

1122 Prospect Avenue
4th Floor
Cleveland, OH 44115
440-336-3964 cell
801-457-4504 fax

Steelcase, Inc.

Fax

To:

**Krista Ferrell –
State of West
Virginia**

From: Marc Milkie, Steelcase, Inc

Fax: 304-558-3970

Pages: 14, including cover

Phone:

Date: July 13, 2009

Re: RFQ

cc:

#GSD096459

Urgent For Review Please Comment Please Reply Please Recycle

● **Comments:**

I am attaching the required bid documents, as well as our cutsheet, and AIA specification document
This floor was bid, and is being delivered for Building 5, 10th floor project for the State of West Virginia
Thanks,

Marc Milkie

440-336-3964
mmilkie@steelcase.com

RECEIVED
2009 JUL 13 P 2:53
PURCHASING DIVISION
STATE OF WV

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 GSD096458

PAGE
 7

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

*Steelcase, Inc.
 1112 Prospect Ave.
 Cleveland, OH 44115*

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING 7 - CONFERENCE CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/04/2009				
BID OPENING DATE: 07/14/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UGP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
<i>Marc D. Miller</i>				SIGNATURE		
<i>Steelcase, Inc.</i>				COMPANY		
<i>July 9, 2009</i>				DATE		
REV. 11/96						
CONTRACTORS LICENSE						
WEST VIRGINIA STATE CODE 21-11-2 REQUIRES THAT ALL PERSONS DESIRING TO PERFORM CONTRACTING WORK IN THIS STATE MUST BE LICENSED. THE WEST VIRGINIA CONTRACTORS LICENSING BOARD IS EMPOWERED TO ISSUE THE CONTRACTORS LICENSE. APLICATIONS FOR A CONTRACTORS LICENSE MAY BE MADE BY CONTACTING THE WEST VIRGINIA DIVISION OF LABOR CAPITOL COMPLEX, BUILDING 3, ROOM 319, CHARLESTON, WV 25305. TELEPHONE: (304) 558-7890.						
WEST VIRGINIA STATE CODE 21-11-11 REQUIRES ANY PROSPECTIVE BIDDER TO INCLUDE THE CONTRACTORS LICENSE NUMBER ON THEIR BID.						
BIDDER TO COMPLETE:						
CONTRACTORS NAME:						
CONTRACTORS LICENSE NO.:						
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH A COPY OF THEIR CONTRACTORS LICENSE PRIOR TO ISSUANCE OF A PURCHASE ORDER/CONTRACT						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Marc D. Miller</i>	TELEPHONE 440-336-3964	DATE July 13, 2009
TITLE <i>Technical Sales</i>	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

RFQ No 6SD096458STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Marc D. Millie, Steelcase Inc
Authorized Signature: Marc D. Millie Date: 7-9-09

REQUEST FOR QUOTATIONS #GSD096458

BUILDING SEVEN RAISED FLOOR SYSTEM

BID FORM

Total cost to provide all labor, materials, delivery and associated costs for the provision and installation of a Raised Floor System in the Building #7 Conference Center, as specified herein:

\$ 26,148.00

CONTRACTOR'S LICENSE NUMBER: _____

Contractor's Signature: Marc D Milkie

Contractor's Name: Marc D Milkie, Steelcase Inc

Contractor's Address: 1122 Prospect Ave
Cleveland, OH 44115

Contractor's Phone: 440-336-3964

Contractor's Fax: 801-457-4504

Contractor's Email Address: mmilkie@steelcase.com



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

STATE OF Ohio

COUNTY OF Cuyahoga, TO-WIT:

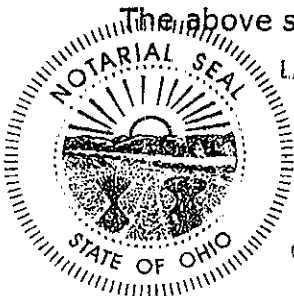
I, Marc D. Milkie, after being first duly sworn, depose and state as follows:

1. I am an employee of Steelcase Inc; and,
(Company Name)

2. I do hereby attest that Steelcase, Inc.
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code §21-1D-5**.

The above statements are sworn to under the penalty of perjury.



