

**NOTICE OF  
PRE-BID CONFERENCE**

**FORSYTH COUNTY CENTRAL LIBRARY  
Back Of House Furniture, Furnishings & Equipment**

A PRE-BID CONFERENCE WILL BE HELD AT

**10:00 A.M., Monday, November 7, 2016**

AT

CITY OF WINSTON-SALEM-CITY HALL BLDG. - ROOM 16

101 N. MAIN STREET

WINSTON-SALEM, NC 27101

Bids are due at **10:00 A.M., Thursday, December 1, 2016.**



## INSTRUCTIONS FOR BIDDERS

### **Bidder Questions**

Questions relative to this bid must be submitted to TaWanna A. Gates, City/County Purchasing Department, 101 North Main Street, Winston-Salem, NC 27101 per e-mail: [tawannag@cityofws.org](mailto:tawannag@cityofws.org) , 336-747-6938. **All questions must be sent by 12:00 Noon, Monday, November 14, 2016.** Questions and responses will be emailed to all bidders.

Bidders **MUST** have their bid delivered by the specified time and date. This IFB sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable. Costs incurred by any Bidder in the preparation of his/her response to the IFB are the responsibility of the Bidder and will not be reimbursed by the City of Winston-Salem & Forsyth County. Bidders shall not include any such expenses as part of their proposals.

### **PREPARATION OF BID**

It is certified that this proposal is made in good faith and without collusion with any person submitting a proposal for this service or with any officer or employee of the City of Winston-Salem & Forsyth County. The undersigned further agrees that in connection with the performance of specified services, not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, political affiliation, or national origin.

Bids **MUST** be on the standard forms as furnished in this bidding document by the City/County Purchasing Department.

**All bids must be received not later than December 1, 2016 at 10:00 AM**

**INVITATION FOR BID**



**FORSYTH COUNTY CENTRAL LIBRARY  
BACK OF HOUSE  
FURNITURE, FURNISHINGS & EQUIPMENT**

**Bids Will Be Opened**  
**10:00 AM, Thursday, December 1, 2016**  
IN  
ROOM 16

**CITY HALL BUILDING**  
101 NORTH MAIN STREET  
WINSTON-SALEM, NORTH CAROLINA

**CITY/COUNTY PURCHASING DEPARTMENT**  
324 City Hall Building  
Winston-Salem, NC 27101

## **Notice to Bidders**

### **Back of House Furniture, Furnishings & Equipment**

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It is the policy of the City of Winston-Salem & Forsyth Co. that an employee, officer, or agent of the City/County may not participate in any manner in the bidding, awarding, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, have a financial interest.

The successful bidder must comply with all provisions of the Americans with Disabilities Act (ADA) and all rules and regulations promulgated thereunder. By submitting a proposal, the successful bidder agrees to indemnify the City/County from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA or the rules and regulations promulgated thereunder.

All bids must be firm and not subject to increase, unless specified within the provisions of this Invitation for Bid (IFB) and mutually agreed upon by the City/County and the bidder.

No special inducements will be considered that are not a part of the original bidding document.

#### **City Rights and Options**

The City/County, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this bid at any time
- To cancel this bid with or without the substitution of another bid
- To take any action affecting this bid, this bid process, or the Services subject to this bid that would be in the best interests of the City/County
- To issue additional requests for information
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City/County to evaluate the responses submitted

#### **Public Records**

Any material submitted in response to this IFB will become a “public record” once the bidder’s document(s) is opened and the bidder is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina Statutes. Bidders must claim any applicable exemptions to disclosure provided by law in their response to this IFB. Bidders must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City/County reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

#### **Familiarity with Laws and Ordinances**

The submission of a bid on the services requested herein shall be considered as a representation that the bidder is familiar with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the bidder discovers any provisions in the IFB documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the City/County in writing without delay

## **Notice to Bidders**

### **Back of House Furniture, Furnishings & Equipment**

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#### **Ethics Policy / Code of Conduct**

The City of Winston-Salem & Forsyth County has established guidelines for ethical standards of conduct for City/County representatives and to provide guidance in determining what conduct is appropriate in particular cases. City/County representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Winston-Salem & Forsyth County desires to protect the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of these policies as well as promote and strengthen the confidence of the public in their governing body. For a complete review of the City/County Policy click the following link.

<http://www.cityofws.org/Home/Departments/Purchasing/Articles/Bids>

**Iran Divestment Act;** Provider hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS §147-86.58, nor will Provider utilize on this agreement any subcontractor on such list.

### **INSTRUCTIONS FOR BIDDERS**

Bidders **MUST** have their bid delivered by the specified time and date. This IFB sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable. Costs incurred by any Bidder in the preparation of his/her response to the IFB are the responsibility of the Bidder and will not be reimbursed by the City of Winston-Salem & Forsyth County. Bidders shall not include any such expenses as part of their proposals.

#### **PREPARATION OF BID**

It is certified that this proposal is made in good faith and without collusion with any person submitting a proposal for this service or with any officer or employee of the City of Winston-Salem & Forsyth County. The undersigned further agrees that in connection with the performance of specified services, not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, political affiliation, or national origin.

Bids **MUST** be on the standard forms as furnished in this bidding document by the City/County Purchasing Department.

**All bids must be received not later than December 1, 2016 at 10:00 AM**

**Proposal Form**  
**Back of House Furniture, Furnishings & Equipment**

Submit proposals to the following location:

**US Postal Service address:**

City/County Purchasing Department  
Post Office Box 2511  
Winston-Salem, North Carolina 27102  
27101

or

**Hand-delivery or FedEx address:**

City/County Purchasing Department  
101 N. Main Street, 324 City Hall  
Winston-Salem, North Carolina

**BIDDERS:**

Forsyth County is seeking bids for **Back of House Furniture, Furnishings & Equipment per detailed specifications included in this document.**

**For any questions or comments regarding this bid please contact TaWanna A. Gates 336-747-6938 [tawannag@cityofws.org](mailto:tawannag@cityofws.org)**

The undersigned bidder hereby declares that they have carefully examined the specifications contained herein and will provide all labor, materials, equipment, supervision, and insurance applicable to perform the service in accordance with the specifications and the requirements under the following sum to wit:

**INSTRUCTIONS TO PROPOSERS**

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response in full, in the same numerical order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed. **All proposals shall be returned in a sealed container/envelope marked Forsyth County Central Library Open Line Furniture**, and submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than **10:00 am, Thursday, December 1, 2016. Late proposals will not be considered.**

## **Proposer Questions and Inquiries**

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only by 12:00 Noon, Monday, November 14, 2016**, to TaWanna A. Gates, City/County Purchasing Department, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: [tawannag@cityofws.org](mailto:tawannag@cityofws.org) (**Email is preferred**), Fax: (336) 727-2443. The City will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the City may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.

## **RFP Response Submission**

Proposals must be submitted in a **sealed container/envelope** containing **one original (please mark document as original)** proposal showing original signatures and seals, **and two (2) copies** of the complete proposal.

The City/County will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the City or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the City. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the City will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The City reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other city employee regarding this Request for Quotation. Any such outside contact may result in disqualification from the request for proposal process.

# Forsyth County Central Library

## PROPOSAL AUTHORIZATION AND SIGNATURE

**The signature page must be completed and submitted with the proposal:** Proposals are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign the appropriate proposal form will disqualify the proposer and the proposal will not be considered.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature (**Notarized**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address (P.O. Box)

\_\_\_\_\_  
Federal Identification No.

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me \_\_\_\_\_  
(name)

to me personally known, being duly sworn, did execute the foregoing proposal, and did so state that he/she was properly authorized by \_\_\_\_\_  
(Company name)

to execute the proposal and did so on his/her free act and deed.

**SEAL**

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

**The following information is requested for statistical purposes only. The provision or omission of this information will neither affect nor influence the award of these contracts. Bidder further certifies that:**

We ( ) are a Historically Underutilized Business (HUB) certified by State of North Carolina.

We ( ) are a minority business enterprise.

( ) are not a minority business enterprise.

If yes, please identify in the appropriate box below:

( ) Black

( ) Hispanic

( ) Asian American including Indian Subcontinent and Pacific Islands

( ) Native American Indian including Eskimos and Aleuts

We ( ) are a woman-owned business concern.

( ) are not a woman-owned business concern



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# FORSYTH COUNTY CENTRAL LIBRARY

660 West 5<sup>th</sup> Street | Winston Salem North Carolina

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## **FF & E RFP PACKAGE:**

## **BACK OF HOUSE FURNITURE DOCUMENTS**

**Owner:**

FORSYTH COUNTY

**Architect:**

RATIO ARCHITECTS, INC.

**RATIO Project No. 14013.000**

**November 1, 2016**



**RATIO**

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**DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS**

00420            Proposal Form  
                  Overall BOH Furniture Schedule

**DIVISION 01 - GENERAL REQUIREMENTS**

011001           Summary (FF&E)  
012201           Unit Prices (FF&E)  
012601           Contract Modification Procedures (FF&E)  
012901           Payment Procedures (FF&E)  
013101           Project Management and Coordination (FF&E)  
013201           Procurement and Installation Progress Documentation (FF&E)  
013301           Submittal Procedures (FF&E)  
014001           Quality Requirements (FF&E)  
014201           References (FF&E)  
015001           Temporary Facilities and Controls (FF&E)  
016001           Product Requirements (FF&E)  
017301           Execution (FF&E)  
017701           Closeout Procedures (FF&E)  
017824           Operation and Maintenance Data (FF&E)

**DIVISION 10 - SPECIALTIES**

(not used)

**DIVISION 11 - EQUIPMENT**

(not used)

**DIVISION 12 - FURNISHINGS**

125100           Furniture (FF&E)

Product Cut Sheets  
FF&E Floor Plans

**END OF TABLE OF CONTENTS**



shall not be withdrawn for a period of sixty (60) calendar days from the date prescribed for its opening.

**6. TIME OF COMPLETION**

If awarded this Contract, the undersigned Bidder acknowledges that work of the Base Bid and accepted Alternate Bids shall commence and be completed, including all punch list items, in accordance with work sequence described in Division 1 Section "Summary."

**7. TAX EXEMPTIONS**

North Carolina Sales Tax exempt.

**8. SUBSTITUTIONS**

The undersigned Bidder has based his bid upon the materials, products, articles, equipment, brands, manufacturers and processes described in the Bidding Documents or upon approved equivalents. Proof of equivalency of substitutions is the responsibility of the Bidder, but the Architect shall be the sole judge of equivalency. Proposed equivalent substitutions shall be equal in all respects to the requirements of the Bidding Documents, including but not limited to the design, quality, physical size, performance characteristics, strength, previous history of use, and to the method of installation, attachment, or connection to related or adjoining work. Determination of equivalency of proposed substitutions shall be made by the Architect before the bid opening date, as described in paragraph "Substitutions" in the Division 0 Document "Instructions to Bidders."

**9. SIGNATURES**

In testimony whereof, the Bidder (A Corporation) has caused this proposal to be signed by its president and secretary and fixed its corporate seal this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Corporation Signatures:

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

Corporate Seal

Partnership Signatures:

In testimony whereof, the Bidder (a Partnership) has caused this proposal to be signed by each partner this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By: \_\_\_\_\_  
Partner

By: \_\_\_\_\_  
Partner

By: \_\_\_\_\_  
Partner

**END OF DOCUMENT 00300**

## OVERALL BOH FURNITURE SCHEDULE

TYPE	DESCRIPTION	QUANTITY	UNIT	EXTENDED	CURRENT PRODUCT PRICED
AC01	ACCESSORY- PAPER RECYCLE RECEPTACLE- LARGE		\$	\$	
AC02	ACCESSORY- WASTE RECEPTACLE		\$	\$	
AC04	ACCESSORY- PAPER RECYCLE RECEPTACLE- SMALL		\$	\$	
AC06	ACCESSORY- PLASTIC RECYCLE RECEPTACLE- SMALL		\$	\$	
AC11	BOOKCASE		\$	\$	
CH01	CHAIR- TASK		\$	\$	
CH03	CHAIR- SIDE/ GUEST		\$	\$	
CH06	CHAIR- TASK		\$	\$	
CH22	CHAIR- CONFERENCE		\$	\$	
CH71	STOOL- BAR HEIGHT		\$	\$	
LF01	MOBILE PEDESTAL		\$	\$	
LF02	LATERAL FILE		\$	\$	
LS21	LOUNGE SEATING- CHAIR		\$	\$	
LS25	LOUNGE SEATING- SOFA		\$	\$	
LS26	LOUNGE SEATING- CHAIR		\$	\$	
MS01	SHELVING		\$	\$	
T12	TABLE- ROUND		\$	\$	
T28	TABLE- COFFEE		\$	\$	
T36	CREDENZA		\$	\$	
T37	TABLE- SIDE		\$	\$	
WS01	SYSTEMS FURNITURE- ISLAND		\$	\$	
WS02	SYSTEMS FURNITURE-ISLAND W/ BOOKSHELF		\$	\$	
WS03	SYSTEMS FURNITURE MEETING TABLE		\$	\$	
WS04	SYSTEMS FURNITURE-WORKSTATION		\$	\$	
WS05	SYSTEMS FURNITURE-WORKSTATION		\$	\$	
WS06	SYSTEMS FURNITURE-WORKSTATION		\$	\$	
WS07	SYSTEMS FURNITURE-WORKSTATION		\$	\$	
WS08	SYSTEMS FURNITURE-WORKSTATION		\$	\$	
WS09	SYSTEMS FURNITURE- WORKSTATION		\$	\$	
WS10	SYSTEMS FURNITURE-WORKSTATION		\$	\$	
WS12	SYSTEMS FURNITURE-DESK		\$	\$	
WS14	SYSTEMS FURNITURE-WORKSTATION		\$	\$	
WS15	OVERHEAD CABINET		\$	\$	
	<b>Subtotal</b>				
	<b>Freight</b>				
	<b>NC Sales Tax</b>	N/A	N/A	N/A	N/A
	<b>Delivery &amp; Installation</b>				
	<b>Grand Total (Pricing includes freight, delivery and installation)</b>				

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section includes the following:
1. Work covered by the Contract Documents.
  2. Type of the Contract.
  3. Work phases.
  4. Work under other contracts.
  5. Products ordered in advance and assigned to Vendor.
  6. Owner-furnished products.
  7. Use of premises.
  8. Owner's occupancy requirements.
  9. Work restrictions.
  10. Specification formats and conventions.

## 1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Forsyth County Central Library
1. Project Location: 660 West 5<sup>th</sup> Street, Winston Salem NC 27101
- B. Owner: Forsyth County
- C. Architect: RATIO Architects, Inc., 227 Fayetteville Street Suite 301, Raleigh NC 27601
- D. The Work generally consists of providing furniture, furnishings and equipment (FF&E) per the Package delineated in the Documents.
1. The Work includes providing, shipping, unloading, identifying, verifying quantities, determining condition of, and installing of all FF&E items specified in the complete bid package. Only bids containing all items in package will be accepted.
  2. The Work includes removing debris from Project site daily. Vendor may use on-site dumpsters for waste disposal, and is responsible for reimbursement to the General Contractor of the Construction Project (per separate agreement), or provide its own dumpsters or means for removing the debris.
  3. Work includes due care and repair of the Owners Property in conjunction with the General Contractor of the Construction Project, as required per the General Conditions of the Contract.

## 1.3 TYPE OF CONTRACT

- A. Project will be one contract for whole Package.

## 1.4 WORK PHASES

- A. The Work shall be conducted in a single phase. All Work shall be substantially complete and ready for occupancy, no later than as noted in schedule provided by Forsyth County and as indicated in the Agreement between Owner and Vendor. Final Completion, including all punchlist items, shall be no later than as indicated in the schedule provided by Forsyth County and Agreement Between Owner and Vendor.

## B. Furniture Installation Schedule

1. To be provided by Forsyth County.

## 1.5 WORK UNDER OTHER CONTRACTS

- A. General: Cooperate fully with separate vendors and contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract. Coordinate the Work of this Contract with work performed under separate contracts.

## 1.6 USE OF PREMISES

- A. General: Each Vendor shall have partial use of premises for installation operations, including use of Project site, during closing stages of the construction period. Each Vendor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

- B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Limits: Confine constructions operations to the building proper, do not disturb new or existing site conditions.
2. Owner Occupancy: Owner will not be occupying the Project site.
3. Driveways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times.
  - a. Schedule deliveries to minimize use of driveways and entrances. Coordinate with GC for procedures for delivery, elevator use and staging/storage space on-site.
  - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
4. Construction Site Access:
  - a. **Dock/Elevator Access: Per Forsyth County**
  - b. **Staging: Per Forsyth County**
  - c. **Parking – large trucks: Per Forsyth County**

## 1.7 WORK RESTRICTIONS

- A. On-Site Work Hours: Work may be generally performed inside the new building during normal business working hours of 7:00 a.m. to 6:00 p.m. (local time at Project site,) Monday through Friday, except otherwise indicated.

1. Evening Hours: for all material deliveries as outlined in documents provided by Forsyth County.
2. Weekend Hours: As required for completion of installation of FF & E.

## B. Work Restrictions:

1. See documents provided by Forsyth County
2. Installation personnel shall be fully clothed and shirts shall not be removed at any time.
3. Radios or other electronic devices which create music and/or loud noise are not allowed at any time.
4. Installation personnel shall only enter and exit the Project site via the designated entrances.

