



contemporary galleries

November 11, 2013

WV Purchasing
ATTN: Roberta Wagner
2019 Washington Street, East
Charleston, WV 25305

RE: RFQ# BCF14088 for the Department of Health & Human Resources – Nicholas County

Dear Roberta:

Thank you for giving us the opportunity to bid on this project.

We have used our Herman Miller Action Office System, Sit On It Seating, and Global Freestanding Desk Units. (Brochures, warranty and info are included.)

Please call if you have any questions or need any more information. (304) 344-1231.

Thank you for your interest in Contemporary Galleries.

Sincerely,

Jennifer B. Kirkpatrick
Sales/Design
jkirkpatrick@cgwv.com

Enc.

11/12/13 12:51:14 PM
West Virginia Purchasing Division

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
1*	#01 SECTION 3.2.1	38	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 8,315.16
2*	#01 SECTION 3.2.1	10	SIT	Non-Stop, Heavy Duty, Size 2, Swivel Tilt, Height Adj Arm	672T2.A68	\$ 594.35	\$ 5,943.50
3*	#01 SECTION 3.2.1	48	HMI	+Panel,Acou Npwr 62H 30W	A1131.6230N	\$ 177.78	\$ 8,533.44
4*	#01 SECTION 3.2.1	96	HMI	+Panel,Acou 4-Circ W/Com Pt Lc 62H 36W	A1131.6236G	\$ 243.53	\$ 23,378.88
5*	#01 SECTION 3.2.1	48	HMI	+Panel,Acou Npwr 62H 36W	A1131.6236N	\$ 199.96	\$ 9,598.08
6*	#01 SECTION 3.2.1	24	HMI	+Panel,Acou 4-Circ W/Com Pt Lc 62H 48W	A1131.6248G	\$ 263.82	\$ 6,331.68
7*	#01 SECTION 3.2.1	12	HMI	+Conn,2-Way 90 Deg Hard 62H	A1220.62H	\$ 36.53	\$ 438.36
8*	#01 SECTION 3.2.1	6	HMI	+Conn,3-Way 90 Deg Hard 62H	A1230.62H	\$ 67.65	\$ 405.90
9*	#01 SECTION 3.2.1	24	HMI	+Conn,3-Way 90 Deg Hard 62H	A1230.62H	\$ 67.65	\$ 1,623.60
10*	#01 SECTION 3.2.1	42	HMI	+Conn,4-Way 90 Deg 62H	A1240.62H	\$ 87.13	\$ 3,659.46
11*	#01 SECTION 3.2.1	72	HMI	+Fin End 62H	A1271.62H	\$ 15.96	\$ 1,149.12
12*	#01 SECTION 3.2.1	6	HMI	+15 Amp Receptacle 4 Circuit, Duplex, Circuit A 6/Pkg	A1311.A	\$ 52.49	\$ 314.94
13*	#01 SECTION 3.2.1	6	HMI	+15 Amp Receptacle 4 Circuit, Duplex, Circuit B 6/Pkg	A1311.B	\$ 52.49	\$ 314.94
14*	#01 SECTION 3.2.1	6	HMI	+15 Amp Receptacle 4 Circuit, Duplex, Circuit C 6/Pkg	A1311.C	\$ 52.49	\$ 314.94
15*	#01 SECTION 3.2.1	6	HMI	+15 Amp Receptacle 4 Circuit, Duplex, Circuit D 6/Pkg	A1311.DN	\$ 52.49	\$ 314.94
16*	#01 SECTION 3.2.1	6	HMI	+Ceiling Pwr Entry,Int Direct Conn,Pwr 62H	A1325.62E	\$ 87.13	\$ 522.78
17*	#01 SECTION 3.2.1	48	HMI	+Work Surf,Sq-Edge Rect Lam 24D 36W	A2310.2436L	\$ 80.64	\$ 3,870.72
18*	#01 SECTION 3.2.1	48	HMI	+Work Surf,Sq-Edge Rect Lam 24D 48W	A2310.2448L	\$ 90.65	\$ 4,351.20
19*	#01 SECTION 3.2.1	48	HMI	+Work Surf,Sq-Edge Cor Lam 24D 36W	A2332.2436L	\$ 126.09	\$ 6,052.32
20*	#01 SECTION 3.2.1	48	HMI	+Flip Dr Unit,B-Style Paint,W/Lk 13D 36W 15-1/2H	A3353.1336	\$ 125.55	\$ 6,026.40