LAVONDRA D. BURRELL
NOTARY PUBLIC
STATE OF OHIO
Comm. Expires
January 21, 2014
Recorded in
Cuyahoga County

Steelcase, Inc.
(Company Name)

By: Marc D. Milkie

Title: Technical Sales Consultant

Date: 7-9-09

Taken, subscribed and sworn to before me this 13 day of July 2009

By Commission expires January 21st 2014

(Seal)

Lavondra Burrell
(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

References:

Deputy Orthopaedics

Reference Name: Susan Mackey
 Position: Facilities Design & Planning
 Address: 700 Orthopaedic Drive, Warsaw, IN 46581
 Telephone Number: 574-267-8143
 Project Name: Trauma & Extremities
 Project Description: 18,500 square foot renovation

Reference Name: Butler University - Craig Hardee
 Position: Facilities Construction PM
 Address: 451 West 52nd St. Indianapolis, IN 46208
 Telephone Number: 317-940-9443
 Project Name: Jordan Hall & School of Business
 Project Description: 5,500 square feet in classroom applications

Reference Name: Celtic Healthcare - Bill Gammie
 Position: V.P. of Business Services
 Address: 150 Charberry Lane, Mars, PA 16046
 Telephone Number: 800-355-8894 ext. 229
 Project Name: New HQ
 Project Description: 5,000 square feet in a portion of a
 new HQ building



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

REC NUMBER
 GSD096458

PAGE
 6

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

Steelcase, Inc.
 1122 Prospect Ave
 Cleveland, OH 44118

SUPPLIER

DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 BUILDING 7 - CONFERENCE CENTER
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-2317

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
06/04/2009				
BID OPENING DATE: 07/14/2009		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	QAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WHICH THE CONTRACT IS ISSUED.</p> <p>(2) THE BUYER SHALL SEND THE ADDENDUM TO ALL INTERESTED PARTIES AND, IF NECESSARY, EXTEND THE BID OPENING DATE. ANY ADDENDUM SHOULD BE RECEIVED BY THE BUYER WITHIN FOURTEEN (14) DAYS PRIOR TO THE BID OPENING DATE.</p> <p>(3) ALL ADDENDA SHOULD BE FORMALLY ACKNOWLEDGED BY ALL BIDDERS AND SUBMITTED TO THE STATE PURCHASING DIVISION. THE SAME RULES AND REGULATIONS</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NOS. :</p> <p>NO. 1 <i>Rec'd from</i></p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF THE BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE</p>						

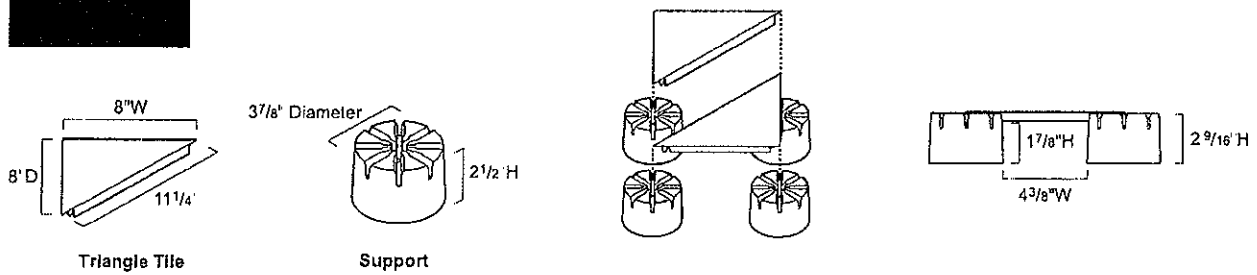
SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *March Miller* TELEPHONE *440-336-3964* DATE *7-13-09*
 TITLE *Technical Sales* FEIN ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



Pathways® Low-Profile Floor



Product Description

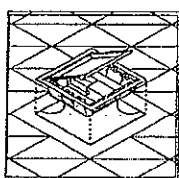
- A lightweight and versatile low-profile floor and cable management system engineered to effectively manage today's information technology challenges and tomorrow's changing needs
- 2 1/2" fixed height access floor used to create a convenient pathway for routing cables and wiring, making it easy to manage change
- 14 ga. galvanized steel triangles easily slip into grooves in the polymer supports without any fasteners
- Non-adhesive installation eliminates VOC concerns

Efficient and Innovative

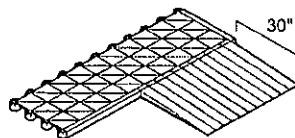
- Provides the most underfloor clearance of any floor at a 2 1/2" finished floor height, with a nominal 2" cavity to route wires wherever they are needed
- Due to shape and size, follows the contour of the concrete slab, eliminating the need for complicated installation and leveling practices
- Easy access to wiring below on every 8" of the floor
- Supports are not required to be adhered to concrete slab, making it easy to move to a new space

