-Input	1
16	SPECIFY	SPECIFY	Priority Override / Fire Alarm Shut Off	1
17	SYMETRIX	PRISM	DSP 12 x 12	1
18			MEDIA PLAYER & CD RECORDING DEVICE	
19	TASCAM	CD-500C	CD Player	1
20	CUSTOM	CUSTOM	Aux. Input Plate, 3.5, HDMI, VGA	1
21	TASCAM	SS-CDR200	Combination Solid State & CD Recorder	1
22			MICROPHONES & ACCESSORIES	
23	SHURE	SLX14/85	Lavalier Wireless Microphone System	0
24	SHURE	SM58-LC	Vocal Microphone	0
25	SHURE	BETA 57A	Instrument / Vocal Microphone	0
26	AKG	KM-211/2-black	Boom for Microphone Floor Stand	0
27	On-Stage	MS7700	On-Stage Stands MS7700B Euro-Style Tripod Base Mic Stand	0
28	On-Stage	DS7100B	Standard Desktop Mic Stand	0
29	SHURE	UA855SWB	Powered Antenna Splitter	2
30	SHURE	UA834	In-Line Antenna Amplifier	2
31			SPEAKERS & AMPLIFIERS	
32	ELECTRO VOICE	SX100+	Gymnasium Passive Loudspeaker	6
33	QSC	GX5	Power Amplifier	2
34			RACK, POWER, & MISC	
35	MIDDLE ATLANTIC	ERK-4425-AV	Stage Equipment Rack	1
36	MIDDLE ATLANTIC	USC-6R	System Power Sequencer	1
37	MIDDLE ATLANTIC	USC-KL	Remote Power On/ OFF Switch	1
38	MIDDLE ATLANTIC	D4-LK	4 Rack Unit Locking Drawer	1
39	MIDDLE ATLANTIC	UPS1000R	Uninterruptible Power Supply	1
40	MIDDLE ATLANTIC	SPECIFY	Additional Power Device A/R	1
41	MIDDLE ATLANTIC	PCR-6A	Preconfigured Power Raceway	1
42			ALS	
43	LISTEN	LT-800	Transmitter	1
44	LISTEN	LA-326	Rack Mount Kit	1
45	LISTEN	LA-122	Transmitter Antenna	1
46	LISTEN	LA-300	Receiver	17
47	LISTEN	LA-362	Batteries Pair	17
48	LISTEN	LA-163	Replacement Cushion	100
49	LISTEN	LA-166	Neckloop Induction Coil	17
50	LISTEN	LA-311	Portable Charging Case - 16 Slot	1
51			MISC	
52	SPECIFY	SPECIFY	25' Microphone Cables	6
53			Misc. Cabling, Hardware, etc.	1
54			Procurement and installation of all AV SYSTEMS as specified on the IT drawings and including all peripheral cables and connections required for a complete and functional system.	1
55			Performance and Payment BOND	1

ALTERNATES				
1	PROJECTOR			
2	Vivitek	DU8090Z	10,000 Lumen Laser Projector	1
3	Vivitek	Long Zoom	Lens	1
4	MISC	MISC	Projector & Screen Mounting & Stamp	1
5	AV MATRIX SPLITTER, TRANSMITTERS, RECEIVERS, BLU-RAY, & CONTROL SYSTEM			
6	CRESTRON	DM-TX-200-C-2G	Mounted AV Transmitter	1
7	CRESTRON	DM-RMC-4K-100-C	AV Receiver	1
8	CRESTRON	DMPS3-4K-150-C	AV Matrix Splitter	1
9	CRESTRON	TSW-760	7" Touch Screen Controller	1
10	CRESTRON	760-RMK-1	Rack Mount Kit for Controller	1
11	CRESTRON	CEN-SW-POE-5	PoE Switch	1
12	LEVITON	69586-U24	Patch panel	1
13	SONY	BDP-S6500	Blu-Ray Player	1
22	MICROPHONES & ACCESSORIES			
23	SHURE	SLX14/85	Lavalier Wireless Microphone System	0
24	SHURE	SM58-LC	Vocal Microphone	0
25	SHURE	BETA 57A	Instrument / Vocal Microphone	0
26	AKG	KM-211/2-black	Boom for Microphone Floor Stand	0
27	On-Stage	MS7700	On-Stage Stands MS7700B Euro-Style Tripod Base Mic Stand	0

2.12 CAFETERIA AV BILL OF MATERIAL:

#	MFG	PART NO.	PRODUCT DESCRIPTION	QTY
PLATFORM AV SYSTEM				
7	AUDIO DEVICES			
8	SHURE	SCM410	Auto-Mixer	1
9	SYMETRIX	PRISM	DSP 12x12	1
10	QSC	GX5	Amplifier	1
11	EVID	6.2	Speaker	4
12	TASCAM	CD-400U	CD Player	1
13	TASCAM	SS-CDR200	Combination Solid State & CD Recorder	1
14	CUSTOM	CUSTOM	Aux. Input Plate, 3.5, HDMI, VGA	1
15	SPECIFY	SPECIFY	25' MICROPHONE CABLE	2
#	MICROPHONES & ACCESSORIES			
17	SHURE	SLX14/85	Lavalier Wireless Microphone System	2
18	SHURE	SM58-LC	Vocal Microphone	2
19	SHURE	UA855SWB	Powered Antenna Splitter	1
20	SHURE	UA834	In-Line Antenna Amplifier	2
#	RACK, POWER, & MISC			
22	MIDDLE ATLANTIC	EWR-12-22	Stage Equipment Rack	1
23	MIDDLE ATLANTIC	USC-6R	System Power Sequencer	1
24	MIDDLE ATLANTIC	USC-KL	Remote Power On/ OFF Switch	1
25	MIDDLE ATLANTIC	D4-LK	4 Rack Unit Locking Drawer	1
26	MIDDLE ATLANTIC	SPECIFY	Additional Power Device A/R	1
27	MIDDLE ATLANTIC	PCR-6A	Preconfigured Power Raceway	1
#	ALS			
29	LISTEN	LT-800	Transmitter	1
30	LISTEN	LA-326	Rack Mount Kit	1
31	LISTEN	LA-122	Transmitter Antenna	1
32	LISTEN	LA-300	Receiver	17
33	LISTEN	LA-362	Batteries Pair	17
34	LISTEN	LA-163	Replacement Cushion	100
35	LISTEN	LA-166	Neckloop Induction Coil	17
36	LISTEN	LA-311	Portable Charging Case - 16 Slot	1
#	MISC			
38	Misc. Cabling, Hardware, etc.			1
39	Procurement and			1
40	Performance and Payment BOND			1

ALTERNATES				
1	PROJECTOR			
2	Vivitek	DU8090Z	10,000 Lumen Laser Projector	1
3	Vivitek	Long Zoom	Lens	1
4	AV MATRIX SPLITTER, TRANSMITTERS, RECEIVERS, BLU-RAY, & CONTROL SYSTEM			
5	CRESTRON	HD-MD-300-C-E-B	AV TX & RX	1
6	CRESTRON	MPC3-302-B	AV Button Control Panel	1
	CRESTRON	SPECIFY	Control Processor	1

PART 3 - EXECUTION

3.1 INSTALLATION

- A. This specification shall include all installation and setup labor and configuration of all devices to furnish a complete, efficient and effective system.
- B. All cables, connectors and peripheral equipment's required to attain a fully functional system shall be furnished, installed and performed by the contractor awarded this project.
- C. Locate all apparatus requiring adjustments, cleaning or similar attention so that it will be accessible for such attention.
- D. Furnish and install brackets, braces and supports. Minimum fastening or support safety factor shall be at least three (3). Design shall be to the approval of the Architect.
- E. Provide custom color or finish for any equipment or materials supplied which are exposed to public view. Color and finish of all such equipment or materials shall be approved in writing by the Architect. This does not exclude equipment or materials where standard colors and finishes may be specified herein.
- F. Switches, connectors, jacks, receptacles, outlets, cables and cable terminations shall be logically and permanently marked. Custom panel nomenclature shall be engraved, etched or screened. Markings for these items are detailed in the drawings to ensure consistency and clarity. Verify any changes in working type size and/or placement with the Systems Designer prior to marking.
- G. The equipment specified herein is designed to operate in environments of normal humidity, dust and temperature. Protect equipment and related wiring where extreme environmental conditions can occur.
- H. Secure equipment firmly in place, including control panels, loudspeakers, conduit, amplifiers, racks, and cables. Make fasteners and supports to support their loads with a safety factor of at least three.
- I. Take precautions to prevent electromagnetic and electrostatic hum. Install equipment to provide safe operation.
- J. Clearly, consistently, logically, and permanently mark connectors, jacks, relays, receptacles, cables, and cable terminations.

- K. All wall mounted devices shall be mounted, secured and installed in accordance with SEI/ASCE 7 and shall additionally withstand the effects of any motions within the building as determined by SEI/ASCE 7.
 - 1. The term “WITHSTAND” means “THE UNITS WILL REMAIN IN PLACE WITHOUT SEPARATION OF ANY PARTS FROM THE DEVICE WHEN SUBJECTED TO THE SEISMIC FORCES SPECIFIED AND THE UNIT WILL BE FULLY OPERATIONAL AFTER THE SEISMIC EVENT.”
- L. SECURE ATTACHMENT OF AUDIO VISUAL ITEMS
 - 1. To ensure proper attachment of Fixtures, Furnishings & Equipment items, including and Technology items, where “items” are attached to wall, ceiling, overhead structure, and/or floor, Contractor shall provide information adequate for architect to verify items, attached to wall, ceiling, and/or floor are attached securely and per manufacturer’s recommendations. Architect’s review may be implemented during submittal process.
 - 2. Contractor shall provide struts, hangers, fasteners, safety harnesses, channels, bolts, screws, rods, etc. to securely attach items to existing structure as required to meet field conditions and meet applicable codes.

3.2 VERIFICATION TESTS

- A. Confirm that each individual wire and cable run is identified with a unique number. These numbers are affixed to both ends of each cable and are clearly visible. Provide a complete list of these numbers along with the termination location of each end of the wire run.
- B. Confirm that all system outputs are free of spurious signals including oscillations and radio frequency signals. A wide band oscilloscope shall be used to verify this condition.
- C. Confirm that the system is free of audible clicks, pops, and other noises when any operating control is activated, with or without input signal.
- D. For all microphone lines, tie lines, return lines and effect loudspeaker lines, confirm:
 - 1. Proper circuits appearing at each termination location.
 - 2. Proper circuits appearing at each jack bay position.
 - 3. Continuity of all conductors.
 - 4. Proper polarity is maintained.
 - 5. Absence of shorts between conductors within each circuit.
 - 6. Absence of shorts between circuit conductors and conduit.
- E. Confirm that speakers and mountings are free of buzzes and rattles when the speaker is swept with sine wave tones over its rated bandwidth at one-half its maximum rated power.
- F. For each installed data network cable or fiber optic cable confirm conformance to the specified TIA/EIA performance standards.