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
21*	#01 SECTION 3.2.1	48	HMI	+Flip Dr Unit,B-Style Paint,W/Lk 13D 48W 15-1/2H	A3353.1348	\$ 142.60	\$ 6,844.80
22*	#01 SECTION 3.2.1	48	HMI	+Tackboard,B-Style 12H 36W	A3410.1236	\$ 36.26	\$ 1,740.48
23*	#01 SECTION 3.2.1	48	HMI	+Tool Bar,B-Style 4H 48W	A3610.48	\$ 29.49	\$ 1,415.52
24	#01 SECTION 3.2.1	84	HMI	+Draw Rod 57H	AO215.57	\$ 6.49	\$ 545.16
25	#01 SECTION 3.2.1	8	HMI	+Coat Hook 6/Pkg	AO535.	\$ 9.47	\$ 75.76
26	#01 SECTION 3.2.1	48	HMI	+Task Light,Utility,AO,Etho,Canvas,30W	G6136.30S	\$ 59.26	\$ 2,844.48
27	#01 SECTION 3.2.1	48	HMI	+Task Light,Utility,AO,Etho,Canvas,42W	G6136.42S	\$ 65.21	\$ 3,130.08
28*	#01 SECTION 3.2.1	48	HMI	+Ped W-Pull,Surface Att 24D for 30D Wk Surf,B/B/F	LW140.24BBF	\$ 162.32	\$ 7,791.36
29*	#01 SECTION 3.2.1	48	HMI	+Ped W-Pull,Surface Att 24D for 30D Wk Surf,F/F	LW140.24FF	\$ 148.66	\$ 7,135.68
30*	#01 SECTION 3.2.1	96	HMI	+Paper Tray 10W	Y7216.10	\$ 11.79	\$ 1,131.84
31*	#01 SECTION 3.2.1	48	HMI	+Diagonal Tray	Y7218.	\$ 18.86	\$ 905.28
32	#01 SECTION 3.2.1	72	HMI	+LT Series Keyboard Solutions,Fully Adj,Cmfrt Surf Tray w/Mouse surface/house 21 ... 2/4In. Trk	Y7727.2H	\$ 156.39	\$ 11,260.08
sub	#01 SECTION 3.2.1			#01 SECTION 3.2.1 Subtotal			\$ 136,280.88

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
33*	#02 SECTION 3.2.1A	12	HMI	+Panel,Fabric Npwr 62H 24W	A1120.6224N	\$ 135.29	\$ 1,623.48
34*	#02 SECTION 3.2.1A	12	HMI	+Fin End 62H	A1271.62H	\$ 15.96	\$ 191.52
35*	#02 SECTION 3.2.1A	2	HMI	+15 Amp Receptacle 4 Circuit, Duplex, Circuit C 6/Pkg	A1311.C	\$ 52.49	\$ 104.98
36*	#02 SECTION 3.2.1A	6	HMI	+Work Surf,Sq-Edge Rect Lam 24D 72W	A2310.2472L	\$ 136.38	\$ 818.28
37*	#02 SECTION 3.2.1A	6	HMI	+Work Surf,Sq-Edge Rect Lam 24D 78W	A2310.2478L	\$ 145.85	\$ 875.10
38*	#02 SECTION 3.2.1A	24	HMI	+Shelf,B-Style (Std) 15-1/2H 13D 36W	A3210.1336	\$ 48.98	\$ 1,175.52
39*	#02 SECTION 3.2.1A	12	HMI	+Ped W-Pull,Surface Att 24D for 30D Wk Surf,F/F	LW140.24FF	\$ 148.66	\$ 1,783.92
sub	#02 SECTION 3.2.1A			#02 SECTION 3.2.1A Subtotal			\$ 6,572.80

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
40*	#03 SECTION 3.2.2	4	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 875.28
41*	#03 SECTION 3.2.2	10	HMI	+Panel,Acou 4-Circ W/Com Pt Lc 62H 36W	A1131.6236G	\$ 243.53	\$ 2,435.30
42*	#03 SECTION 3.2.2	2	HMI	+Panel,Acou 4-Circ W/Com Pt Lc 62H 48W	A1131.6248G	\$ 263.82	\$ 527.64
43*	#03 SECTION 3.2.2	1	HMI	+Conn,3-Way 90 Deg Hard 62H	A1230.62H	\$ 67.65	\$ 67.65
44*	#03 SECTION 3.2.2	2	HMI	+Conn,4-Way 90 Deg 62H	A1240.62H	\$ 87.13	\$ 174.26
45*	#03 SECTION 3.2.2	5	HMI	+Fin End 62H	A1271.62H	\$ 15.96	\$ 79.80
46*	#03 SECTION 3.2.2	1	HMI	+15 Amp Receptacle 4 Circuit, Duplex, Circuit C 6/Pkg	A1311.C	\$ 52.49	\$ 52.49
47*	#03 SECTION 3.2.2	1	HMI	+15 Amp Receptacle 4 Circuit, Duplex, Circuit D 6/Pkg	A1311.DN	\$ 52.49	\$ 52.49
48	#03 SECTION 3.2.2	1	HMI	+Base Pwr Entry,Dir Con 4-Circ,6Ft L	A1322.06E	\$ 45.73	\$ 45.73
49*	#03 SECTION 3.2.2	4	HMI	+Work Surf,Sq-Edge Rect Lam 24D 36W	A2310.2436L	\$ 80.64	\$ 322.56
50*	#03 SECTION 3.2.2	4	HMI	+Work Surf,Sq-Edge Rect Lam 24D 48W	A2310.2448L	\$ 90.65	\$ 362.60
51*	#03 SECTION 3.2.2	4	HMI	+Work Surf,Sq-Edge Cor Lam 24D 36W	A2332.2436L	\$ 126.09	\$ 504.36
52*	#03 SECTION 3.2.2	4	HMI	+Flip Dr Unit,B-Style Paint,W/Lk 13D 36W 15-1/2H	A3353.1336	\$ 125.55	\$ 502.20
53*	#03 SECTION 3.2.2	4	HMI	+Flip Dr Unit,B-Style Paint,W/Lk 13D 48W 15-1/2H	A3353.1348	\$ 142.60	\$ 570.40
54*	#03 SECTION 3.2.2	4	HMI	+Tackboard,B-Style 12H 36W	A3410.1236	\$ 36.26	\$ 145.04
55*	#03 SECTION 3.2.2	4	HMI	+Tool Bar,B-Style 4H 48W	A3610.48	\$ 29.49	\$ 117.96
56	#03 SECTION 3.2.2	6	HMI	+Draw Rod 57H	AO215.57	\$ 6.49	\$ 38.94
57	#03 SECTION 3.2.2	1	HMI	+Coat Hook 6/Pkg	AO535.	\$ 9.47	\$ 9.47
58	#03 SECTION 3.2.2	4	HMI	+Task Light,Utility,AO,Etho,Canvas,30W	G6136.30S	\$ 59.26	\$ 237.04
59	#03 SECTION 3.2.2	4	HMI	+Task Light,Utility,AO,Etho,Canvas,42W	G6136.42S	\$ 65.21	\$ 260.84