5. Installation personnel shall only park in the areas designated for construction parking. Violators shall be towed at vehicle owner's expense.
6. Installation personnel shall not leave construction work areas and enter areas occupied or being used by the Owner or public without permission from the Owner.
7. Smoking is not permitted in any portion of the building.
8. Any installation personnel violating safety (OSHA) rules shall be immediately removed from the Project site.
9. Any installation personnel creating a disturbance or litter other than that produced by the Work shall be immediately removed from the Project site.
10. These work restrictions shall become a part of all subcontracts as a contractual requirement.

#### 1.8 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 33-division format and CSI/CSC's "MasterFormat" numbering system.
  1. Division 1: Sections in Division 1 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
  2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
    - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 011001**

**PART 1 - GENERAL**

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for unit prices.

1.2 DEFINITIONS

- A. Unit price is an amount proposed by Vendor, stated on the Proposal Form, as a price per unit of measurement for materials added to or deducted from the Contract Sum by appropriate modification, if estimated quantities of Work required by the Contract Documents are increased or decreased.

1.3 PROCEDURES

- A. Unit prices include all necessary materials, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.

**PART 2 - PRODUCTS**

- 2.1 See Documents provided by Forsyth County.

**PART 3 - EXECUTION**

3.1 SCHEDULES

- A. Refer to the attached electronic Schedule for the FF & E Package

**END OF SECTION 012201**

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. See Division 1 Section "Unit Prices (FF&E)" for administrative requirements for using unit prices.
- C. See Documents provided by Forsyth County.

## 1.2 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, on AIA Document G710, "Architect's Supplemental Instructions" or similar form.

## 1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal 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 time specified in Proposal Request seven (7) calendar days after receipt of Proposal 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 restocking charges.
    - d. Include a complete breakdown of costs of labor and supervision directly attributable to the change.
    - e. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.
- B. Vendor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Vendor may propose changes by submitting a request for a change 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 restocking charges.
  - 5. Include a complete breakdown of costs of labor and supervision directly attributable to the change.
  - 6. Comply with requirements in Division 1 Section "Product Requirements (FF&E)" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Use AIA Document G709 for Proposal Requests or similar form.

1.4 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Vendor on AIA Document G701 or similar form.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 012601**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.

**1.2 APPLICATIONS FOR PAYMENT**

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
  - 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Vendor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Based on the status of the production, storage and delivery/installation process.
- D. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets or similar form or forms provided by Owner, as form for Applications for Payment.
  - 1. Owner will not accept marked-up or corrected application forms.
  - 2. Owner will provide Vendor with tax-exempt number and claim forms.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Vendor. Architect will return incomplete applications without action.
  - 1. Entries shall match data on the Schedule of Values and Vendor's Construction Schedule. Use updated schedules if revisions were made.
  - 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- F. Transmittal: Submit three (3) signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments as required.
  - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
  - 1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  - 2. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  - 3. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.

- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of Sub-Vendors and/or Suppliers.
  2. Vendor's Procurement and Installation Schedule (preliminary if not final).
  3. List of Vendor's staff assignments.
  4. Report of pre-installation conference with site General Contractor.
  5. Certificates of insurance and insurance policies.
  6. Performance and labor and material payment bonds.
  7. Data needed to acquire Owner's insurance.
  8. Schedule of Wages.
- I. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706, Contractor's Affidavit of Payment of Debts and Claims.
  5. AIA Document G706A, Contractor's Affidavit of Release of Liens.
  6. AIA Document G707, Consent of Surety to Final Payment.
  7. Evidence that claims have been settled.
  8. Final verified completion of all punch list work is complete and paid to the General Contractor currently on site.
  9. Transmittal of required project construction records to the Owner.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 012901**

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. This Section includes administrative provisions for coordinating procurement & installation operations on Project including, but not limited to, the following:
1. General Project coordination procedures.
  2. Project meetings.
  3. Requests for Information (RFIs).

## 1.2 DEFINITIONS

- A. RFI: Request from Vendor seeking information, interpretation or clarification of the Contract Documents.

## 1.3 COORDINATION

- A. Coordination: Coordinate installation operations included in various Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate installation operations, included in different Sections, which depend on each other for proper installation, connection, and function.
1. **Coordinate all power/data connections with General Contractor. Provide dimensioned plans locating all floor and wall power/data connection locations within 30 Days of Bid Award.**
  2. Schedule installation operations in sequence per the required timeframes established by the Architect and Owner, so as to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  3. Coordinate installation of different Units with other Vendors to ensure maximum accessibility for required maintenance, service, and repair.
  4. Make adequate provisions to accommodate items scheduled for later installation.
  5. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and separate vendors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other vendors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Vendor's Production/Installation Schedule.
  2. Delivery and processing of submittals.
  3. Progress meetings.
  4. Pre-installation conferences.
  5. Project closeout activities.

## 1.4 PROJECT MEETINGS –

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.

1. Attendees: Architect will 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 and distribute the agenda to all invited attendees.
  3. Minutes: Record significant discussions and agreements achieved and distribute the meeting minutes to everyone concerned, including Owner and Architect, within seven (7) calendar days of the meeting.
- B. Pre-installation Conferences: Conduct a pre-installation conference at Project site before each installation activity that requires coordination with other Vendor's/Suppliers/Installers for other Packages as required.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
  2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related Requests for Information (RFIs).
    - d. Related Change Orders.
    - e. Purchases.
    - f. Deliveries.
    - g. Submittals.
    - h. Possible conflicts.
    - i. Compatibility problems.
    - j. Time schedules.
    - k. Manufacturer's written recommendations.
    - l. Warranty requirements.
    - m. Compatibility of materials.
    - n. Acceptability of substrates.
    - o. Space and access limitations.
    - p. Regulations of authorities having jurisdiction.
    - q. Testing and inspecting requirements.
    - r. Installation procedures
    - s. Coordination of the Work.
    - t. Required performance results.
    - u. Protection of adjacent work.
    - v. Protection of construction and personnel.
  3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
  5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- C. Progress Meetings: Vendor will conduct progress meetings as directed by Forsyth County. Coordinate dates of meetings with preparation of payment requests.
1. Attendees: In addition to representatives of Owner and Architect, each vendor, subvendor, supplier, and other entity 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, and include topics for discussion as appropriate to status of Project.
  - a. Vendor's Procurement/Installation Schedule: Review progress since the previous meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to overall schedule and completion. Determine how installation 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.
  - b. Present and future needs of each entity present, including the following:
    - 1) Status of submittals.
    - 2) Deliveries.
    - 3) Off-site fabrication.
    - 4) Access.
    - 5) Site utilization.
    - 6) Work hours.
    - 7) Hazards and risks.
    - 8) Progress cleaning.
    - 9) Quality and work standards.
    - 10) Status of correction of deficient items.
    - 11) Field observations.
    - 12) Requests for Information (RFIs).
    - 13) Status of proposal requests.
    - 14) Pending changes.
    - 15) Status of Change Orders.
    - 16) Pending claims and disputes.
    - 17) 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 Vendor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized and issue revised schedule concurrently with the report of each Progress Meeting.

#### 1.5 REQUESTS FOR INFORMATION (RFIs)

- A. Procedure: Immediately on discovery of the need for information or interpretation of the Contract Documents, and if not possible to request information at Project meeting, prepare and submit an RFI in the form specified.
  1. RFIs shall originate in writing with Vendor. RFIs submitted by entities other than Vendor will be returned with no response.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Vendor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information and the following:
  1. Project name.
  2. Date.

3. Name of Vendor.
  4. Name of Architect.
  5. RFI number, numbered sequentially.
  6. Specification Section number and title and related paragraphs, as appropriate.
  7. Drawing number and detail references, as appropriate.
  8. Field dimensions and conditions, as appropriate.
  9. Vendor's suggested solution(s). If Vendor's solution(s) impact the Contract Time or the Contract Sum, Vendor shall state impact in the RFI.
  10. Vendor's signature.
  11. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.
- C. Hard-Copy RFIs: Form supplied by Architect.
1. Identify each page of attachments with the RFI number and sequential page number.
- D. Architect's Action: Architect will review each RFI, determine action required, and return it. Allow seven (7) working days for Architect's response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
1. Architect's action may include a request for additional information, in which case Architect's time for response will start again.
  2. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Vendor to submit Change Proposal according to Division 1 Section "Contract Modification Procedures (FF&E)."
    - a. If Vendor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within seven (7) calendar days of receipt of the RFI response.
- E. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven (7) calendar days if Vendor disagrees with response.
- F. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log at each Progress Meeting. Use CSI Log Form 13.2B or similar. Include the following:
1. Project name.
  2. Name and address of Vendor.
  3. Name and address of Architect.
  4. RFI number including RFIs that were dropped and not submitted.
  5. RFI description.
  6. Date the RFI was submitted.
  7. Date Architect's response was received.
  8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

**PART 2 - PRODUCTS (Not Used)****PART 3 - EXECUTION (Not Used)****END OF SECTION 013101**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  - 1. Vendor's Procurement and Installation Schedule.
  - 2. Submittals Schedule.
  - 3. Field condition reports.
- B. See Division 1 Section "Payment Procedures (FF&E)".

**1.2 SUBMITTALS**

- A. Vendor's Procurement and Installation Schedule: Submit two (2) printed copies of initial schedule, one a reproducible print and one a blue- or black-line print, large enough to show entire schedule for entire construction period.
- B. Field Condition Reports: Submit two (2) copies at time of discovery of differing conditions.

**1.3 COORDINATION**

- A. Coordinate preparation and processing of schedules and reports with performance of the procurement and installation activities and with scheduling and reporting of separate sub-vendors/suppliers.
- B. Coordinate Vendor's Procurement and Installation Schedule with the list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.

**PART 2 - PRODUCTS**

**2.1 SUBMITTALS SCHEDULE**

- A. Preparation: Submit a schedule of submittals within seven (7) calendar days of Notice of Award, arranged in chronological order by dates required by production and installation schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.

**2.2 VENDOR'S PROCUREMENT AND INSTALLATION SCHEDULE, GENERAL**

- A. Time Frame: Extend schedule from date established for the Notice of Award to date of Substantial and Final Completion.
- B. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
  - 1. Activity Duration: Define activities so no activity is longer than twenty (20) calendar days, unless specifically allowed by Architect.
  - 2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than sixty (60) days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
  - 3. Submittal Review Time: Include review and resubmittal times indicated in Division 1 Section "Submittal Procedures (FF&E)" in schedule.
  - 4. Installation Time: Include not less than ten (10) calendar days window for installation.

**PROCUREMENT/INSTALLATION PROGRESS DOCUMENTATION (FF&E)**

5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.

C. Constraints: Include any anticipated constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.

D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, Award of Contract the Notice to Proceed, start of submittals, start of fabrication, installation, Substantial Completion, and Final Completion.

**2.3 REPORTS**

A. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare a detailed report. Submit with a request for information on CSI Form 13.2A or similar form. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

**PART 3 - EXECUTION**

**3.1 VENDOR'S PROCUREMENT AND INSTALLATION SCHEDULE**

A. Vendor's Procurement and Installation Schedule Updating: At monthly intervals, update schedule to reflect actual progress and activities. Issue schedule (one week) before each regularly scheduled progress meeting.

1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.

B. Distribution: Distribute copies of approved schedule to Architect, Owner, separate vendors, testing and inspecting agencies, and other parties identified by Vendor with a need-to-know schedule responsibility.

1. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of the procurement or installation activities.

**END OF SECTION 013201**

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. See Division 1 Section "Procurement/Installation Progress Documentation (FF&E)" for submitting schedules and reports, including Vendor's Production and Installation Schedule.
- C. See Division 1 Section "Quality Requirements (FF&E)" for submitting required quality assurance information.
- D. See Division 1 Section "Closeout Procedures (FF&E)" for submitting warranties.

## 1.2 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.

## 1.3 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of procurement and installation activities.
  - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and 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.
- B. Submittals Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation (FF&E)" for list of submittals and time requirements for scheduled performance of related procurement and installation activities.
- C. Processing Time: To avoid the need to delay installation as a result of the time required to process submittals, 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 seven (7) working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Vendor when a submittal being processed must be delayed for coordination.
  - 2. Resubmittal Review: Allow seven (7) working days for review of each resubmittal.
- D. 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 4 by 5 inches on label or beside title block to record Vendor'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 Architect.
    - d. Name and address of Vendor.
    - e. Name and address of subvendor.
    - f. Name and address of supplier.
    - g. Name of manufacturer.
    - h. Submittal number or other unique identifier, including revision identifier.
      - 1) Submittal number shall use Specification Section and reference the Bid Package # and the individual item number followed by a decimal point or dash and then a sequential number (e.g., 06100.01 or 06100-01). Resubmittals shall include an alphabetic suffix after another decimal point or dash (e.g., 06100.01.A or 06100-01-R1).
    - i. Number and title of appropriate Specification Section.
    - j. Drawing number and detail references, as appropriate.
    - k. Location(s) where product is to be installed, as appropriate.
    - l. Other necessary identification.
  - E. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
  - F. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
  - G. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form.
  - H. 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 "Reviewed, No Exceptions Taken" or "Reviewed, Make Corrections Noted."
  - I. Distribution: Furnish copies of final submittals to manufacturers, sub-vendors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of procurement and installation activities. Show distribution on transmittal forms.
  - J. Use for Production and Installation: Use only final submittals with mark indicating "Reviewed, No Exceptions Taken" or "Reviewed, Make Corrections Noted" taken by Architect.
- 1.4 VENDOR'S USE OF ARCHITECT'S CAD FILES
- A. General: At Vendor's written request, copies of Architect's CAD files may be provided to Vendor for Vendor's use in connection with Project, subject to the following conditions:
    1. Vendor shall execute "Waiver of Claims for Use of Electronic Data" supplied by Architect.
  - B. CAD Software Program: The Architect's CAD files are available in AutoCAD 2015.

**PART 2 - PRODUCTS**

## 2.1 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 procurement and installation 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. Manufacturer's installation instructions.
    - d. Manufacturer's catalog cuts.
    - e. Compliance with specified referenced standards, if applicable.
    - f. Testing by recognized testing agency, if applicable.
  4. Number of Copies: Submit three (3) copies of Product Data, unless otherwise indicated. Architect will return two (2) copies. Mark up and retain one returned copy as a Project Record Document.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal of Architect's CAD Drawings is otherwise permitted.
1. **Scaled Floor Plans are due 30 days after Notice to Proceed, showing each FF&E Item, in correct size, to verify there are no conflicts with existing conditions.**
  2. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams.
    - e. Shopwork manufacturing instructions.
    - f. Templates and patterns.
    - g. Schedules.
    - h. Notation of coordination requirements.
    - i. Notation of dimensions established by field measurement.
    - j. Relationship to adjoining construction clearly indicated.
  3. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 42 inches. **All Floor Plan Shop Drawings will be submitted no smaller than 24x36 inches.**
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  2. Identification: Attach label on unexposed side of Samples that includes the following:
    - a. Generic description of Sample.
    - b. Product name and name of manufacturer.
    - c. Sample source.
    - d. Number and title of appropriate Specification Section. Refer bid package and item number.
    - e. Availability and delivery time.
  3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of procurement and installation activity. Sample sets may be used to determine final acceptance of construction associated with each set.
  4. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
    - a. Number of Samples: Submit three (3) sets of Samples. Architect will retain one (1) Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project Record Sample.
- E. Submittals Schedule: Comply with requirements specified in Division 1 Section "Procurement and Installation Progress Documentation (FF&E)."
- F. Application for Payment: Comply with requirements specified in Division 1 Section "Payment Procedures (FF&E)."
- G. Sub-Vendor List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Use CSI Form 1.5A or similar form.
1. Number of Copies: Submit three (3) copies of sub-vendor list, unless otherwise indicated. Architect will return two (2) copies.
- 2.2 INFORMATIONAL SUBMITTALS
- A. General: Prepare and submit Informational Submittals required by other Specification Sections within the Bid Package.
1. Number of Copies: Submit two (2) copies of each submittal, unless otherwise indicated. Architect will not return copies.
  2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
  3. Test and Inspection Reports: Comply with requirements specified in Division 1 Section "Quality Requirements (FF&E)."
- B. Vendor's Procurement and Installation Schedule: Comply with requirements specified in Division 1 Section "Procurement and Installation Progress Documentation (FF&E)."

- C. **Qualification Data:** Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of three completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. **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.
- E. **Manufacturer Certificates:** Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- F. **Material Test Reports:** Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- G. **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.
- H. **Maintenance Data:** Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 1 Section "Operation and Maintenance Data (FF&E)."
- I. **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.
- J. **Manufacturer's Field Reports:** Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
1. Statement on condition of substrates and their acceptability for installation of product.
  2. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
- K. **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.
- L. **Purchase Order Tracking Report:** Provide written report to include the following:
1. Item Code: Match the Architect's Specification.
  2. Description: As noted in the Architect's Specification.
  3. Purchase Order Number: Item's Purchase Order number. More than one item can have the same Purchase Order number.
  4. Manufacturer: Manufacturer, supplier, or subcontractor.
  5. Location: Room number or other identification derived from Specifications or Drawings.
  6. Quantity: Number of items.
  7. C.O.M. Order Date: Date of order of upholstery fabric or material not supplied by furniture manufacturer, purchased separately from the piece of furniture, and supplied to manufacturer for application.
  8. C.O.M. Order Acknowledgment Date: Date C.O.M. manufacturer reports receipt of order.

