

# **ANNA H. ROCKWELL ELEMENTARY SCHOOL**

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**FURNITURE, FURNISHINGS AND EQUIPMENT  
PACKAGE “B”**

**State Project No. 009-0058-RNV**

**400 WHITTLESEY DRIVE  
BETHEL, CT 06801**

**PERKINS  
— EASTMAN**

**Procurement Submission  
Date: March 13, 2020  
PE PROJECT No. 68961.01**



Project Manual for

# **Anna H. Rockwell Elementary**

## **Furniture, Furnishings & Equipment – Package “B”**

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  
677 Washington Blvd. Suite 101  
Stamford, Connecticut 06901  
Telephone: 203-251-7400



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**INVITATION TO BID**

Town of Bethel  
County of Fairfield State of Connecticut

Request for Proposal # 2020-200

Sealed Bids for Furniture, Fixtures & Equipment (Package B)  
for the Rockwell Elementary School Renovation Projects

Notice is hereby given that sealed bids will be received in electronic format by email until 10:45AM on Monday, May 18, 2020. The bids will be opened at 11:00 AM on Monday May 18, 2020 at a Special Meeting of the Town of Bethel Procurement Committee. The Video/ Teleconference video link is <https://zoom.us/j/3839768074>. The Town seeks qualified bidders for FF&E for the Rockwell and Johnson Elementary Renovation Projects. Details for the project requirements and scope of services may be obtained at the Office of the Purchasing Agent/Town Finance at 203-794-8514 or the homepage of our website: [bethel-ct.gov](http://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 27<sup>th</sup> day of April 2020.

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



BIDDING REQUIREMENTS

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

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**REQUEST FOR PROPOSALS  
FURNITURE FIXTURES & EQUIPMENT  
FOR ROCKWELL ELEMENTARY SCHOOL RENOVATION  
PROJECT**

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

**Request for Qualifications/Request for Proposals “RFQ/RFP 2020-200”**

**Release Date: April 27, 2020**

**RFQ/RFP Due Date: May 18, 2020 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 Name:** Rockwell School Project & Johnson School Project

**Project Locations:** Anna H Rockwell School, 400 Whittlesey Drive, Bethel, CT 06801

**Contact Persons:**

**Town Procurement Committee:** Comptroller, Mr. Robert Kozlowski

**Public Site and Building Commission:** Chair: Ms. Nancy Ryan

**Board of Education (BOE):**

Dr. Christine Carver, Superintendent of Schools

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

Mr. Robert Germinaro, Supervisor of Facility & Security Operations

**Owner’s Rep:** STV|DPM, Geralyn Hoerauf, Senior Project Manager

**Architectural Firm:** Perkins Eastman, Joseph Culotta, Project Manager

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

## **Background**

Brief description of the project:

**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 Rockwell and Johnson projects are separate projects per the State Office of School Construction/Department of Administrative Services but are being**

**completed concurrently. Your proposals must delineate cost separately between 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. Questions**

Questions and RFI's must be submitted in writing to Theresa D. Yonsky, Director of Fiscal Services at [yonskyt@bethel.k12.ct.us](mailto:yonskyt@bethel.k12.ct.us) through noon on May 12, 2020. 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 Monday May 18, 2020.

Request for Qualifications Proposals must be submitted to the Town of Bethel Procurement Committee by email at [cunninghaml@bethel-ct.gov](mailto:cunninghaml@bethel-ct.gov) with **Rockwell School RFP FF&E 2020-200** noted in the subject line by the deadline. No hard copies are required.

One (1) copy of the complete response must also be submitted electronically to STV|DPM at [geralyn.hoerauf@stvinc.com](mailto:geralyn.hoerauf@stvinc.com).

All firms downloading the RFQ electronically must notify STV|DPM by email at the above address. Clarifications will be provided via email and forwarded to all recipients of the RFP. No phone calls will be accepted at any Town of Bethel offices or by any person involved in the project.

Any information or materials submitted as a response to this RFP shall become property of the Town of Bethel and will not be returned. Any expense incurred for the submission of this 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 the project
- 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

Phone: (203) 794-8613

email: [brooksk@bethel.k12.ct.us](mailto:brooksk@bethel.k12.ct.us)

Dr. Christine Sipala (Section 504 District Coordinator)  
Director of Special Education and Pupil Services

Phone: (203) 794-8616

email: [sipalac@bethel.k12.ct.us](mailto:sipalac@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.

## **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 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.



## **INSTRUCTIONS TO BIDDERS**

### **ARTICLE 1. QUALIFICATIONS OF BIDDERS**

- 1.1 In evaluating Bids, Bethel will consider the qualifications of only those Bidders whose 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 its representative assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.
- 2.2 The Town and its 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.
- 3.3 All firms downloading the RFP electronically must notify STV|DPM by email at [geralyn.hoerauf@stvinc.com](mailto:geralyn.hoerauf@stvinc.com) . Clarifications will be provided via email and forwarded to all recipients of the RFP.

### **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 in writing to Theresa D. Yonsky at [yonskyt@bethel.k12.ct.us](mailto:yonskyt@bethel.k12.ct.us) at least seven (7) 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 Bid Form Matrix Sheets included in Sections 004100 of the Bid Documents. The Bid Form and Bid Form Matrix 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 Bid Form Matrix Sheets, including without limitation unit prices, add alternates, extended prices and total price, or the Bid will not be considered and shall be void.
- 6.2 Bid Forms and Bid Form Matrix 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 the math is correct.**
- 6.3 All names shall be typed or printed along with the signature.
- 6.4 The name and address to which communications regarding the Bid are to be directed shall be shown.
- 6.5 Bid Proposal Forms and supporting materials must be submitted to the Town of Bethel Procurement Committee by email at [cunninghaml@bethel-ct.gov](mailto:cunninghaml@bethel-ct.gov) with Rockwell School RFP FF&E 2020-200 noted in the subject line by the deadline. No hard copies are required.
- 6.6 One (1) copy of the complete response must also be submitted electronically to STV|DPM at [geralyn.hoerauf@stvinc.com](mailto:geralyn.hoerauf@stvinc.com).

#### 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 technical difficulties 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 considered not to possess the qualities set forth in the RFP and bid documents.

#### ARTICLE 10. PURCHASE ORDER 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

14.1 BIDDER agrees and covenants that the purchase order time shall commence upon issuance and terminate upon final acceptance of the work, 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**

## **SUPPLEMENTAL GENERAL CONDITIONS**

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### **ARTICLE 0: SUCCESSFUL BIDDER'S SCOPE OF SUPPLY**

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

Shall (a) Deliver to a specified indoor location at Rockwell School 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 any required 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 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), 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 Invoices for Payments:

- A. Each supplier’s invoices for payments for materials delivered or work completed shall be made out to the Town of Bethel, attn.: Purchasing Agent/Comptrollers Office.
- B. Invoices for must be mailed to the Purchasing Agent as stated on the PO and also emailed to STV|DPM for review. All invoices are approved by the building committee at a regularly scheduled meeting prior to payment processing.
- C. The Town of Bethel will not be responsible for any delays in payment if invoices are not submitted to the correct addresses.

### 2.2 Stored Materials: Invoicing for materials or equipment purchased or fabricated and stored off- site but not yet installed (phased delivery only) must be submitted with the following documentation:

- A. Copies of all invoices from the supplier showing the total value of the material that is being stored off site.
- B. An Insurance Certificate from your agent showing full value of items plus 10% listing specifically what the material is and where it is stored.
- C. An executed Security Agreement (copy can be provided)
- D. An executed Bill of Sale (copy can be provided)
- E. UCC1 Form must be filled out (copy can be provide) and mailed with fee to the Secretary of State.

### 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 MEETINGS, SUBMITTALS, INSPECTION & EXAMINATION OF THE SITE

- 3.1 Before ordering any furniture and/or equipment, the successful bidder shall confirm all awarded items, including colors and finishes with the Owner's Representative, STV|DPM. After any submittals have been approved, the Owner will coordinate with each Vendor to review project requirements: delivery/ installation schedule, coordination issues, parking and unloading constraints, clean-up and trash removal, etc.
- 3.2 Submittals may be required for certain item finishes. Submittals should be in order by group, with item number and quantity clearly marked accordingly. Fabric & color samples should 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: ONSITE 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.

- 4.4 Storage of Furniture, and/or Equipment prior to installation is the sole responsibility of the supplier as on-site storage is limited.
- 4.5 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.

**Vendors must include specifications of any alternate manufacturers in the bid in order to be considered. If specifications are not included the bid will be considered non- responsive.**

- 5.4 The intent of this Section 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.
- 5.5 The successful bidder(s) for all FFE shall coordinate delivery with the Owner's Representative, STV|DPM, Attn: Rick Davidow, (860) 772-3011. The vendors shall notify the Owner's Rep in writing of the items ready and scheduled for shipment. The vendor's delivery schedule must be approved by the Owner's Rep, otherwise delivery may be denied.
- 5.6 The vendor and/or installers are to report onsite to STV|DPM prior to unloading or installing any furniture, equipment or technology equipment. Construction personnel, School District personnel, and the Architect will not be authorized to receive product.

- 5.7 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, elevators 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.
- 5.8 Partial Owner Occupancy: Owner may occupy the premises during the installation period and construction activities may be ongoing. Cooperate with Owner during installation to minimize conflicts and facilitate Owner usage. Perform the work so as not to interfere with Owner's or Contractor's operations. Maintain existing exits, unless otherwise indicated.
- 5.9 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.
- 5.10 Provide no less than 72 hours notice to Owner's Rep. 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 initial 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 be secured to the building. Cost for installation must be included in the bid.
- 6.4 Vendors 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 Vendors may be required to demonstrate & provide school staff with training session(s) on all equipment, at times and places scheduled through the Owner's Rep. More than one session or several hours may be required.
- 6.7 It shall be the responsibility of the vendor 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 Owner. 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 Vendors on a **daily basis**. Use of the Construction Manager or Owner's dumpsters **is not permitted**. The vendor shall then carefully and thoroughly clean, to Owner's approval, the entire installation.
- 7.2 The vendor 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 vendor to the Owner's Rep 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 vendor agrees to remedy all punch list items within 2 weeks of issuance of said list. If a vendor is unable to remedy any item due to occupancy, then the vendor agrees to perform the work during non-occupancy hours, including, but not limited to 2<sup>nd</sup> shift, 3<sup>rd</sup> shift, weekends and/or holidays. If the punch list work remains incomplete at the end of said 2 week period, the Owner's Rep will have those items remedied at the expense of the vendor, unless otherwise reviewed.