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
60*	#03 SECTION 3.2.2	4	HMI	+Ped W-Pull, Surface Att 24D for 30D Wk Surf, B/B/F	LW140.24BBF	\$ 162.32	\$ 649.28
61*	#03 SECTION 3.2.2	4	HMI	+Ped W-Pull, Surface Att 24D for 30D Wk Surf, F/F	LW140.24FF	\$ 148.66	\$ 594.64
62*	#03 SECTION 3.2.2	8	HMI	+Paper Tray 10W	Y7216.10	\$ 11.79	\$ 94.32
63*	#03 SECTION 3.2.2	4	HMI	+Diagonal Tray	Y7218.	\$ 18.86	\$ 75.44
64	#03 SECTION 3.2.2	6	HMI	+LT Series Keyboard Solutions, Fully Adj, Cmfrt Surf Tray w/Mouse surface/house 21 ... 2/11/13 Tel	Y7727.2H	\$ 156.39	\$ 938.34
sub	#03 SECTION 3.2.2			#03 SECTION 3.2.2 Subtotal			\$ 9,734.07

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
65*	#04 SECTION 3.2.3	1	SIT	Knack, Basic Stool, A80 Adjustable Arms	3323B.A80S1	\$ 257.88	\$ 257.88
66*	#04 SECTION 3.2.3	1	HMI	+Work Surf,Sq-Edge Rect Lam 24D 60W	A2310.2460L	\$ 116.35	\$ 116.35
67*	#04 SECTION 3.2.3	4	VSL	Wavelink W2 Fixed	WAW2 2FX	\$ 67.40	\$ 269.60
sub	#04 SECTION 3.2.3			#04 SECTION 3.2.3 Subtotal			\$ 643.83

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
68*	#05 SECTION 3.2.3A	3	HMI	+Storage Case,W-Pull 42W 64H	LW400.4264	\$ 504.74	\$ 1,514.22
sub	#05 SECTION 3.2.3A			#05 SECTION 3.2.3A Subtotal			\$ 1,514.22

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
69*	#06 SECTION 3.2.4	2	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 437.64
70*	#06 SECTION 3.2.4	2	GLB	ZIRA-Storage Modules - 29" High-W/2 Box Drawers on Rt/1 File Drawer on Left/1 Lat. File Drawe... on Bottom 24D x 30W x 29H	Z30L2XR	\$ 668.41	\$ 1,336.82
sub	#06 SECTION 3.2.4			#06 SECTION 3.2.4 Subtotal			\$ 1,774.46

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
71*	#07 SECTION 3.2.5	10	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 2,188.20
72*	#07 SECTION 3.2.5	20	SIT	Freelance, Side Chair, Armless	5213	\$ 120.94	\$ 2,418.80
73*	#07 SECTION 3.2.5	10	GLB	ADAPTABILITIES-Single Pedestal Desks-Full to Floor Box/Box/File Pedestal on Left - 29-5/8D x 48W...	A3048S4L	\$ 498.92	\$ 4,989.20
74*	#07 SECTION 3.2.5	10	HMI	+Tackboard,B-Style 12H 36W	A3410.1236	\$ 36.26	\$ 362.60
75	#07 SECTION 3.2.5	10	HMI	+LT Series Keyboard Solutions,Fully Adj,Cmfrt Surf Tray w/Mouse surface/house 21 ...	Y7727.2H	\$ 156.39	\$ 1,563.90
sub	#07 SECTION 3.2.5			#07 SECTION 3.2.5 Subtotal			\$ 11,522.70

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
76*	#08 SECTION 3.2.5A	1	GLB	BUNGEE TABLES-Rectangular Tables-Tapered Legs - 20D x 48W x 29H	B2048REF	\$ 334.46	\$ 334.46
sub	#08 SECTION 3.2.5A			#08 SECTION 3.2.5A Subtotal			\$ 334.46