9. C.O.M. Approval Date: Date the Architect approves submitted C.O.M. sample.
  10. C.O.M. Acknowledged Ship Date: Date of scheduled shipping from C.O.M. manufacturer.
  11. C.O.M. Actual Ship Date: Date C.O.M. was shipped.
  12. Item Order Date: Date order was placed.
  13. Item Order Acknowledgment Date: Date manufacturer reports receipt of order.
  14. Item Acknowledged Ship Date: Date of scheduled shipping from manufacturer.
  15. Item Actual Ship Date: Date item was shipped.
  16. Item Installation Date: Projected completion of delivery and installation.
- M. Purchase Order Acknowledgment: Submit manufacturer's, supplier's, or subcontractor's Purchase Order Acknowledgment for each item within 14 days of receipt by the Vendor. Include information required to complete the Purchase Order Tracking Report.

### **PART 3 - EXECUTION**

#### **3.1 VENDOR'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.

#### **3.2 ARCHITECT'S ACTION**

- A. General: Architect will not review submittals that do not bear Vendor'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 Unrestricted Release: Where submittals are marked "Reviewed, No Exceptions Taken," the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final acceptance will depend on that compliance.
  2. Final-but-Restricted Release: When submittals are marked "Reviewed, Make Corrections Noted," the Work covered by the submittal may proceed provided it complies with both the Architect's notations or corrections on the submittal and requirements of the Contract Documents. Vendor shall respond to any question in writing or on resubmittal. Final acceptance will depend on that compliance.
  3. Returned for Revision and Resubmittal: When submittal is marked "Revise and Resubmit," do not proceed with the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise submittal according to the Architect's notations. Resubmit without delay. Repeat if necessary to obtain a different action mark.
    - a. Do not permit submittals marked "Revise and Resubmit" to be used at the Project site or elsewhere where construction is in progress.
  4. Returned for Resubmittal: When submittal is marked "Not Accepted," do not proceed with the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Prepare a new submittal according to the Architect's notations. Resubmit without delay. Repeat if necessary to obtain a different action mark.
    - a. Do not permit submittals marked "Not Accepted" to be used at the Project site or elsewhere where construction is in progress.

- 5. Other Action: Where a submittal is primarily for information or record purposes or for special processing or other contractor activity, the submittal will be returned, marked “Action Not Required”.
  
  - 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.
- 3.3 PURCHASE ORDER TRACKING REPORT
- A. Updating: At 10-day intervals, update Tracking Report to reflect actual progress of Purchase Orders. Issue report one week before each regularly scheduled progress meeting.

**END OF SECTION 013301**



# WAIVER OF CLAIMS FOR USE OF ELECTRONIC DATA

RATIO

Project: Forsyth County Central Library  
RATIO Project No. 14013.000

Architecture  
Preservation  
Interior Design  
Landscape Architecture  
Urban Planning

RATIO Architects, Inc. and its consultants make Project-related electronic data available to you **without** payment on condition that you agree RATIO Architects, Inc. and its consultants have developed the information for their own use relative to the above referenced project. The processing of this information to obtain dimensional information is strictly prohibited. RATIO Architects, Inc. makes no representation, warranties or undertakings of any type concerning the accuracy or completeness of the information or its usefulness in relation to your use of this information. Furthermore, RATIO Architects, Inc. and its consultants assume no obligation whatsoever to inform you of any additions, deletions, revisions, or corrections of any kind that may be made to these electronic data files after you receive them.

If a conflict arises between the Contract Documents and these electronic files, the Contract Documents shall take precedent. The electronic files are design documents, and modification to the construction resulting from Construction Change Directives, Supplemental Instructions and manual changes to the Documents may not be represented on this electronic media.

You agree to not distribute the electronic data to other firms or individuals and to indemnify and hold harmless, RATIO Architects, Inc. and its consultants from any damage, liability, or costs whatsoever, including attorney's fees, that may be presented to you, or by any third party allegedly resulting from use of the electronic data being supplied to you by RATIO Architects, Inc., including any claimed inaccuracies or incompleteness of that data, regardless of whether such claims involve the alleged negligence of RATIO Architects, Inc., in the preparation of that data.

Acknowledged and Accepted this \_\_\_\_ day of , \_\_\_\_\_ 20 \_\_\_\_ .

By: \_\_\_\_\_ (Printed)

\_\_\_\_\_

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

Company: \_\_\_\_\_

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Vendor of responsibility for compliance with the Contract Document requirements.
  - 1. Requirements for Vendor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

## 1.2 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed materials/units will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed installation comply with requirements. Services do not include contract enforcement activities performed by Architect.
- C. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with industry standards.
- D. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- E. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- F. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- G. Installer/Applicator/Erector: Vendor or another entity engaged by Vendor as an employee, Sub-Vendor, or Sub-Sub-vendor, to perform a particular operation, including installation, erection, application, and similar operations.
- H. Experienced: When used with an entity, "experienced" means having successfully completed a minimum of five (5) previous projects similar in size and scope to this Project; being familiar with special requirements indicated; having been performing the designated work experience for at least five (5) years; and having complied with requirements of authorities having jurisdiction.

## 1.3 SUBMITTALS

- A. Qualification Data: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. If requested, include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Installer/Applicator/Erector Experience Data: Prepare and submit certified written documentation indicating compliance with the Quality Assurance requirements.

- C. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

#### 1.4 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this Article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in completion of work with a record of successful in-service performance, with a minimum of five (5) years.
- C. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- E. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 548; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
  - 1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
  - 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- F. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

#### 1.5 QUALITY CONTROL

- A. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 1 Section "Submittal Procedures (FF&E)."

### **PART 2 - PRODUCTS (Not Used)**

### **PART 3 - EXECUTION**

#### 3.1 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged furniture, furnishings, equipment and work of other contracts. Restore substrates and finishes.
  - 1. Provide materials and comply with installation requirements specified in other Specification Sections. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.

- B. Protect furniture, furnishings, equipment, and construction exposed by or for quality-control service activities.
- C. Repair and protection are Vendor's responsibility, regardless of the assignment of responsibility for quality-control services.

**END OF SECTION 014001**

**PART 1 - GENERAL**

## 1.1 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Vendor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "approved," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.
- J. "C.O.M.": Material not supplied by goods manufacturer but purchased separately from the goods and supplied to goods manufacturer for application.

## 1.2 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

- D. Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list.

ADAAG	Americans with Disabilities Act (ADA) Architectural Barriers Act (ABA)
CFR	Code of Federal Regulations
CRD	Handbook for Concrete and Cement
DOD	Department of Defense Military Specifications and Standards
DSCC	Defense Supply Center Columbus (See FS)
FED-STD	Federal Standard (See FS)
FS	Federal Specification
FTMS	Federal Test Method Standard (See FS)
ICC-ES	ICC Evaluation Service, Inc.
MIL	(See MILSPEC)
MIL-STD	(See MILSPEC)
MILSPEC	Military Specification and Standards
NES	National Evaluation Service (See ICC-ES)
UFAS	Uniform Federal Accessibility Standards

### 1.3 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."
- B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list.

BOCA	BOCA International, Inc. (Now ICC)
CABO	Council of American Building Officials (Now ICC)
IAPMO	International Association of Plumbing and Mechanical Officials
ICBO	International Conference of Building Officials (Now ICC)
ICBO ES	ICBO Evaluation Service, Inc. (Now ICC-ES)
ICC	International Code Council (Formerly: CABO - Council of American Building Officials)

ICC-ES    ICC Evaluation Service, Inc.

NES        National Evaluation Service (Now ICC-ES)

SBCCI     Southern Building Code Congress International, Inc. (Now ICC)

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 014201**

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
  - 1. Vendor may use existing utilities for temporary facilities during performance of the Work, as deemed acceptable by the Owner.
- B. See Division 1 Section "Execution (FF&E)" for progress cleaning requirements.

## 1.2 USE CHARGES

- A. General: Cost or use charges for temporary facilities shall be included in the Contract Sum.
- B. Water Service: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- C. Electric Power Service: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

## 1.3 QUALITY ASSURANCE

- A. Electric Service: Comply with NFPA 70, NECA, NEMA, and UL standards and regulations for temporary electric service.

## 1.4 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Vendor shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

**PART 2 - PRODUCTS (not used)****PART 3 - EXECUTION**

## 3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

## 3.2 TEMPORARY UTILITY INSTALLATION – NOT APPLICABLE

## 3.3 SUPPORT FACILITIES INSTALLATION

- A. Parking: Use designated areas of Owner's existing parking areas for construction personnel.

- B. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with Division 1 Section "Execution (FF&E)" for progress cleaning requirements.
  - 1. Use of General Contractor's dumpsters is unacceptable.
  
- E. Existing Elevator Use: Use of Owner's existing elevator(s) will be permitted, as long as elevators are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore elevators to condition existing before initial use, including replacing worn cables, guide shoes, and similar items of limited life.
  - 1. Provide protective coverings, barriers, devices, signs, or other procedures to protect elevator car and entrance doors and frame. If, despite such protection, 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.
  
- F. Existing Stair Usage: Use of Owner's existing stairs will be permitted, as long as stairs are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore stairs to condition existing before initial use.
  - 1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If, despite such protection, stairs become damaged, restore damaged areas so no evidence remains of correction work.

### 3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- B. Security Enclosure and Lockup: Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.

### 3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities.
- B. Maintenance: Maintain facilities in good operating condition until removal.
- C. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
  - 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
  - 2. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements specified in Division 1 Section "Closeout Procedures (FF&E)."

**END OF SECTION 015001**

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for selection of products for use in the Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.
- B. See Division 1 Section "Closeout Procedures (FF&E)" for submitting warranties for Contract closeout.
- C. Refer to the Package Specification for specific requirements for warranties on products and installations specified to be warranted.

## 1.2 DEFINITIONS

- A. Products: Items purchased for incorporating into the Work, whether purchased for the 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, which is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility. 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. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Vendor.
- C. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and accompanied by the words "basis of design," 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.

## 1.3 SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include the Bid Package # & Item# number and title and Drawing numbers and titles.
  - 1. 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 vendors 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. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
  - e. Samples, where applicable or requested.
  - f. Statement indicating effect on Purchase Order Tracking Report.
  - 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 Vendor's Production and Installation 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. Vendor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
  - m. Vendor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven (7) calendar days of receipt of a request for substitution. Architect will notify Vendor of acceptance or rejection of proposed substitution within fifteen (15) working days of receipt of request, or five (5) working days of receipt of additional information or documentation, whichever is later.
    - a. Form of Acceptance: Change Order or Architect's Supplemental Instructions.
    - b. Use product specified if Architect cannot make a decision on use of a proposed substitution within time allocated.
- B. Comparable Product Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Bid Package number and Item number, along and title and Drawing numbers and titles.
1. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven (7) calendar days of receipt of a comparable product request. Architect will notify Vendor of approval or rejection of proposed comparable product request within fifteen (15) working days of receipt of request, or five (5) working days of receipt of additional information or documentation, whichever is later.
    - a. Form of Approval: As specified in Division 1 Section "Submittal Procedures (FF&E)."
    - b. Use product specified if Architect cannot make a decision on use of a comparable product request within time allocated.
- C. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 1 Section "Submittal Procedures (FF&E)." Show compliance with requirements.
- 1.4 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.

## 1.5 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 warehouses, there is no storage available at the Project Site.
  - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
  - 3. 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.
  - 4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
- C. Storage:
  - 1. Store products to allow for inspection and measurement of quantity or counting of units.
  - 2. Store products under cover in a weather-tight enclosure above ground, with ventilation adequate to prevent condensation.
  - 3. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
  - 4. Protect stored products from damage and liquids from freezing.
  - 5. Clear all delivered items from loading area and store properly at the end of each day.

## 1.6 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.
  - 1. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
  - 2. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution. Submit a draft for approval before final execution.
  - 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
  - 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using appropriate form properly executed.
- C. Submittal Time: Comply with requirements in Division 1 Section "Closeout Procedures (FF&E)."

## 1.7 NAMEPLATES

- A. Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products that will be exposed to view in occupied spaces or on the exterior.

**PART 2 - PRODUCTS**

## 2.1 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. Where products are accompanied by the term "as selected," Architect will make selection.
  3. Where products are accompanied by the term "match sample," sample to be matched is Architect's.
  4. 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.
    - a. Substitutions may be considered, unless otherwise indicated. Notification to the Architect for approval of a suggested alternate is required, in writing, **per Owner provided schedule**.
  2. Products: Where Specifications include a list of names of both products and manufacturers, provide pricing for all products listed that vendor is able to provide.
    - a. No substitutions will be permitted, unless previously approved during bidding phase.
  3. Product Options: Where Specifications indicate that sizes, profiles, and dimensional requirements on Drawings are based on a specific product or system, provide the specified product or system. Comply with provisions in Part 2 "Product Substitutions" Article for consideration of an unnamed product or system.
  4. Basis-of-Design Product: Where Specifications name a product and include a list of manufacturers, provide the specified product and comparable products by the other named manufacturers (if open to provide pricing). Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with provisions in Part 2 "Comparable Products" Article for consideration of an unnamed product by the other named manufacturers.

## 2.2 PRODUCT SUBSTITUTIONS

- A. Timing: Architect may consider requests for substitution if received within ten (10) calendar days after the Bid Release. Requests received after that time may be considered or rejected at discretion of Architect.
- B. Conditions: Architect will consider Vendor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, 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 does not require extensive revisions to the Contract Documents.

3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
4. Substitution request is fully documented and properly submitted.
5. Requested substitution will not adversely affect Vendor's 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.

### 2.3 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, 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, warranty, and specific features and requirements indicated.
  3. Evidence that proposed product provides specified warranty.
  4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
  5. Samples, if requested.

### **PART 3 - EXECUTION (Not Used)**

**END OF SECTION 016001**

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. Procurement and installation layout.
  - 2. General installation of products.
  - 3. Progress cleaning.
  - 4. Starting and adjusting.
  - 5. Protection of installed construction.
  - 6. Correction of the Work.
- B. See Division 1 Section "Closeout Procedures (FF&E)" for final cleaning.

**PART 2 - PRODUCTS (Not Used)****PART 3 - EXECUTION**

## 3.1 EXAMINATION

- A. Existing Conditions: The existence and location of utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.
  - 1. Before installation, verify the location and points of connection of all power and data connections.
- B. Acceptance of Conditions: 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. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  - 2. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
  - 3. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
  - 4. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

## 3.2 PREPARATION

- A. Field Measurements: Take field measurements and make change as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements **before fabrication**. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
  - 1. Field verify all electrical/data receptacle placement to ensure proper coordination with furniture installation. Locations must be accurately documented.
  - 2. Contractor shall be responsible for the remediation of any incorrect ordered product.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents. Submit requests on "Request for Information" form supplied by Architect.

### 3.3 DELIVERY

- A. Deliver and handle goods according to manufacturer's recommendations, using means and methods to prevent damage, deterioration, and loss.
- B. Schedule delivery to minimize storage at the project site. Coordinate delivery for items that are easily damaged or sensitive to deterioration or theft with installation time to ensure minimum holding time.

### 3.4 INSTALLATION

- A. **ALL installers are to be given coded and clearly labeled installation plans by the Furniture Contractor/Vendor responsible for installer.**
- B. **Contractor/Vendor is responsible for providing all electrical components, including power whips, to the General Contractor for installation.**
- C. **Contractor/Vendor is responsible for providing any data faceplates that are proprietary to the furniture for any data connections.**
- D. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
- E. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated. Should a conflict exist between specifications and instructions, consult the interior designer.
- F. Coordinate loading dock and elevator usage with General Contractor.
- G. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- H. Conduct operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- I. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels or exhaust.
- J. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
  - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
- K. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- L. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.
- M. Accessories: (marker boards, etc.)
  - 1. Do not install furniture accessories until all furnishings have been installed.

2. Protect and secure accessories as recommended by manufacturer.
3. Ensure all table and floor lamps are ordered with appropriate length of electrical cord to allow access to nearest outlet. Field verify locations to ensure proper installation.
4. Verify mounting heights with architect prior to installation.

### 3.5 PROGRESS CLEANING

- A. General: Clean Project work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
  1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  2. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site loading and delivery areas 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. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- F. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- G. During handling and installation, clean and protect work in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- H. Limiting Exposures: Supervise operations to assure that no part of the work, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the installation period.

### 3.6 STARTING AND ADJUSTING

- A. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.
- B. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- C. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 1 Section "Quality Requirements (FF&E)."

3.7 PROTECTION OF INSTALLED INSTALLATION

- A. Examine the project site before first delivery, including loading dock areas, elevators, and station area to ensure conditions are satisfactory for proper performance of the Work. Existing damage to building of debris that hinders performance shall immediately be called to the attention of the Architect.
- B. Contractor shall be responsible for any and all damages to construction structure that may occur during installation phases.
- C. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- D. Comply with manufacturer's written instructions for temperature and relative humidity.

3.8 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction or product. Restore damaged substrates and finishes of products as required.
  - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
  - 2. Replacing includes replacing of damaged furniture/accessories, with the exact same product, deemed by the Architect or Owner to be beyond repair.
- B. Restore permanent facilities used during construction to their specified condition. Restore damaged substrates and finishes as provided per the Contract Documents – utilize the General Contractor for all required repairs to existing construction directly related and identified as a result of this Contract.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

**END OF SECTION 017301**

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Inspection procedures.
  - 2. Warranties.
  - 3. Final cleaning.
- B. See Division 1 Section "Payment Procedures (FF&E)" for requirements for Applications for Payment for Substantial and Final Completion.
- C. See Division 1 Section "Project Record Documents (FF&E)" for submitting Record Drawings, Record Specifications, and Record Product Data.
- D. See Division 1 Section "Operation and Maintenance Data (FF&E)" for operation and maintenance manual requirements.