#### ARTICLE 9: CONTRACT CLOSEOUT

- 9.1 NA.

#### ARTICLE 10: SCHEDULE CONSTRAINTS

- 10.1 Furniture, Fixtures & Equipment delivery and installation will be scheduled for August 2020
- 10.2 All delivery and installations will be conducted during normal business hours: 7:00am to 3:30pm. The Owner reserves the right to revise these dates in consultation with the vendor.
- 10.3 All premium costs required by the vendor 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.

**END OF SECTION**

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

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**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:

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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:

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**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:

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**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:

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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.

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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:

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

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:** \_\_\_\_\_
- **INSTALLATION COMPLETE:** \_\_\_\_\_

**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.**

#### 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.

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END OF SECTION 00 41 00

SECTION 00 41 00.1

BID FORM TABLE

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BID FORM TABLE  
FOR  
FURNITURE, FURNISHINGS & EQUIPMENT

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Bethel Public Schools FF&E Estimate  
Anna H. Rockwell - Package B

State No. 009-0058-RNV

		BASIS OF DESIGN ITEM (SEE INFORMATION DATA SHEETS)		PROPOSED EQUAL (LEAVE BLANK IF B.O.D.)		INCLUDING DELIVERY & INSTALLATION		
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	EXTENDED COST
AC-2		Versare	Hush Panel Cubicle Partition				4	
AC-3		Versare	Hush Panel Cubicle Partition				6	
AC-11		Annin	Classroom Flag				17	
AC-13B		Mats Inc.	Walk-Off Mat 6'-6" X 13'-6"				1	
AC-13D		Mats Inc.	Walk-Off Mat 9'-6" X 14'-6"				1	
AC-14		Durham	Workbench				1	
AC-15		NPS	Chair Ganging Clamps for Folding Chairs				152	
AP-1		GE	Refrigerator				1	
AP-1B		GE	Refrigerator w/ Icemaker				1	
AP-2		GE	Countertop Microwave				1	
CH-1A		KI	Oath Task Chair				2	
CH-1B		KI	Oath Task Chair				30	
CH-1G		KI	Oath Task Chair				6	
CH-2		KI	Apply Chair				20	

Bethel Public Schools FF&E Estimate  
Anna H. Rockwell - Package B

State No. 009-0058-RNV

		BASIS OF DESIGN ITEM (SEE INFORMATION DATA SHEETS)		PROPOSED EQUAL (LEAVE BLANK IF B.O.D.)		INCLUDING DELIVERY & INSTALLATION		
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	EXTENDED COST
CH-5B		Paragon	A&D Ready Chair 14" Seat Height				319	
CH-6B		Paragon	A&D Ready Chair 16" Seat Height				112	
CH-7B		Paragon	A&D Ready Chair 18" Seat Height				6	
CH-16		KI	Maestro Poly Stack Chair				17	
CH-18		Clinton Industries	Pneumatic Medical Exam Stool				2	
CH-21		KI	Apply 24" Stool				5	
CH-22		National Public Seating	Airflex Folding Chair				220	
D-1		Paragon	A&D Adjustable Height Desk				234	
D-2		Paragon	A&D Adjustable Height Desk ADA				10	
D-3		Paragon	A&D Adjustable Height Desk				10	
D-4		Paragon	A&D Adjustable Height Desk				8	
F-1A		KI	Connection Zone Mobile Ped				2	
F-1B		KI	Connection Zone Mobile Ped				29	
F-1G		KI	Connection Zone Mobile Ped				5	
F-2		KI	4 Drawer Lateral File				12	

Bethel Public Schools FF&E Estimate  
Anna H. Rockwell - Package B

State No. 009-0058-RNV

		BASIS OF DESIGN ITEM (SEE INFORMATION DATA SHEETS)		PROPOSED EQUAL (LEAVE BLANK IF B.O.D.)		INCLUDING DELIVERY & INSTALLATION		
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	EXTENDED COST
F-4		KI	2 Drawer Vertical File				2	
F-5		KI	2 Drawer Lateral File				1	
L-5		Media Technologies	Large Round Lounge				1	
MS-10		A&S Crafted Products	30 Soprano Ukulele Rack				2	
MS-19I		Wenger	UltraStor 21W 11 Instrument Locker with Locking Doors				8	
N-1		MedEx Supply	Eye Chart & Stand				1	
N-2		Clinton Industries	Medical Cot				4	
N-3		Safco	Step Lid Trash Can				1	
N-5A		Global Industrial	Secure Medicine Storage Cabinet				1	
N-5B		Global Industrial	Secure Medicine Storage Cabinet				1	
R-3		Lakeshore	A Place for Everyone Carpet				15	
R-4		Lakeshore	Flex-Space Comfy Carpet				2	
R-5		Lakeshore	A Place for Everyone Carpet				5	
ST-1		Hertz Furniture	Industrial Metal Wire 4 Shelf Shelving				6	
ST-2		Smith System	Cascade Mid Tower				15	

Bethel Public Schools FF&E Estimate  
Anna H. Rockwell - Package B

State No. 009-0058-RNV

		BASIS OF DESIGN ITEM (SEE INFORMATION DATA SHEETS)		PROPOSED EQUAL (LEAVE BLANK IF B.O.D.)		INCLUDING DELIVERY & INSTALLATION		
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	EXTENDED COST
ST-3		Global	Metal Bookcase				69	
ST-4		Smith System	Cascade Mini Case				6	
ST-8		Steelcase	Currency Wardrobe				5	
ST-9		KI	Storage Bookcase				24	
ST-10		BCI	Midi Book Browser				6	
ST-12D		VS America	Shift+Transfer				7	
ST-14		KI	Ruckus Double Sided Bookshelf				4	
ST-15		Safco	Gym Storage Shelving				10	
ST-16		Smith System	Book Browser Book Cart				10	
ST-17		Smith System	Cascade Mega-Cabinet				19	
ST-21		National Public Seating	Folding Chair Transport Dolly 84 chair capacity				3	
T-1		KI	Workup Table				36	
T-3		KI	Pirouette Nesting Table				6	

Bethel Public Schools FF&E Estimate  
Anna H. Rockwell - Package B

State No. 009-0058-RNV

		BASIS OF DESIGN ITEM (SEE INFORMATION DATA SHEETS)		PROPOSED EQUAL (LEAVE BLANK IF B.O.D.)		INCLUDING DELIVERY & INSTALLATION		
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	EXTENDED COST
T-4		Smith System	UXL Sit Stand Lectern				18	
T-5		Smith System	Elemental Half Moon Table				27	
T-8		Sico	Oval Cafeteria Table ADA				4	
T-9		Sico	60" Round 8 Stool Cafeteria Table				8	
T-15		Smith System	Elemental Engage 48" Square Table				5	
T-22		Paragon	A&D Activity Table				60	
T-23		Smith System	Elemental 42" Square Table on glides				4	
T-24		KI	Pirouette Nesting Table 30"x60" Training				3	
T-25		KI	Pirouette Nesting Table 30"x72" Training				2	

**NOTES:**

TOTAL:

**NOTE A:** REFER TO IDS DOCUMENTS FOR BASIS OF DESIGN SPECIFICATION DETAILS

**NOTE B:** IF THE PROPOSED EQUAL COLUMNS ARE NOT FILLED IN, THE ASSUMPTION WILL BE THAT THE UNIT COST BID IS FOR THE BASIS OF DESIGN ITEM

**NOTE C:** UNIT PRICE/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 THE UNIT COSTS WILL BE USED IF THE NUMBER OF AN ITEM IS INCREASED OR DECREASED

**NOTE D:** THE BIDDER/UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THAT THE OWNER HAS THE OPTION OF PURCHASING ONE, NONE, SOME OF OR ALL OF EACH ITEM LISTED ON THE BID FORM

**NOTE E:** 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

**NOTE F:** 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



SECTION 00 72 00

GENERAL CONDITIONS

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Document A251 – 2007

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

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# 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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**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.

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## **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<sup>®</sup> Document A251<sup>™</sup> – 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.

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*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.

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*(Signed)*

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*(Title)*

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*(Dated)*

SECTION 00 72 00.1

GENERAL CONDITIONS

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DOCUMENT A201

GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

ARTICLE 7 - CHANGES IN THE WORK

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## 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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**CONNECTICUT PREVAILING WAGE RATE REQUIREMENTS**

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

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**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

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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.

# Perkins Eastman

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.

# Perkins Eastman

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: Anna H. Rockwell 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.

1.04 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. 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. Bid as indicated in documents.
- 1.05 WORK PHASES
  - A. All delivery and installation of FF & E Work shall be completed by the dates indicated in the Bid Form.
  - B. 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 CM 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, CM 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 CM.
  - 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 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.

#### 1.08 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.

#### 1.09 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.

#### 1.10 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:

<b>Furniture, Furnishings (interior) and Equipment</b>	Competitive Bid  (all items listed are Basis of Design, see PRODUCT REQUIREMENTS)  <b>Items listed on 00 41 00.1</b>
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PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

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END OF SECTION 01 12 00



## SECTION 01 25 00

### SUBSTITUTION PROCEDURES

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#### 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)

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END OF SECTION 01 25 00



## 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.](#)

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

CONTRACT MODIFICATION PROCEDURES

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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. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, as Architect's Supplemental Instructions (ASI).

1.04 CHANGE ORDER REQUESTS

- A. Owner-Initiated Change Order Requests: Architect 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 Architect 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 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. Vendor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Vendor may propose changes by submitting a Change Order Request to Architect.
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 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, Architect 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 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)

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END OF SECTION 01 26 00

REQUESTS FOR INTERPRETATION

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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)

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END OF SECTION 01 26 13



## REQUEST FOR INTERPRETATION

Perkins Eastman  
Architects DPC

Project		R.F.I. Number	
		From	
To		Date	
		PE Project No.	
Re		Contract For	

Spec. Section		Paragraph	
Drawing Ref.		Detail	

**REQUEST:**

Signed by		Date	

Forward to Architect: The Construction Manager is unable to respond to the Request for Interpretation.