Integral Design

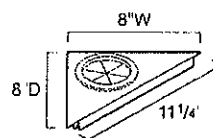
- Pre-cut tiles for floor boxes and grommet pass-throughs make installation easy and exact by eliminating expensive and difficult field cutting
- Distribution tiles are used to easily access power distribution boxes and cabling consolidation points
- Simply snap in the integral ramp and edge trim to complete the transition to the building's base floor
- Seismic tiles are available for easy installation to meet building code requirements



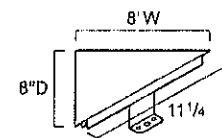
Floor box access tile



ADA-Compliant Ramp Kits






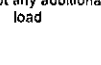


Grommet Triangle Tile



Seismic Triangle Tile

Performance Ratings*:

	Static Load Ratings			Dynamic Load Ratings		
	Applied on a 1" x 1" area on the panel surface.	Applied over 1 square foot on surface of the panel	Reached when the panel has failed structurally and cannot accept any additional load.	Applied by wheeled vehicles carrying loads across the floor.		3" diameter indenter applied to the pedestal until the pedestal cannot accept any additional load
	 Concentrated	 Uniform	 Ultimate	 Rolling 10-Pass	 Rolling 10,000-Pass	 Axial
	500 lbs.	480 lbs.	>1250 lbs.	500 lbs.	350 lbs.	4200 lbs.
Maximum Deflection	0.060	0.020	>2.5 SAFETY FACTOR	N/A	N/A	N/A
Maximum Permanent Set	0.002"	0.006"		0.005"	0.020"	N/A

* Rolling, concentrated and ultimate load tests are performed according to the "Recommended Test Procedures for Access Flooring," as published by the Ceiling and Insulation Systems Contractor Association (CISCA). The uniform load ratings follow industry accepted test standards. Rolling loads are rated per wheel. All other ratings, except uniform are per 1 square inch.



Steelcase Architectural Solutions
Low-Profile Floor System

Specification Notes:*****

NOTE 1: The 10-270 template is developed per our licensing agreement with the American Institute of Architects (AIA) based on their *Masterspec*© Short Form [02/00, Revised 11/03] format and listing under Division 10 – *Specialties*, Section 270 – *Access Floors*.

NOTE 2: Delete AIA 10-270 and Replace with Section 096920 if following CSI MasterFormat.

NOTE 3: Bracket | | s are used in the template to indicate where the Project Designer is to select from the menu of choices provided, [add] or [delete] any regulatory consideration for this project and indicate where coordination with other related *Masterspec* Divisions and Sections is required.

Part 1 – GENERAL**1.01 Related Documents:**

- A. Drawings and general provisions of the contract, including general and supplementary conditions and Division 1 - General Requirements, apply to this section.

1.02 Section Includes:

- A. Structural floor supported, tile and support, floor and utility system
- B. Removable floor tiles and pedestals
- C. Accessories including ramps, access elements, transition trim, column supports, fire-stop, and edge and wall trim.
- D. Wiring and cabling devices

1.03 Related Sections:

- A. Division 1 - Quality Control: Requirements for references and standards.
- B. Section [] - Concrete: Finish and tolerances of concrete substrate. Note: Concrete substrate tolerances in accordance with ASTM E1155 shall be F(F)40 and F (L) 25
- C. Section [] - Carpet Tile: Finish for access flooring panels
- D. Section [] - Resilient Flooring: Wall base at floor periphery.
- E. Section [] - Partitions: Reconfigurable wall partitions (Steelcase).
- F. Section [] - []
- G. Division 16 Power, Communications, and Data Cabling.

1.04 References:

- A. Steelcase: Architectural Solutions Specification Guide – Low Profile Floor
- B. ASTM E84: Standard Test Method for Surface Burning Characteristics of Building Materials
- C. ASTM E136: Test Method for Behavior of Materials in a Vertical Tube Furnace at 750 C.
- D. ASTM D635: Test Method for Rate of Burning and/or Extent and Time of Burning of Self-Supporting Plastics in a Horizontal Position.
- E. ASTM E1354: Cone Calorimeter Test
- F. BOCA 1606 2: Uniformly Distributed Load Test.
- G. BOCA 1606 3: Concentrated Load Test.
- H. CIRCA: Concentrated Static Load Test.
- I. CIRCA: Rolling Load Test.
- J. CIRCA: Ultimate (Proof) Load Test.