## 1.2 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
  - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
  - 2. Advise Owner of pending insurance changeover requirements.
  - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  - 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services.
  - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
  - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
  - 7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
  - 8. Complete final cleaning requirements.
  - 9. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects, including touchup painting.
  - 10. Work with General Contractor to complete all Punch List Items as relate to the existing building systems that require repair.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Vendor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Vendor of items, either on Vendor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
  - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  - 2. Results of completed inspection will form the basis of requirements for Final Completion.

## 1.3 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Submit a final Application for Payment according to Division 1 Section "Payment Procedures (FF&E)."
  2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Vendor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Vendor of work that must be completed or corrected before certificate will be issued.

## 1.4 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit three (3) copies of list. Include name and identification of each space and area affected by operations for incomplete items and items needing correction including, if necessary, areas disturbed by Vendor that are outside the limits of construction.
1. Organize list of spaces in sequential order, proceeding from lowest floor to highest floor.
  2. Include date for completion of each incomplete item.
  3. Provide photos of each damaged item. Provide photo of overall item and close up images of all damage on each item. Photos to be labeled and/or numbered to correspond with Punch List.

## 1.5 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
  2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
  3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Vendor.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

**PART 2 - PRODUCTS**

## 2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

**PART 3 - EXECUTION**

## 3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
    - a. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - b. Clean transparent materials, including mirrors and glass. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
    - c. Remove labels that are not permanent.
    - d. Vacuum upholstered and other soft surfaces.
    - e. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
    - f. Replace parts subject to unusual operating conditions.
    - g. Remove temporary protection, including protective covering, protective film, etc.
    - h. Remove marks, stains, fingerprints, and other soil or dirt from painted, decorated, and natural finished surfaces.
    - i. Clean fixtures, cabinetwork, furniture, furnishings and equipment to remove stains, paint, dirt, dust, and leave in undamaged, new condition.
    - j. Clean stainless steel, aluminum, bronze, brass, chrome, and other metallic finishes in accordance with recommendations of the manufacturer.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

**END OF SECTION 017701**

**PART 1 - GENERAL**

## 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
1. Operation manuals for equipment.
  2. Maintenance manuals for the care and maintenance of furniture, furnishings, equipment, products, materials, and finishes.

## 1.2 SUBMITTALS

- A. Manual: Submit one (1) copy of each manual in final form at least fifteen (15) working days before final inspection. Architect will return copy with comments within fifteen (15) working days after final inspection.
1. Correct or modify each manual to comply with Architect's comments. Submit three (3) copies of each corrected manual within fifteen (15) working days of receipt of Architect's comments.

**PART 2 - PRODUCTS**

## 2.1 MANUALS, GENERAL

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain a title page, table of contents, and manual contents.
- 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 and address of Owner.
  4. Date of submittal.
  5. Name, address, and telephone number of Vendor.
  6. Name and address of Architect.
  7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
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 paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
    - a. 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. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
4. 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.

## 2.2 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and equipment descriptions, operating standards, operating procedures, operating logs, wiring and control diagrams, and license requirements.
- B. Descriptions: Include the following:
  1. Product name and model number.
  2. Manufacturer's name.
  3. Equipment identification with serial number of each component.
  4. Equipment function.
  5. Operating characteristics.
  6. Limiting conditions.
  7. Performance curves.
  8. Engineering data and tests.
  9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include start-up, break-in, and control procedures; stopping and normal shutdown instructions; routine, normal, seasonal, and weekend operating instructions; and required sequences for electric or electronic systems.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

## 2.3 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. Material and chemical composition.
  5. Reordering information for specially manufactured products.

- D. Maintenance Procedures: Include manufacturer's written recommendations and inspection procedures, types of cleaning agents, methods of cleaning, schedule for cleaning and maintenance, and 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.

#### 2.4 EQUIPMENT MAINTENANCE MANUAL

- A. Content: For each piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information.
- B. Source Information: List each piece of equipment 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. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including maintenance instructions, drawings and diagrams for maintenance, nomenclature of parts and components, and recommended spare parts for each component part or piece of equipment.
- D. Maintenance Procedures: Include test and inspection instructions, troubleshooting guide, disassembly instructions, and adjusting instructions that detail essential maintenance procedures.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

### PART 3 - EXECUTION

#### 3.1 MANUAL PREPARATION

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.

- D. 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.
- E. 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.
- F. Comply with Division 1 Section "Closeout Procedures (FF&E)" for schedule for submitting operation and maintenance documentation.

**END OF SECTION 017824**

**PART 1 - GENERAL**

## 1.1 RELATED DOCUMENTS

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

## 1.2 SUMMARY

- A. **This Section includes benching systems and tables with power, tables, chairs, task chairs, lounge furniture, accessories, and all other Back of House furniture items.**

## 1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Show fabrication and installation details and layout of furniture specific to this Package – Document Drawings included in the Project Set include all information on all three FF & E Packages.
  - 1. Provide Product data on each piece of furniture in the schedule.
  - 2. For furniture supporting equipment, show required equipment service clearances, locations of power and data outlets, and conditions requiring furniture accessories.
  - 3. Provide document drawings from manufacturer for all custom items and modular groupings.
- C. Samples: Where indicated in the Scheduled Products, for a particular item of furniture, provide Samples from same materials to be used for the Work, as requested.
  - 1. Work Surfaces and Tabletops: Not less than 3 inches square.
  - 2. Exposed Finishes: Manufacturer's standard-size unit, not less than 3 inches square.
  - 3. Fabrics: Prior to shipment, provide cutting from current stock not less than 6" X 6" of all COM fabric for approval.
- D. Schedule: Use same designations indicated on Drawings in preparing schedule for office furniture.
- E. Quality Assurance: Provide written confirmation of Supplier and Installer authorizations to supply and install the specified furniture. In addition, provide written confirmation of experience and length of time in operation of the Installer.
- F. Care & Maintenance Data: For all of the furniture being provided, include in maintenance manuals specified in Division 1.

## 1.4 QUALITY ASSURANCE

- A. Vendor, Sub-Vendor, or Supplier shall provide an experienced installer who is authorized by the manufacturer to install the equipment and furniture under this RFP. Provide written confirmation of authorization and numbers of years of experience that comply with the Projects Quality Assurance minimum guidelines.
- B. Provide furniture as specified in the schedule which are complete assemblies, either factory assembled and brought to site, or assembled at the site to complete the item. Assembly includes all portions of furniture, including all hardware, accessories, mounting bases, fasteners, etc.

## 1.5 PROJECT CONDITIONS

- A. Field Measurements: Where furniture is fixed in place and or connected to power/data, verify existing dimensions by field measurements before fabrication and indicate measurements on fabrication and/or Shop Drawings. If there are any field dimensions that cause a conflict, notify the Architect immediately.

## 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Protect all items during transit, delivery, storage, and handling so as to prevent damage, soiling, and deterioration. Each piece or item shall be properly packed and protected to prevent damage in transit and handling.
- B. Provide temporary storage for items if manufactured and shipped prior to the delivery date, and include all storage fees in Base Bid Proposal.
- C. Deliver products to site and locate in finished areas of the building under environmental control as directed – which should be the exact location (as indicated on Floor Plans) where the furniture is to be located unless by some unforeseen conditions prevent this from occurring. All items delivered to the project site shall be covered and/or protected from particulates and airborne contaminants due to final stages of construction are in progress. Such items as may be lost or damaged shall immediately be replaced or repaired to a new condition to complete satisfaction of and at no additional cost to the Owner.
- D. Inspection: Prior to installation of products in this Section, verify with the Contractor that the construction activities are complete in the areas to receive the product and that installation may proceed. If based on Installers opinion that the space is not ready for installation of the Product after the Contractor has stated it is acceptable, the Installer is to notify the Architect and the Contractor immediately for review of conditions, prior to installation of the product.

## 1.7 EXTRA MATERIALS

- A. Furnish all extra materials as required, such as identification tags that are packaged with protective covering for storage and identified with units or pieces of units, tied to the Document nomenclature that describes the contents or all of the pieces, and identifies the location to be installed in the Building.

## 1.8 WARRANTIES

- A. Warranties: Submit written agreement in manufacturer's standard form signed by the manufacturer and installing Vendor, Sub-Vendor, Supplier, or Installer. Warranty shall agree to repair or replace any product or portion of item found to have a manufacturing defect. Such work to be performed to the satisfaction of and at no additional cost to the Owner.

**PART 2 - PRODUCTS**

## 2.1 FURNITURE

- A. General Notes:
  - 1. Refer to Owners information for bid procedure and schedule.
  - 2. Quotes to be honored up to 60 Days after bid opening.
  - 3. Discounting submitted to remain valid for an additional six (6) months after date owner has taken occupancy. Owner reserves the right to purchase additional specified items any time during this time period.
  - 4. Owner reserves the right to adjust quantities (higher or lower) of specified items after bids awarded.
  - 5. All addendums will be issued via e-mail.

6. **Contractor is responsible for reserving COM fabrics to ensure availability at time of order. Contractor is responsible for verifying correct amount of COM yardage to accommodate fabric repeats. Contractor to coordinate with fabric manufacturer's representative.**
7. It is the responsibility of the Bidder to verify that bids match specifications and furniture plans. Any discrepancies should be brought to the attention of the Architect via e-mail at [jgreen@ratiodesign.com](mailto:jgreen@ratiodesign.com)
8. All images of furniture on specifications are for reference only and are not always an indication of all product features.
9. Products listed in following Furniture Specifications documents are the Basis of Design.
10. Alternates of equal specifications may be submitted for review and approval. (See specific information regarding request for alternates in the City of Winston-Salem's General Information for Bidders)

B. Furniture:

1. Refer to Specification Sheets located at the end of this section.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

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

#### 3.2 INSTALLATION

- A. Install office furniture level and plumb. Align with adjacent casework.
- B. Install according to Manufacturers standard instructions in locations designated on the Documents.
- C. Install all necessary hardware and accessories in place for a complete installation.
- D. Clean and inspect all furniture to ensure that the installation is complete and that the furniture is free from defects and ready for Owner use. Repair all defects or replace damaged components to the satisfaction of the Architect and Owner.
- E. Upon completion of the installation, leave the area(s) in a neat and clean condition to the satisfaction of the Architect and Contractor. Dealer/Installer is to remove all trash and all trash containers.
- F. Protect all products from damage until accepted by the Owner.
- G. Installation will occur during daytime hours and with permission of the General Contractor. Additional installation times off-daytime hours or weekends may be arranged with the Contractor and the Owner if required to meet the schedule for installation, **at no additional cost to the Owner** – Vendor/Installer is to provide proposed installation timeframes accordingly indicating any needs beyond daytime hours..
- H. Vendor/Dealer/Installer are all responsible for any and all damages to the existing building walls, floors, doors, door frames, wood trims, etc., due directly to the delivery and installation of the products. Vendor/Dealer/Installer are required to provide appropriate protection to all building systems that could be possibly damaged during the installation process, and or repair any associated damages through and by the General Contractor on site, at the Vendor/Dealer/Installers cost.

3.3 PRODUCT SCHEDULE

- A. Furniture Specification Sheets – refer to attached sheets at the end of this Section.

**END OF SECTION 125100**

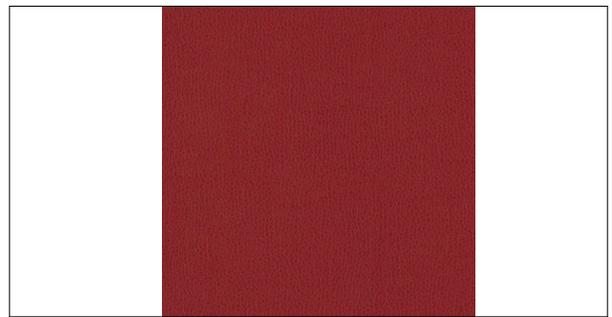
### FABRIC SPECIFICATION

FABRIC CODE	Y	FABRIC CODE	Q
MANUFACTURER	PALLAS	MANUFACTURER	ARC-COM
NAME/COLLECTION	GROUND BREAKING	NAME/COLLECTION	OMEGA AC-61169
COLOR/NUMBER	EGGPLANT 27.162.187	COLOR/NUMBER	CHILI #10
WIDTH/REPEAT	54"	WIDTH/REPEAT	54"
REMARKS	--	REMARKS	--

REFERENCE IMAGE ONLY



REFERENCE IMAGE ONLY

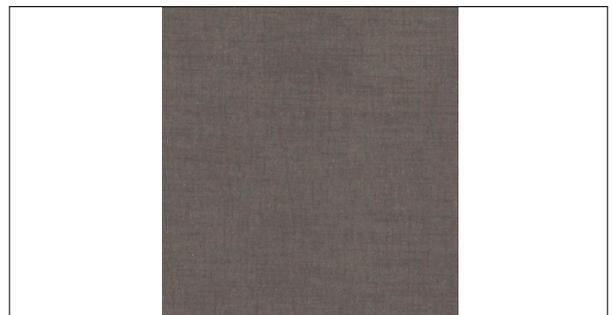


FABRIC CODE	Ω	FABRIC CODE	Σ
MANUFACTURER	PALLAS	MANUFACTURER	ARC-COM
NAME/COLLECTION	PAITNED STRIPE/EXPRESSIONS	NAME/COLLECTION	DYNASTY
COLOR/NUMBER	DUSK 27.229.121	COLOR/NUMBER	BARK #32 / AC-60531
WIDTH/REPEAT	54"/ 5-1/4" V, 11"H	WIDTH/REPEAT	54"
REMARKS	--	REMARKS	--

REFERENCE IMAGE ONLY



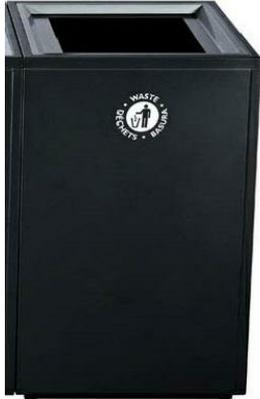
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**FURNITURE SPECIFICATION**

MANUFACTURER	MAGNUSON GROUP, INC.	<i>PLAN REPRESENTATION</i>  	
ITEM CODE	AC01		
ITEM NAME	ACCESSORY- PAPER RECYCLE RECEPTACLE- LARGE		
DESCRIPTION <ul style="list-style-type: none"> <li>• Valuta Indoor Waste &amp; Recycling Receptacle</li> <li>• Model No. VA1818L</li> <li>• 18" W x 18" D x 33.75" H</li> <li>• 40 Gallon unit with internal rigid liner and integrated bag arms</li> <li>• Body Color: Anodized Silver</li> <li>• Top Color: Anodized Silver</li> <li>• Paper Opening</li> <li>• Paper Icon</li> <li>• Ref 1</li> </ul>		<p><i>REFERENCE IMAGE ONLY - MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
SPECIAL INSTRUCTIONS		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	MAGNUSON GROUP, INC.	<p><i>PLAN REPRESENTATION</i></p> <div style="text-align: center;">  </div>	
ITEM CODE	AC02		
ITEM NAME	ACCESSORY- WASTE RECEPTACLE		
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Valuta Indoor Waste &amp; Recycling Receptacle</li> <li>• Model No. VA1818L</li> <li>• 18" W x 18" D x 33.75" H</li> <li>• 40 Gallon unit with internal rigid liner and integrated bag arms</li> <li>• Body Color: Anodized Silver</li> <li>• Top Color: Anodized Silver</li> <li>• Waste Opening</li> <li>• Waste Icon</li> <li>• Ref 1</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> <div style="text-align: center;">  </div>	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK		FABRIC 1	FABRIC 2
SPECIAL INSTRUCTIONS		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	MAGNUSON GROUP, INC.	<p><i>PLAN REPRESENTATION</i></p> 	
ITEM CODE	AC04		
ITEM NAME	ACCESSORY- PAPER RECYCLE RECEPTACLE- SMALL		
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Valuta Indoor Waste &amp; Recycling Receptacle</li> <li>• Model No. VA1809L</li> <li>• 9" W x 18" D x 33.75" H</li> <li>• 20 Gallon unit with internal rigid liner and integrated bag arms</li> <li>• Body Color: Anodized Silver</li> <li>• Top Color: Anodized Silver</li> <li>• Paper Opening</li> <li>• Paper Icon</li> <li>• Ref 1</li> </ul>		<p><i>REFERENCE IMAGE ONLY - MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
SPECIAL INSTRUCTIONS		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	MAGNUSON GROUP, INC.	<i>PLAN REPRESENTATION</i>  	
ITEM CODE	AC06		
ITEM NAME	ACCESSORY- PLASTIC RECYCLE RECEPTACLE- SMALL		
DESCRIPTION <ul style="list-style-type: none"> <li>• Valuta Indoor Waste &amp; Recycling Receptacle</li> <li>• Model No. VA1809L</li> <li>• 9" W x 18" D x 33.75" H</li> <li>• 20 Gallon unit with internal rigid liner and integrated bag arms</li> <li>• Body Color: Anodized Silver</li> <li>• Top Color: Anodized Silver</li> <li>• Recycle Opening</li> <li>• Recycle Icon</li> <li>• Ref 1</li> </ul>		<i>REFERENCE IMAGE ONLY - MAY NOT MATCH EXACT SPECIFICATION</i>  	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
SPECIAL INSTRUCTIONS		FABRIC 1	FABRIC 2
<i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i>			