Signed by		Date	
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**RESPONSE:**


Attachments

Response from		To:	
Date Received		Date Returned	
Signed by		Date	

Copies: Owner    Consultants    File

PROJECT MANAGEMENT AND COORDINATION

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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)

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END OF SECTION 01 31 00

SUBMITTAL PROCEDURES

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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.
- 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. 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 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.
4. 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.
- 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. 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 Contractor.
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. Distribution: Submit product data and associated shop drawings in a single transmittal with transmittal form.
- 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 a 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 CONTRACTOR'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.

### 3.02 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 Architect.
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.

### 3.03 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.

3.04 ARCHITECTS SUBMITTAL REVIEW STAMP

<b>PROJECT</b>	<b>SPEC. SECTION</b>										
<b>PROJECT NO.</b>	<b>SUBMITTAL NO.</b>										
<b>PERKINS — EASTMAN</b>											
<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="padding: 2px;"><b>NO EXCEPTIONS TAKEN</b></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;"><b>MAKE CORRECTIONS NOTED</b></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;"><b>REVISE AND RESUBMIT</b></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;"><b>REJECTED</b></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;"><b>NO ACTION TAKEN</b></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	<b>NO EXCEPTIONS TAKEN</b>	<input type="checkbox"/>	<b>MAKE CORRECTIONS NOTED</b>	<input type="checkbox"/>	<b>REVISE AND RESUBMIT</b>	<input type="checkbox"/>	<b>REJECTED</b>	<input type="checkbox"/>	<b>NO ACTION TAKEN</b>	<input type="checkbox"/>
<b>NO EXCEPTIONS TAKEN</b>	<input type="checkbox"/>										
<b>MAKE CORRECTIONS NOTED</b>	<input type="checkbox"/>										
<b>REVISE AND RESUBMIT</b>	<input type="checkbox"/>										
<b>REJECTED</b>	<input type="checkbox"/>										
<b>NO ACTION TAKEN</b>	<input type="checkbox"/>										
<p><b>BY</b> <i>By</i></p>											

**NOTES**

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END OF SECTION 01 33 00

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

SUBMITTAL PROCEDURES  
01 33 00 - 7  
March 13, 2020  
FF & E Procurement Package "B"



PRODUCT REQUIREMENTS

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## 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; 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 Vendor 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 Vendor 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. Vendor will be responsible for storage and associated costs if Vendor 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 Vendor 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 Vendor of obligations under requirements of the Contract Documents. All Warranties shall be the Manufacturer's Standard Warranty.
  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: Architect will consider Vendor'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)

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END OF SECTION 01 60 00

## SECTION 01 62 30

### PRODUCT INSTALLATION

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#### 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, Vendor 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 joints 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

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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.

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END OF SECTION 01 73 00



SECTION 01 77 00  
CLOSEOUT PROCEDURES

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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.

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END OF SECTION 01 77 00

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

CLOSEOUT PROCEDURES  
01 77 00 - 4  
March 13, 2020  
FF & E Procurement Package "B"

OPERATION AND MAINTENANCE DATA

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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. Architect will return copy with comments within 15 days after final inspection.
  - 1. Correct or modify to comply with 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: Architect 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 Vendor.
  - 6. List of all materials provided by each prime Vendor 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 Vendor.
- 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.

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END OF SECTION 01 78 23



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. This Section includes the following:
  - 1. Refrigerator/freezers.
  - 2. Microwave.
- B. Related Sections include the following:
  - 1. Division 22 for water distribution piping connections and drainage and vent piping connections to residential appliances.
  - 2. Divisions 23 and 26 for services and connections to residential appliances.

1.03 SUBMITTALS

- A. Product Data: For each type of product indicated. Include operating characteristics, dimensions of individual appliances, and finishes for each appliance.
- B. Maintenance Data: For each product to include in maintenance manuals.
- C. Warranties: Warranties specified in this Section.

1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications: A qualified manufacturer. Maintain, within 100 miles of Project site, a service center capable of providing training, parts, and emergency maintenance repairs.
- B. Regulatory Requirements: Comply with provisions of the following product certifications:
  - 1. NFPA: Provide electrical appliances listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
  - 2. UL and NEMA: Provide electrical components required as part of residential appliances that are listed and labeled by UL and that comply with applicable NEMA standards.
  - 3. NAECA: Provide residential appliances that comply with NAECA standards.
  - 4. Household Refrigerators: AHAM HRF-1.
- C. Energy Ratings: Provide residential appliances that carry labels indicating energy-cost analysis (estimated annual operating costs) and efficiency information as required by the FTC Appliance Labeling Rule.

1. Where indicated, provide appliances that qualify for the EPA/DOE ENERGY STAR product labeling program.

#### 1.05 WARRANTY

- A. Warranties: Manufacturer's standard form in which manufacturer of each appliance specified agrees to repair or replace residential appliances or components that fail in materials or workmanship within specified warranty period.
  1. Refrigerator/Freezer: Five-year limited warranty for in-home service on the sealed refrigeration system.
  2. Microwave Oven: One year full warranty, including parts and labor.

### 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.

#### 2.02 REFRIGERATION APPLIANCES

- A. Refrigerator/Freezer.

#### 2.03 COOKING APPLIANCES

- A. Microwave Oven.

#### 2.04 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

### PART 3 - EXECUTION

#### 3.01 EXAMINATION

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

#### 3.02 INSTALLATION, GENERAL

- A. General: Comply with manufacturer's written instructions.

- B. Built-in Equipment: Securely anchor units to supporting cabinets or countertops with concealed fasteners. Verify that clearances are adequate for proper functioning and rough openings are completely concealed.
- C. Freestanding Equipment: Place units in final locations after finishes have been completed in each area. Verify that clearances are adequate to properly operate equipment.
- D. Utilities: Refer to Divisions 22, 23, and 26 for plumbing and electrical requirements.

3.03 CLEANING AND PROTECTION

- A. Test each item of residential appliances to verify proper operation. Make necessary adjustments.
- B. Verify that accessories required have been furnished and installed.
- C. Remove packing material from residential appliances and leave units in clean condition, ready for operation.

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END OF SECTION 11 31 00



SECTION 12 51 00  
OFFICE FURNITURE

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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.

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END OF SECTION 12 51 00



SECTION 12 52 00  
SEATING

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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.

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END OF SECTION 12 52 00



## SECTION 12 56 33

### CLASSROOM FURNITURE

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#### 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
  - 7. Music instruments and related furniture.

##### 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.

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END OF SECTION 12 56 33

APPENDIX A

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FURNITURE, FURNISHINGS & EQUIPMENT  
PRODUCT DATA SHEETS

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PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	VERSARE
<b>MODEL NAME / NUMBER</b>	HUSH PANEL CONFIGURABLE CUBICLE PARTITION
<b>DETAILS</b>	INCLUDE ALL PANEL POSTS, MOUNT BRACKETS, AND OTHER REQUIRED HARDWARE TO ACHEIVE CONFIGURATION SHOWN IN DRAWINGS
<b>DIMENSIONS</b>	W X D X H: 6'-0" X 2" X 4'-0"

SWATCH IMAGES

**FINISHES** CHARCOAL GRAY

**ROOMS/SPACES** SEE PLANS

<https://www.versare.com/hush-panel-configurable-cubicle-partition/>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	VERSARE
<b>MODEL NAME / NUMBER</b>	HUSH PANEL CONFIGURABLE CUBICLE PARTITION
<b>DETAILS</b>	INCLUDE ALL PANEL POSTS, MOUNT BRACKETS, AND OTHER REQUIRED HARDWARE TO ACHIEVE CONFIGURATION SHOWN IN DRAWINGS
<b>DIMENSIONS</b>	W X D X H: 2'-0" X 2" X 4'-0"

SWATCH IMAGES

<b>FINISHES</b>	CHARCOAL GRAY
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<b>ROOMS/SPACES</b>	SEE PLANS
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<https://www.versare.com/hush-panel-configurable-cubicle-partition/>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	ANNIN
<b>MODEL NAME / NUMBER</b>	MOUNTED PLAIN 042900
<b>DETAILS</b>	W/ FLAGHOLD

**DIMENSIONS** W X D: 16" X 24"

SWATCH IMAGES

**FINISHES**

**ROOMS/SPACES** CLASSROOMS

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



PLAN / SECTION DIMENSIONS

MANUFACTURER MATS INC.

MODEL NAME /  
NUMBER SUPER NOP 52

DETAILS

DIMENSIONS W X D: 6'-0" X 11'-0"

FINISHES GRIJIS/CHARCOAL

ROOMS/SPACES SEE PLANS

SWATCH IMAGES



<https://matsinc.com/super-nop-52>

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

PERKINS —  
EASTMAN

IDS

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

MANUFACTURER MATS INC.

MODEL NAME /  
NUMBER SUPER NOP 52

DETAILS

DIMENSIONS W X D: 9'-0" X 11'-0"

FINISHES GRIJIS/CHARCOAL

ROOMS/SPACES SEE PLANS

SWATCH IMAGES



<https://matsinc.com/super-nop-52>

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

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03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

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<b>MANUFACTURER</b>	DURHAM
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<b>MODEL NAME / NUMBER</b>	HEAVY DUTY WORKBENCH HDWB-3672-95
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<b>DETAILS</b>	FIXED LEGS STEEL SQUARE EDGE
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<b>DIMENSIONS</b>	W X D X H: 72" X 36" X 34"
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<b>FINISHES</b>	GRAY
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<b>ROOMS/SPACES</b>	SEE PLANS
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SWATCH IMAGES

<https://www.durhammfg.com/products/work-stations-and-work-benches/heavy-duty-work-benches/product-5/>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	NATIONAL PUBLIC SEATING
<b>MODEL NAME / NUMBER</b>	NPS CHAIR REPLACEMENT GANGING CLAMP PGC81
<b>DETAILS</b>	PAIRED WITH CH-22 - 1400 SERIES NPS AIRFLEX SERIES PREMIUM POLYPROPYLENE FOLDING CHAIR 1410 PER MANUFACTURER

**DIMENSIONS**

**FINISHES** BLACK

**ROOMS/SPACES** SEE PLAN NOTE

SWATCH IMAGES

<https://www.nationalpublicseating.com/products/product-category/single/index.php?id=PGC81>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	GE
<b>MODEL NAME / NUMBER</b>	21.2 CU.FT. TOP-FREEZER NO-FROST REFRIGERATOR GTE21GTHWW

**DETAILS**

<b>DIMENSIONS</b>	W X D X H: 32.75" X 34" X 66.75"
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<b>FINISHES</b>	FINISH: WHITE
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<b>ROOMS/SPACES</b>	SEE PLANS
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SWATCH IMAGES

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

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

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**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	GE
<b>MODEL NAME / NUMBER</b>	21.2 CU.FT. TOP-FREEZER NO-FROST REFRIGERATOR GTE21GTHWW
<b>DETAILS</b>	WITH GE ICEMAKER IMD4

**DIMENSIONS** W X D X H: 32.75" X 34" X 66.75"

**FINISHES** FINISH: WHITE

**ROOMS/SPACES** NURSE SUITE

SWATCH IMAGES

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

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

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PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

MANUFACTURER	GE
MODEL NAME / NUMBER	COUNTERTOP MICROWAVE OVEN
DETAILS	1.6 CU. FT.