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
77*	#09 SECTION 3.2.6	13	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 2,844.66
78*	#09 SECTION 3.2.6	26	SIT	Freelance, Side Chair, Arms	5214	\$ 173.65	\$ 4,514.90
79*	#09 SECTION 3.2.6	13	GLB	ADAPTABILITIES-Accessory Pieces-4 Drawer Lateral File w/steel drawer interior - 20D x ...	A2036S4	\$ 1,040.08	\$ 13,521.04
80	#09 SECTION 3.2.6	13	HMI	+Task Light,Utility,Trans Surf/Countr Top,42W	G6136.42T	\$ 65.21	\$ 847.73
81*	#09 SECTION 3.2.6	26	HMI	+Paper Tray 10W	Y7216.10	\$ 11.79	\$ 306.54
82*	#09 SECTION 3.2.6	13	HMI	+Diagonal Tray	Y7218.	\$ 18.86	\$ 245.18
83	#09 SECTION 3.2.6	13	HMI	+LT Series Keyboard Solutions,Fully Adj,Cmfrt Surf Tray w/Mouse surface/house 21 ...	Y7727.2H	\$ 156.39	\$ 2,033.07
84*	#09 SECTION 3.2.6	13	GLB	ZIRA>Returns-Full to floor flush return. Box/box/file ped on the right. Locking. 24D x 48W x 29H	Z24483R	\$ 502.94	\$ 6,538.22
85*	#09 SECTION 3.2.6	13	GLB	ZIRA-"D" Islands-Center W/Full Modesty Panel (H-Base) - 36D x 72W x 29H	Z3672FIC	\$ 324.91	\$ 4,223.83
86*	#09 SECTION 3.2.6	13	GLB	ZIRA-Closed Hutches-W/Doors and One Fixed Shelf - 15D x 48W x 36H	Z48S36H	\$ 394.81	\$ 5,132.53
87*	#09 SECTION 3.2.6	13	GLB	ZIRA-Bookcases-W/Two Adjustable Shelves - 12D x 36W x 48H	ZHBC48	\$ 299.75	\$ 3,896.75
88*	#09 SECTION 3.2.6	13	GLB	ZIRA-Pedestals-Mobile W/Box/Box/File Drawers - 19D x 16W x 28H	ZMPBBF19	\$ 382.74	\$ 4,975.62
89*	#09 SECTION 3.2.6	13	GLB	ZIRA-Tackboards for Hutches-For use on Z48S36H and Z48S36HN - 46W x 15 3/4H. Includes mountin...	ZTB4616	\$ 105.12	\$ 1,366.56
sub	#09 SECTION 3.2.6			#09 SECTION 3.2.6 Subtotal			\$ 50,446.63

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
90*	#10 SECTION 3.2.6A	3	HMI	+Storage Case,W-Pull 42W 64H	LW400.4264	\$ 504.74	\$ 1,514.22
sub	#10 SECTION 3.2.6A			#10 SECTION 3.2.6A Subtotal			\$ 1,514.22

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
91*	#11 SECTION 3.2.7	1	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 218.82
92*	#11 SECTION 3.2.7	2	SIT	Freelance, Side Chair, Arms	5214	\$ 173.65	\$ 347.30
93*	#11 SECTION 3.2.7	3	GLB	ADAPTABILITIES-Accessory Pieces-4 Drawer Lateral File w/steel drawer interior - 20D x ... 36W x 49 1/2H	A2036S4	\$ 1,040.08	\$ 3,120.24
94	#11 SECTION 3.2.7	1	HMI	+Task Light,Utility,Trans Surf/Countr Top,42W	G6136.42T	\$ 65.21	\$ 65.21
95*	#11 SECTION 3.2.7	2	HMI	+Paper Tray 10W	Y7216.10	\$ 11.79	\$ 23.58
96*	#11 SECTION 3.2.7	1	HMI	+Diagonal Tray	Y7218.	\$ 18.86	\$ 18.86
97	#11 SECTION 3.2.7	1	HMI	+LT Series Keyboard Solutions,Fully Adj,Cmfrt Surf Tray w/Mouse surface/house 21 ... 21 1/2W x 21 1/2H	Y7727.2H	\$ 156.39	\$ 156.39
98*	#11 SECTION 3.2.7	1	GLB	ZIRA>Returns-Full to floor flush return. Box/box/file ped on the right. Locking. 24D x 48W x 29H	Z24483R	\$ 502.94	\$ 502.94
99*	#11 SECTION 3.2.7	1	GLB	ZIRA-"D" Islands-Center W/Full Modesty Panel (H-Base) - 36D x 72W x 29H	Z3672FIC	\$ 324.91	\$ 324.91
100*	#11 SECTION 3.2.7	1	GLB	ZIRA-Closed Hutches-W/Doors and One Fixed Shelf - 15D x 48W x 36H	Z48S36H	\$ 394.81	\$ 394.81
101*	#11 SECTION 3.2.7	1	GLB	ZIRA-Pedestals-Mobile W/Box/Box/File Drawers - 19D x 16W x 28H	ZMPBBF19	\$ 382.74	\$ 382.74
102*	#11 SECTION 3.2.7	1	GLB	ZIRA-Tackboards for Hutches-For use on Z48S36H and Z48S36HN - 46W x 15 3/4H. Includes mountin... 60x46W	ZTB4616	\$ 105.12	\$ 105.12
sub	#11 SECTION 3.2.7			#11 SECTION 3.2.7 Subtotal			\$ 5,660.92