3.3 GROUNDING

- A. Audio system wiring shall conform to the following procedures:
 - 1. Audio equipment AC ground pins shall connect to AC isolated ground.
 - 2. Audio equipment chassis shall connect to AC isolated ground or rack frames.

3. Audio shields between AC powered pieces of equipment shall be connected to ground at one end only. Capacitive terminate as required.
4. Isolate all Systems wiring from racks, back boxes and conduit.
5. AC isolated ground system shall be isolated from all other facility grounds.

B. All metallic conduit, boxes and enclosures shall be grounded in accordance with the current National Electrical Code.

C. Metallic enclosures containing active equipment shall be grounded with due regard for the minimization of electrical noise. This may include the provision of grounding conductors separate from the AC ground.

3.4 COMMISSIONING OF SYSTEMS AND EQUIPMENT

A. Engage a factory-authorized service representative or technician who is familiar with this project to participate and assist, if necessary, in the functional performance testing of the equipment include in this Division with the Commissioning Agent.

3.5 EXAMINATION

A. Examine room conditions, ceiling and wall surfaces to assure they are in compliance with requirements and other conditions affecting installation and operation of Interactive Whiteboards projectors and speakers.

B. Examine pathway elements intended for cables. Check raceways and other elements for compliance with space allocations, installation tolerance, hazards to A/V cabling and other conditions affecting installation.

C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.6 FIELD QUALITY CONTROL

A. Verify that accessories required for each unit have been properly installed.

B. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust components, assemblies, and equipment installations, including connections.

C. Perform tests and inspections.

1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.

D. Tests and Inspections:

1. Inspection: Verify that units and controls are properly installed, connected, and labeled, and that interconnecting wires and terminals are identified.
2. Pretesting: Align and adjust system and pretest components, wiring, and functions to verify that they comply with specified requirements.
3. Operational Tests: Perform operational system tests to verify that system complies with Specifications. Include all modes of system operation.

3.7 CLEANING

- A. Remove rubbish and debris: Installation contractor is not allowed you use the onsite dumpster and is responsible to discard their own debris off site.
- B. Clean installed items using methods and materials recommended in writing by manufacturer.

3.8 DEMONSTRATION

- A. Bidding contractor shall engage a factory-authorized service representative to train the Owner's maintenance personnel to adjust, operate, and maintain each system described within this specification for the audio-visual equipment. This training shall include (8) hours, in the blocks of hours that shall be described by the Owner.
- B. Upon approval of the above test report by the Architect and at a mutually agreeable time, demonstrate operation of each major component and of the complete installation. After demonstration, assist as required in acceptance testes.
- C. Listening Tests:
 - 1. Tests will include subjective evaluation by observers listening at various positions under various operating conditions of the system, intended to test its operation in conformance with its functional requirements.
- D. Equipment Tests:
 - 1. Perform any measurements of frequency response, distortion, noise or other characteristics and any operational tests deemed necessary by the Architect to determine conformity with these requirements.
 - 2. If the need for adjustment or modification becomes evident during demonstration and testing, continue working until the installation operates properly.
 - 3. Perform testing to demonstrate the Priority Override Function from the Public Address system.
- E. Final Adjustments:
 - 1. Make control adjustments as directed by the Architect. Make a record of these control settings. Provide covers, caps, or shaft locks for controls not used in system operation.

3.9 COMPLETION

- A. Warranty service shall commence from 2 years after acceptance. Warranty service shall be provided during standard business hours within 24 hours after notice of concern.
- B. Labor and materials provided under scope of project shall be covered under 2 year warranty. Devices shall be free of defects from installation of manufacturer. If an item requires replacement, this shall be provided at no additional cost to owner. If items are abused or rendered inoperable from mis-use they shall not be covered under said warranty.
- C. A/V integrator shall provide “As Built” documents, 2 sets, to owner. This shall include equipment list, as installed, equipment manuals, and detailed drawings showing as installed wiring details.
 - 1. Provide a digital PDF copy of documentation on a USB Memory stick or CD/DVD for owner.

- D. Bidding contractor shall engage a factory-authorized service representative to train the Owner's maintenance personnel to adjust, operate, and maintain each system described within this specification for the audio-visual equipment. This training shall include forty (8) hours, in the blocks of hours that shall be described by the Owner. These services shall be considered as part of the contract and at no additional fees charged to owner.

END OF SECTION 27 41 00

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ACCESS CONTROL SYSTEM

1.1 SUMMARY

- A. This specification shall be released upon Contractor verification. This document can be obtained from Teri Yansky of the Town of Bethel; 1 School Road, Bethel, CT 06801, Telephone 203-794-8601.

END OF SECTION 28 13 00

VIDEO SURVEILLANCE SYSTEM

1.1 SUMMARY

- A. This specification shall be released upon Contractor verification. This document can be obtained from Teri Yansky of the Town of Bethel; 1 School Road, Bethel, CT 06801, Telephone 203-794-8601.

END OF SECTION 28 23 00

FURNITURE, FURNISHINGS & EQUIPMENT
PRODUCT DATA SHEETS

FURNITURE, FURNISHINGS & EQUIPMENT
CONSTRUCTION SCHEDULE

STATE #009-0058
RNV

ITEM# AC-1
MOBILE WHITEBOARD
MEDIA CENTER



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

CONNECTION ZONE MOBILE SCREEN
W36 H72 D22.5

COLOR/FABRIC

DRY ERASE

OPTIONS

DOUBLE SIDED DRY ERASE
CASTERS

DIMENSIONS

H x W: 72" x 36"

<https://www.ki.com/products/name/connection-zone-screens/#>

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# AP-1
REFRIGERATOR
PANTRY SPACES



MANUFACTURER

GE

**MODEL NAME /
NUMBER**

21.2 CU.FT. TOP-FREEZER NO-FROST
REFRIGERATOR
GTE21GTHWW

COLOR/FABRIC

WHITE

OPTIONS

DIMENSIONS

H x W x D: 66.75 x 32.75 x 34

ROOMS/SPACES

SEE PLANS
PANTRY SPACES

<https://www.geappliances.ca/products/refrigeration/refrigerators/applproducts/GTE21GTHWW>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-1A
STAFF TASK CHAIR
STAFF WORKSTATIONS



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

OATH TASK
OH84QB

COLOR/FABRIC

FRAME: BLACK

MESH: BLACK

CUSHION: METROPOLIS SLATE GREY

OPTIONS

ADJUSTABLE ARMS
CASTERS

DIMENSIONS

SEAT HEIGHT: 16 1/2"-21"

ROOMS/SPACES

SEE PLANS
STAFF WORKSTATIONS IN
OFFICES/CLASSROOMS/ETC.

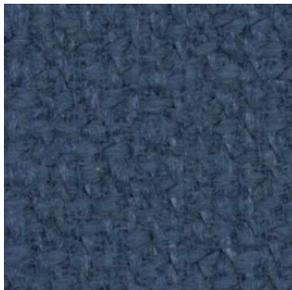
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-1B
STAFF TASK CHAIR
STAFF WORKSTATIONS



MANUFACTURER	KI
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MODEL NAME / NUMBER	OATH TASK OH84QB
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COLOR/FABRIC	FRAME: BLACK MESH: BLACK CUSHION: METROPOLIS AZURE
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OPTIONS	ADJUSTABLE ARMS CASTERS
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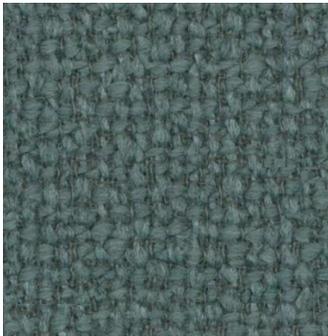
DIMENSIONS	SEAT HEIGHT: 16 1/2"-21"
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ROOMS/SPACES	SEE PLANS STAFF WORKSTATIONS IN OFFICES/CLASSROOMS/ETC.
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GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

STATE #009-0058
RNV

ITEM# CH-1G
STAFF TASK CHAIR
STAFF WORKSTATIONS



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

OATH TASK
OH84QB

COLOR/FABRIC

FRAME: BLACK

MESH: BLACK

CUSHION: METROPOLIS STREAM

OPTIONS

ADJUSTABLE ARMS
CASTERS

DIMENSIONS

SEAT HEIGHT: 16 1/2"-21"

ROOMS/SPACES

SEE PLANS
STAFF WORKSTATIONS IN
OFFICES/CLASSROOMS/ETC.

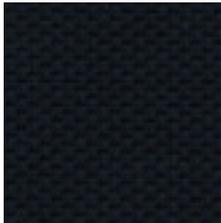
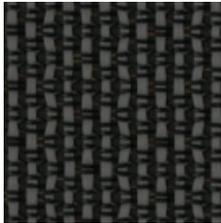
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-3
GUEST CHAIR
WAITING AREA



MANUFACTURER

STEELCASE

**MODEL NAME /
NUMBER**

JERSEY SERIES MULTI-USE CHAIR
TS38304

COLOR/FABRIC

STEEL FRAME: STANDARD BLACK
MESH BACK: MESH GREY T085
SEAT CUSHION: COGENT CONNECT
SAILOR 5S95

OPTIONS

STEEL ARM
GLIDES

DIMENSIONS

SEAT HEIGHT: 17 1/2"

ROOMS/SPACES

SEE PLANS
WAITING AREA

<https://www.steelcase.com/products/office-chairs/jersey/>

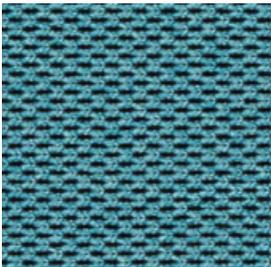
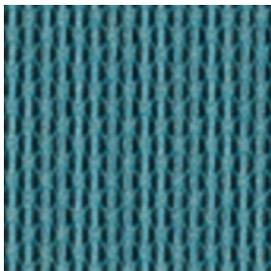
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-4
STAFF MEETING
CONFERENCE/MEETING ROOMS



MANUFACTURER

STEELCASE

**MODEL NAME /
NUMBER**

COBI 434 SERIES
434111

COLOR/FABRIC

FRAME: BLACK
BACK: CONNECT 3D LAGOON 5536
SEAT: COGENT CONNECT
LAGOON 5SD3

OPTIONS

CASTERS
ARMS W/ SOFT ARM CAPS

DIMENSIONS

SEAT HEIGHT: 15 1/2"-20 1/2"