DIMENSIONS W X D X H: 21.75" X 17.75" X 13"

FINISHES FINISH: STAINLESS STEEL

ROOMS/SPACES FACULTY LOUNGE

SWATCH IMAGES

<https://products.geappliances.com/appliance/gea-specs/JES1657SMSS>

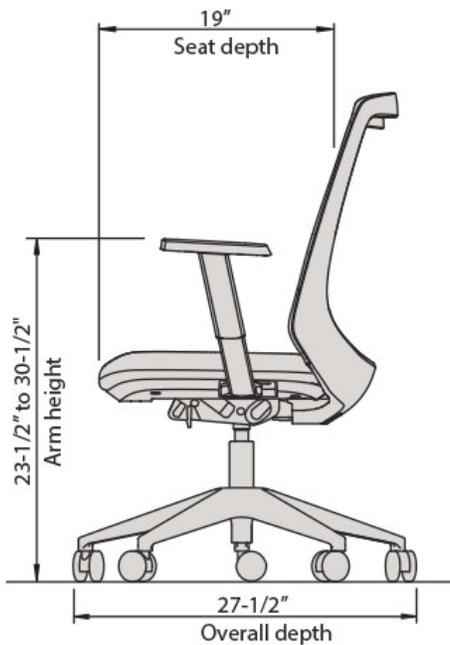
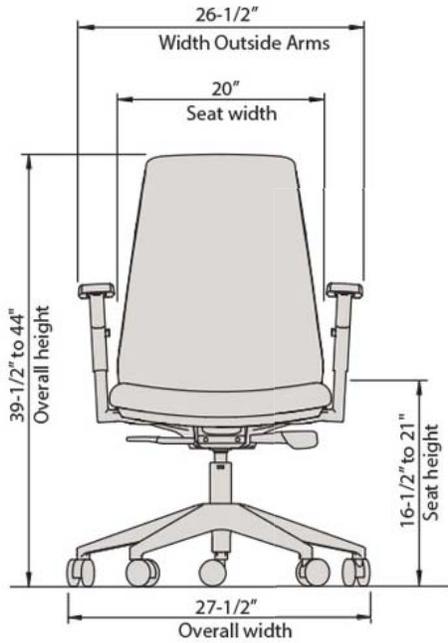
GENERAL NOTE:  
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION  
FOR PROPER INSTALLATION, SECURE ATTACHMENT,  
AND OTHER REQUIREMENTS.

PERKINS —  
EASTMAN

IDS

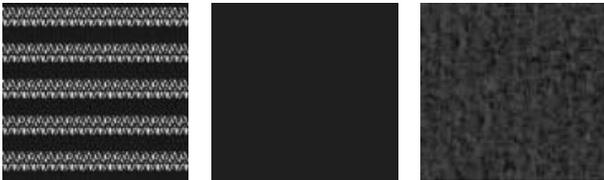
03/13/2020

PROCUREMENT DOCUMENTS



PLAN/SECTION DIMENSIONS

SWATCH IMAGES

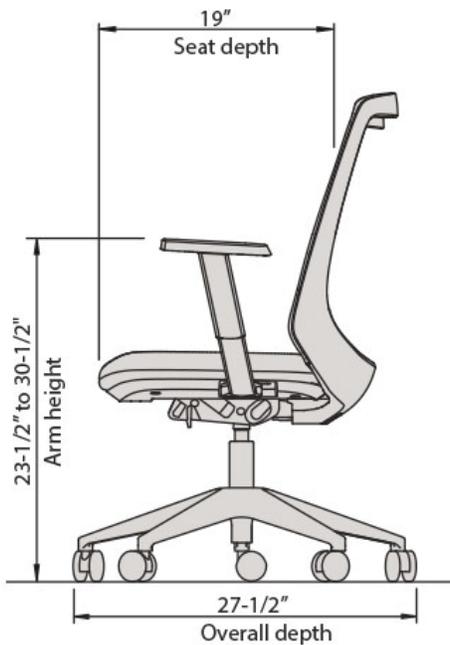
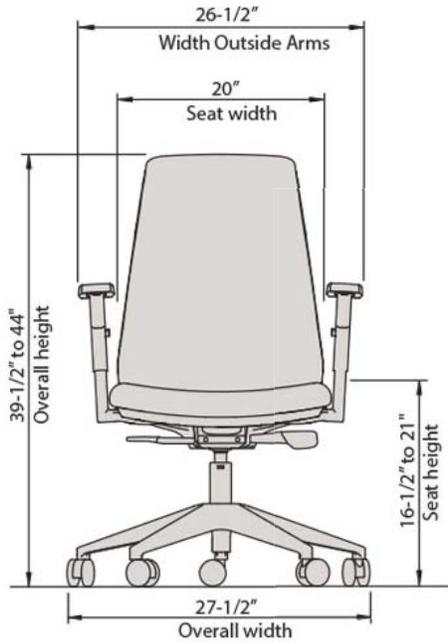


<b>MANUFACTURER</b>	KI
<b>MODEL NAME / NUMBER</b>	OATH TASK OH84QB
<b>DETAILS</b>	ADJUSTABLE ARMS CASTERS
<b>DIMENSIONS</b>	W X D X H: 20" X 19" X 16.5-21"

<b>FINISHES</b>	FRAME: BLACK MESH: BLACK CUSHION: METROPOLIS SLATE GREY
<b>ROOMS/SPACES</b>	SEE PLANS

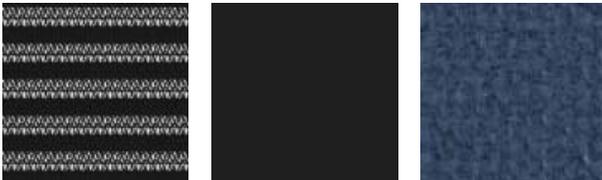
<https://www.ki.com/products/name/oath-task-chair/>

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



PLAN/SECTION DIMENSIONS

SWATCH IMAGES

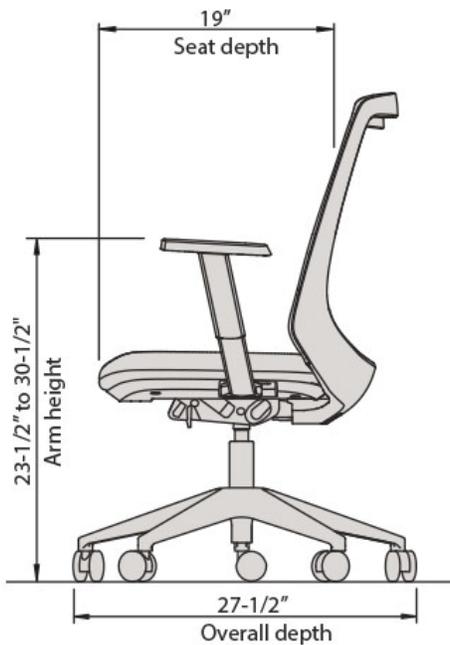
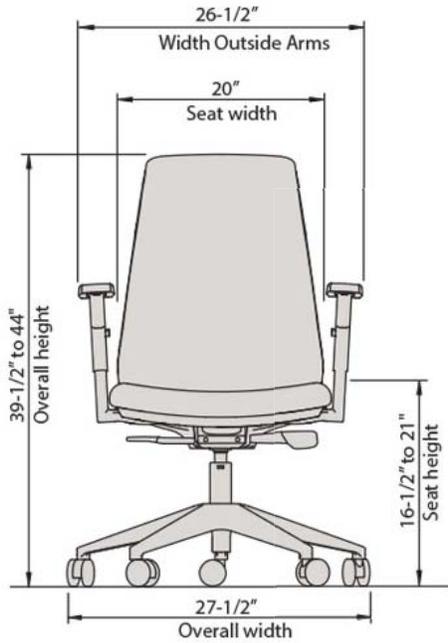


<b>MANUFACTURER</b>	KI
<b>MODEL NAME / NUMBER</b>	OATH TASK OH84QB
<b>DETAILS</b>	ADJUSTABLE ARMS CASTERS
<b>DIMENSIONS</b>	W X D X H: 20" X 19" X 16.5-21"

<b>FINISHES</b>	FRAME: BLACK MESH: BLACK CUSHION: METROPOLIS AZURE
<b>ROOMS/SPACES</b>	SEE PLANS

<https://www.ki.com/products/name/oath-task-chair/>

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



**PLAN/SECTION DIMENSIONS**

**SWATCH IMAGES**



<b>MANUFACTURER</b>	KI
<b>MODEL NAME / NUMBER</b>	OATH TASK OH84QB
<b>DETAILS</b>	ADJUSTABLE ARMS CASTERS
<b>DIMENSIONS</b>	W X D X H: 20" X 19" X 16.5-21"

<b>FINISHES</b>	FRAME: BLACK MESH: BLACK CUSHION: METROPOLIS STREAM
<b>ROOMS/SPACES</b>	SEE PLANS

<https://www.ki.com/products/name/oath-task-chair/>

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



**MANUFACTURER** KI

**MODEL NAME /  
NUMBER** APPLY STACK CHAIR  
4-LEG

**DETAILS**

**DIMENSIONS** W X D X H: 17.5" X 17.25" X 32.5"  
SEAT HEIGHT: 17.5"

**FINISHES** SHELL: ITALIAN SILVER ASH  
FRAME: LIGHT TONE

**ROOMS/SPACES** SEE PLANS

**PLAN / SECTION DIMENSIONS**

**SWATCH IMAGES**



<https://www.ki.com/products/name/apply-stack-chair/>

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



PLAN / SECTION DIMENSIONS

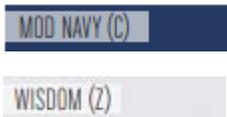
<b>MANUFACTURER</b>	PARAGON
<b>MODEL NAME / NUMBER</b>	A&D READY CHAIR AND-READY-CA14
<b>DETAILS</b>	SEAT HEIGHT: 14" GLIDE: METAL, NYLON OR FELT