**FURNITURE SPECIFICATION**

MANUFACTURER	DEMCO	<p><i>PLAN REPRESENTATION</i></p> 
ITEM CODE	AC13	
ITEM NAME	BOOK TRUCK	
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• LibraryQuiet Booktruck, 4 Sloped Shelves</li> <li>• Hold up to 125 lbs. per shelf</li> <li>• 18-gauge steel shelves with 1" sq. 18-gauge steel frames</li> <li>• 12- 1/2" shelf clearance</li> <li>• 7 - 1/4"D sloping shelves</li> <li>• Powder-coat paint finishes in designer and standard colors</li> <li>• 5" dia. GlidePath swivel casters, 2 locking</li> <li>• Quantity to be provided - 4</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 
FABRIC CODE 1- SEAT		<p>FINISH 1 <span style="margin-left: 200px;">FINISH 2</span></p>
FABRIC CODE 2 - BACK		
<p><b>SPECIAL INSTRUCTIONS</b></p> <p>Item # is associated with color of book truck. Color to be selected from manufacturer's full range of colors.</p>		<p>FABRIC 1 <span style="margin-left: 200px;">FABRIC 2</span></p>
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>		

**FURNITURE SPECIFICATION**

MANUFACTURER	DEMCO	<p><i>PLAN REPRESENTATION</i></p> 
ITEM CODE	AC14	
ITEM NAME	BOOK TRUCK	
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Smith System Buffalo Sloped Shelf Booktrucks</li> <li>• 18-gauge steel shelves and end panels welded on 1" sq. 18-gauge steel frames</li> <li>• Powder-coat paint finishes</li> <li>• Maximum capacity of 400 lbs. per truck, evenly distributed</li> <li>• Shelves have 1- 1/4" C-braces for extra load capacity</li> <li>• Book Supports sold separately</li> <li>• 4" dia. dual-wheel swivel casters</li> <li>• Everything Booktruck has twelve 11"W x 8" D bins</li> <li>• Book Supports clip onto shelf to hold material in place; constructed of durable plastic</li> <li>• Quantity to be provided - 4</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 
FABRIC CODE 1- SEAT		<p>FINISH 1 <span style="margin-left: 200px;">FINISH 2</span></p>
FABRIC CODE 2 - BACK		
<p><b>SPECIAL INSTRUCTIONS</b></p> <p>Item # associated with color of book truck. Color to be selected from manufacturer's full range of colors</p>		<p>FABRIC 1 <span style="margin-left: 200px;">FABRIC 2</span></p>
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>		

**FURNITURE SPECIFICATION**

MANUFACTURER	DEMCO	<p><i>PLAN REPRESENTATION</i></p> 
ITEM CODE	AC15	
ITEM NAME	BOOK TRUCK	
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Gaylord Iron Horse Booktrucks, 2 Flat Shelves</li> <li>• 16-gauge steel shelves with continuous 1" round steel tube frame design</li> <li>• Durable baked powder-coat finishes hold their color, 10 colors to choose from</li> <li>• Maximum capacity of 500 lbs. per truck, evenly distributed</li> <li>• Steel shelves are welded on tops and sides to prevent sagging</li> <li>• 5" rubber casters will not damage floors or crack over time, 2 swivel, 2 locking</li> <li>• 16" D Shelves</li> <li>• 13" Shelf Clearance</li> <li>• Overall Dimensions 37" H x 30" W x 17" D</li> <li>• Quantity to be provided - 4</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 
FABRIC CODE 1- SEAT		<p>FINISH 1 <span style="margin-left: 200px;">FINISH 2</span></p>
FABRIC CODE 2 - BACK		
<p><b>SPECIAL INSTRUCTIONS</b></p> <p>Item # associated with color of book truck. Color to be selected from manufacturer's full range of colors.</p>		<p>FABRIC 1 <span style="margin-left: 200px;">FABRIC 2</span></p>
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>		

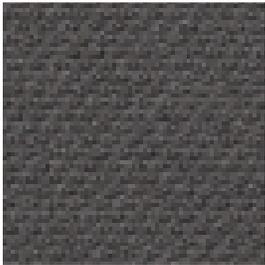
**FURNITURE SPECIFICATION**

MANUFACTURER	DEMCO	<p><i>PLAN REPRESENTATION</i></p> 
ITEM CODE	AC16	
ITEM NAME	BOOK TRUCK	
<p>DESCRIPTION</p> <ul style="list-style-type: none"> <li>• LibraryQuiet 3 Flat Shelf Book Truck</li> <li>• 17" D Flat Shelves</li> <li>• Quantity to be provided - 4</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 
FABRIC CODE 1 - SEAT		<p>FINISH 1 <span style="margin-left: 200px;">FINISH 2</span></p>
FABRIC CODE 2 - BACK		
<p>SPECIAL INSTRUCTIONS</p> <p>Item # associated with color of book truck. Color to be selected from manufacturer's full range of colors.</p>		<p>FABRIC 1 <span style="margin-left: 200px;">FABRIC 2</span></p>
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>		

**FURNITURE SPECIFICATION**

MANUFACTURER	DEMCO	<i>PLAN REPRESENTATION</i>  	
ITEM CODE	AC17		
ITEM NAME	BOOK TRUCK		
<b>DESCRIPTION</b> <ul style="list-style-type: none"> <li>• LibraryQuiet Booktruck, 6 Sloped Shelves</li> <li>• Hold up to 125 lbs. per shelf</li> <li>• 18-gauge steel shelves with 1" sq. 18-gauge steel frames</li> <li>• 12- 1/2" shelf clearance</li> <li>• 7-1/4" D sloping shelves</li> <li>• Powder-coat paint finishes in designer and standard colors</li> <li>• 5" dia. GlidePath swivel casters, 2 locking</li> <li>• Quantity to be provided - 4</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
<b>SPECIAL INSTRUCTIONS</b>  Item # associated with color of book truck. Color to be selected from manufacturer's full range of colors.		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

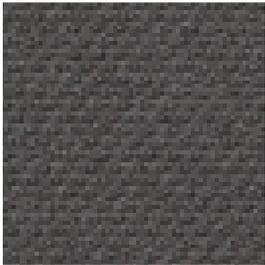
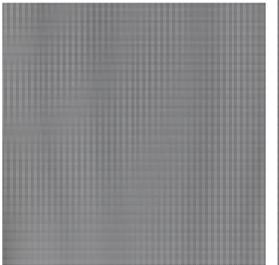
**FURNITURE SPECIFICATION**

MANUFACTURER	Idesk	<i>PLAN REPRESENTATION</i>  	
ITEM CODE	CH01WX		
ITEM NAME	CHAIR- TASK		
<b>DESCRIPTION</b> <ul style="list-style-type: none"> <li>• Idesk Oroblanco Full Back Task Chair</li> <li>• Advanced Synchro-Tilt w/2" seat slider adjustment</li> <li>• Pneumatic seat height adjustment (4")</li> <li>• Height-adjustable arms</li> <li>• Arm pad slider and pad pivot</li> <li>• Mesh Back: Gray</li> <li>• Upholstered Seat: 100% Polyester, Color: Coal</li> <li>• Polished Cast Aluminum 5-Star Base</li> <li>• Frame Finish: White</li> <li>• Arm Pad Color: Gray</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT	W	FINISH 1	FINISH 2
FABRIC CODE 2 - BACK	X		
<b>SPECIAL INSTRUCTIONS</b>		<b>FABRIC 1</b> 	<b>FABRIC 2</b> 
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	Haworth	<p><i>PLAN REPRESENTATION</i></p> 	
ITEM CODE	CH03		
ITEM NAME	CHAIR- SIDE/ GUEST		
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Haworth Very Side Chair on Casters</li> <li>• Hi-strength Polymer Tetro Seat and Back</li> <li>• Fixed Arms, Hard Caps in Fog</li> <li>• Painted Aluminum Base</li> <li>• Two Tone Hard Casters</li> <li>• Chair Color: TR-FE</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
<p><b>SPECIAL INSTRUCTIONS</b></p> <p>See description for chair color. Open line alternates will be accepted. Alternates must meet specifications listed in description.</p>		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	Idesk	<p><i>PLAN REPRESENTATION</i></p> 	
ITEM CODE	CH06WX		
ITEM NAME	CHAIR- TASK		
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Idesk Oroblanco Hi- Task Stool</li> <li>• Advanced Synchro-Tilt w/2" seat slider adjustment</li> <li>• Pneumatic seat height adjustment (4")</li> <li>• Height-adjustable arms, Arm pad slider and pad pivot</li> <li>• Dimensions: Width: (at arms) 26.75"; (between arms) 20"; height: 36"- 40"; seat height: 18.75"-22.75"; seat depth:17"-19"; seat to top of back: 18.5"</li> <li>• Mesh Back: Gray</li> <li>• Upholstered Seat: 100% Polyester, Color: Coal</li> <li>• Polished Cast Aluminum 5-Star Base</li> <li>• Frame Finish: White</li> <li>• Arm Pad Color: Gray</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT	W	FINISH 1	FINISH 2
FABRIC CODE 2 - BACK	X		
<p><b>SPECIAL INSTRUCTIONS</b></p>		<p>FABRIC 1</p> 	<p>FABRIC 2</p> 
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	ldesk	<i>PLAN REPRESENTATION</i>  	
ITEM CODE	CH22		
ITEM NAME	CHAIR- CONFERENCE		
DESCRIPTION <ul style="list-style-type: none"> <li>• Hi-Back Mesh Executive Task Chair with Curva Aluminum Frame</li> <li>• Frame: Cast Aluminum</li> <li>• Finish: Brushed Aluminum Titanium</li> <li>• Base: 5-Star w/ dual wheel caster base</li> <li>• Side mounted pneumatic seat height adjustment</li> <li>• Upholstery: Metallic graphite mesh with monza graphite leather headrest</li> </ul>		<i>REFERENCE IMAGE ONLY - MAY NOT MATCH EXACT SPECIFICATION</i>  	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
SPECIAL INSTRUCTIONS		FABRIC 1	FABRIC 2
<i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i>			

**FURNITURE SPECIFICATION**

MANUFACTURER	Community Furniture	<i>PLAN REPRESENTATION</i>  	
ITEM CODE	CH71		
ITEM NAME	STOOL- BAR HEIGHT		
DESCRIPTION <ul style="list-style-type: none"> <li>• Community Furniture Wink Counterstool</li> <li>• Model No.: WK824AP</li> <li>• 21.5" W x 19.5" D x 40" H</li> <li>• One piece Armless Plastic Shell w/ Sled Base</li> <li>• Chrome Finish</li> <li>• Color: Smoke (Translucent)</li> </ul>		<p><i>REFERENCE IMAGE ONLY -          MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
SPECIAL INSTRUCTIONS  Chair color represented in photo.		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

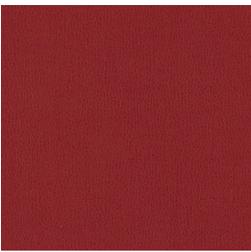
**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion	<i>PLAN REPRESENTATION</i>  	
ITEM CODE	LF01		
ITEM NAME	MOBILE PEDESTAL		
DESCRIPTION <ul style="list-style-type: none"> <li>• Cushion Top Mobile Pedestal File Unit</li> <li>• 15"W x 22"D x 26"H</li> <li>• Configuration: Pencil/Small Box/File</li> <li>• Fabric for cushion top to be selected from manufacturer's standard graded-in fabric options</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
SPECIAL INSTRUCTIONS		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER		Great Openings	<i>PLAN REPRESENTATION</i>  	
ITEM CODE		LF02		
ITEM NAME		LATERAL FILE		
DESCRIPTION <ul style="list-style-type: none"> <li>• Trace Lateral - 4-Drawer Lateral File Storage Model #RGAD103</li> <li>• Dimensions: 36" W x 18" D x 51 3/8" H</li> <li>• Full-width, square edge drawer fronts</li> <li>• Full Pull Drawer Front</li> <li>• Painted Finish: Color to be selected from manufacturer's full range of paint colors</li> <li>• Drawer load capacity: 125 lbs</li> </ul>			<i>REFERENCE IMAGE ONLY - MAY NOT MATCH EXACT SPECIFICATION</i>  	
FABRIC CODE 1- SEAT			FINISH 1	FINISH 2
FABRIC CODE 2 - BACK				
SPECIAL INSTRUCTIONS			FABRIC 1	FABRIC 2
<i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i>				

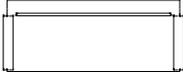
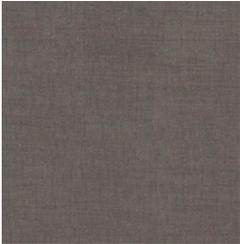
**FURNITURE SPECIFICATION**

<b>MANUFACTURER</b>	Teknion Studio	<i>PLAN REPRESENTATION</i>  
<b>ITEM CODE</b>	LS21QQ	
<b>ITEM NAME</b>	LOUNGE SEATING- CHAIR	
<b>DESCRIPTION</b> <ul style="list-style-type: none"> <li>• Keele Lounge Chair</li> <li>• Upholstered Front and Back</li> <li>• Frame Finish: Chrome</li> <li>• 28" W x 27"D x 30 1/2" H</li> <li>• Seat Height: 15 3/4"</li> </ul>		<p><i>REFERENCE IMAGE ONLY -          MAY NOT MATCH EXACT SPECIFICATION</i></p> 
<b>FABRIC CODE 1- SEAT</b>	Q	<b>FINISH 1</b>
<b>FABRIC CODE 2 - BACK</b>	Q	<b>FINISH 2</b>
<b>SPECIAL INSTRUCTIONS</b>		<b>FABRIC 1</b>  <b>FABRIC 2</b> 
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>		

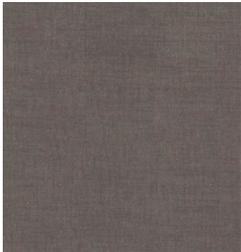
**FURNITURE SPECIFICATION**

<b>MANUFACTURER</b>	Teknion Studio	<i>PLAN REPRESENTATION</i>  
<b>ITEM CODE</b>	LS21YY	
<b>ITEM NAME</b>	LOUNGE SEATING- CHAIR	
<b>DESCRIPTION</b> <ul style="list-style-type: none"> <li>• Keele Lounge Chair</li> <li>• Upholstered Front and Back</li> <li>• Frame Finish: Chrome</li> <li>• 28" W x 27"D x 30 1/2" H</li> <li>• Seat Height: 15 3/4"</li> </ul>		<p><i>REFERENCE IMAGE ONLY -          MAY NOT MATCH EXACT SPECIFICATION</i></p> 
<b>FABRIC CODE 1- SEAT</b>	Y	<b>FINISH 1</b>
<b>FABRIC CODE 2 - BACK</b>	Y	<b>FINISH 2</b>
<b>SPECIAL INSTRUCTIONS</b>		 
<i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i>		<b>FABRIC 1</b>
		<b>FABRIC 2</b>

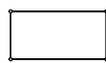
**FURNITURE SPECIFICATION**

MANUFACTURER	Neinkamper	<p><i>PLAN REPRESENTATION</i></p> 	
ITEM CODE	LS25ΣΩ		
ITEM NAME	LOUNGE SEATING- SOFA		
<p>DESCRIPTION</p> <ul style="list-style-type: none"> <li>• BASS Low Back 3-Seater Sofa</li> <li>• Model No.: 12014</li> <li>• Dimensions: 82"W x 29"D x 26.5" H</li> <li>• Fully Upholstered 100% Bleach Cleanable Vinyl on seat</li> <li>• Stain Resistant Fabric on Back and Sides</li> <li>• Polished Chrome Tubular Base</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT	Σ	FINISH 1	FINISH 2
FABRIC CODE 2 - BACK	Ω		
<p>SPECIAL INSTRUCTIONS</p> <p>Install Fabric 1 on seat and back of sofa. Install Fabric 2 on sides of sofa.</p>		<p>FABRIC 1</p> 	<p>FABRIC 2</p> 
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	Neinkamper	<p><i>PLAN REPRESENTATION</i></p> 	
ITEM CODE	LS26ΣΩ		
ITEM NAME	LOUNGE SEATING- CHAIR		
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• BASS Low Back Large Lounge Chair</li> <li>• Model No.: 12012</li> <li>• Dimensions: 32"W x 29"D x 26.5"H</li> <li>• Fully Upholstered 100% Bleach Cleanable Vinyl</li> <li>• Polished Chrome Tubular Base</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT	Σ	FINISH 1	FINISH 2
FABRIC CODE 2 - BACK	Ω		
<p><b>SPECIAL INSTRUCTIONS</b></p> <p>Install Fabric 1 on seat and back of lounge chair. Install Fabric 2 on sides of lounge chair.</p>		<p>FABRIC 1</p> 	<p>FABRIC 2</p> 
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	Metro Shelving	<p><i>PLAN REPRESENTATION</i></p> 	
ITEM CODE	MS01		
ITEM NAME	SHELVING		
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Super Erecta Shelving Unit</li> <li>• Dimensions: 48"W x 24"D x 86" H</li> <li>• Weight Capacity: up to 800 lbs. evenly distributed per shelf</li> <li>• Standard adjustment at 1-inch intervals</li> <li>• Easily configurable for stationary, mobile or wall mounted applications</li> <li>• Unique shelf design minimizes dust accumulation and allows a free circulation of air</li> <li>• Post &amp; Shelf sold separately</li> <li>• (4) Shelves/unit; Model #2448NC</li> <li>• (4) Post/unit; Model #86P</li> <li>• Finish: Chrome</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
<p><b>SPECIAL INSTRUCTIONS</b></p>		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