ROOMS/SPACES

SEE PLANS
CONFERENCE/MEETING ROOMS

<https://www.steelcase.com/products/office-chairs/cobi/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-5G
14" CLASSROOM CHAIR
MEDIA CENTER COLLAB



MOD NAVY (C)

WISDOM (Z)

MANUFACTURER

PARAGON

**MODEL NAME /
NUMBER**

A&D READY CHAIR
AND-READY-CA14

COLOR/FABRIC

CHAIR FRAME: WISDOM
CHAIR COLOR: MOD NAVY

OPTIONS

14"
CANTILEVER W/GLIDES

DIMENSIONS

SEAT HEIGHT: 14"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER COLLAB

<https://www.paragoninc.com/product/ad-ready-chair-stool/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-5G
14" CLASSROOM CHAIR
CLASSROOMS



MANUFACTURER

VIRCO

**MODEL NAME /
NUMBER**

ANALOGY SERIES CANTILEVER LEG
CHAIR-ANCANT14-GRN07-CHRM

COLOR/FABRIC

CHAIR FRAME: CHROME
CHAIR COLOR: SEA MIST

OPTIONS

14"

DIMENSIONS

SEAT HEIGHT: 14"

ROOMS/SPACES

SEE PLANS
CLASSROOMS

<https://virco.com/analogy-series-cantilever-chair?sku=CHAIR-ANCANT14-GRN07-CHRM>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-5G
14" CLASSROOM CHAIR
CLASSROOMS



MANUFACTURER

ACADAMIA

**MODEL NAME /
NUMBER**

ZED CANTILEVER SCHOOL CHAIR
ZED-684

COLOR/FABRIC

CHAIR FRAME: CHROME
CHAIR COLOR: NAVY

OPTIONS

14"

DIMENSIONS

SEAT HEIGHT: 14"

ROOMS/SPACES

SEE PLANS
CLASSROOMS

<https://www.hertzfurniture.com/classroom-chairs--zed-cantilever-school-chair--14358--mo.html>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-5R
14" CHAIR
MEDIA CENTER



GRAPLE (R)

WISDOM (Z)

MANUFACTURER

PARAGON

**MODEL NAME /
NUMBER**

A&D READY CHAIR
AND-READY-CA14

COLOR/FABRIC

CHAIR FRAME: WISDOM
CHAIR COLOR: GRAPLE

OPTIONS

14"
CANTILEVER W/GLIDES

DIMENSIONS

SEAT HEIGHT: 14"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.paragoninc.com/product/ad-ready-chair-stool/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-5R
14" CHAIR
MEDIA CENTER



MANUFACTURER

VIRCO

**MODEL NAME /
NUMBER**

ANALOGY SERIES CANTILEVER LEG
CHAIR-ANCANT16-RED50-CHRM

COLOR/FABRIC

CHAIR FRAME: CHROME
CHAIR COLOR: WINE RED 50

OPTIONS

14"

DIMENSIONS

SEAT HEIGHT: 14"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://virco.com/analogy-series-cantilever-chair?sku=CHAIR-ANCANT16-RED50-CHRM>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-5R
14" CHAIR
MEDIA CENTER



MANUFACTURER

ACADEMIA

**MODEL NAME /
NUMBER**

ZED CANTILEVER SCHOOL CHAIR
ZED-686

COLOR/FABRIC

CHAIR FRAME: CHROME
CHAIR COLOR: BURGUNDY

OPTIONS

14"

DIMENSIONS

SEAT HEIGHT: 14"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.hertzfurniture.com/classroom-chairs--zed-cantilever-school-chair--14358--mo.html>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-10B
DISASSEMBLING WOBBLE STOOL
MEDIA CENTER



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

OODLE
OODLE33

COLOR/FABRIC

SHELL: CERULEAN

OPTIONS

3 STOOL SECTIONS
3 ROCKER BASES

DIMENSIONS

D x W x H: 17" x 17" x 18.5"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://smithsystem.com/lines/oodle/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-10G
DISASSEMBLING WOBBLE STOOL
MEDIA CENTER



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

OODLE
OODLE33

COLOR/FABRIC

SHELL: APPLE

OPTIONS

3 STOOL SECTIONS
3 ROCKER BASES

DIMENSIONS

D x W x H: 17" x 17" x 18.5"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://smithsystem.com/lines/oodle/>

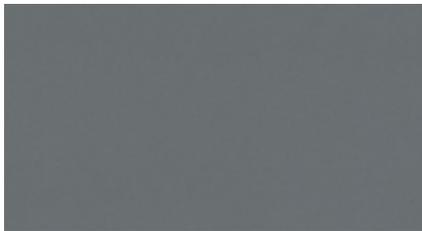
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-11
STUDENT ART STOOL
ART ROOMS



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

IVY LEAGUE SERIES ST STOOL

COLOR/FABRIC

FRAME: CHROME

SEAT: CD DARK GREY

OPTIONS

NG NYLON GLIDES

DIMENSIONS

SEAT HEIGHT: 18"

ROOMS/SPACES

SEE PLANS
ART ROOMS

<https://www.ki.com/products/name/ivy-league-series-st-stool/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-11
STUDENT ART STOOL
ART ROOMS



MANUFACTURER

VIRCO

**MODEL NAME /
NUMBER**

120 SERIES STOOL
STOOL-12018-PUR43-CHRM

COLOR/FABRIC

FRAME: CHROME
SEAT: PURPLE IRIS

OPTIONS

NG NYLON GLIDES

DIMENSIONS

SEAT HEIGHT: 18"

ROOMS/SPACES

SEE PLANS
ART ROOMS

<https://virco.com/120-series-stool>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-11
STUDENT ART STOOL
ART ROOMS



MANUFACTURER

HERTZ FURNITURE

**MODEL NAME /
NUMBER**

NPS METAL LAB STOOL
STO-6218-BLK

COLOR/FABRIC

FRAME: BLACK

OPTIONS

DIMENSIONS

SEAT HEIGHT: 18"

ROOMS/SPACES

SEE PLANS
ART ROOMS

<https://www.hertzfurniture.com/Non-Swivel-Stools--NPS-Metal-Lab-Stool---Black-Frame--10267--mo.html>

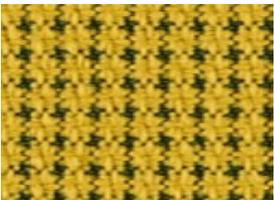
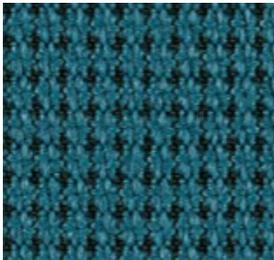
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-14
STORY CHAIR
MEDIA CENTER



MANUFACTURER

COALESSE

**MODEL NAME /
NUMBER**

HOSU LOUNGE CHAIR

COLOR/FABRIC

UPHOLSTERY: DESIGNTEX GRIDLEY
BLUE GREEN 4148-503

PILLOW: DESIGNTEX GRDLEY
GRELLO 4148-201

OPTIONS

DIMENSIONS

SEAT HEIGHT: 15 1/2"-20 1/2"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.coalesse.com/products/seating/lounge-seating/hosu>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# CH-19
SITTING PAD
MEDIA CENTER



MANUFACTURER

VS AMERICA

**MODEL NAME /
NUMBER**

SHIFT+LANDSCAPE
09445

COLOR/FABRIC

GROUP S40 STAMSKIN TOP
COLOR: S985 YELLOW

OPTIONS

DIMENSIONS

W x D x H: 16" x 13" x 1.25"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<http://vsamerica.com/kataloge/gesamtkatalog/details/47954/shift-landscape>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-1
MOBILE FILE STORAGE PED
STAFF WORKSTATIONS



MANUFACTURER	STEELCASE
MODEL NAME / NUMBER	UNIVERSAL STORAGE PEDESTAL
COLOR/FABRIC	UPHOLSTERED PAD: SHELL PAINT:
OPTIONS	PEDESTAL PAD PULL TYPE:
DIMENSIONS	W x D x H: 15" x 18" x 21"
ROOMS/SPACES	SEE PLANS STAFF WORKSTATIONS

https://www.steelcase.com/products/lateral-files-pedestals/ts-series/?drawer_main=images&drawer_sub=on-white#features_efficient-organization

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

STATE #009-0058
RNV

ITEM# F-1
MOBILE FILE STORAGE PED
STAFF WORKSTATIONS



MANUFACTURER	STEELCASE
MODEL NAME / NUMBER	TS SERIES MOBILE PEDESTAL
COLOR/FABRIC	UPHOLSTERED PAD: SHELL PAINT:
OPTIONS	PEDESTAL PAD PULL TYPE:
DIMENSIONS	W x D x H: 15" x 22.5" x 22.75"
ROOMS/SPACES	SEE PLANS STAFF WORKSTATIONS

https://www.steelcase.com/products/lateral-files-pedestals/ts-series/?drawer_main=documents&drawer_sub=product-literature

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

PERKINS —
EASTMAN

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-1A
MOBILE FILE STORAGE PED
STAFF WORKSTATIONS



MANUFACTURER	KI
MODEL NAME / NUMBER	CONNECTION ZONE PEDESTAL
COLOR/FABRIC	UPHOLSTERED PAD: METROPOLIS SLATE GREY SHELL PAINT: LG LIGHT TONE
OPTIONS	PEDESTAL PAD PULL TYPE: CONNECTION ZONE NO LAMINATE FRONT
DIMENSIONS	W x D x H: 15" x 17 5/8" x 21 3/4"
ROOMS/SPACES	SEE PLANS STAFF WORKSTATIONS

<https://www.ki.com/products/name/connection-zone-storage/>

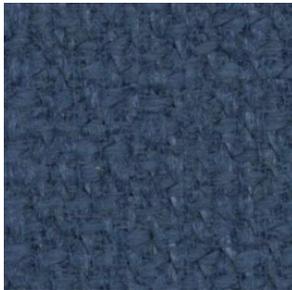
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-1B
MOBILE FILE STORAGE PED
STAFF WORKSTATIONS



MANUFACTURER	KI
MODEL NAME / NUMBER	CONNECTION ZONE PEDESTAL
COLOR/FABRIC	UPHOLSTERED PAD: METROPOLIS AZURE SHELL PAINT: LG LIGHT TONE
OPTIONS	PEDESTAL PAD PULL TYPE: CONNECTION ZONE NO LAMINATE FRONT
DIMENSIONS	W x D x H: 15" x 17 5/8" x 21 3/4"
ROOMS/SPACES	SEE PLANS STAFF WORKSTATIONS