**DIMENSIONS** W X D X H: 15" x 13.5" x 26"

**FINISHES** PLASTIC SHELL: MOD NAVY  
FRAME: WISDOM

**ROOMS/SPACES** CLASSROOMS

SWATCH IMAGES



<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

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03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

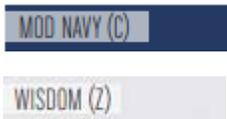
<b>MANUFACTURER</b>	PARAGON
<b>MODEL NAME / NUMBER</b>	A&D READY CHAIR AND-READY-CA16
<b>DETAILS</b>	SEAT HEIGHT: 16" GLIDE: METAL, NYLON OR FELT

**DIMENSIONS** W X D X H: 15" x 13.5" x 28"

**FINISHES** PLASTIC SHELL: MOD NAVY  
FRAME: WISDOM

**ROOMS/SPACES** CLASSROOMS

SWATCH IMAGES



<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

IDS

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

**MANUFACTURER** PARAGON

**MODEL NAME / NUMBER** A&D READY CHAIR  
AND-READY-CA16

**DETAILS** SEAT HEIGHT: 16"  
GLIDE: METAL, NYLON OR FELT

**DIMENSIONS** W X D X H: 15" x 13.5" x 28"

**FINISHES** PLASTIC SHELL: GRAPLE  
FRAME: WISDOM

**ROOMS/SPACES** SEE PLANS

SWATCH IMAGES



<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

IDS

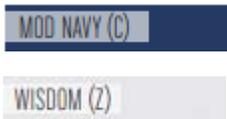
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PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

SWATCH IMAGES



<b>MANUFACTURER</b>	PARAGON
<b>MODEL NAME / NUMBER</b>	A&D READY CHAIR AND-READY-CA18
<b>DETAILS</b>	SEAT HEIGHT: 18" GLIDE: METAL, NYLON OR FELT
<b>DIMENSIONS</b>	W X D X H: 18" x 16" x 32"
<b>FINISHES</b>	PLASTIC SHELL: MOD NAVY FRAME: WISDOM
<b>ROOMS/SPACES</b>	CLASSROOMS

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

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	PARAGON
<b>MODEL NAME / NUMBER</b>	A&D READY CHAIR AND-READY-CA18
<b>DETAILS</b>	SEAT HEIGHT: 18" GLIDE: METAL, NYLON OR FELT

**DIMENSIONS** W X D X H: 18" x 16" x 32"

**FINISHES** PLASTIC SHELL: GRAPLE  
FRAME: WISDOM

**ROOMS/SPACES** SEE PLANS

SWATCH IMAGES



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

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



PLAN / SECTION DIMENSIONS

MANUFACTURER KI

MODEL NAME /  
NUMBER

MAESTRO POLY STACKING CHAIR

DETAILS

DIMENSIONS

W X D X H: 19" X 21" X 31.5"  
SEAT HT: 17.5"

FINISHES

POLY: NORDIC  
FRAME: NORDIC

ROOMS/SPACES

SEE PLANS

SWATCH IMAGES



<https://www.ki.com/products/name/maestro-stack-chair/>

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

PERKINS —  
EASTMAN

IDS

03/13/2020

PROCUREMENT DOCUMENTS



**MANUFACTURER** CLINTON INDUSTRIES

**MODEL NAME /  
NUMBER** MEDICAL EXAM STOOL W/  
PNEUMATIC ADJUSTMENT

**DETAILS**

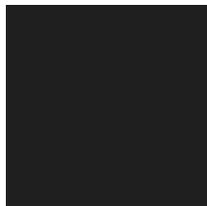
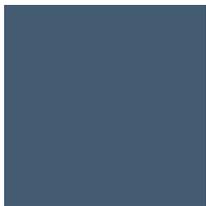
**DIMENSIONS**

**FINISHES** SEAT CLR: ROYAL BLUE  
BASE: BLACK

**ROOMS/SPACES** OT/PT & NURSE SUITE

PLAN / SECTION DIMENSIONS

SWATCH IMAGES



<https://www.hertzfurniture.com/Drafting-Chairs--Medical-Exam-Stool-w--Pneumatic-Adj-Black-Base--11991--mo.html>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

**MANUFACTURER** KI

**MODEL NAME / NUMBER** APPLY LOW BACK 24" CAFE STOOL

**DETAILS**

**DIMENSIONS** W X D X H: 17.75" X 22.5" X 30  
SEAT HEIGHT: 24"

**FINISHES** SHELL: ITALIAN SILVER ASH  
FRAME: LIGHT TONE

**ROOMS/SPACES** SEE PLANS

SWATCH IMAGES



<https://www.ki.com/products/name/apply-cafe-stool/>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	NATIONAL PUBLIC SEATING
<b>MODEL NAME / NUMBER</b>	1400 SERIES NPS AIRFLEX SERIES PREMIUM POLYPROPYLENE FOLDING CHAIR 1410

**DETAILS**

<b>DIMENSIONS</b>	W X D X H: 21.5" X 20.75" X 32"
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SWATCH IMAGES

**FINISHES**

<b>ROOMS/SPACES</b>	SEE PLANS
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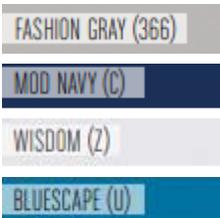
[https://www.nationalpublicseating.com/sell\\_sheets/AirFlex%20Sell%20Sheet.pdf](https://www.nationalpublicseating.com/sell_sheets/AirFlex%20Sell%20Sheet.pdf)

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



PLAN / SECTION DIMENSIONS

SWATCH IMAGES



<b>MANUFACTURER</b>	PARAGON
<b>MODEL NAME / NUMBER</b>	A&D ADJUSTABLE HEIGHT STUDENT DESK AND-AH2027REC
<b>DETAILS</b>	RECTANGLE GLIDES FOR VCT FLOOR  AND-BOOKBOX4
<b>DIMENSIONS</b>	W X D X H: 27" X 20" X 24-34" WORKSURFACE: 1.125" THICK
<b>FINISHES</b>	LAM TOP: FASHION GRAY EDGE CLR: MOD NAVY LEG CLR: WISDOM ACCENTS: BLUESCAPE
<b>ROOMS/SPACES</b>	CLASSROOMS

<https://www.paragoninc.com/product/ad-adjustable-height-student-desk/>

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



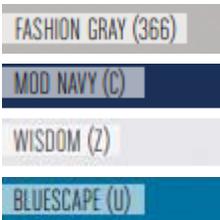
39.5" CLEAR BETWEEN LEGS



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	PARAGON
<b>MODEL NAME / NUMBER</b>	A&D ADJUSTABLE HEIGHT STUDENT DESK AND-AH2048REC
<b>DETAILS</b>	RECTANGLE GLIDES FOR VCT FLOOR AND-BOOKBOX4
<b>DIMENSIONS</b>	W X D X H: 48" X 20" X 24-34" WORKSURFACE: 1.125" THICK

SWATCH IMAGES



<b>FINISHES</b>	LAM TOP: FASHION GRAY EDGE CLR: MOD NAVY LEG CLR: WISDOM ACCENTS: BLUESCAPE
<b>ROOMS/SPACES</b>	CLASSROOMS

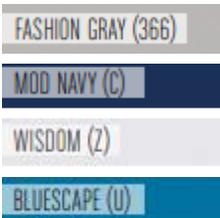
<https://www.paragoninc.com/product/ad-adjustable-height-student-desk/>

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



PLAN / SECTION DIMENSIONS

SWATCH IMAGES



<b>MANUFACTURER</b>	PARAGON
<b>MODEL NAME / NUMBER</b>	A&D ADJUSTABLE HEIGHT STUDENT DESK AND-AH2027REC
<b>DETAILS</b>	RECTANGLE GLIDES FOR VCT FLOOR NO BOOK BOX
<b>DIMENSIONS</b>	W X D X H: 27" X 20" X 24-34" WORKSURFACE: 1.125" THICK
<b>FINISHES</b>	LAM TOP: FASHION GRAY EDGE CLR: MOD NAVY LEG CLR: WISDOM ACCENTS: BLUESCAPE
<b>ROOMS/SPACES</b>	SPED CLASSROOMS

<https://www.paragoninc.com/product/ad-adjustable-height-student-desk/>

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

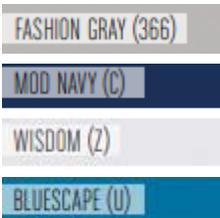


39.5" CLEAR BETWEEN LEGS

PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	PARAGON
<b>MODEL NAME / NUMBER</b>	A&D ADJUSTABLE HEIGHT STUDENT DESK AND-AH2048REC
<b>DETAILS</b>	RECTANGLE GLIDES FOR VCT FLOOR NO BOOK BOX
<b>DIMENSIONS</b>	W X D X H: 48" X 20" X 24-34" WORKSURFACE: 1.125" THICK

SWATCH IMAGES



<b>FINISHES</b>	LAM TOP: FASHION GRAY EDGE CLR: MOD NAVY LEG CLR: WISDOM ACCENTS: BLUESCAPE
<b>ROOMS/SPACES</b>	SPED CLASSROOMS