**FURNITURE SPECIFICATION**

MANUFACTURER	Community Furniture	<i>PLAN REPRESENTATION</i>  			
ITEM CODE	T12				
ITEM NAME	TABLE- ROUND				
DESCRIPTION <ul style="list-style-type: none"> <li>• Community Furniture Fresco Table Base w/Menu Table Top</li> <li>• Menu Table Top; Model #M30R</li> <li>• Fresco 4" dia. Column Table Height Disc Base; Model #FR18-THD</li> <li>• Chrome Base Finish</li> <li>• Laminate Top</li> <li>• Radius Edge Profile</li> <li>• Dimensions: 29"H x 30" Dia.</li> </ul>		<p style="color: red;"><i>REFERENCE IMAGE ONLY - MAY NOT MATCH EXACT SPECIFICATION</i></p> 			
FABRIC CODE 1 - SEAT				FINISH 1	FINISH 2
FABRIC CODE 2 - BACK				FABRIC 1	FABRIC 2
SPECIAL INSTRUCTIONS					
<p style="color: red;"><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>					



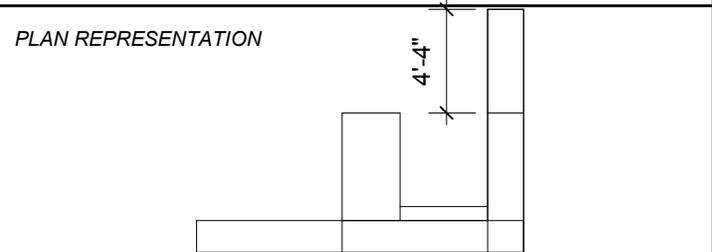
**FURNITURE SPECIFICATION**

MANUFACTURER	Neinkamper	<p>PLAN REPRESENTATION</p> 	
ITEM CODE	T36		
ITEM NAME	CREDENZA		
<p>DESCRIPTION</p> <ul style="list-style-type: none"> <li>• Vox Credenza on Legs</li> <li>• Model #28755/2</li> <li>• Dimensions: 94 9/16"W x 20"D x 34 1/4"H</li> <li>• Top Finish: Wood to be selected from manufacturer's standard wood finishes</li> <li>• Cabinet Finish: Wood to be selected from manufacturer's standard wood finishes</li> <li>• Silver Anodized trim</li> <li>• Standard push catch cabinet door opening</li> </ul>		<p><i>REFERENCE IMAGE ONLY -            MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1- SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
<p>SPECIAL INSTRUCTIONS</p> <p>Provide Venting for CPU          Provide Waste Receptacle and Fixed Shelf inside of the credenza, Model #23454</p>		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

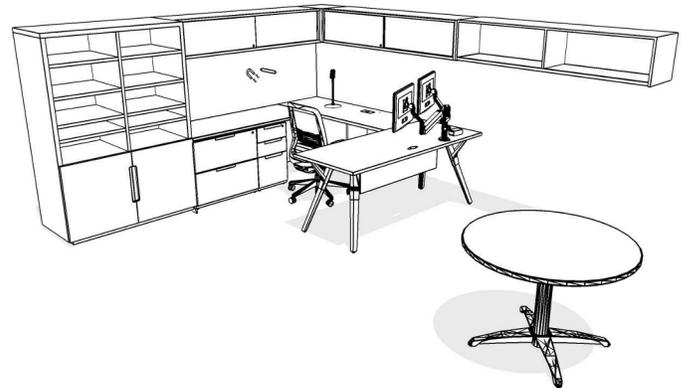


**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS06
ITEM NAME	SYSTEMS FURNITURE-WORKSTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- Rectangular Main Worksurface, 70"W x 30" D w/ (4) Metal/Wood Y-Legs; includes reinforcement bar, grommet, power bar, cable tray and back painted glass modesty panel.
- Rectangular Worksurface, 67" W x 23"D, includes reinforcement bar, grommet, and credenza support.
- Elevated credenza, 72" W x 16"D, cubby + box/box+file, locking, includes 2 large mobile cubby trays
- Wood Veneer Bookcase stacker with open shelving and storage cabinet below
- Wood Veneer Worksurfaces and Storage
- Dual Monitor Arm
- CPU Holder
- LED Task Lighting w/Rotating Arm & Dimming Capabilities
- Back painted glass panel writing surface
- Surface mounted Power Cube on Main Worksurface to include 2 power outlets + 2 USB ports
- Overhead Storage Module w/Back Painted Sliding Glass Doors, 16"D

FABRIC CODE 1- SEAT

FABRIC CODE 2 - BACK

**SPECIAL INSTRUCTIONS**

Finishes to be selected from manufacturers full range.

FABRIC 1

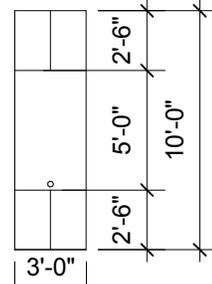
FABRIC 2

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

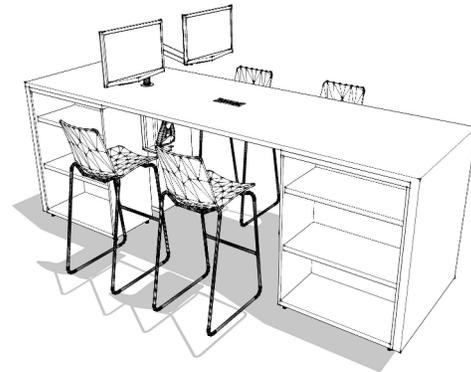
**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS01
ITEM NAME	SYSTEMS FURNITURE- ISLAND

PLAN REPRESENTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- (4) - 30"W x 42"H , Metal Bookcases w/ 2 - adjustable shelves each
- 3'-0" W x 10'-0" L Common Top in Source Laminate
- 1- CPU Holder
- Provide one grommet
- Snake Wire Management Spine by Doug Mockett, Model # WM16, Color to be Metallic Silver or approved equal.
- 1 - Power Bar mounted below table top.
- (2) Power cubes mounted in center of work surface top with access door to include 3 power outlets + 3 USB ports

FABRIC CODE 1- SEAT	
FABRIC CODE 2 - BACK	

FABRIC 1

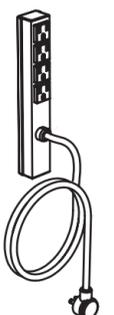
FABRIC 2

**SPECIAL INSTRUCTIONS**

Finishes to be selected from manufacturers full range.



Snake Wire Manager



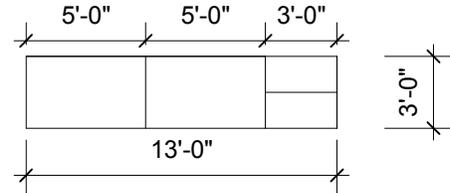
Power Bar

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

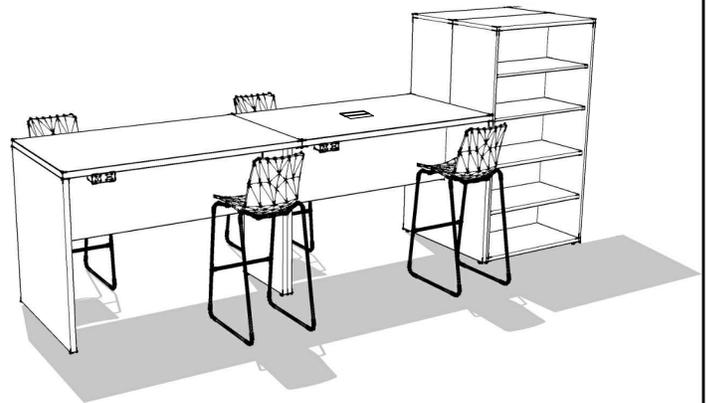
**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS02
ITEM NAME	SYSTEMS FURNITURE-ISLAND W/ BOOKSHELF

PLAN REPRESENTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- (2) Thesis Hub Table, Double Sided, 60" W x 36" D x 42" H
- (4) Power cubes mounted underneath work surface top to include 2 power outlets + 2 USB ports
- (2) Metal Bookcases w/ 4 adjustable shelves, 36" W x 18" D x 66" H
- Foundation Laminate Work surface top
- Foundation Laminate Modesty panel and Gables
- (1) Access Door Module with power management in center of worksurface top to include (1) Power Bars w/2 Power outlets + 2 USB ports

FABRIC CODE 1- SEAT	
FABRIC CODE 2 - BACK	

FABRIC 1

FABRIC 2

**SPECIAL INSTRUCTIONS**

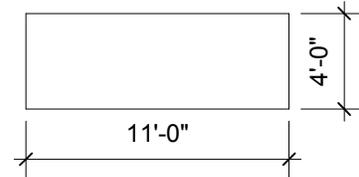
Finishes to be selected from manufacturers full range.

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

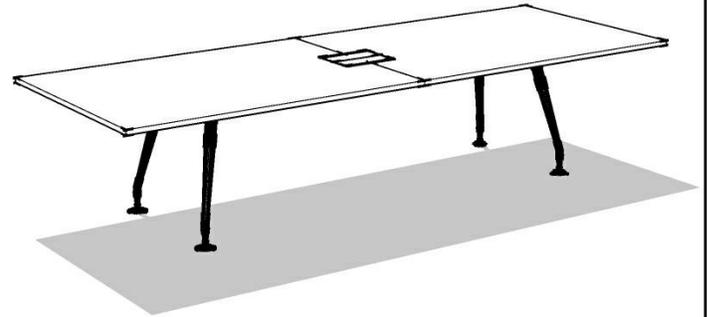
**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS03
ITEM NAME	SYSTEMS FURNITURE MEETING TABLE

*PLAN REPRESENTATION*



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



**DESCRIPTION**

- CLUBtalk Table w/ Power - 132" W x 48"D x 42"H
- Access Door Module with power management in center to include (2) Power Bars w/ 3 Power outlets + 3 USB ports each
- Snake Wire Management by Doug Mockett, Model No. WM16. Color to be Metallic Silver or approved equal.
- Foundation Laminated Work Surface Top
- Mica finish textured legs

FABRIC CODE 1- SEAT	
FABRIC CODE 2 - BACK	

FINISH 1

FINISH 2

**SPECIAL INSTRUCTIONS**

Finishes to be selected from manufacturers full range.



Power Bar



Snake Wire Manager

FABRIC 1

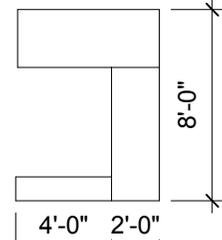
FABRIC 2

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

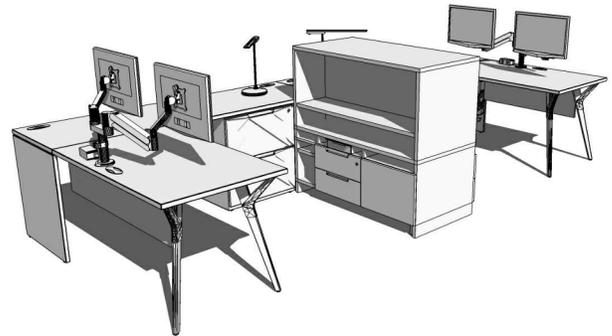
**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS04
ITEM NAME	SYSTEMS FURNITURE-WORKSTATION

PLAN REPRESENTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- Rectangular Worksurface, 72" W x 30" D center grommet, Includes (2) Metal/Metal Y-Legs, Powerbar, & Cable Tray
- Rectangular Desk, 67" W x 24"D, (2) Grommets, Full Gables, Wall-Access Modesty
- Elevated Triple Credenza, Shared, 24"D x 21"H, Box/Box +File, Locking, Includes Large Mobile Cubby Tray Per User
- Stacking Foundation Laminate Bookcase, 24"D x 30" H (54"H Total Datum) Shared
- Lateral File, 18"D x 24"W x 28"H, Upstage Pull
- Dual monitor arm
- CPU Holder
- Power Cube on Main Worksurface to include 2 power outlets + 2 USB ports
- LED Task light w/ Rotating Arm and Dimming Capabilities
- Foundation laminate work surface tops and storage
- Mica metal finish
- Provide Frosted Glass Divider Panel where applicable 24"H, see plans for lengths and locations
- Foundation laminate modesty panel

FABRIC CODE 1 - SEAT	
FABRIC CODE 2 - BACK	

FABRIC 1

FABRIC 2

**SPECIAL INSTRUCTIONS**

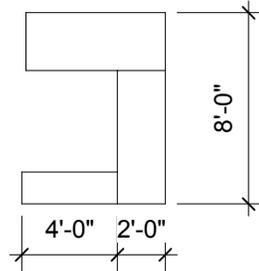
Finishes to be selected from manufacturers full range. Provide (2) BBF units ( not shared) for end unit in Computer Services Staff 1203 + Peer Support Specialist 2114.

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

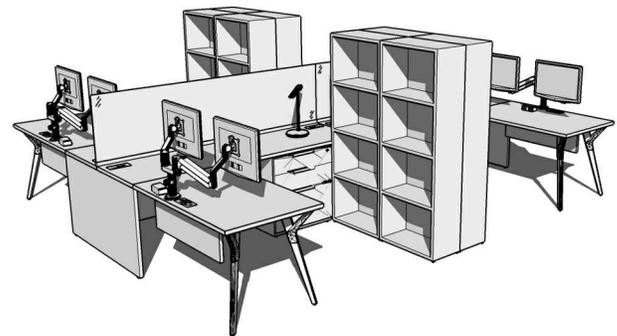
**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS05
ITEM NAME	SYSTEMS FURNITURE-WORKSTATION

PLAN REPRESENTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- Rectangular Worksurface, 72" W x 30"D center grommet, (2) Metal/Metal Y-Legs, Powerbar, & Cable Tray
- Rectangular Desk, 67" W x 24"D, (2) Grommets, Full Gables, Wall-Access Modesty
- (2) Foundation Laminate Bookcases; 24" W x 12"D x 66"H
- Box/Box/File - 18"D x 24"W x 28"H, Upstage Pulls, Locking
- CPU Holder
- Dual Monitor Arm,
- Provide Frosted Glass Divider Panel where applicable 24"H, see plans for lengths and locations
- Foundation Laminate Worksurfaces and Storage
- Mica Metal Finish
- Surface mounted Power Cube on Main Worksurface to include 2 power outlets + 2 USB ports
- Pencil / Accessory Tray
- Wire Clips, Power Bar
- LED Task Lighting w/ Rotating Arm & Dimming Capabilities
- Foundation laminate modesty panel

FABRIC CODE 1- SEAT	
FABRIC CODE 2 - BACK	

FABRIC 1

FABRIC 2

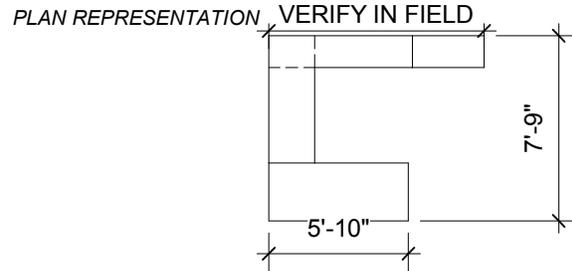
**SPECIAL INSTRUCTIONS**

Divider panels at 4 pack work station configuration only and where 2 worksurfaces are facing one another. See plans for lengths and locations.  
 Finishes to be selected from manufacturers full range.