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
103*	#12 SECTION 3.2.8	1	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 218.82
104*	#12 SECTION 3.2.8	2	SIT	Freelance, Side Chair, Arms	5214	\$ 173.65	\$ 347.30
105*	#12 SECTION 3.2.8	2	SIT	Freelance, Side Chair with Casters, Arms	5224	\$ 202.35	\$ 404.70
106*	#12 SECTION 3.2.8	1	GLB	ADAPTABILITIES-Accessory Pieces-4 Drawer Lateral File w/steel drawer interior - 20D x ...	A2036S4	\$ 1,040.08	\$ 1,040.08
107*	#12 SECTION 3.2.8	1	GLB	DESK ACCESSORY-Center Drawers-Use on small L-shaped units and on 30",60" + 66" desks...	CD20	\$ 75.45	\$ 75.45
108*	#12 SECTION 3.2.8	1	GLB	BOARDROOM ROUND-Drum Base-Bullnose Edge - 42W x 29H	G42CZBN	\$ 294.73	\$ 294.73
109	#12 SECTION 3.2.8	1	GLB	DESK ACCESSORY-Accessories-Task Light - Mount under hutch units ...	TSL48	\$ 157.93	\$ 157.93
110	#12 SECTION 3.2.8	1	HMI	+LT Series Keyboard Solutions,Fully Adj,Cmfrt Surf Tray w/Mouse surface/house 21 ...	Y7727.2H	\$ 156.39	\$ 156.39
111*	#12 SECTION 3.2.8	1	GLB	ZIRA-Bridges-24D x 48W x 29H	Z2448FB	\$ 222.80	\$ 222.80
112*	#12 SECTION 3.2.8	1	GLB	ZIRA-Credenzas-Full to floor single pedestal credenza. File/file on the left. Locks. 24D x 72W x ...	Z2472CS2L	\$ 559.27	\$ 559.27
113*	#12 SECTION 3.2.8	1	GLB	ZIRA-Single Pedestal Desks-Freestanding Box/Box/File Ped on Right and Faux Ped on ...	Z3072F3R	\$ 663.88	\$ 663.88
114*	#12 SECTION 3.2.8	1	GLB	ZIRA-Closed Hutches-W/Doors and One Fixed Shelf + Fixed Shelf Divider - 15D x 72W x 42.4H	Z72S42H	\$ 607.05	\$ 607.05
115*	#12 SECTION 3.2.8	1	GLB	ZIRA-Bookcases-W/Two Adjustable Shelves - 12D x 36W x 48H	ZHBC48	\$ 299.75	\$ 299.75
116*	#12 SECTION 3.2.8	1	GLB	ZIRA-Tackboards for Hutches-For use on Z72S42H, Z72S42HN, Z72S55H and Z72S55HN - 70W x ...	ZTB7021	\$ 202.68	\$ 202.68
sub	#12 SECTION 3.2.8			#12 SECTION 3.2.8 Subtotal			\$ 5,250.83

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
117*	#13 SECTION 3.2.9	8	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 1,750.56
118*	#13 SECTION 3.2.9	4	SIT	Freelance, Side Chair, Armless	5213	\$ 151.06	\$ 604.24
119*	#13 SECTION 3.2.9	1	GLB	ADAPTABILITIES-Boardroom Accessories-Visual Board w/2 side doors-cork board on rt+ 50 ... sheet paper pad on left 40 x 48	AVB4848	\$ 605.04	\$ 605.04
120*	#13 SECTION 3.2.9	1	GLB	BOARDROOM RECTANGULAR-Drum Base-Bullnose Edge - 44D x 84W...	GCT7RZBN	\$ 606.55	\$ 606.55
121*	#13 SECTION 3.2.9	1	GLB	ZIRA-Storage Modules - 41" High-W/Two Adjustable Shelves and Doors - 20D x 36W x 40.8H	Z36M4SH	\$ 529.09	\$ 529.09
sub	#13 SECTION 3.2.9			#13 SECTION 3.2.9 Subtotal			\$ 4,095.48

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
122*	#14 SECTION 3.2.10	4	SIT	Freelance, Side Chair, Armless	5213	\$ 151.06	\$ 604.24
123*	#14 SECTION 3.2.10	8	SIT	Freelance, Side Chair with Casters, Arms	5224	\$ 202.35	\$ 1,618.80
124*	#14 SECTION 3.2.10	1	GLB	ADAPTABILITIES-Boardroom Accessories-Visual Board w/2 side doors-cork board on rt+ 50 ... sheet paper pad on left 48 x 48	AVB4848	\$ 605.04	\$ 605.04
125*	#14 SECTION 3.2.10	1	GLB	BOARDROOM BOAT SHAPED-Drum Base-Bullnose Edge - 48D x 96W x 29H	GCT8WBZBN	\$ 606.55	\$ 606.55
sub	#14 SECTION 3.2.10			#14 SECTION 3.2.10 Subtotal			\$ 3,434.63