<https://www.paragoninc.com/product/ad-adjustable-height-student-desk/>

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



PLAN / SECTION DIMENSIONS

**MANUFACTURER** KI

**MODEL NAME / NUMBER** CONNECTION ZONE STORAGE PEDESTAL

**DETAILS** WITH PEDESTAL SEAT PAD  
NO LAMINATE FRONT  
LOCKING  
CONNECTION ZONE PULL

**DIMENSIONS** W X D X H: 15" X 18" X 21.75"

SWATCH IMAGES



**FINISHES** SHELL CLR: LG LIGHT TONE  
DRAWER CLR: LG LIGHT TONE  
PAD FABRIC: METROPILOS SLATE GREY

**ROOMS/SPACES** SEE PLANS

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

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



PLAN / SECTION DIMENSIONS

**MANUFACTURER** KI

**MODEL NAME / NUMBER** CONNECTION ZONE STORAGE PEDESTAL

**DETAILS** WITH PEDESTAL SEAT PAD  
NO LAMINATE FRONT  
LOCKING  
CONNECTION ZONE PULL

**DIMENSIONS** W X D X H: 15" X 18" X 21.75"

SWATCH IMAGES



**FINISHES** SHELL CLR: LG LIGHT TONE  
DRAWER CLR: LG LIGHT TONE  
PAD FABRIC: METROPILOS  
AZURE

**ROOMS/SPACES** SEE PLANS

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

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



PLAN / SECTION DIMENSIONS

**MANUFACTURER** KI

**MODEL NAME / NUMBER** CONNECTION ZONE STORAGE PEDESTAL

**DETAILS** WITH PEDESTAL SEAT PAD  
NO LAMINATE FRONT  
LOCKING  
CONNECTION ZONE PULL

**DIMENSIONS** W X D X H: 15" X 18" X 21.75"

SWATCH IMAGES



**FINISHES** SHELL CLR: LG LIGHT TONE  
DRAWER CLR: LG LIGHT TONE  
PAD FABRIC: METROPILOS  
STREAM

**ROOMS/SPACES** SEE PLANS

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

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	KI
<b>MODEL NAME / NUMBER</b>	700 SERIES 4 DRAWER LATERAL FILE
<b>DETAILS</b>	4 DRAWERS

**DIMENSIONS** W X D X H: 36" X 18"

**FINISHES** COLOR: LIGHT TONE

**ROOMS/SPACES** STUDENT RECORDS  
RM: 160L

SWATCH IMAGES

<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**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

**MANUFACTURER** KI

**MODEL NAME / NUMBER** 700 SERIES 2 DRAWER VERTICAL FILE

**DETAILS**

**DIMENSIONS** W X D X H: 18" X 27"

**FINISHES** COLOR: LIGHT TONE

**ROOMS/SPACES** SEE PLANS

SWATCH IMAGES



<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**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

**MANUFACTURER** KI

**MODEL NAME / NUMBER** 700 SERIES 2 DRAWER LATERAL FILE

**DETAILS** CANNOT BE SUBSTITUTED FOR AN EQUAL PRODUCT TALLER THAN 27" DUE TO INSTALLATION UNDER MILLWORK

**DIMENSIONS** W X D X H: 30" X 18" X 27"

**FINISHES** COLOR: LIGHT TONE

**ROOMS/SPACES** SEE PLANS

SWATCH IMAGES



<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**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS

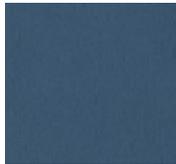


PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	<b>MEDIA TECHNOLOGIES</b>
<b>MODEL NAME / NUMBER</b>	<b>FULL TIME JR. ROUND OTTOMAN FTDJ-51</b>
<b>DETAILS</b>	<b>GLIDES</b>

<b>DIMENSIONS</b>	<b>DIAMETER: 51"</b>
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SWATCH IMAGES



<b>FINISHES</b>	<b>UPHOLSTERY: MAYER FABRICS MARINA PHOENIX PH-034</b>
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<b>ROOMS/SPACES</b>	<b>BREAK OUT RM:107a</b>
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<https://www.wengercorp.com/stands/preface-conductors-stand.php>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	A & S CRAFTED PRODUCTS
<b>MODEL NAME / NUMBER</b>	MOBILE MULTI-SIZE UKULELE STORAGE RACK FOR CLASSROOMS
<b>DETAILS</b>	HOLDS 30 UKULELES

**DIMENSIONS** W X D X H: 49.5" X 29.5" X 66"

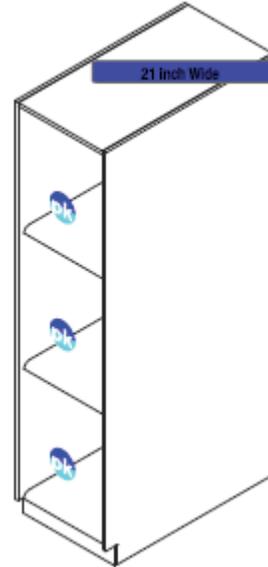
**FINISHES**

**ROOMS/SPACES** SEE PLANS

SWATCH IMAGES

<https://bandstorage.com/shop/mobile-ukulele-racks/>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	WENGER
<b>MODEL NAME / NUMBER</b>	ULTRASTOR 21W 11
<b>DETAILS</b>	WITH SINGLE SOLID LOCKING DOOR

**DIMENSIONS** W X D X H: 21" X 39" X 85"

SWATCH IMAGES

**FINISHES** FINISH:

**ROOMS/SPACES** SEE PLANS

<https://www.wengercorp.com/storage/ultrastor-storage-cabinets.php>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	MEDEX SUPPLY
<b>MODEL NAME / NUMBER</b>	GOOD-LITE ADJUSTABLE STAND FOR ILLUMINATED CABINET GL-705000
<b>DETAILS</b>	W/ CASTERS W/ GRAFCO ILLITERATE PLASTIC EYE CHART 22X11 GRF-1241

**DIMENSIONS** W X D X H:

SWATCH IMAGES

**FINISHES**

**ROOMS/SPACES** NURSE SUITE

[https://www.medexsupply.com/exam-room-equipment-vision-testing-vision-testing-accessories-good-lite-adjustable-stand-for-illuminated-cabinets-with-casters-x\\_pid-4741.html?pid=4741](https://www.medexsupply.com/exam-room-equipment-vision-testing-vision-testing-accessories-good-lite-adjustable-stand-for-illuminated-cabinets-with-casters-x_pid-4741.html?pid=4741)

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

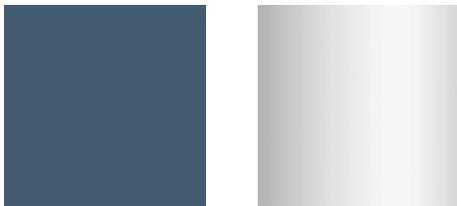


PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	CLINTON INDUSTRIES
<b>MODEL NAME / NUMBER</b>	CHROME LEG MEDICAL COT CLN-3627
<b>DETAILS</b>	27" W

<b>DIMENSIONS</b>	W X D X H: 27" X 72" X 18"
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SWATCH IMAGES



<b>FINISHES</b>	UPHOLSTERY: ROYAL BLUE STANDARD VINYL - CLINTON LEGS: CHROME
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<b>ROOMS/SPACES</b>	NURSE SUITE RM: 115A, 115C, 115D, 115E
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<https://www.hertzfurniture.com/Medical-Furniture--Chrome-Leg-Medical-Cot--10982--mo.html>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	<b>SAFCO</b>
<b>MODEL NAME / NUMBER</b>	<b>STEP LID TRASH CAN SAF9683WH</b>
<b>DETAILS</b>	<b>7 GALLON</b>

**DIMENSIONS**      **W X D X H: 11.5 X 11.5 X 21"**

SWATCH IMAGES

**FINISHES**

**ROOMS/SPACES**      **NURSE SUITE**

<http://www.safcoproducts.com/>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	GLOBAL INDUSTRIAL
<b>MODEL NAME / NUMBER</b>	LARGE NARCOTIC CABINET T9F436953
<b>DETAILS</b>	DOUBLE DOOR/DOUBLE LOCK

**DIMENSIONS** W X D X H: 18" X 10" X 30"

**FINISHES** BEIGE

**ROOMS/SPACES** NURSE SUITE

SWATCH IMAGES

<https://www.globalindustrial.com/p/storage/medical-health-care-cabinets/medicine-narcotics-cabinets/global-industrial-153-large-narcotics-cabinet-double-door-double-lock-18-w-x-10-d-x-30-h-beige>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	GLOBAL INDUSTRIAL
<b>MODEL NAME / NUMBER</b>	SMALL NARCOTICS CABINET T9F436952
<b>DETAILS</b>	DOUBLE DOOR/DOUBLE LOCK

**DIMENSIONS** W X D X H: 12" X 8" X 15"

**FINISHES** BEIGE

**ROOMS/SPACES** NURSE SUITE

SWATCH IMAGES

<https://www.globalindustrial.com/product/itemKey/32321145>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN/SECTION DIMENSIONS

<b>MANUFACTURER</b>	LAKESHORE
<b>MODEL NAME / NUMBER</b>	FLEX-SPACE A PLACE FOR EVERY-ONE CARPET #LC698
<b>DETAILS</b>	30 SITTING SQUARES

**DIMENSIONS** W X D: 9' X 12'

SWATCH IMAGES

**FINISHES**

**ROOMS/SPACES** CLASSROOMS

<https://www.lakeshorelearning.com/products/p/LC697>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	LAKESHORE
<b>MODEL NAME / NUMBER</b>	COMFY RECTANGULAR CLASSROOM CARPETS LC160

**DETAILS**

<b>DIMENSIONS</b>	W X L: 9' X 12'
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SWATCH IMAGES



<b>FINISHES</b>	CHARCOAL
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<b>ROOMS/SPACES</b>	4TH & 5TH GRADE CLASSROOMS & OT/PT RM: 014, 015, 016, 018, 019, 020, 111
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<https://www.lakeshorelearning.com/products/classroom-furniture/classroom-carpets-rugs/comfy-rectangular-classroom-carpets/p/LC142>

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	LAKESHORE
<b>MODEL NAME / NUMBER</b>	FLEX-SPACE A PLACE FOR EVERY-ONE CARPET #LC697
<b>DETAILS</b>	20 SITTING SQUARES

**DIMENSIONS** W X D: 8' X 9'

**FINISHES**

**ROOMS/SPACES** CLASSROOMS

SWATCH IMAGES

<https://www.lakeshorelearning.com/products/p/LC697>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	HERTZ FURNITURE
<b>MODEL NAME / NUMBER</b>	INDUSTRIAL METAL WIRE SHELVING 4 SHELVES OFM-4818A
<b>DETAILS</b>	CASTERS

**DIMENSIONS** W X D X H: 48" X 18" X 72"

**FINISHES** BLACK

**ROOMS/SPACES** SEE PLANS

SWATCH IMAGES

<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**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

MANUFACTURER	SMITH SYSTEM
MODEL NAME / NUMBER	CASCADE MID-TOWER 81002400P
DETAILS	CASTERS

DIMENSIONS W X D X H: 29" X 19" X 61.4"

FINISHES FRAME: PLATINUM  
POWDER COAT: NAVY

ROOMS/SPACES SEE PLANS

SWATCH IMAGES



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

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	GLOBAL
<b>MODEL NAME / NUMBER</b>	METAL BOOKCASE 2 SHELF 91SBC2-36