- K CISCA (Ceilings and Interior Systems Construction Association): Recommended Test Procedures for Access Floors.
- L NES (National Evaluation Service, Inc): **Underscore™** Raised Floor System - A74040. Full compliance with UBC, CBC, BOCA, SBCCI, ICBO, IBC
- M SAE/A151 050 XLF, ASTM A568, ASTM A370, ANSI/ASME B46 1-1985, SAEJ 1392-84: Standard for Hot-Dipped Galvanized Steel.

1.05 Performance Requirements

- A. **Pedestals:**
 - 1. Maximum Axial Load: 2000 pounds without permanent deformation.
 - 2. Ultimate Strength: Not less than twice design load
- B. **Floor Tiles:** Conform to the following:
 - 1. Live Load: 100 pounds per square foot
 - 2. Maximum Deflection: .115 inches
 - 3. Concentrated Load: 500 pounds on 1 square inch at any location with maximum deflection of .115 inches.
 - 4. Permanent Deformation: .035 inch maximum at design load
 - 5. Ultimate Proof Load: 750 pounds
 - 6. Flame Spread: 25 or less in accordance with ASTM E84.
- C. Total System Weight: 5.5 psf.

1.06 Design Requirements

- A. **System:** Stringerless system.
- B. Access flooring system to achieve finished floor elevation 2-1/2 inches nominal height above building structural floor
- C. **Lateral Stability:** System shall be laterally stable in all directions, with tiles in place, without the use of adhesives or fasteners, except in seismic zones. Follow manufacturer's specific requirements for installation under such conditions

1.07 Submittals For Review:

- A. **Division 1 - Submittals:** Procedures for submittals.
- B. **Product Data:** Provide data for pedestals, tiles, and accessories.
- C. **Shop Drawings:** Indicate floor layouts, interruptions to grid, rectangular, square, triangular, grommet, access, and distribution tiles, appurtenances or interruptions, edge details, ramps, and all related accessories, as required for a complete installation

1.08 Submittals For Information:

- A. **Division 1 - Submittals:** Procedures for submittals
- B. **Manufacturer's Certificate:** Certify that products meet or exceed specified requirements
- C. **Manufacturer's Instructions:** Printed or electronic installation instructions for products specified in this section; indicate special procedures, perimeter conditions requiring special attention.

1.09 Submittals At Project Closeout:

- A **Division 1 - Contract Closeout:** Procedures for submittals.
- B. **Maintenance Data:** Include recommended cleaning methods, cleaning materials, and maintenance procedures.

1.10 Quality Assurance:

- A **Installer Qualifications:** Company specializing in performing the work of this section approved by manufacturer.

1.11 Delivery, Storage And Handling:

- A Deliver products in cartons or crated to provide protection during transit
- B. Inspect product upon delivery for damage. Manufacturer shall submit recommendations with bid advising repair/replacement procedures.
- C. It shall be the responsibility of the manufacturer to properly package all products for storage and define storage program to be provided on site by General Contractor to assure product performance.
- D Products are not to be installed until after all overhead work and application of ceiling and wall finishes have been completed by other trades

1.12 Regulatory Requirements:

- A. Conform to all applicable codes
- B. Conform to ANSI A117.1 ADA, and state and local barrier-free codes for accessibility
- C NEC - National Electrical Code.

1.13 Pre-Installation Meeting:

- A **Division 1 - Coordination and Meetings:** Pre-installation meeting
- B. Convene 2 weeks prior to commencing work of this section, under provisions of Division 1

1.14 Extra Materials:

- A. Division 1 - Contract Closeout
- B Supply standard tiles.
 - 1. [] rectangular.
 - 2. [] square.
 - 3. [] triangular
- C. Supply [] grommet , [] access tiles.
- D Supply [] distribution pedestals
- E Supply [] standard pedestals.

1.15 Warranty:

- A Provide manufacturer's standard limited lifetime warranty
- B ISO 9000/Steelcase quality assurance.