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
126*	#15 SECTION 3.2.11	40	SIT	Freelance, Side Chair with Casters, Arms	5224	\$ 202.35	\$ 8,094.00
127	#15 SECTION 3.2.11	8	SAFC O	INDUSTRIAL STEEL SHELVING 12x36, 6 SHELF PACK	6250	\$ 82.06	\$ 656.48
128	#15 SECTION 3.2.11	8	SAFC O	SAFCO - INDUSTRIAL POST KIT	6256	\$ 60.88	\$ 487.04
129*	#15 SECTION 3.2.11	20	GLB	BUNGEE TABLES-Rectangular Tables-Tapered Legs - 24D x 60W x 29H	B2460REF	\$ 405.87	\$ 8,117.40
sub	#15 SECTION 3.2.11			#15 SECTION 3.2.11 Subtotal			\$ 17,354.92

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
130*	#16 SECTION 3.2.12	12	SIT	Freelance, Side Chair, Armless	5213	\$ 120.94	\$ 1,451.28
131*	#16 SECTION 3.2.12	3	HMI	+Rectangular Table,Squared Edge,Lam,T-leg 36D 72W	DT1AS.3672LT	\$ 405.32	\$ 1,215.96
sub	#16 SECTION 3.2.12			#16 SECTION 3.2.12 Subtotal			\$ 2,667.24

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
132*	#17 SECTION 3.2.13	44	SIT	Rowdy, Side Chair, Black Frame, Armless	92SB	\$ 69.18	\$ 3,043.92
133*	#17 SECTION 3.2.13	1	GLB	BUNGEE TABLES-Rectangular Tables-Tapered Legs - 30D x 60W x 29H	B3060REF	\$ 405.87	\$ 405.87
sub	#17 SECTION 3.2.13			#17 SECTION 3.2.13 Subtotal			\$ 3,449.79

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
134*	#18 SECTION 3.2.14	1	SIT	Knack, Swivel Tilt Cntrl, A80 Adjustable Arms	3323T.A80	\$ 218.82	\$ 218.82
135*	#18 SECTION 3.2.14	1	GLB	ADAPTABILITIES-Credenzas-Full to Floor Box/Box/File Pedestal on Left - 24D x 66W x 29H	A2466S4L	\$ 624.15	\$ 624.15
136*	#18 SECTION 3.2.14	1	GLB	ZIRA-Bookcases-W/Two Adjustable Shelves - 12D x 36W x 48H	ZHBC48	\$ 299.75	\$ 299.75
sub	#18 SECTION 3.2.14			#18 SECTION 3.2.14 Subtotal			\$ 1,142.72

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
137*	#19 SECTION 3.2.15	1	GLB	PRAIRIE-Single Seat fully upholstered Lounge Chair w/tapered wood skirt and legs - ... Fabric	3481	\$ 716.69	\$ 716.69
138*	#19 SECTION 3.2.15	1	GLB	PRAIRIE-Three Seat fully upholstered Sofa w/tapered wood skirt and legs - Fabric	3483	\$ 1,265.91	\$ 1,265.91
139*	#19 SECTION 3.2.15	4	SIT	Freelance, Side Chair, Armless	5213	\$ 120.94	\$ 483.76
140*	#19 SECTION 3.2.15	1	GLB	BOARDROOM ROUND-4 Leg Base-Bullnose Edge - 48W x 29H	GCAR48BN	\$ 277.62	\$ 277.62
141*	#19 SECTION 3.2.15	2	GLB	RECEPTION TABLES-H Legs - 24D x 24W x 16H	H24	\$ 107.64	\$ 215.28
142*	#19 SECTION 3.2.15	1	GLB	ZIRA-Bookcases-W/Two Adjustable Shelves - 12D x 36W x 48H	ZHBC48	\$ 299.75	\$ 299.75
sub	#19 SECTION 3.2.15			#19 SECTION 3.2.15 Subtotal			\$ 3,259.01

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
143	#20 SECTION 3.2.16	4	SAFC O	INDUSTRIAL STEEL SHELVING 12x36, 6 SHELF PACK	6250	\$ 82.06	\$ 328.24
144	#20 SECTION 3.2.16	12	SAFC O	SAFCO - INDUSTRIAL STEEL SHELVING 24x36 - 6 SHELF PACK	6254	\$ 116.47	\$ 1,397.64
145	#20 SECTION 3.2.16	10	SAFC O	SAFCO - INDUSTRIAL POST KIT	6256	\$ 60.88	\$ 608.80
sub	#20 SECTION 3.2.16			#20 SECTION 3.2.16 Subtotal			\$ 2,334.68