<https://www.ki.com/products/name/connection-zone-storage/>

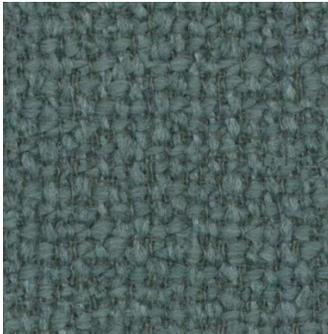
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-1G
MOBILE FILE STORAGE PED
STAFF WORKSTATIONS



MANUFACTURER	KI
MODEL NAME / NUMBER	CONNECTION ZONE PEDESTAL
COLOR/FABRIC	UPHOLSTERED PAD: METROPOLIS STREAM SHELL PAINT: LG LIGHT TONE
OPTIONS	PEDESTAL PAD PULL TYPE: CONNECTION ZONE NO LAMINATE FRONT
DIMENSIONS	W x D x H: 15" x 17 5/8" x 21 3/4"
ROOMS/SPACES	SEE PLANS STAFF WORKSTATIONS

<https://www.ki.com/products/name/connection-zone-storage/>

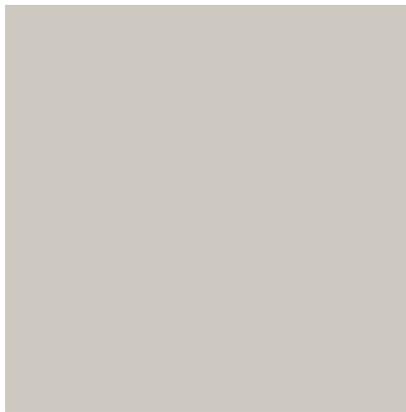
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-2
4 DRAWER LATERAL FILE
OFFICES/STORAGE



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

700 SERIES LATERAL FILES
4 DRAWERS

COLOR/FABRIC

COLOR: LIGHT TONE

OPTIONS

DIMENSIONS

W x D: 36" x 18"

ROOMS/SPACES

SEE PLANS
OFFICES/STORAGE

<https://www.ki.com/products/name/700-series-storage/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-3R
CREDENZA FILE STORAGE
PRINCIPALS OFFICE



MANUFACTURER	KI
MODEL NAME / NUMBER	CONNECTION ZONE CREDENZA BOX/LATERAL, SHELF (R) CZSCS60180BFO
COLOR/FABRIC	UPHOLSTERED PAD: METROPOLIS AZURE SHELL PAINT: LG LIGHT TONE
OPTIONS	CREDENZA PAD PULL TYPE: CONNECTION ZONE NO LAMINATE FRONT
DIMENSIONS	W x D x H: 60" x 18" x 24"
ROOMS/SPACES	SEE PLANS PRINCIPALS OFFICE

<https://www.ki.com/products/name/connection-zone-storage/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION FOR PROPER INSTALLATION, SECURE ATTACHMENT, AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-4
2 DRAWER VERTICAL FILE
OFFICES/STORAGE



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

700 SERIES VERTICAL FILES
2 DRAWERS

COLOR/FABRIC

LIGHT TONE

OPTIONS

DIMENSIONS

D x H: 18" x 27"

ROOMS/SPACES

SEE PLANS
OFFICES/STORAGE

<https://www.ki.com/products/name/700-series-storage/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-4
2 DRAWER VERTICAL FILE
OFFICES/STORAGE



MANUFACTURER

STEELCASE

**MODEL NAME /
NUMBER**

T5 SERIES UNDER-WORKSURFACE
PEDESTAL

COLOR/FABRIC

COLOR:

OPTIONS

DIMENSIONS

W x D x H: 15" x 22" x 27"

ROOMS/SPACES

SEE PLANS
OFFICES/STORAGE

<https://www.steelcase.com/products/lateral-files-pedestals/ts-series/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-5
2 DRAWER LATERAL FILE
RECEPTION & MEDIA CENTER



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

700 SERIES 2 DRAWER LATERAL
FILE

COLOR/FABRIC

COLOR: LIGHT TONE

OPTIONS

DIMENSIONS

W x D x H: 30" x 18" x 27"

CANNOT BE SUBSTITUTED FOR AN
EQUAL PRODUCT TALLER THAN 27"

ROOMS/SPACES

SEE PLANS
RECEPTION & MEDIA CENTER

<https://www.ki.com/products/name/700-series-storage/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-

8/19/2019

PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-5
2 DRAWER LATERAL FILE
RECEPTION & MEDIA CENTER



MANUFACTURER

STEELCASE

**MODEL NAME /
NUMBER**

T5 SERIES UNDER-WORKSURFACE
LATERAL FILES

COLOR/FABRIC

COLOR:

OPTIONS

DIMENSIONS

W x D x H: 30" x 18" x 27"

CANNOT BE SUBSTITUTED FOR AN
EQUAL PRODUCT TALLER THAN 27"

ROOMS/SPACES

SEE PLANS
RECEPTION & MEDIA CENTER

<https://www.steelcase.com/products/lateral-files-pedestals/ts-series/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# F-6
BOOKSHELF
RECEPTION & MEDIA CENTER



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

700 SERIES BOOKCASE

COLOR/FABRIC

COLOR: LIGHT TONE

OPTIONS

DIMENSIONS

W x D x H: 30" x 18" x 27"

CANNOT BE SUBSTITUTED FOR AN
EQUAL PRODUCT TALLER THAN 27"

ROOMS/SPACES

SEE PLANS
RECEPTION & MEDIA CENTER

<https://www.ki.com/products/name/700-series-storage/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# F-7
FLAT FILES
ART STORAGE



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

700 SERIES
6" DRAWERS

COLOR/FABRIC

POWDER COAT: LG LIGHTTONE

OPTIONS

DIMENSIONS

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

ROOMS/SPACES

SEE PLANS
ART STORAGE

<https://www.ki.com/products/name/700-series-storage/#>

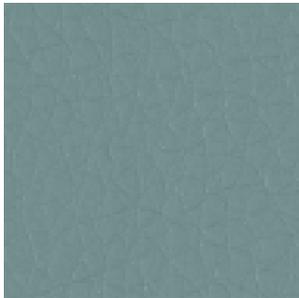
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
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ITEM# L-1
CURVED LOUNGE SEAT
MEDIA CENTER



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

MYPLACE JUNIOR BACKLESS CURVE
MPJCRV/CGL/NC

COLOR/FABRIC

UPHOLSTERY: PALLAS TEXTILES
HOLY COW TOO/JUNIPER BERRIES

OPTIONS

BACKLESS 90° CURVE
CONCEALED GLIDES
NON-CONTRAST

DIMENSIONS

SEAT HEIGHT: 14"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.ki.com/products/name/myplace-lounge-collection/#>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

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ITEM# L-1
CURVED LOUNGE SEAT
MEDIA CENTER



MANUFACTURER

VS AMERICA

**MODEL NAME /
NUMBER**

SHIFT+ LANDSCAPE
09329

COLOR/FABRIC

UPHOLSTERY: S40 STAMSKIN

OPTIONS

DIMENSIONS

SEAT HEIGHT: 15"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<http://vsamerica.com/kataloge/shift/details/48194/shift-landscape>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# L-2
RECTANGLE LOUNGE SEAT
MEDIA CENTER



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

MYPLACE JUNIOR RECTANGLE
MPJRCT/CGL/NC

COLOR/FABRIC

UPHOLSTERY: PALLAS TEXTILES
HOLY COW TOO/JUNIPER BERRIES

OPTIONS

CONCEALED GLIDES
NON-CONTRAST

DIMENSIONS

SEAT HEIGHT: 14"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.ki.com/products/name/myplace-lounge-collection/#>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# L-2
RECTANGLE LOUNGE SEAT
MEDIA CENTER



MANUFACTURER

VS AMERICA

**MODEL NAME /
NUMBER**

SHIFT+ LANDSCAPE
09328

COLOR/FABRIC

UPHOLSTERY: S40 STAMSKIN

OPTIONS

DIMENSIONS

SEAT HEIGHT: 15"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<http://vsamerica.com/kataloge/shift/details/48194/shift-landscape>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
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STATE #009-0058
RNV

ITEM# L-5
ROUND LOUNGE SEAT
MEDIA CENTER



MANUFACTURER

MEDIA TECHNOLOGIES

**MODEL NAME /
NUMBER**

FULL TIME JR. ROUND OTTOMAN
FTDJ-51

COLOR/FABRIC

UPHOLSTERY: MAYER FABRICS
MARINA PHOENIX
PH-034

OPTIONS

GLIDES

DIMENSIONS

DIAMETER: 51"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.mediatechnologies.com/product/full-time-jr>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# L-5
ROUND LOUNGE SEAT
MEDIA CENTER



MANUFACTURER

STEELCASE

**MODEL NAME /
NUMBER**

CAMPFIRE OTTOMAN
TS34401

COLOR/FABRIC

UPHOLSTERY: BRAVO

OPTIONS

DIMENSIONS

DIAMETER: 41"

HEIGHT: 16"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.steelcase.com/products/lounge-seating/campfire-lounge/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# L-5
ROUND LOUNGE SEAT
MEDIA CENTER



MANUFACTURER

STUDIO TK

**MODEL NAME /
NUMBER**

QI OTTOMAN

COLOR/FABRIC

UPHOLSTERY:

OPTIONS

DIMENSIONS

DIAMETER: 60"

HEIGHT: 18"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.studiotk.com/products/qui-ottomans>