**DETAILS**

<b>DIMENSIONS</b>	W X D X H: 36" X 13" X 28"
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<b>FINISHES</b>	POWDER COAT:
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<b>ROOMS/SPACES</b>	SEE PLANS
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SWATCH IMAGES

<https://www.globalfurnituregroup.com/products/metal-bookcases>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



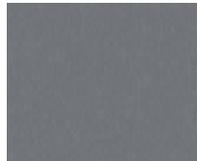
PLAN / SECTION DIMENSIONS

MANUFACTURER	SMITH SYSTEM
MODEL NAME / NUMBER	CASCADE MINI CASE W/ TOTES OPEN W/ THREE 3" & ONE 6" EW TOTES 110003010P_
DETAILS	CASTERS

DIMENSIONS W X D X H: 21" X 19" X 30.4"

FINISHES POWDER COAT:

SWATCH IMAGES



ROOMS/SPACES

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

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



PLAN/SECTION DIMENSIONS

<b>MANUFACTURER</b>	STEELCASE
<b>MODEL NAME / NUMBER</b>	CURRENCY 24" W/TOWER LOW PRESSURE LAMINATE TOP TS5TLTW_48
<b>DETAILS</b>	POLISHED CHROME LOCK 9201 HINGE: PULL: LEDGE, PLATINUM
<b>DIMENSIONS</b>	W X D X H: 24" X 24" X 48

SWATCH IMAGES

<b>FINISHES</b>	LAMINATE TOP: TOWER: DOOR:
<b>ROOMS/SPACES</b>	SEE PLANS

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

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



PLAN / SECTION DIMENSIONS

**MANUFACTURER** KI

**MODEL NAME / NUMBER** 700 SERIES STORAGE BOOKCASE

**DETAILS** 5 SHELVES

**DIMENSIONS** W X D X H: 36" X 18"

**FINISHES** FINISH: LG LIGHT TONE

**ROOMS/SPACES** SEE PLANS

SWATCH IMAGES

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

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



PLAN / SECTION DIMENSIONS

MANUFACTURER BCI

MODEL NAME /  
NUMBER MIDI BOOK BROWSER  
E4566

DETAILS

DIMENSIONS W X D X H: 28" X 28" X 25"

FINISHES FINISH: WHITE E4566

ROOMS/SPACES LOCATION

SWATCH IMAGES



[https://bcilibraries.com/portfolio\\_page/midi-maxi-book-browsers/](https://bcilibraries.com/portfolio_page/midi-maxi-book-browsers/)

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

PERKINS —  
EASTMAN

IDS

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

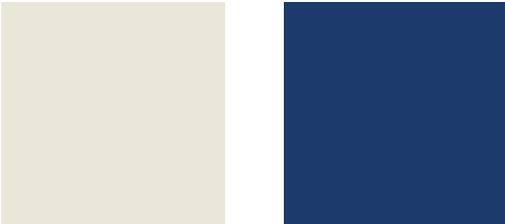
MANUFACTURER	VS AMERICA
MODEL NAME / NUMBER	SHIFT+TRANSFER CURVED BOOKSHELF
DETAILS	SINGLE OR DOUBLE SIDED?

DIMENSIONS W X D X H:

FINISHES BODY CLR: L031  
METAL BACK:

ROOMS/SPACES SEE PLANS

SWATCH IMAGES



<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 —  
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03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

**MANUFACTURER** KI

**MODEL NAME / NUMBER** RUCKUS DOUBLE-FACE BOOK-SHELF RKB362442

**DETAILS** CASTERS

**DIMENSIONS** W X D X H: 36" X 24" X 36"

SWATCH IMAGES

**FINISHES** SHELL: LG LIGHT TONE  
LAMINATE: LIT ITALIAN SILVER ASH  
EDGE: EIT ITALIAN SILVER ASH

**ROOMS/SPACES** BOOKROOM + OFFICE  
RM: 204

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

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	SAFCO
<b>MODEL NAME / NUMBER</b>	BOLTLESS STEEL & PARTICLE BOARD SHELVING
<b>DETAILS</b>	5 SHELF

**DIMENSIONS** W X D X H: 48" X 24" X 72"

**FINISHES** FINISH: BLACK

**ROOMS/SPACES** PE STORAGE

SWATCH IMAGES

<https://www.safcoproducts.com/>

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



PLAN / SECTION DIMENSIONS

MANUFACTURER	SMITH SYSTEM
MODEL NAME / NUMBER	EVERYTHING CART 21088

DETAILS	CASTERS
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DIMENSIONS	W X D X H: 36" X 18" X 36"
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FINISHES	POWDER COAT:
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ROOMS/SPACES

SWATCH IMAGES

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

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	SMITH SYSTEM
<b>MODEL NAME / NUMBER</b>	CASCADE MEGA CABINET OPEN W/EIGHT 3" & FOUR 6" EW TOTES B10008040P
<b>DETAILS</b>	CASTERS

**DIMENSIONS** W X D X H: 67" X 33.25" X 70"

**FINISHES** POWDER COAT: YELLOW

SWATCH IMAGES



**ROOMS/SPACES**

<https://www.nationalpublicseating.com/products/product-category/single/index.php?id=84&cat=Dollies&subcat=>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

PROCUREMENT DOCUMENTS



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	NATIONAL PUBLIC SEATING
<b>MODEL NAME / NUMBER</b>	NPS DOUBLE-TIER HANGING CHAIR TRUCK 84
<b>DETAILS</b>	W/ EXTENSION 8 KIT, EXT-8 84 FOLDING CHAIR CAPACITY

**DIMENSIONS** W X D X H: 67" X 33.25" X 70"

**FINISHES**

**ROOMS/SPACES**

SWATCH IMAGES

<https://www.nationalpublicseating.com/products/product-category/single/index.php?id=84&cat=Dollies&subcat=>

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

**PERKINS —  
EASTMAN**

**IDS**

03/13/2020

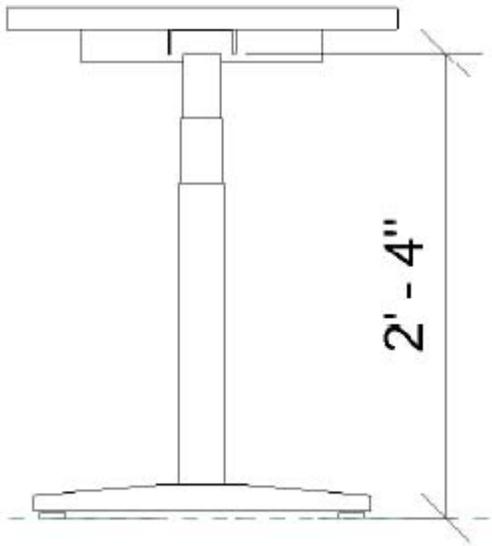
PROCUREMENT DOCUMENTS



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



PLAN / SECTION DIMENSIONS

MANUFACTURER KI

MODEL NAME /  
NUMBER WORKUP ADJUSTABLE TABLE

DETAILS CRANK  
ROLLING BASE

DIMENSIONS W X D X H: 24" X 54" X 28-47"

FINISHES SURFACE LAM: ITALIAN SILVER ASH  
EDGE CLR: ITALIAN SILVER ASH  
LEG FINISH: WET SAND

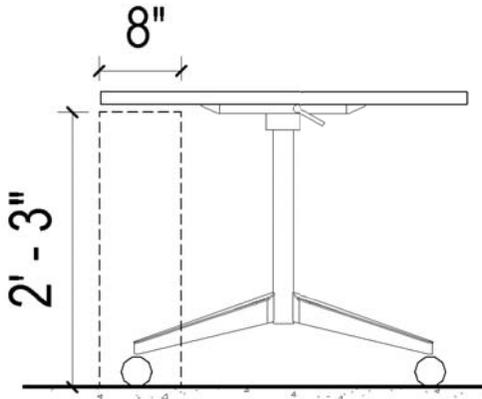
ROOMS/SPACES CLASSROOMS

SWATCH IMAGES

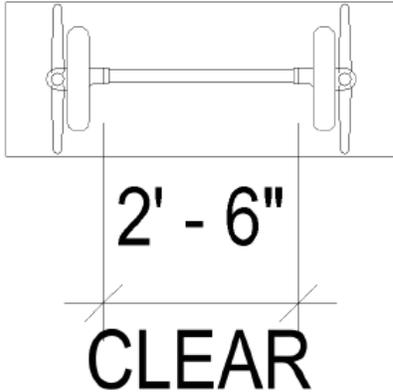


<https://www.ki.com/products/name/workup-height-adjustable-tables/>

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



PLAN/SECTION DIMENSIONS



**MANUFACTURER** KI

**MODEL NAME / NUMBER** PIROUETTE NESTING TABLE

**DETAILS** STYLE: RECTANGLE  
BASE: NESTED  
LEG: COLLAB  
CASTERS

**DIMENSIONS** W X D X H: 60" X 24 X 29"

SWATCH IMAGES



**FINISHES** SURFACE LAM: ITALIAN SILVER ASH  
EDGE CLR: ITALIAN SILVER ASH  
LEG FINISH: LIGHT TONE

**ROOMS/SPACES** SEE PLANS

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

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



PLAN / SECTION DIMENSIONS

<b>MANUFACTURER</b>	SMITH SYSTEM
<b>MODEL NAME / NUMBER</b>	UXL SIT STAND LECTERN 26553V
<b>DETAILS</b>	EA ADJUSTABLE HEIGHT ON GLIDES
<b>DIMENSIONS</b>	W X D X H: 30" X 21" X 30-45"