Item	Section/Location	Qty	Mfg	Part Description	Part Number	Sell	Ext Sell
146	#21 SECTION 3.2.17	4	SAFC O	INDUSTRIAL STEEL SHELVING 12x36, 6 SHELF PACK	6250	\$ 82.06	\$ 328.24
147	#21 SECTION 3.2.17	4	SAFC O	SAFCO - INDUSTRIAL POST KIT	6256	\$ 60.88	\$ 243.52
sub	#21 SECTION 3.2.17			#21 SECTION 3.2.17 Subtotal			\$ 571.76
				Grand Total			\$ 269,560.25



State of West Virginia
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2019 Washington Street East
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Solicitation

NUMBER

BCF14088

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER
304-558-0067

*709044350 304-344-1231
CONTEMPORARY GALLERIES OF WV I
1210 SMITH ST

CHARLESTON WV 25301

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

RECEIVED NOV 04 2012

DATE PRINTED

10/31/2013

BID OPENING DATE: 11/12/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO PROVIDE:						
1) THE ATTACHED MANDATORY PRE-BID SIGN IN SHEET.						
2) THE ATTACHED TECHNICAL QUESTIONS AND ANSWERS.						
3) THE ATTACHED ADDENDUM ACKNOWLEDGEMENT FORM.						
END ADDENDUM NO. 1						

SIGNATURE James B. Krupatnick

TELEPHONE 304 344-1231

DATE	11.11.13
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TITLE	SALES	DESIGN	FEIN	55056 4447
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ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: BCF14088

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☒ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

1. To provide a copy of the pre-bid meeting sign in sheet.
2. To provide copy of vendor questions and responses.
3. To provide Addendum Acknowledgement form.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

SIGN IN SHEET

Request for Proposal No. BCF14088

PLEASE PRINT

Page 1 of 1Date: Oct 21, 2013

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>ARON'S Business Solutions</u> (ARON'S Products, Inc.)	<u>1041 8th Ave Htgo W 25701</u>	PHONE <u>304-522-7022</u>
Rep: <u>MARK SALMONS</u>	<u>mark.salmons@gmail.com</u>	TOLL FREE <u>800-642-1930</u>
Email Address: <u>mark.salmons@gmail.com</u>	<u>1041 8th Ave Htgo 25701</u>	FAX <u>304-525-3069</u>
Company: <u>Nicholas DHR</u>	<u>1073 Arbuckle Rd.</u>	PHONE <u>(304) 572-0803</u>
Rep: <u>Patty J. Martin</u>	<u>Summersville, WV 26651</u>	TOLL FREE
Email Address: <u>Patty.J.Martin@WV.GOV</u>		FAX
Company: <u>DHR OPERATIONS</u>		PHONE <u>304-552-8858</u>
Rep: <u>GINA C BUCHANAN</u>		TOLL FREE
Email Address: <u>GINA.C.BUCHANAN@WV.GOV</u>		FAX
Company: <u>Capitol Business Interiors</u>	<u>711 Indiana Ave.</u>	PHONE <u>304.343.7551</u>
Rep: <u>Kelli Bragg</u>	<u>Charleston, WV. 25302.</u>	TOLL FREE
Email Address: <u>Kbragg@champion-industries.com</u>		FAX <u>304.346.3350</u>
Company: <u>Contemporary Galleries</u>	<u>1210 Smith Street</u>	PHONE <u>304 342.1231</u>
Rep: <u>Jennifer Kirkpatrick</u>	<u>Charleston, WV 25301</u>	TOLL FREE <u>342.1231</u>
Email Address: <u>jkirkpatrick@cguw.com</u>		FAX <u>304.342.1262</u>

BCF14088 ADDENDUM #1

Nicholas County Modular Furniture

Questions & Answers

1. Question: Union or Non-union labor required?

Answer: See page 10 of the Terms and Conditions (#29 below) which talks about Prevailing Wage that must be paid regardless of union or non-union labor.

#29 PREVAILING WAGE: On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

2. Question: Panel power: Where are we pulling the power from? columns (not shown on drawing) or Power poles?

Answer: See Section 3.2 of the RFQ which states: Electric/voice/data will be supplied from power poles as necessary to operate the particular group of workstations.

3. Question: Tack-boards: Tack-boards are specified in the workstations, the panels are tackable, not sure why TB's are required/requested.

Answer: Most panels are tackable. Tacking into panels decrease absorption of sound.

4. Question: "File Track": There are no spec's for the "High Density" files, is that something that will be specified at a later date?

Answer: Yes.

5. Question: Model #'s: I noticed that there are model #'s noted on the workstations (drawing provided), is there a specific vendor you are looking at?

Answer: No.

6. Question: For your response to my questions, do I need to look on line for your response (addendum)?

Answer: Responses will be sent directly to each vendor attending the pre-bid.

7. Question: Can we deliver direct to site from factory (workstations, private offices and seating)?

Answer: Yes.

8. Question: Are we delivering in phases?

Answer: No.

9. Question: "OT delivery and ST install" OR "ST delivery and ST install" required?

Answer: We are unsure of your abbreviation but have the following interpretation "This will be standard delivery and standard installation"

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF14088

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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 specifications by an official addendum is binding.