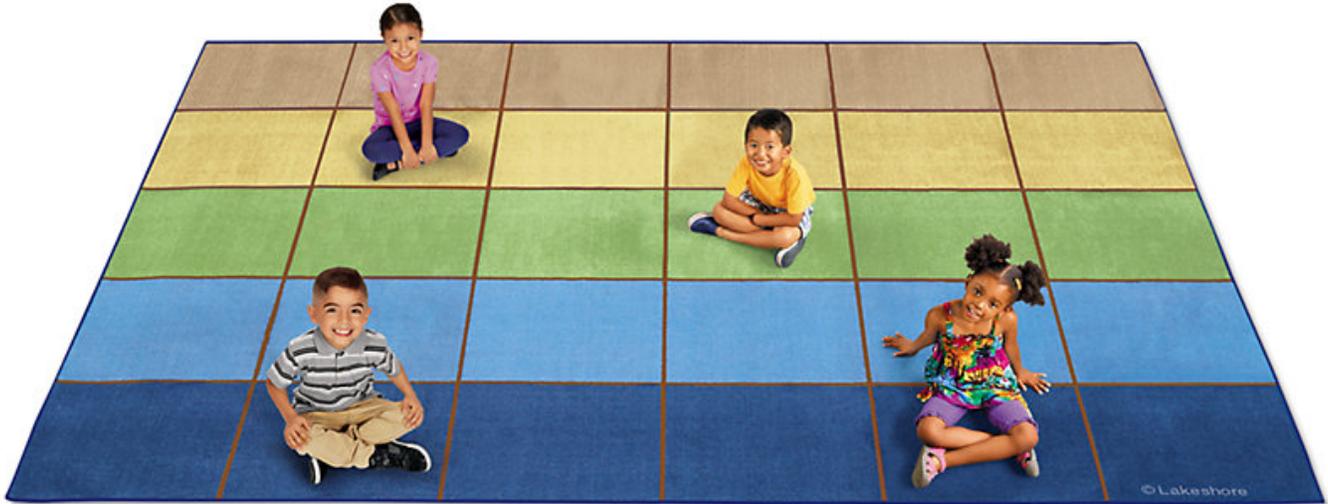
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# R-3
PATTERN RUG
CLASSROOMS



MANUFACTURER

LAKESHORE

**MODEL NAME /
NUMBER**

A PLACE FOR EVERYONE CARPET
PP309

COLOR/FABRIC

CALMING COLORS

OPTIONS

DIMENSIONS

9' X 12'

ROOMS/SPACES

SEE PLANS
KINDERGARTEN & GRADES 1-3
CLASSROOMS

<https://www.lakeshorelearning.com/products/p/PP308>

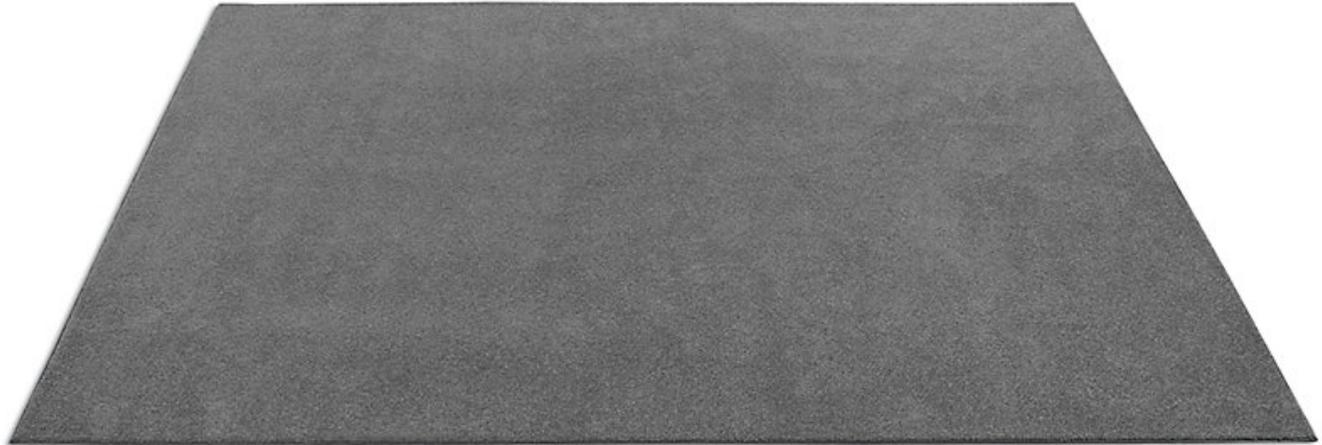
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# R-4
RECTANGULAR RUG
CLASSROOMS



MANUFACTURER

LAKESHORE

**MODEL NAME /
NUMBER**

FLEX-SPACE COMFY ROUND
CLASSROOM CARPET
LC865

COLOR/FABRIC

GRAY

OPTIONS

DIMENSIONS

9' x 12'

<https://www.lakeshorelearning.com/products/p/LC857>

ROOMS/SPACES

SEE PLANS
4th & 5th GRADE CLASSROOMS

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-1
GENERAL STORAGE SHELVING
STORAGE ROOMS



MANUFACTURER

HERTZ FURNITURE

**MODEL NAME /
NUMBER**

INDUSTRIAL METAL WIRE SHELVING
4 SHELVES
OFM-4818A

COLOR/FABRIC

BLACK

OPTIONS

DIMENSIONS

W x D x H: 48" x 18" x 72"

ROOMS/SPACES

SEE PLANS
STORAGE ROOMS

<https://www.hertzfurniture.com/Metal-Shelving-Units--Industrial-Metal-Wire-Shelving---4-Shelves-48x18--7645--mo.html>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# ST-5
ART STORAGE SHELVING
ART STORAGE ROOMS



MANUFACTURER

HERTZ FURNITURE

**MODEL NAME /
NUMBER**

INDUSTRIAL METAL SHELVING
5 OPEN SHELVES
CLP-7015

COLOR/FABRIC

OPTIONS

DIMENSIONS

W x D x H: 36" x 12" x 87"

ROOMS/SPACES

SEE PLANS
ART STORAGE ROOMS

<https://www.hertzfurniture.com/Metal-Shelving-Units--Industrial-Metal-Shelving-5-Open-Shelves-36x12--11646--mo.html>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
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STATE #009-0058
RNV

ITEM# ST-6
GENERAL STORAGE SHELVING
STORAGE ROOMS



MANUFACTURER

HERTZ FURNITURE

**MODEL NAME /
NUMBER**

ALL PURPOSE STORAGE CABINET
SCT-40

COLOR/FABRIC

CHARCOAL

OPTIONS

DIMENSIONS

W x D x H: 36" x 18" x 72"

ROOMS/SPACES

SEE PLANS
STORAGE ROOMS

<https://www.hertzfurniture.com/Storage-Cabinets--All-Purpose-Storage-Cabinet--1620--mo.html>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# ST-7
KILN CART
KILN ROOM



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

UTILITY CART
21090

COLOR/FABRIC

POWDER COAT: PURPLE

OPTIONS

CASTERS

DIMENSIONS

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

ROOMS/SPACES

SEE PLANS
KILN ROOM

<https://smithsystem.com/furniture/utility-cart/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-8
TEACHER WARDROBE
ADMIN & CLASSROOMS



MANUFACTURER	STEELCASE
MODEL NAME / NUMBER	CURRENCY 24"W TOWER LOW PRESSURE LAMINATE TOP TS5TLTW_48
COLOR/FABRIC	LAMINATE TOP: TOWER: DOOR:
OPTIONS	POLISHED CHROME LOCK 9201 HINGE: PULL: LEDGE, PLATINUM
DIMENSIONS	W x D x H: 24" x 24" x 48"
ROOMS/SPACES	SEE PLANS ADMIN/CLASSROOMS

<https://www.steelcase.com/products/desk-systems/currency/>

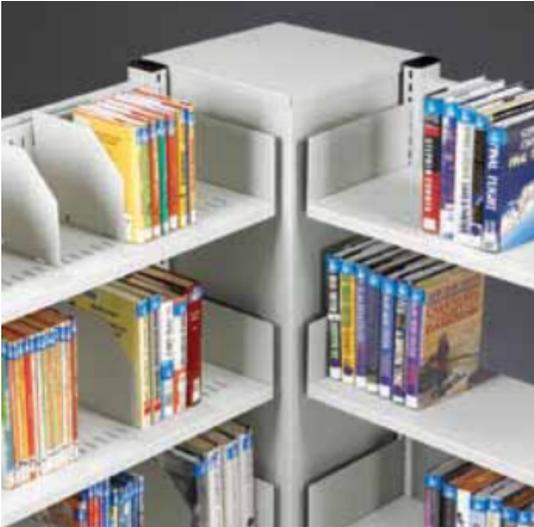
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

PERKINS —
EASTMAN

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-9C
CANTILEVER SHELVING METAL
CORNER PIECE, SEE DRAWINGS



MANUFACTURER AURORA MNFTR (BASIS OF DESIGN
ESTEY, BORROUGHS, BRADFORD, BIBLOMODEL

**MODEL NAME /
NUMBER** ALIGN WITH SYSTEM SHELVING SPECIFIED

COLOR/FABRIC WHITE
(provide chart with standard colors)

OPTIONS

DIMENSIONS

ROOMS/SPACES SEE PLANS
OFFICES & MEDIA CENTER

<https://www.aurorastorage.com/products/mjlibrary/mj-system-30-lbrary-shelving/>

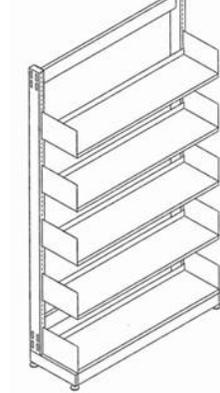
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

STATE #009-0058
RNV

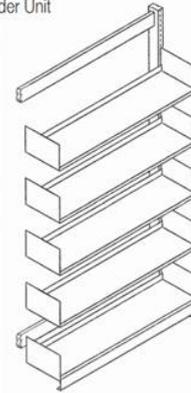
ITEM# ST-9M
METAL SINGLE FACE ADJUSTABLE
CANTILEVER SHELVING -
"STARTER / ADDER" TYPE
SECURED TO WALL



Starter Unit



Adder Unit



SHELF DETAIL



ADD ALTERNATE OPTION:
3" face width end panel at exposed END
Provide standard finishes for selection
Occurs once in Rockwell

MANUFACTURER

AURORA (BASIS OF DESIGN)
OTHER MANUFACTURERS: ESTEY, BORROUGHS,
BRADFORD, BIBLOMODEL

**MODEL NAME /
NUMBER**

SYSTEM 30 - "Starter and Adder"
66" HIGH
5 LEVELS of SHELVES - SINGLE FACE
12" NOMINAL DEPTH (12" base/'size over size')
36" wide increments, see plans

COLOR/FABRIC

WHITE
(provide chart with standard colors)

OPTIONS

- Provide one sliding wire book support per shelf with integral back
- Provide clips for secure attachment to wall structure
- Provide ONE "STARTER" plus additional "ADDERS" for length of units shown in drawings.
- Provide toe kick for each unit/to create each complete unit.
- Provide levelers

DIMENSIONS

ROOMS/SPACES

SEE PLANS
OFFICES & MEDIA CENTER



<https://www.aurorastorage.com/products/mjlibrary/mj-system-30-library-shelving/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