PART 2 – PRODUCTS**2.01 Manufacturers:**

- A. **Underscore Raised Floor System**, manufactured by Steelcase, Inc, Grand Rapids, Michigan, distributed through local Steelcase product dealer network
- C. Substitutions: Not permitted

2.02 Components:

- A. **Tiles:** The tiles include triangular, square, and rectangular pieces. The right-triangle pieces have 7.961-inch (202 mm) legs and feature a 0.7 inch (18 mm) return along the long edge and 0.433 inch deep (11 mm) returns along the shorter legs. The rectangular tiles measure 7.965 inches by 15.965 inches (202 mm by 406 mm) and feature 0.433-inch deep (11 mm) legs. The square tile is also available with an 8.8-inch diameter (223 mm) access hole. The steel is 0.075 inch thick (1.9 mm), hot-dipped galvanized steel.
- B. **Pedestals:** The pedestals are formed from talc-filled polypropylene classified CC2, and measures 3.685 inches (94 mm) in diameter by 2-1/2 inches (63.5 mm) high. The top features (8) 0.73 inch deep by 0.187-inch wide (18.5 mm by 4.6 mm) grooves to receive tiles.
- C. **Ramps:** The ramp pieces measure 30.9 inches (956 mm) long by 2-1/2 inches (63.5 mm) high, providing the 12:1 slope. Each piece is either 3.279 or 3.569 inches (83 or 90 mm) wide. The steel is 0.075 inch thick (1.9 mm), hot-dipped galvanized steel.
- D. **Access Elements:** Access elements include a steel collar, nylon trim, urethane bumper, urethane hub, ethylene vinyl acetate grommets and 0.075 inch thick (1.9 mm) hot-dipped galvanized steel access cover plate.
- E. **Accessories:** Accessories include transition trim, column support, fire-stop, and edge and wall trim pieces formed from either 0.0727 inch thick (1.8 mm) or 0.075 inch thick (1.9 mm) steel.
- F. **Fiberglass Insulation:** Fiberglass insulation shall be noncombustible in accordance with ASTM E 136, have a minimum nominal density of 1.2 pounds per cubic foot (19 kg/m³), and flame spread index of 25 or less and a smoke-developed index of 50 or less in accordance with ASTM E84.
- G. **Wiring and Cabling Devices:**
 1. **Underscore** modular power system supports up to 3 branch circuits with 3 hot conductors, 1 over-sized shared neutral, and 1 ground. Any modular connectors that attach to underscore power components must be 3+1; other wiring schematics must be hardwired.
 2. Power distribution module is hardwired to the building power source. It enables the connection of up to 5 harnesses. It must be covered by a distribution tile.
 3. Harness routes power from the power distribution module to access points. It is 15 feet long. Underscore harnesses cannot be connected to each other.

Part 3 – EXECUTION**3.01 Examination:**

- A. **Division 1 - Coordination and Meetings:** Verification of existing conditions before starting work.
- B. Verify that field measurements are coordinated with shop drawings.
- C. Verify that required utilities is available, in proper location, and ready for use.
- D. Confirm floor flatness and floor levelness factors. If out of tolerance, notify General Contractor for corrective action.

3.02 Preparation:

- A. Vacuum clean substrate surfaces.

3.03 Installation:

- A. **Division 1 - Quality Control:** Manufacturer's instructions.
- B. Install components in strict compliance with manufacturer's current published installation instructions.
- C. **Pedestals:**
1. Install pedestals on subfloor per manufacturer's instructions.
 2. Install additional pedestals where grid pattern is interrupted by room appurtenances or at cutouts.
- D. **Floor Tiles:**
1. Install tiles as indicated on approved shop drawings.
 2. Install tiles on pedestals with full bearing.
 3. Close field cut floor tiles with edge trim.
 3. Provide sufficient grommet, access, and distribution tiles to accommodate Owner's equipment. Provide cable cutout protection.
- E. **Trim:**
1. Install edge trim, end closures, corner edge trim, and wall scribe trim at sight-exposed edges of floor, and ramp.
 2. Install metal trim at intersection of edge panels and raised floor; and at abutting walls and columns.
- F. **Accessories:**
1. Install any miscellaneous accessories as required for a complete installation.

3.04 Erection Tolerances:

- A. Division 1 - Quality Assurance: Tolerances
- B. Maximum Out of Level Floor Tile Tolerance: 1/16 inch in 10 feet, noncumulative.

3.05 Adjusting:

- A. Division 1 - Contract Closeout: Adjusting installed work.

3.06 Protection Of Finished Work:

- A. Division 1 - Contract Closeout: Protecting installed work.
- B. Do not permit traffic over unprotected floor surface.