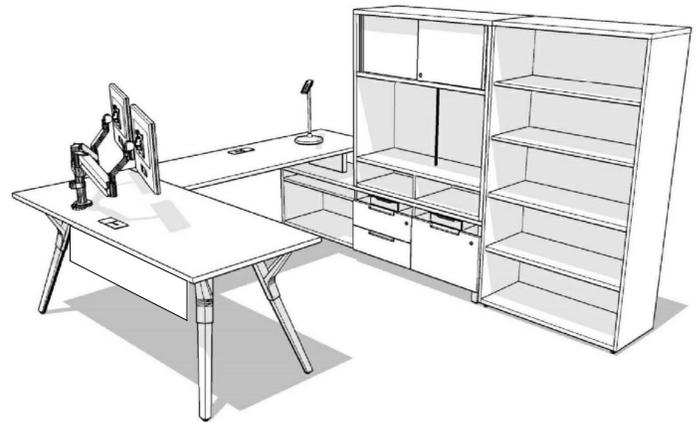
*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS07
ITEM NAME	SYSTEMS FURNITURE-WORKSTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- Rectangular Main Worksurface, 70" W x 30" D w/(4) Metal/Wood Y- Legs; includes reinforcement bar, grommet, power bar, cable tray and laminate modesty panel
- Rectangular Worksurface, 67" W x 23"D, includes reinforcement bar, grommet, and credenza support.
- Elevated credenza, 72"W x 16"D, cubby + box/box+file, locking, includes 2 large mobile cubby trays
- Foundation Laminate Bookcase stacker with back painted glass sliding doors, 42" W x 16"D x 45"H (Total Height=66" to top of bookcase)
- Foundation Laminate Bookcase, 36"W x 16"D x 66"H
- Dual Monitor Arm
- CPU Holder
- Foundation Laminate Worksurfaces and Storage
- Mica Metal Finish
- LED Task Lighting w/Rotating Arm and Dimming Capabilities
- Surface mounted Power Cube on Main Worksurface to include 2 power outlets + 2 USB ports

FABRIC CODE 1- SEAT	
FABRIC CODE 2 - BACK	

FABRIC 1

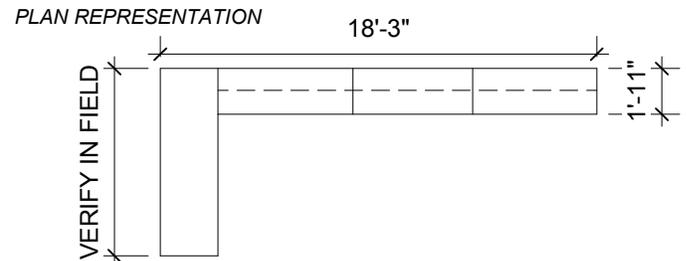
FABRIC 2

**SPECIAL INSTRUCTIONS**

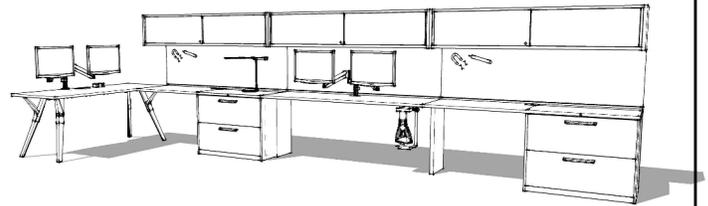
*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS08
ITEM NAME	SYSTEMS FURNITURE-WORKSTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



**DESCRIPTION**

- Rectangular Main Worksurface 30"D w/(4) Metal/Wood Y-Legs; includes reinforcement bar, grommet, power bar and cable tray
- (3) Rectangular Worksurfaces, (2) 23"D x 66"W, (1) 23"D x 54"W, includes center grommet and credenza support
- (2) 66" W x 16"D, (1) 54"W x 16"D, Wall Mounted Overhead Cabinet with Foundation Laminate Sliding Doors with Divider Panel and Back Panel
- (2) - Dual Monitor Arms
- (2)- LED Task Lighting w/Rotating Arm & Dimming
- Foundation Laminate Worksurfaces
- Mica Metal Leg and Foundation Storage Finish
- (2) CPU Holders
- (2) Lateral Files-18"D x 36" W x 28"H, Upstage Pulls, Locking
- (2) Power Cubes- (1) per user to include 2 power outlets + 2 USB ports
- Back Painted Glass Writing Surface below Overhead Storage

FINISH 1

FINISH 2

FABRIC CODE 1- SEAT

FABRIC CODE 2 - BACK

**SPECIAL INSTRUCTIONS**

Finishes to be selected from manufacturers full range.

FABRIC 1

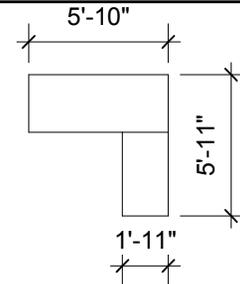
FABRIC 2

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

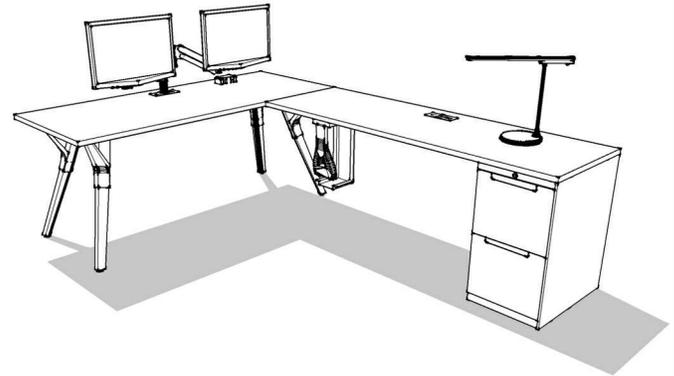
**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS09
ITEM NAME	SYSTEMS FURNITURE- WORKSTATION

PLAN REPRESENTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- Rectangular Main Worksurface, 70" W x 30"D, (4)Metal/Wood Y-Legs; includes reinforcement bar, grommet, power bar, and cable tray
- Rectangular Worksurface, 42" W x 23"D, includes center grommet, and credenza support
- Dual Monitor Arm
- LED Task Lighting w/Rotating Arm & Dimming Capabilities
- Foundation Laminate Worksurfaces
- Mica Metal Finish
- Surface mounted Power Cube on Main Worksurface includes 2 Power Outlets + 2 USB ports
- 24" W x 18" D x 28"H Lateral File, Upstage Pulls, Locking
- CPU Holder

FABRIC CODE 1- SEAT	
FABRIC CODE 2 - BACK	

FABRIC 1

FABRIC 2

**SPECIAL INSTRUCTIONS**

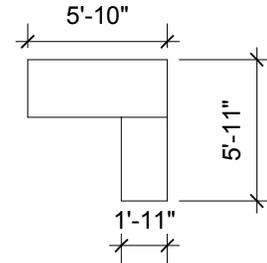
Finishes to be selected from manufacturers full range.

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

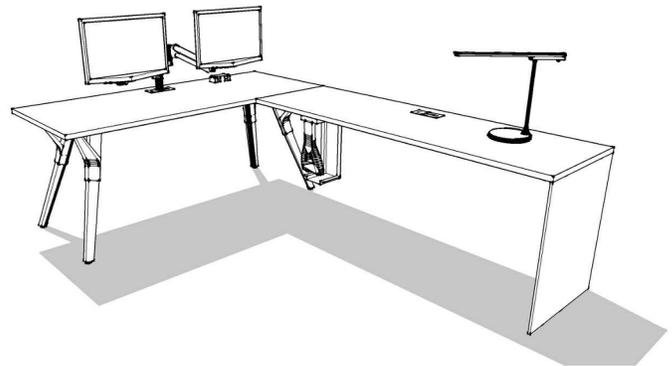
**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS10
ITEM NAME	SYSTEMS FURNITURE-WORKSTATION

PLAN REPRESENTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- Rectangular Main Worksurface, 70" W x 29" D, (4) Metal/Wood Y-Legs; includes center grommet, reinforcement bar, power bar and cable tray
- Rectangular Worksurface, 42" W x 23"D, includes center grommet and credenza support
- Dual Monitor Arm
- LED Task Lighting w/Rotating Arm & Dimming Capabilities
- Foundation Laminate Worksurfaces
- Mica Metal Finish
- Surface mounted Power Cube on Main Worksurface includes 2 Power Outlets + 2 USB ports
- CPU Holder

FABRIC CODE 1- SEAT	
FABRIC CODE 2 - BACK	

FABRIC 1

FABRIC 2

**SPECIAL INSTRUCTIONS**

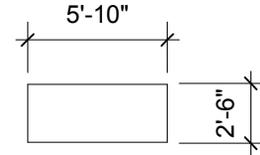
Finishes to be selected from manufacturers full range. In Assistant Librarians 2502, extend secondary worksurface top to bookcase. See drawing for further clarification.

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS12
ITEM NAME	SYSTEMS FURNITURE-DESK

PLAN REPRESENTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- Upstage Table w/(4) Metal/Wood Y-Legs
- Grommet
- (2) Lateral Files 36" W x 18"D x 28"H, Upstage Pulls, Locking
- Foundation Laminate Worksurface Top
- Mica Trim
- Open Low shelf underneath work surface with power bar for laptop docking station
- Dual Monitor Arm
- Power Cube mounted underneath work surface includes 2 Power Outlet + 2 USB ports
- Snake Wire Manager by Doug Mockett, Model #WM16. Color to be Mettalic Silver or approved equal.

FABRIC CODE 1- SEAT

FABRIC CODE 2 - BACK

**SPECIAL INSTRUCTIONS**

Place (2) Lateral Files underneath built-in worksurface top at each end along the east wall. Finishes to be selected from manufacturers full range.



Snake Wire Manager

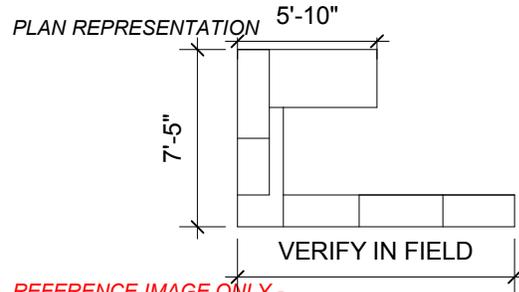
FABRIC 1

FABRIC 2

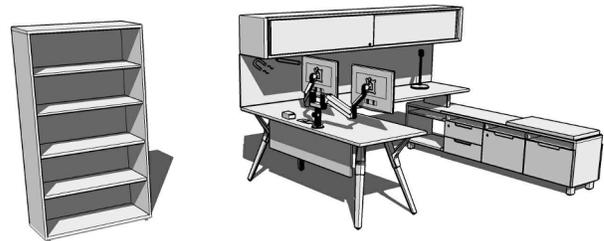
*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion
ITEM CODE	WS14
ITEM NAME	SYSTEMS FURNITURE-WORKSTATION



*REFERENCE IMAGE ONLY -  
 MAY NOT MATCH EXACT SPECIFICATION*



FINISH 1

FINISH 2

**DESCRIPTION**

- Rectangular Worksurface, 70" W x 30" D w/ (4) Metal/Wood Y-Legs; includes center grommet, reinforcement bar, power bar, cable tray, and laminate modesty panel
- Rectangular Worksurface, 48" W x 23" D, w/grommet.
- Elevated Credenza 16"D with- (2) Lateral files and (1) Box/Box +File, Locking, includes (2) Large Mobile Cubby Trays
- 36"Wx 12" D x 66"H Foundation Laminate Bookcase (Separate from workstation)
- LED Task Lighting w/Rotating Arm & Dimming Capabilities
- Foundation Laminate Worksurface
- Mica Metal Finish
- CPU Holder
- Surface mounted Power Cube includes 2 Power Outlets + 2 USB ports
- 73" W x 16"D Overhead cabinet w/divider panels & back painted sliding glass door w/ back painted glass writing surface below.

FABRIC CODE 1 - SEAT	
FABRIC CODE 2 - BACK	

FABRIC 1

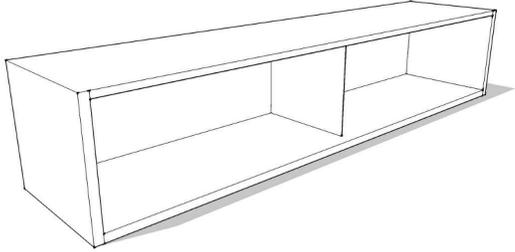
FABRIC 2

**SPECIAL INSTRUCTIONS**

Field verify all dimensions. In areas where there are columns, wrap worksurface around column and continue worksurface to window mullion for seamless look. Finishes to be selected from manufacturers full range. Refer to drawings for exact location of bookcase.

*DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES*

**FURNITURE SPECIFICATION**

MANUFACTURER	Teknion	<i>PLAN REPRESENTATION</i>  	
ITEM CODE	WS15		
ITEM NAME	OVERHEAD CABINET		
DESCRIPTION <ul style="list-style-type: none"> <li>• 66" W x 16" D Wall Mounted Overhead Cabinet, with Divider Panel, No Doors, with back panel</li> <li>• Foundation Laminate Finish</li> </ul>		<p><i>REFERENCE IMAGE ONLY - MAY NOT MATCH EXACT SPECIFICATION</i></p> 	
FABRIC CODE 1 - SEAT		FINISH 1	FINISH 2
FABRIC CODE 2 - BACK			
SPECIAL INSTRUCTIONS  Finishes to be selected from manufacturers full range.		FABRIC 1	FABRIC 2
<p><i>DEALERSHIP RESPONSIBLE FOR VERIFYING PLAN QUANTITIES</i></p>			

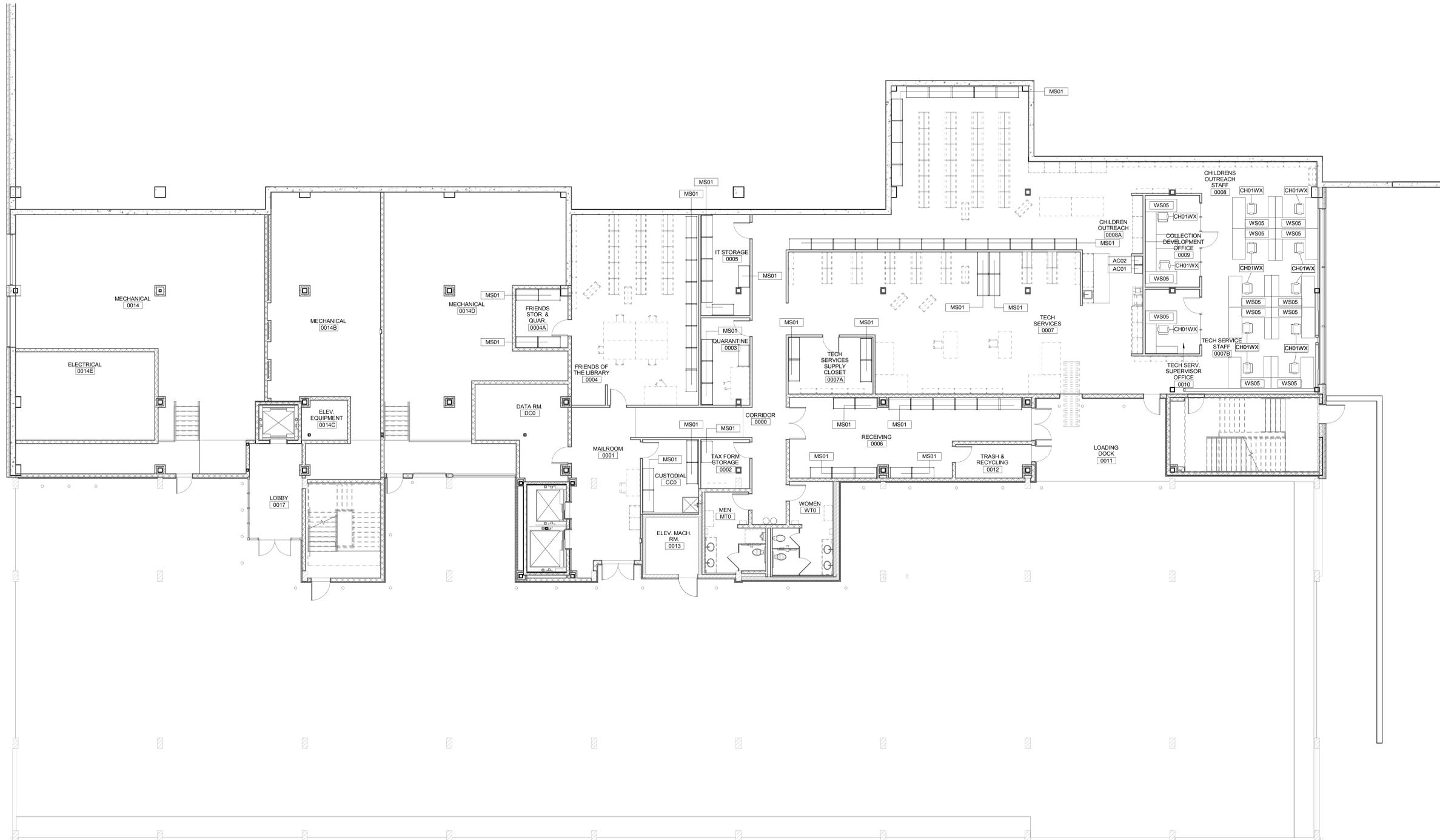
**Forsyth County  
Central Library**

660 West 5th Street  
Winston-Salem, NC  
27101

**Owner**  
Forsyth County  
201 N. Chestnut Street  
Winston-Salem, NC 27101  
(336) 703-2200

**Architect**  
RATIO Architects, Inc.  
101 South Pennsylvania Street  
Indianapolis, Indiana 46204  
317-633-4040  
301 North Neil Street, Suite 102  
Champaign, IL 61820  
217-352-7696  
227 Fayetteville Street, Suite 301  
Raleigh, North Carolina 27601  
919-821-0805  
455 North Cityfront Plaza Drive, Suite 1800  
Chicago, IL 60611  
312-466-2359

BOH-FURNITURE SCHEDULE- GROUND LEVEL			
TYPE	FABRIC - SEAT	FABRIC - BACK	DESCRIPTION
GROUND FLOOR 1			
AC01			ACCESSORY- PAPER RECYCLE RECEPTACLE- LARGE
AC02			ACCESSORY- WASTE RECEPTACLE
CH01	W	X	CHAIR- TASK
MS01			SHELVING
WS05			SYSTEMS FURNITURE-WORKSTATION