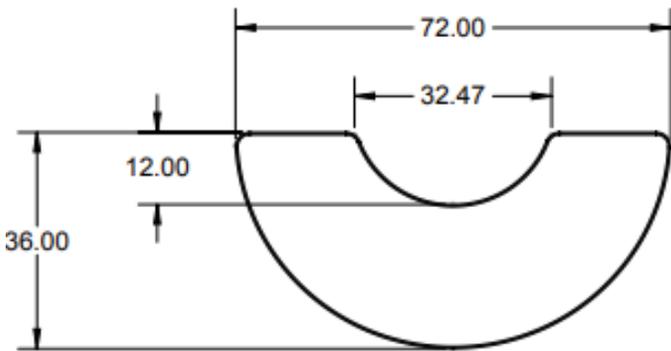
SWATCH IMAGES



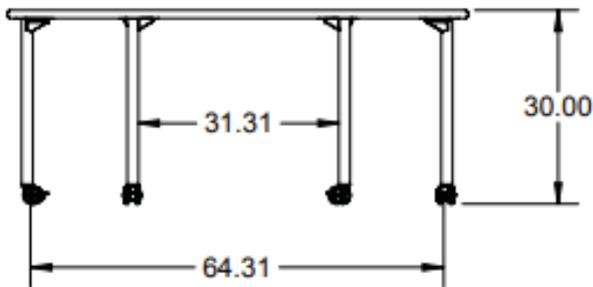
<b>FINISHES</b>	SURFACE LAM: BOARDWALK OAK EDGE CLR: YELLOW LEG FINISH: PLATINUM
<b>ROOMS/SPACES</b>	CLASSROOMS

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

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



PLAN/SECTION DIMENSIONS



**MANUFACTURER** SMITH SYSTEM

**MODEL NAME / NUMBER** ELEMENTAL HALF MOON TABLE ELHAMO

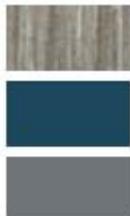
**DETAILS** EA ADJUSTABLE HEIGHT ON GLIDES

**DIMENSIONS** W X D X H: 72" X 36" X 19-33"  
WORKSURFACE: 1.25" THICK

**FINISHES** SURFACE LAM: BOARDWALK OAK  
EDGE CLR: NAVY  
LEG FINISH: PLATINUM

**ROOMS/SPACES** CLASSROOMS

SWATCH IMAGES



<https://smithsystem.com/furniture/elemental-halfmoon/>

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



PLAN / SECTION DIMENSIONS

**MANUFACTURER** SICO

**MODEL NAME / NUMBER** COMMUNICATOR TABLE

**DETAILS** ADA  
COMFORT STOOL

**DIMENSIONS** W X D X H:

SWATCH IMAGES

**FINISHES** SURFACE LAM:  
EDGE CLR:  
LEG FINISH:

**ROOMS/SPACES** CAFETERIA

<https://www.sicoinc.com/en/product/communicator-table/>

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



PLAN / SECTION DIMENSIONS

MANUFACTURER	SICO
MODEL NAME / NUMBER	GRADUATE TABLE
DETAILS	COMFORT STOOL

DIMENSIONS W X D X H:

SWATCH IMAGES

FINISHES SURFACE LAM:  
EDGE CLR:  
LEG FINISH:

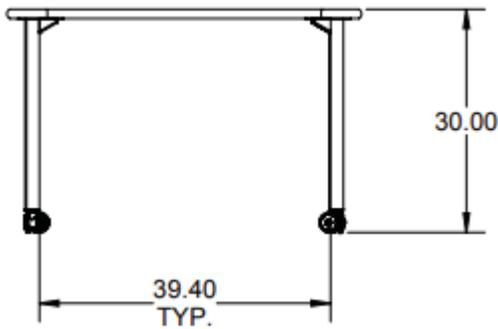
ROOMS/SPACES CAFETERIA

<https://www.sicoinc.com/en/product/graduate-table/>

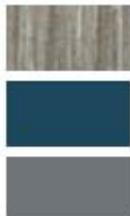
GENERAL NOTE:  
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION  
FOR PROPER INSTALLATION, SECURE ATTACHMENT,  
AND OTHER REQUIREMENTS.



PLAN/SECTION DIMENSIONS



SWATCH IMAGES



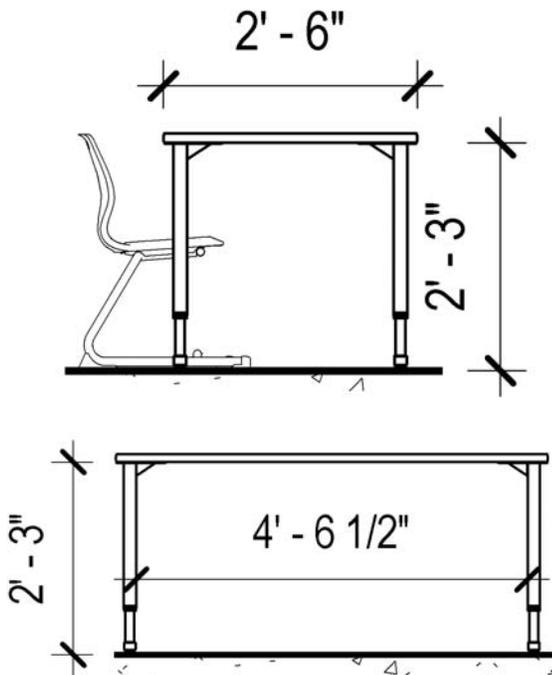
<b>MANUFACTURER</b>	SMITH SYSTEM
<b>MODEL NAME / NUMBER</b>	ELEMENTAL ENGAGE 48" SQUARE TABLE EL48ES
<b>DETAILS</b>	GLIDES EA ADJUSTABLE HEIGHT
<b>DIMENSIONS</b>	W X D X H: 48" X 48" X 19-33" WORKSURFACE: 1.25" THICK
<b>FINISHES</b>	SURFACE LAM: BOARDWALK OAK EDGE CLR: NAVY LEG FINISH: PLATINUM
<b>ROOMS/SPACES</b>	SEE PLANS

<https://smithsystem.com/furniture/elemental-engage-square-table/>

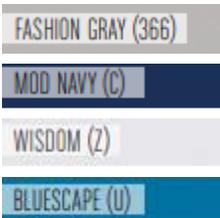
GENERAL NOTE:  
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION  
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AND OTHER REQUIREMENTS.



PLAN/SECTION DIMENSIONS



SWATCH IMAGES



**MANUFACTURER** PARAGON

**MODEL NAME / NUMBER** A&D ACTIVITY TABLE  
AND-ACT3060REC

**DETAILS** WORKSURFACE: RECTANGLE  
GLIDES

**DIMENSIONS** W X D X H: 60" X 30" X 24-34"  
WORKSURFACE: 1.25" THICK

**FINISHES** LAM TOP: FASHION GRAY 366  
EDGE CLR: MOD NAVY  
LEG CLR: WISDOM  
ACCENTS: BLUESCAPE

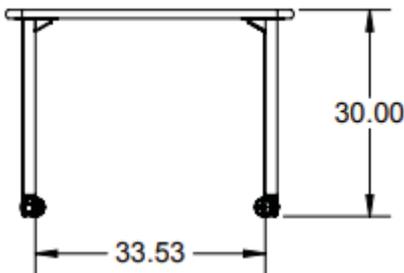
**ROOMS/SPACES**

<https://www.paragoninc.com/product/ad-adjustable-height-student-desk/>

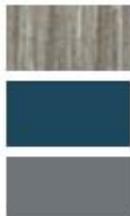
GENERAL NOTE:  
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AND OTHER REQUIREMENTS.



PLAN/SECTION DIMENSIONS



SWATCH IMAGES



<b>MANUFACTURER</b>	SMITH SYSTEM
<b>MODEL NAME / NUMBER</b>	ELEMENTAL 42" SQUARE TABLE ON GLIDES EL4242
<b>DETAILS</b>	GLIDES EA ADJUSTABLE HEIGHT
<b>DIMENSIONS</b>	W X D X H: 42" X 42" X 19-33" WORKSURFACE: 1.25" THICK
<b>FINISHES</b>	SURFACE LAM: BOARDWALK OAK EDGE CLR: NAVY LEG FINISH: PLATINUM
<b>ROOMS/SPACES</b>	SEE PLANS

<https://smithsystem.com/furniture/elemental-square-tables-2/>

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

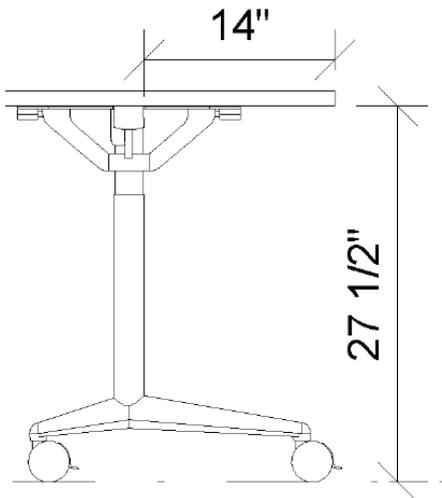


2' - 6"

CLEAR



PLAN/SECTION DIMENSIONS



SWATCH IMAGES



MANUFACTURER KI

MODEL NAME /  
NUMBER PIROUETTE TABLE  
TRAINING LEG

DETAILS

DIMENSIONS W X D X H: 30" X 60" X 29"  
WORKSURFACE: 1.25" THICKNESS

FINISHES LAM TOP: ITALIAN SILVER ASH  
EDGE CLR: ITALIAN SILVER ASH  
LEG CLR: LIGHT TONE

ROOMS/SPACES SEE PLANS

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

GENERAL NOTE:  
SEE SPECIFICATION 016230 - PRODUCT INSTALLATION  
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AND OTHER REQUIREMENTS.

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PROCUREMENT DOCUMENTS

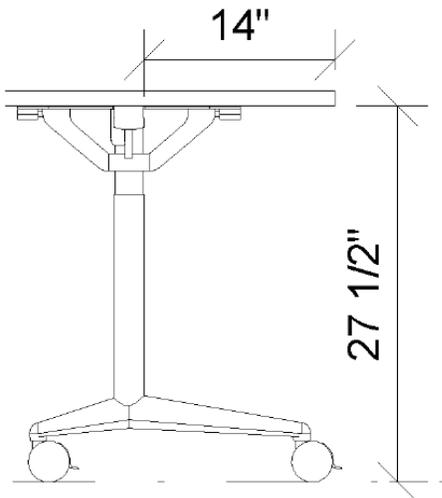


2' - 6"

CLEAR



PLAN/SECTION DIMENSIONS



MANUFACTURER KI

MODEL NAME /  
NUMBER PIROUETTE TABLE  
TRAINING LEG

DETAILS

DIMENSIONS W X D X H: 30" X 72" X 29"  
WORKSURFACE: 1.25" THICKNESS

FINISHES LAM TOP: ITALIAN SILVER ASH  
EDGE CLR: ITALIAN SILVER ASH  
LEG CLR: LIGHT TONE

SWATCH IMAGES



ROOMS/SPACES SEE PLANS

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

GENERAL NOTE:  
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