STATE #009-0058
RNV

ITEM# ST-9
FULL HEIGHT BOOKSHELF
OFFICES & CLASSROOMS



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

700 SERIES STORAGE BOOKCASE

COLOR/FABRIC

COLOR: LG LIGHT TONE

OPTIONS

5 SHELVES

DIMENSIONS

W x D: 36" x 18"

ROOMS/SPACES

SEE PLANS
OFFICES & CLASSROOMS

<https://www.ki.com/products/name/700-series-storage/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# ST-9
FULL HEIGHT BOOKSHELF
OFFICES & CLASSROOMS



MANUFACTURER	STEELCASE
MODEL NAME / NUMBER	UNIVERSAL STORAGE BOOKCASE
COLOR/FABRIC	COLOR:
OPTIONS	5 SHELVES
DIMENSIONS	W x D x H: 36" x 15" x 66"
ROOMS/SPACES	SEE PLANS OFFICES & CLASSROOMS

<https://www.steelcase.com/products/lateral-files-pedestals/universal-storage/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
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STATE #009-0058
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ITEM# ST-10
DOUBLE SIDED BOOKSHELF
METAL CANTILEVER
"STARTER and ADDER"
WITH END PANELS and TOP
COUNTER



MANUFACTURER AURORA (BASIS OF DESIGN)
OTHER MANUFACTURERS: ESTEY, BORROUGHS,
BRADFORD, BIBLOMODEL

**MODEL NAME /
NUMBER** SYSTEM 30 - "Starter and Adder"
30" HIGH
2 LEVELS of SHELVES - DOUBLE FACE
12" NOMINAL DEPTH (12" base/'size over size')
36" wide increments, see plans

COLOR/FABRIC WHITE
(provide chart with standard colors)

OPTIONS - Provide one sliding wire book support per shelf
with integral back
- Provide ONE "STARTER" plus additional
"ADDERS" for length of units shown in drawings.
- Provide toe kick for each unit/to create each
complete unit.
- Provide levelers.
- Provide End Panels and Counter Top as part of
full single assembly (metal shelving

DIMENSIONS appurtenances for proper installation of end and
top shall be provided)

SEE ABOVE for DIMENSIONS

ROOMS/SPACES SEE PLANS
MEDIA CENTER & BOOK ROOM

WEBSITE

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

PERKINS —
EASTMAN

PDS-
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STATE #009-0058
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ITEM# ST-10
MEDIA CENTER



MANUFACTURER BCI

**MODEL NAME /
NUMBER** MIDI BOOK BROWSER

COLOR/FABRIC FINISH: TRAFFIC WHITE 0332

OPTIONS

DIMENSIONS W x D x H: 28.5" x 28.5" x 35.5"

ROOMS/SPACES SEE PLANS
MEDIA CENTER & BOOK ROOM

https://bcilibraries.com/portfolio_page/box-browser-childrens-furniture/

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-10
MEDIA CENTER



MANUFACTURER KI

**MODEL NAME /
NUMBER** RUCKUS DOUBLE FACED BOOKCASE
RKB362436

COLOR/FABRIC PAINT: COTTONWOOD
EDGE COLOR: SURFS UP
LAMINATE: LDG DOVE GREY

OPTIONS DOUBLE FACED
CARPET GLIDES

DIMENSIONS W x D x H: 36" x 24" x 36"

ROOMS/SPACES SEE PLANS
MEDIA CENTER & BOOK ROOM

<https://www.ki.com/products/name/ruckus-storage/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# ST-10
MEDIA CENTER



MANUFACTURER VS AMERICA

**MODEL NAME /
NUMBER** SHIFT+TRANSFER
45302

COLOR/FABRIC BODY FINISH: WHITE
PERFORATED METAL: M031 PETROL

OPTIONS TWO SIDES
8 INSERTABLE SHELVES

DIMENSIONS W x D x H: 43" x 21" x 38"

ROOMS/SPACES SEE PLANS
MEDIA CENTER

<http://vsamerica.com/kataloge/shift/details/47857/shift-transfer>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
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STATE #009-0058
RNV

ITEM# ST-11
MOBILE BOOK STORAGE
MEDIA CENTER



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

CASCADE MINI-CABINET
41100000P

COLOR/FABRIC

POWDER COAT: BURGUNDY

OPTIONS

CASTERS
OPEN W/SHELVES

DIMENSIONS

W x D x H: 21" x 19" x 43.3"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://smithsystem.com/furniture/cascade-mini-cabinet/>

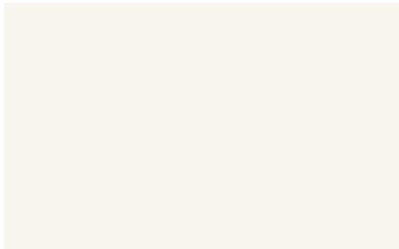
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-12D
CURVED DOUBLE SIDED BOOKSHELF
MEDIA CENTER



MANUFACTURER

VS AMERICA

**MODEL NAME /
NUMBER**

SHIFT+TRANSFER
45306

COLOR/FABRIC

BODY FINISH: WHITE

PERFORATED METAL: M031 PETROL

OPTIONS

CURVED DOUBLE SIDED

DIMENSIONS

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<http://vsamerica.com/kataloge/gesamtkatalog/details/47912/shift-transfer>

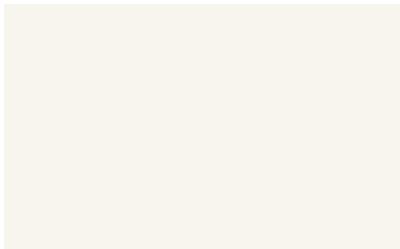
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-12S
CURVED SINGLE SIDED BOOKSHELF
MEDIA CENTER



MANUFACTURER

VS AMERICA

**MODEL NAME /
NUMBER**

SHIFT+TRANSFER
45292

COLOR/FABRIC

BODY FINISH: WHITE

PERFORATED METAL: M031 PETROL

OPTIONS

CURVED SINGLE SIDED

DIMENSIONS

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<http://vsamerica.com/kataloge/gesamtkatalog/details/47912/shift-transfer>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-17
MOBILE ART STORAGE
ART ROOMS



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

CASCADE MEGA-CABINET
OPEN W/EIGHT 3" & FOUR 6" EW
TOTES
B10008040P

COLOR/FABRIC

POWDER COAT: YELLOW

OPTIONS

CASTERS

DIMENSIONS

W x D x H: 43" x 19" x 43.3"

ROOMS/SPACES

SEE PLANS
ART ROOMS

<https://smithsystem.com/furniture/cascade-mega-cabinet/>

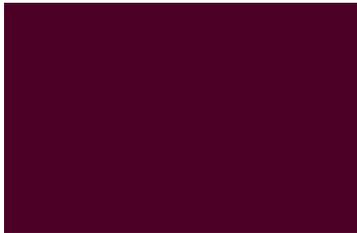
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-18
BOOK RETURN CART
MEDIA CENTER



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

BOOKTRUCK, SIX SLOPING SHELF
21001

COLOR/FABRIC

POWDER COAT: BURGUNDY

OPTIONS

DIMENSIONS

W x D x H: 36" x 18" x 43"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://smithsystem.com/furniture/booktruck/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-18
BOOK RETURN CART
MEDIA CENTER



MANUFACTURER

HERTZ/SANDUSKY LEE

**MODEL NAME /
NUMBER**

DOUBLE SIDED SLOPED-SHELF
BOOK CART
WMB-181

COLOR/FABRIC

COLOR:

OPTIONS

W/3" CASTERS

DIMENSIONS

W x D x H: 39" x 19" x 46"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.hertzfurniture.com/Book-Carts--Double-Sided-Sloped-Shelf-Book-Cart--8568--mo.html>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-19
BOOK DROP BOX
MEDIA CENTER



MANUFACTURER

PARAGON

**MODEL NAME /
NUMBER**

DEPRESSIBLE BOOK CART
DBC

COLOR/FABRIC

OPTIONS

W/3" CASTERS

DIMENSIONS

W x D x H: 29" x 21" x 23"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.paragoninc.com/product/information-commons-circulation-desk/>

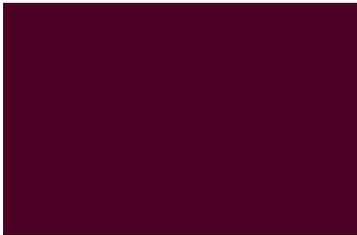
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# ST-20
MOBILE BOOK STORAGE
MEDIA CENTER



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

CASCADE MEGA CASE
31100000P

COLOR/FABRIC

POWDER COAT: BURGUNDY

OPTIONS

CASTERS
OPEN W/SHELVES

DIMENSIONS

W x D x H: 43" x 19" x 30.5"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://smithsystem.com/furniture/cascade-mega-case/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

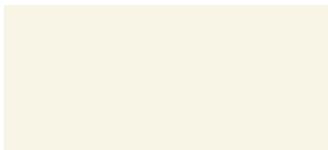
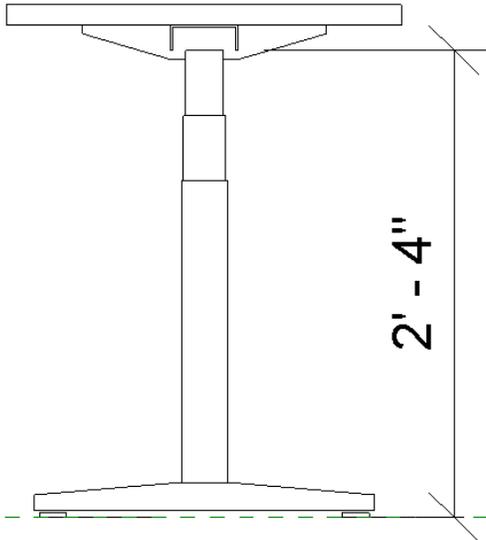
STATE #009-0058
RNV

ITEM# T-1A
FACULTY DESK
FACULTY WORKSTATIONS

PER ADA:

MIN. CLEARANCE OF 27" H ACHIEVABLE FOR
ADA W/ ADJUSTABLE RANGE OF 22-48"

MIN. CLEARANCE OF 30" W BETWEEN DESK
LEGS MET



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

WORKUP ADJUSTABLE TABLE

COLOR/FABRIC

SURFACE: LIT ITALIAN SILVER ASH
EDGE: EIT ITALIAN SILVER ASH EDGE
BASE: WS WET SAND
INNER COLUMN: IWH WHITE

OPTIONS

CUSTOM TOP
STANDARD SWITCH ELECTRIC
ROLLING BASE

DIMENSIONS

D x W x H: 24" x 54" x 22-48"

ROOMS/SPACES

SEE PLANS
FACULTY WORKSTATIONS

<https://www.ki.com/products/name/workup-adjustable-table/#>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