**1** GROUND FLOOR FURNITURE PLAN (BOH)  
1/8" = 1'-0"

REISSUE

CHECKED BY

APPROVED BY

PROJECT NO.  
14013.000

**RATIO**  
ARCHITECTS, INC.  
101 SOUTH PENNSYLVANIA STREET  
INDIANAPOLIS, INDIANA 46204  
317-633-4040

SHEET TITLE  
**GROUND FLOOR  
FURN PLAN**

SHEET NUMBER  
**A-700-BOH**

**Forsyth County  
Central Library**

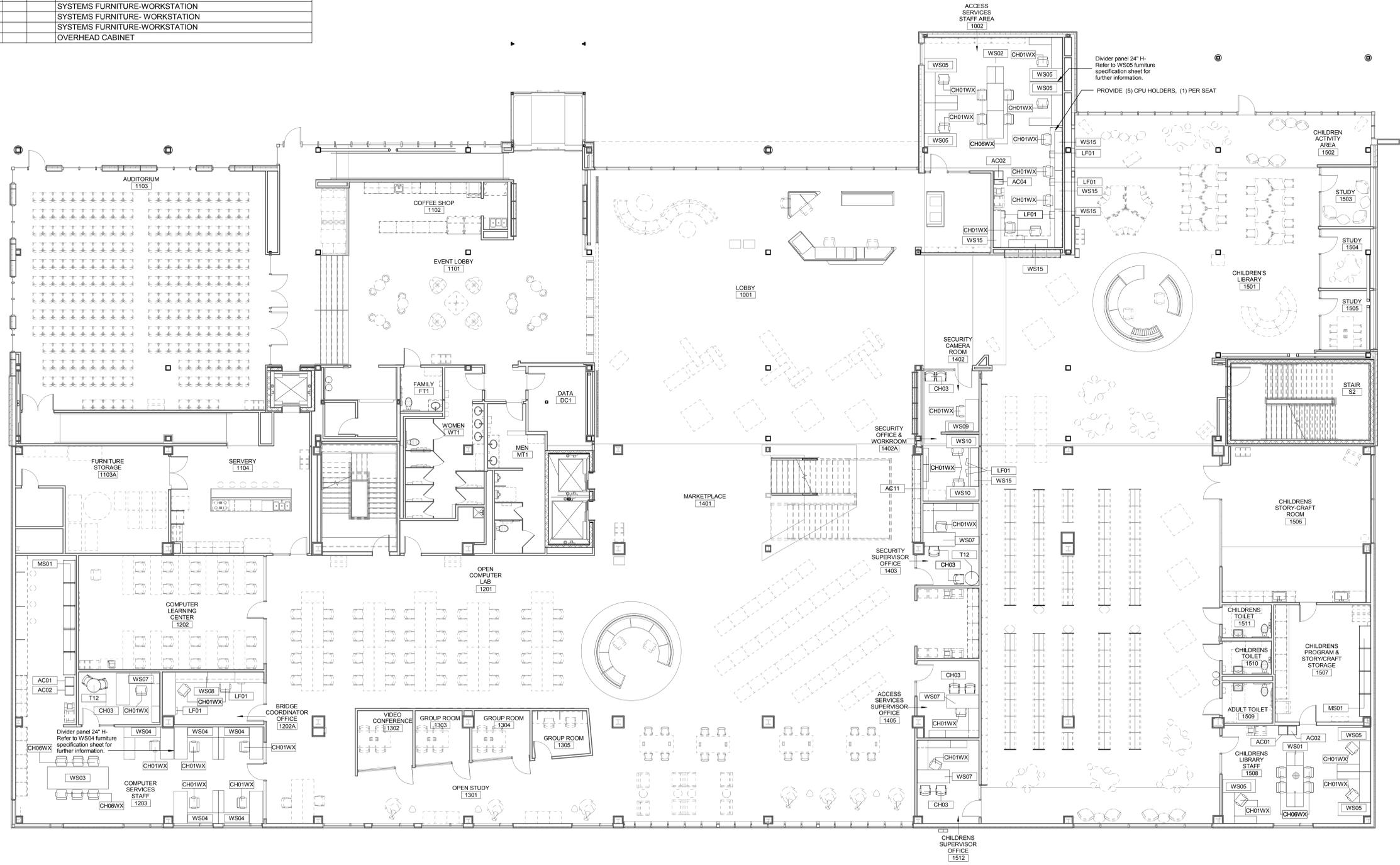
660 West 5th Street  
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27101

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317-633-4040  
301 North Neil Street, Suite 102  
Champaign, IL 61820  
217-352-7696

227 Fayetteville Street, Suite 301  
Raleigh, North Carolina 27601  
919-821-0805  
455 North Cityfront Plaza Drive, Suite 1800  
Chicago, IL 60611  
312-465-2359

BOH-FURNITURE SCHEDULE- FIRST LEVEL			
TYPE	FABRIC - SEAT	FABRIC - BACK	DESCRIPTION
1ST LEVEL			
AC01			ACCESSORY- PAPER RECYCLE RECEPTACLE- LARGE
AC02			ACCESSORY- WASTE RECEPTACLE
AC04			ACCESSORY- PAPER RECYCLE RECEPTACLE- SMALL
AC11			BOOKCASE
CH01	W	X	CHAIR- TASK
CH03			CHAIR- SIDE/ GUEST
CH06	W	X	CHAIR- TASK
LF01			MOBILE PEDESTAL
MS01			SHELVING
T12			TABLE- ROUND
WS01			SYSTEMS FURNITURE- ISLAND
WS02			SYSTEMS FURNITURE-ISLAND W/ BOOKSHELF
WS03			SYSTEMS FURNITURE MEETING TABLE
WS04			SYSTEMS FURNITURE-WORKSTATION
WS05			SYSTEMS FURNITURE-WORKSTATION
WS07			SYSTEMS FURNITURE-WORKSTATION
WS08			SYSTEMS FURNITURE-WORKSTATION
WS09			SYSTEMS FURNITURE- WORKSTATION
WS10			SYSTEMS FURNITURE- WORKSTATION
WS15			OVERHEAD CABINET



**1 FIRST FLOOR FURNITURE PLAN (BOH)**  
1/8" = 1'-0"

REISSUE

CHECKED BY

APPROVED BY

PROJECT NO.  
14013.000

**RATIO**  
ARCHITECTS, INC.  
101 SOUTH PENNSYLVANIA STREET  
INDIANAPOLIS, INDIANA 46204  
317-633-4040

SHEET TITLE  
**FIRST FLOOR FURNITURE PLAN**

SHEET NUMBER  
**A-701-BOH**

# Forsyth County Central Library

660 West 5th Street  
Winston-Salem, NC  
27101

## Owner

**Forsyth County**  
201 N. Chestnut Street  
Winston-Salem, NC 27101  
(336) 703-2200

## Architect

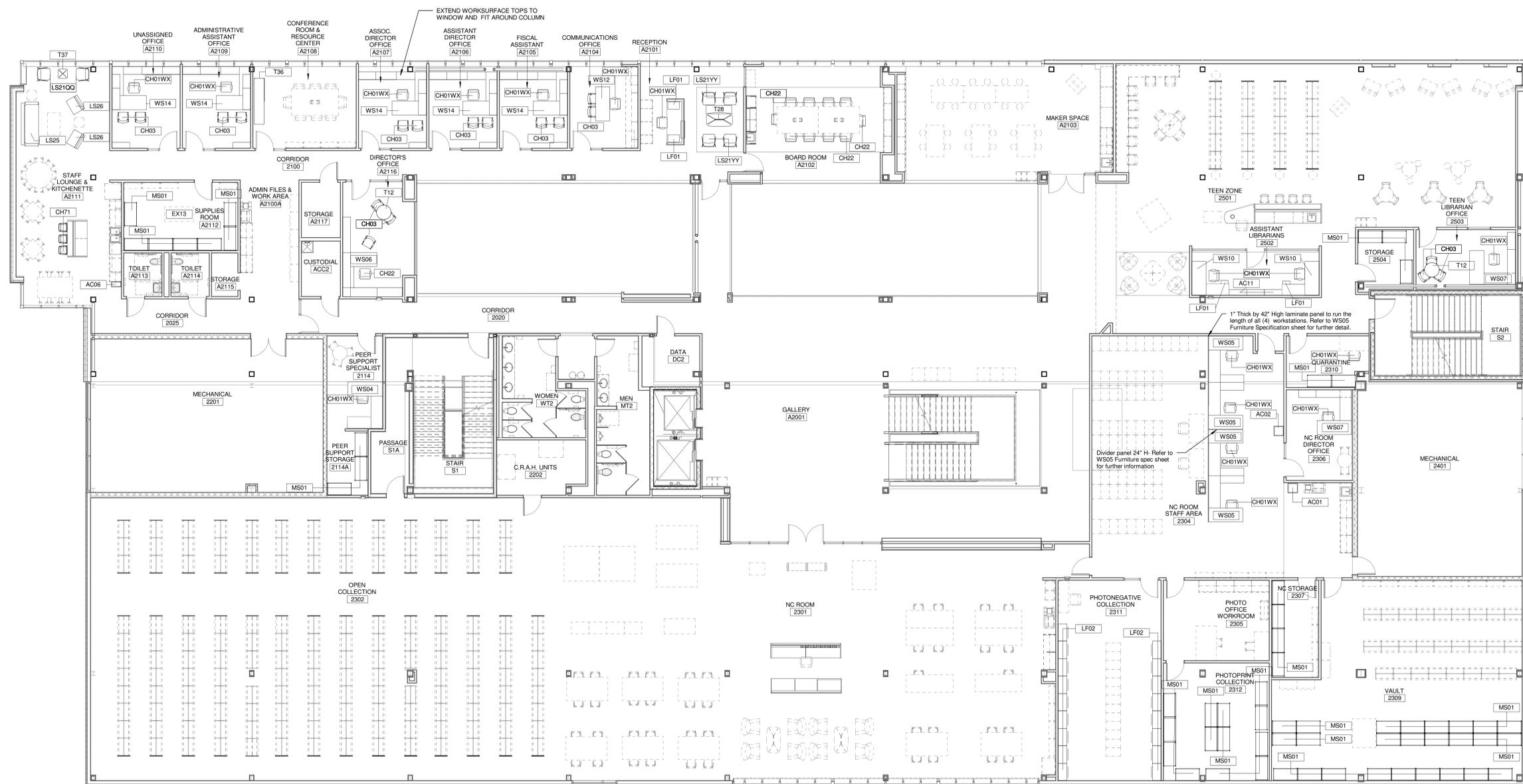
**RATIO Architects, Inc.**  
101 South Pennsylvania Street  
Indianapolis, Indiana 46204  
317-633-4040

301 North Neil Street, Suite 102  
Champaign, IL 61820  
217-352-7896

227 Fayetteville Street, Suite 301  
Raleigh, North Carolina 27601  
919-821-0805

455 North Cityfront Plaza Drive, Suite 1800  
Chicago, IL 60611  
312-465-2359

BOH-FURNITURE SCHEDULE- SECOND LEVEL			
TYPE	FABRIC - SEAT	FABRIC - BACK	DESCRIPTION
2ND FLOOR			
AC01			ACCESSORY- PAPER RECYCLE RECEPTACLE- LARGE
AC02			ACCESSORY- WASTE RECEPTACLE
AC06			ACCESSORY- PLASTIC RECYCLE RECEPTACLE- SMALL
AC11			BOOKCASE
CH01	W	X	CHAIR- TASK
CH03			CHAIR- SIDE/ GUEST
CH22			CHAIR- CONFERENCE
CH71			STOOL- BAR HEIGHT
LF01			MOBILE PEDESTAL
LF02			LATERAL FILE
LS21	Q	Q	LOUNGE SEATING- CHAIR
LS21	Y	Y	LOUNGE SEATING- CHAIR
LS25			LOUNGE SEATING- SOFA
LS26			LOUNGE SEATING- CHAIR
MS01			SHELVING
T12			TABLE- ROUND
T28			TABLE- COFFEE
T36			CREDENZA
T37			TABLE- SIDE
WS04			SYSTEMS FURNITURE-WORKSTATION
WS05			SYSTEMS FURNITURE-WORKSTATION
WS06			SYSTEMS FURNITURE-WORKSTATION
WS07			SYSTEMS FURNITURE-WORKSTATION
WS10			SYSTEMS FURNITURE-WORKSTATION
WS12			SYSTEMS FURNITURE-DESK
WS14			SYSTEMS FURNITURE-WORKSTATION



1  
702-BOH  
SECOND FLOOR FURNITURE PLAN (BOH)  
1/8" = 1'-0"

REISSUE

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14013.000

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SHEET TITLE  
SECOND FLOOR  
FURNITURE PLAN

SHEET NUMBER

A-702-BOH

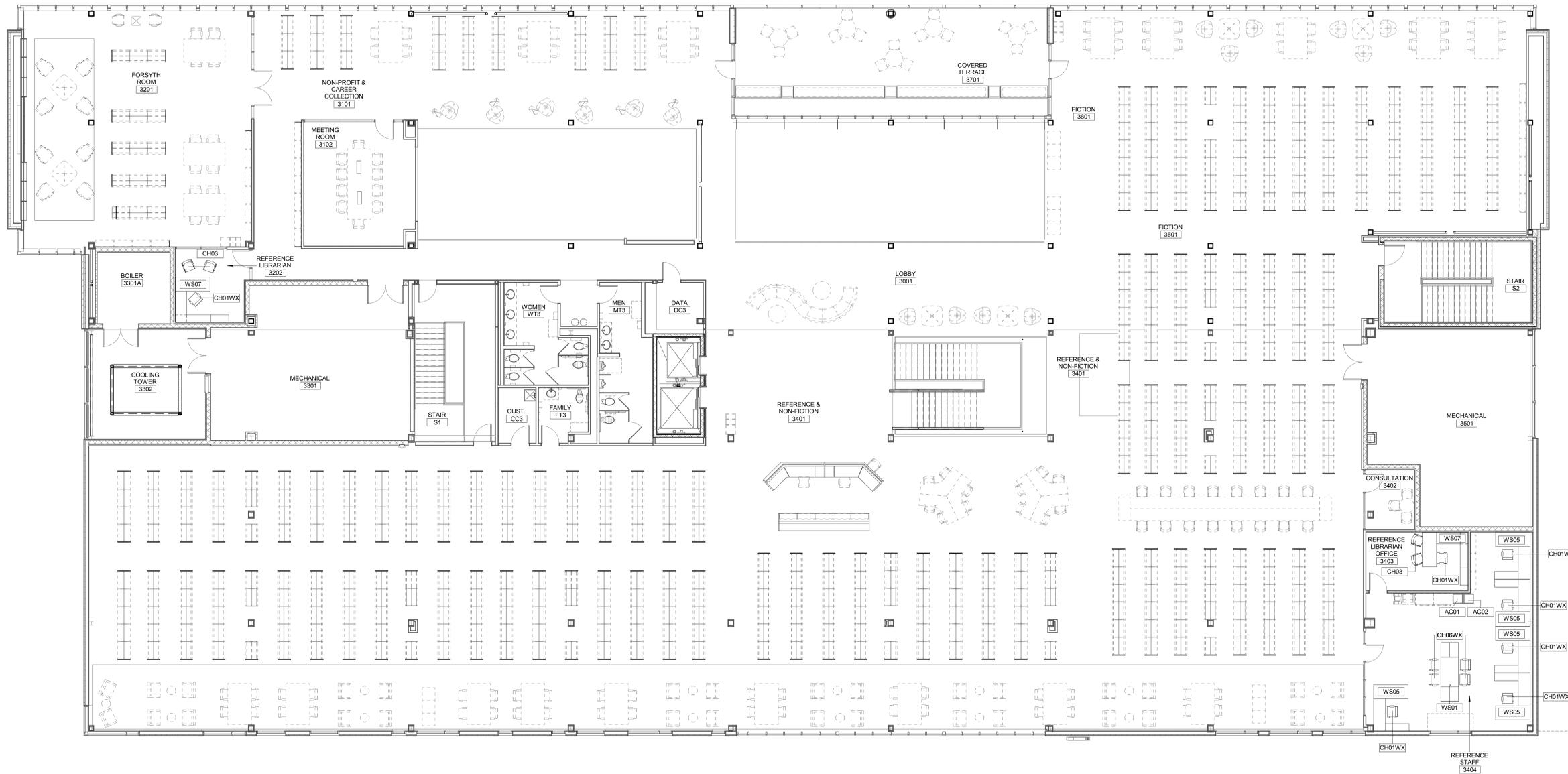
**Forsyth County  
Central Library**

660 West 5th Street  
Winston-Salem, NC  
27101

**Owner**  
Forsyth County  
201 N. Chestnut Street  
Winston-Salem, NC 27101  
(336) 703-2200

**Architect**  
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227 Fayetteville Street, Suite 301  
Raleigh, North Carolina 27601  
919-821-0805  
455 North Cityfront Plaza Drive, Suite 1800  
Chicago, IL 60611  
312-466-2359

BOH-FURNITURE SCHEDULE- THIRD LEVEL			
TYPE	FABRIC - SEAT	FABRIC - BACK	DESCRIPTION
AC01			ACCESSORY- PAPER RECYCLE RECEPTACLE- LARGE
AC02			ACCESSORY- WASTE RECEPTACLE
CH01	W	X	CHAIR- TASK
CH03			CHAIR- SIDE/ GUEST
CH06	W	X	CHAIR- TASK
WS01			SYSTEMS FURNITURE- ISLAND
WS05			SYSTEMS FURNITURE-WORKSTATION
WS07			SYSTEMS FURNITURE-WORKSTATION



**THIRD FLOOR FURNITURE PLAN (BOH)**  
1/8" = 1'-0"

REISSUE

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SHEET TITLE  
**THIRD FLOOR  
FURNITURE PLAN**

SHEET NUMBER  
**A-703- BOH**