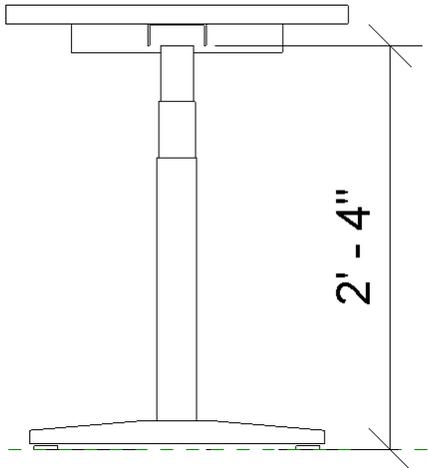
PER ADA:

MIN. CLEARANCE OF 27"H ACHIEVABLE FOR
ADA W/ ADJUSTABLE RANGE OF 28-47"

MIN. CLEARANCE OF 30"W BETWEEN DESK
LEGS MET

STATE #009-0058
RNV

ITEM# T-1B
FACULTY DESK
FACULTY WORKSTATIONS



MANUFACTURER

KI

**MODEL NAME /
NUMBER**

WORKUP ADJUSTABLE TABLE

COLOR/FABRIC

SURFACE: LIT ITALIAN SILVER ASH
EDGE: EIT ITALIAN SILVER ASH EDGE
BASE: WS WET SAND
INNER COLUMN: IWH WHITE

OPTIONS

CUSTOM TOP
COUNTERBALANCE
ROLLING BASE

DIMENSIONS

D x W x H: 24" x 54" x 28-47"

ROOMS/SPACES

SEE PLANS
FACULTY WORKSTATIONS

<https://www.ki.com/products/name/workup-adjustable-table/#>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

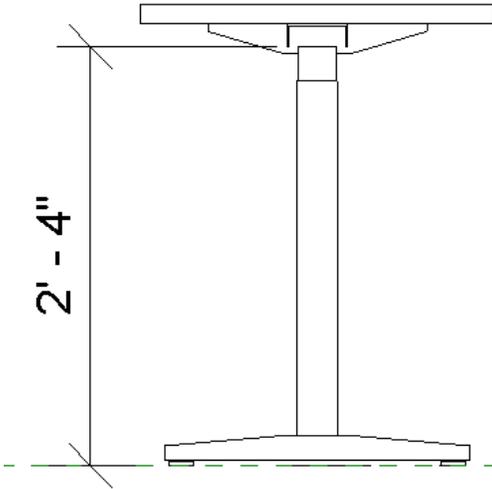
STATE #009-0058
RNV

ITEM# T-1C
FACULTY DESK
FACULTY WORKSTATIONS

PER ADA:

MIN. CLEARANCE OF 27" H ACHIEVABLE FOR
ADA W/ ADJUSTABLE RANGE OF 27-44"

MIN. CLEARANCE OF 30" W BETWEEN DESK
LEGS MET



MANUFACTURER

KI

MODEL NAME /
NUMBER

WORKUP ADJUSTABLE TABLE

COLOR/FABRIC

SURFACE: LIT ITALIAN SILVER ASH
EDGE: EIT ITALIAN SILVER ASH EDGE
BASE: WS WET SAND
INNER COLUMN: IWH WHITE

OPTIONS

CUSTOM TOP
CRANK
ROLLING BASE

DIMENSIONS

D x W x H: 24" x 54" x 27-44"

ROOMS/SPACES

SEE PLANS
FACULTY WORKSTATIONS

<https://www.ki.com/products/name/workup-adjustable-table/#>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

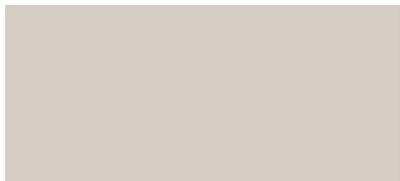
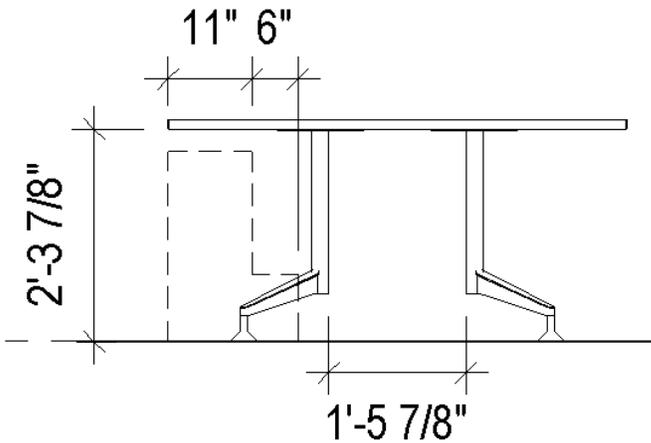
STATE #009-0058
RNV

ITEM# T-2
WORKRRKING TABLE
WORKROOM & PRINCIPAL

PER ADA:

MIN. CLEARANCE OF 27"H MET

MIN. CLEARANCE OF 30"W BETWEEN DESK LEGS MET



MANUFACTURER

KI

MODEL NAME /
NUMBER

PIROUETTE TABLE

COLOR/FABRIC

LAMINATE: LIT ITALIAN SILVER ASH
EDGE: EIT ITALIAN SILVER ASH EDGE
LEG: WS WET SAND

OPTIONS

ROUND
C-BASE
4GB - 4 BLACK GLIDES

DIMENSIONS

29" H X 60" DIAMETER

ROOMS/SPACES

SEE PLANS
WORKROOM & PRINCIPAL

<https://www.ki.com/products/name/pirouette-table/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

PERKINS —
EASTMAN

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

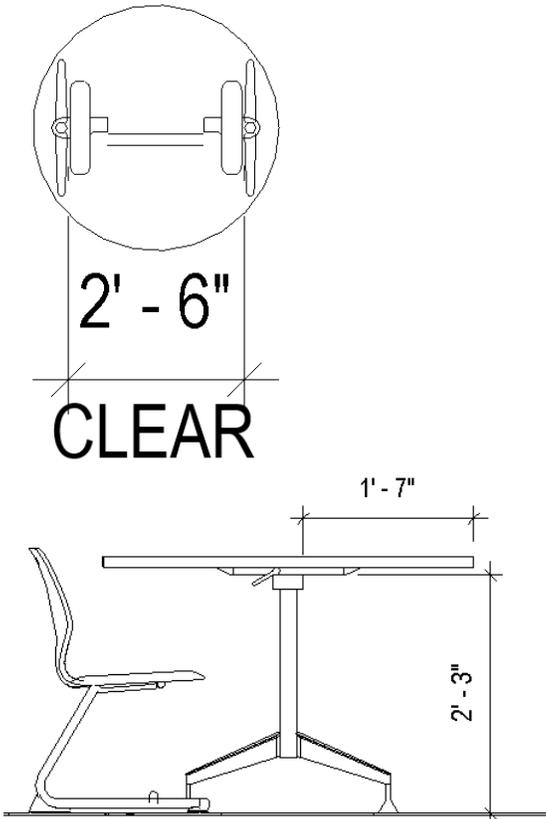
STATE #009-0058
RNV

ITEM# T-2
WORKRKRING TABLE
WORKROOM & PRINCIPAL

PER ADA:

MIN. CLEARANCE OF 27"H MET

MIN. CLEARANCE OF 30"W BETWEEN DESK LEGS MET

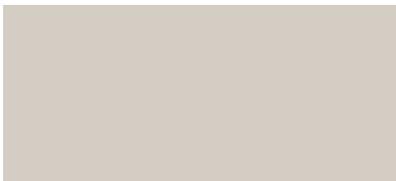


2' - 6"

CLEAR

1' - 7"

2' - 3"



MANUFACTURER

KI

MODEL NAME /
NUMBER

PIROUETTE TABLE
PINRD42

COLOR/FABRIC

LAMINATE: LIT ITALIAN SILVER ASH
EDGE: EIT ITALIAN SILVER ASH EDGE
LEG: WS WET SAND

OPTIONS

ROUND
T-BASE
4GB - 4 BLACK GLIDES
NESTED BASE

DIMENSIONS

28"H X 42" DIAMETER

ROOMS/SPACES

SEE PLANS
WORKROOM & PRINCIPAL

<https://www.ki.com/products/name/pirouette-table/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

PERKINS —
EASTMAN

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# T-4
LECTERN
CLASSROOMS



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

UXL SIT STAND LECTERN
26553V

COLOR/FABRIC

LAMINATE: BOARDWALK OAK
7983-60

EDGE: YELLOW

FRAME: PLATINUM

OPTIONS

DIMENSIONS

D x W x H: 21" x 30" x 30-45"

ROOMS/SPACES

SEE PLANS
CLASSROOMS

<https://smithsystem.com/furniture/sit-stand-lectern/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# T-4
LECTERN
CLASSROOMS



MANUFACTURER

HERTZ FURNITURE/OFM

**MODEL NAME /
NUMBER**

MESA ADJUSTABLE SIT STAND DESK
MSA-66100

COLOR/FABRIC

FRAME/TOP: WHITE/WHITE

OPTIONS

DIMENSIONS

D x W x H: 28" x 19.6" x 27-41"

ROOMS/SPACES

SEE PLANS
CLASSROOMS

<https://www.hertzfurniture.com/Student-Desks--Mesa-Adjustable-Sit-Stand-Desk--13984--mo.html>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# T-6
NESTING TABLE
MEDIA CENTER

PER ADA:

MIN. CLEARANCE OF 27" H ACHIEVABLE FOR
ADA W/ ADJUSTABLE RANGE OF 25.5-36.5"

MIN. CLEARANCE OF 30"W BETWEEN DESK
LEGS MET

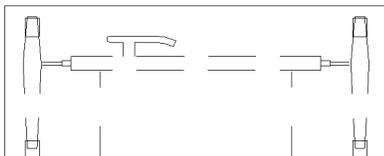


FASHION GRAY (366)

GRAPLE (R)

WISDOM (Z)

GRAPLE (R)



2' - 6"

CLEAR

MANUFACTURER

PARAGON

MODEL NAME /
NUMBER

A&D CROSSFIT FLIP TOP STUDENT
DESK
AND-CFAF2460R

COLOR/FABRIC

LAMINATE: FASHION GREY
EDGE: GRAPLE
FRAME: WISDOM
PLASTIC ACCENTS: GRAPLE

OPTIONS

ADJUSTABLE HEIGHT
CASTERS

DIMENSIONS

D x W x H: 24" x 60" x 25.5-36.5"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<https://www.paragoninc.com/product/ad-crossfit-flip-top-student-desk/>

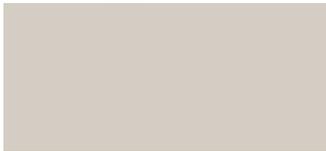
GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

PERKINS —
EASTMAN

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

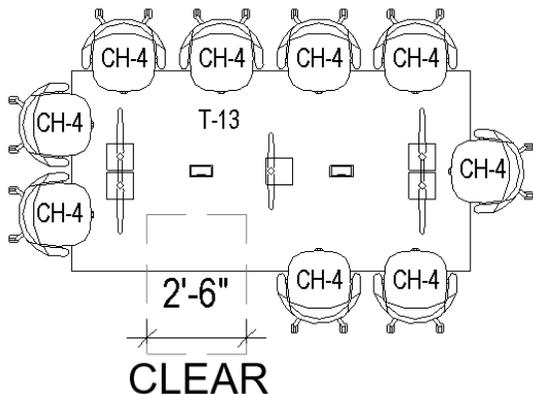
ITEM# T-13
CONFERENCE TABLE
CONFERENCE TABLE



PER ADA:

MIN. CLEARANCE OF 27" H MET

MIN. CLEARANCE OF 30" W BETWEEN TABLE
LEGS MET



MANUFACTURER

KI

MODEL NAME /
NUMBER

PIROUETTE TABLE
COLLABORATIVE RECTANGULAR
FIXED CONFERENCE TABLE

COLOR/FABRIC

LAMINATE: LIT ITALIAN SILVER ASH
EDGE: EIT ITALIAN SILVER ASH
LEG: LG LIGHT TONE

OPTIONS

TT-BASE (3)
GLIDES

DIMENSIONS

W x D x H: 120" x 60" x 29"

ROOMS/SPACES

SEE PLANS
WORKROOM & PRINCIPAL

<https://www.ki.com/products/name/pirouette-table/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

PERKINS —
EASTMAN

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# T-14
STUDENT ART TABLE
ART ROOMS



MANUFACTURER

SMITH SYSTEM

**MODEL NAME /
NUMBER**

INTERCHANGE BUTCHER BLOCK
04151

COLOR/FABRIC

FRAME: PLATINUM

OPTIONS

DIMENSIONS

W x D x H: 60" x 30" x 22-34"

<https://smithsystem.com/furniture/interchange-butcher-block/>

ROOMS/SPACES

SEE PLANS
ART ROOMS

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

STATE #009-0058
RNV

ITEM# T-14
STUDENT ART TABLE
ART ROOMS



MANUFACTURER

ACADAMIA

**MODEL NAME /
NUMBER**

ADJUSTABLE STEM DEMONSTRATION
TABLE - BUTCHER BLOCK
DHB-4260A

COLOR/FABRIC

FRAME: BLACK

OPTIONS

GLIDES

DIMENSIONS

W x D x H: 60" x 42" x 23-32"

<https://www.hertzfurniture.com/Utility-Tables-Workbenches-Adjustable-STEM-Demonstration-Table---Butcher-Block-14343--mo.html>

ROOMS/SPACES

SEE PLANS
ART ROOMS

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

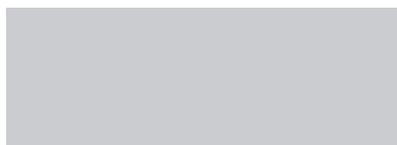
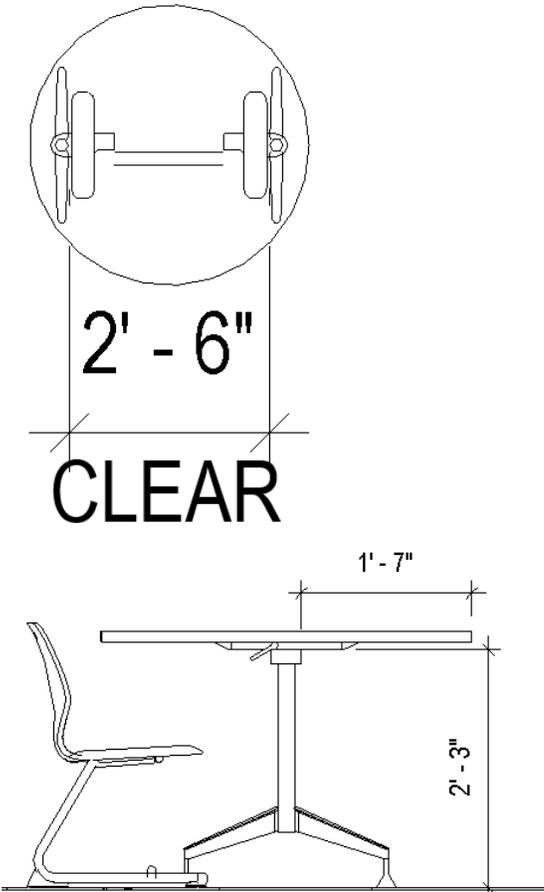
STATE #009-0058
RNV

ITEM# T-16
CAFE TABLE
MEDIA CENTER

PER ADA:

MIN. CLEARANCE OF 27" H MET

MIN. CLEARANCE OF 30" W BETWEEN DESK LEGS MET



MANUFACTURER KI

MODEL NAME / NUMBER PIRQUETTE TABLE
PINRD42

COLOR/FABRIC LAMINATE: LDG DOVE GREY
EDGE: ESP SURFS UP EDGE
LEG: CG COOL GREY

OPTIONS ROUND
T-BASE
CASTERS
NESTED

DIMENSIONS D x H: 42" x 29"

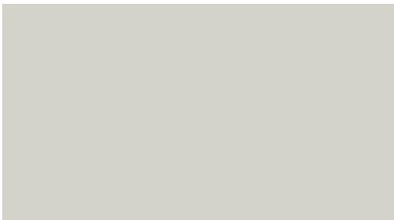
ROOMS/SPACES SEE PLANS
MEDIA CENTER

<https://www.ki.com/products/name/pirouette-table/>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

STATE #009-0058
RNV

ITEM# T-19
PUZZLE TABLE
MEDIA CENTER



MANUFACTURER

VS AMERICA

**MODEL NAME /
NUMBER**

PUZZLE FREELY SHAPED TABLE
PUZZLE-SCHUL_TY_US

COLOR/FABRIC

FRAME: M031 PETROL

TABLE TOP: L035 ANDES GREY

OPTIONS

PUZZLE TOP

FIXED HEIGHT

DIMENSIONS

D x W x H: 45" x 65" x 20"

ROOMS/SPACES

SEE PLANS
MEDIA CENTER

<http://vsamerica.com/kataloge/gesamtkatalog/details/48628/puzzle>

GENERAL NOTE:
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION
FOR PROPER INSTALLATION, SECURE ATTACHMENT,
AND OTHER REQUIREMENTS.

**PERKINS —
EASTMAN**

PDS-
8/19/2019
PROCUREMENT DOCUMENTS

TECHNOLOGY DEVICE SCHEDULE

BETHEL Rockwell E.S.
 PHASE 2 of 3
 State Project # 009-0058-RNV
 Date: August 19, 2019
DEVICE SCHEDULE
 Technology FFE

RM #	ROOM NAME	PH-W	PH-A	PH-B	AP	AP	MTG	INTERIOR WIRELESS AP - WALL	MERAKI #MR53-HW	INTERIOR WIRELESS AP - CEILING	MTG	AP	MON	MON 55	MON 65	MON 75	INTERACTIVE DISPLAY	PH	GA	PT	LSSA	LSSB	Ss	Sp																													
101	ADMIN SUITE																																																				
101A	SPED SECRETARY																																																				
101B	CONFERENCE		1																																																		
101C	PRINCIPAL'S OFFICE			1																																																	
102	1ST GRADE CLASSROOM	1																																																			
103	KINDERGARTEN	1																																																			
104	1ST GRADE CLASSROOM	1																																																			
105	OT/PT	1																																																			
106	1ST GRADE CLASSROOM	1																																																			
107	KINDERGARTEN	1																																																			
108	BREAKOUT																																																				
109	1ST GRADE CLASSROOM	1																																																			
110	TEAM/PLC	1																																																			
111	1ST GRADE CLASSROOM	1																																																			
112	KINDERGARTEN	1																																																			
113	KINDERGARTEN	1																																																			
114	KINDERGARTEN	1																																																			
115	KINDERGARTEN	1																																																			
115A	NURSE SUITE		1																																																		
115B	NURSE'S OFFICE			1																																																	
116	NURSE EXAM ROOM																																																				
117	SPECIAL EDUCATION	1																																																			
119	FACULTY DINING																																																				
119B	GUIDANCE SUITE																																																				
120	PSYCHOLOGIST		1																																																		
121	MUSIC	1																																																			
123	CAFETERIA												2																																								
124	GYMNASIUM												4																																								
201	PLATFORM																																																				
202	ART CLASSROOM	1																																																			
203	SUPPORT																																																				
203A	MEDIA CENTER		2																																																		
204	WORKROOM		1																																																		
204A	BOOKROOM+OFFICE																																																				
204B	ESL	1																																																			
204C	SPEECH+LANGAUGE																																																				
204D	LIT SUITE INSTRUCTION																																																				
205	LIT SUITE INSTRUCTION	1																																																			
206	MC-TECH AREA	1																																																			
206A	MATH SUITE		1																																																		
206B	MATH SUITE INSTRUCTION	1																																																			
207	MATH SUITE INSTRUCTION	1																																																			
208	SPECIAL EDUCATION	1																																																			
209	2ND GRADE CLASSROOM	1																																																			
210	TEAM/PLC		1																																																		
211	SPECIAL EDUCATION	1																																																			
212	2ND GRADE CLASSROOM	1																																																			
213	2ND GRADE CLASSROOM	1																																																			
214	2ND GRADE CLASSROOM	1																																																			
101	2ND GRADE CLASSROOM	1																																																			
101C	LOBBY												1																																								
101A	COMMONS																																																				
128A	COMMONS																																																				
122A	CUSTODIAL OFFICE/WORKROOM		1																																																		
119A	KITCHEN OFFICE		1																																																		
125	SOCIAL WORKER		1																																																		
TOTALS		27	11	5	37	8	3	0	0	0	0	0	0	0	0	0	5	9	0	18	30	20	37	35	32	32	31	1	1	1	1	1																					
			1a	2a																																																	

Reference notes below

Notes:
 1a - Of the (11) total phones required; 1 will be new, 10 shall be existing to be re-used.
 2a - Of the (5) total phones required; 3 will be new, 2 shall be existing to be re-used.