Contemporary Galleries
 Company

Jennifer B. Kirkpatrick
 Authorized Signature

11.11.13
 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



State of West Virginia
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Solicitation

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1

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CHARLESTON WV 25301

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

RECEIVED OCT 14 2013

DATE PRINTED

10/10/2013

BID OPENING DATE:

11/12/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	48	EA		425-94		
SECTION 3.2.1 WORKSTATIONS (48)						
WORKSTATIONS 6' X 7' 62"H (+/-5") ALL PANELS ARE ACOUSTICAL, MONOLITIC, MINIMUM 2" THICKNESS AND SOLID CORE, NO FRAME OR TILE PANELS WILL ACCEPTED. ALL PANELS SHALL BE POWERED SO THAT EACH WORKSTATION HAS 3 DUPLEX OUTLETS PER STATION, NO POWER STRIPS WILL BE ACCEPTED. ALL WORK STATIONS SHOULD HAVE WING PANELS. SEE THE DRAWING FOR SIZES.						
0002	48	EA		425-94		
24"D X 36"W LAMINATE WORK SURFACE						
0003	48	EA		425-94		
24"D X 36"W LAMINATE CORNER WORK SURFACE						
0004	48	EA		425-94		
24"D X 48"W LAMINATE WORK SURFACE						

SIGNATURE

James B. Knaptrick

TELEPHONE

304 344 1231

DATE

11/11/13

TITLE

SALES DESIGN

FEIN

550564447

ADDRESS CHANGES TO BE NOTED ABOVE

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



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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0005	EA 48			425-94		
	36"W STEEL FLIPPER DOOR UNIT W/LOCK					
0006	EA 48			425-94		
	48"W STEEL FLIPPER DOOR UNIT W/LOCK					
0007	EA 48			425-94		
	24"D F/F PEDESTAL MUST BE FULL HEIGHT TO ATTACH TO WORK SURFACE W/LOCK.					
0008	EA 48			425-94		
	24"D B/B/F PEDESTAL MUST BE FULL HEIGHT TO ATTACH TO WORK SURFACW W/LOCK.					
0009	EA 48			425-94		
	11"H X 36"W TACK BOARD					

SIGNATURE

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0010	48	EA	425-94	30"W TASK LIGHT- MUST BE WITHIN 6" OF THE WIDTH OF THE CABINET.		
0011	48	EA	425-94	42"W TASK LIGHT MUST BE WITHIN 6" OF THE WIDTH OF OF THE CABINET.		
0012	48	EA	425-94	KEYBOARD TRAY FULLY ADJUSTABLE, WITH MOUSE PAD THAT CAN BE MOVED TO EITHER LEFT OR RIGHT SIDE OF KEYBOARD TRAY, INCLUDES PALM SUPPORT, NO KNOB OR LEVER NEEDED FOR HEIGHT ADJUSTMENT, 6" OF HEIGHT ADJUSTMENT, NEGATIVE AND POSITIVE TILT WITH 360 DEGREE SWIVEL.		

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0013	48	EA		425-94		
	48"W TOOLBAR TO INCLUDE ONE HORIZONTAL IN/OUT BASKET WITH ONE DIVIDER TO ALLOW FOR 2 LEVELS OF STORAGE.					
0014	48	EA		425-94		
	ONE (1) VERTICAL TO CONSIST OF 3 SLOTS THESE ARE TO BE LOCATED ON THE 48" WIDE PANEL.					
0015	38	EA		425-94		
	TASK CHAIRS STANDARD PNEUMATIC HEIGHT, TILT, SWIVEL FEATURES METAL FRAME WITH HEIGHT ADJUSTABLE ARMS 5 STAR BASE WITH CASTERS, MID BACK DESIGN, ADJUSTABLE LUMBAR UPHOLSTERED IN FABRIC.					
0016	10	EA		425-94		
	BIG AND TALL CHAIRS WITH SAME FEATURES AS STANDARD TASK CHAIR BUT MUST HOLD MINIMUM WEIGHT OF 350 LBS.					

SIGNATURE

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0017	48	EA		425-94		
	COAT HOOKS					
0018	6	EA		425-94		
	SECTION 3.2.1A PRINTER STATIONS WITHIN WORK STATION					
	AREAS. (6 TOTAL UNITS)					
0019	12	EA		425-94		
	72"W X 24"D LAMINATE WORK SURFACES TO SPAN ENTIRE					
	BACK OF WORKSTATION WHERE NOTED.					
0020	12	EA		425-94		
	24" DEEP F/F PEDESTALS MUST BE FULL HEIGHT TO ATTACH					
	TO WORK SURFACE WITH LOCK.					

SIGNATURE

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0021	24	EA		425-94		
	OPEN SHELVES TO MATCH PANEL WIDTHS					
0022	6	EA		425-94		
	24"W X 62"H WORK STATION PANELS FOR END PANELS					
0023	12	EA		425-94		
	DUPLEX OUTLETS					
0024	4	EA		425-94		
	SECTION 3.2.2 FILE ROOM WORKSTATIONS					
0025	4	EA		425-94		
	24"D X 36"W LAMINATE WORK SURFACES					

SIGNATURE

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11/12/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0026	4	EA		425-94		
				24"D X 36"W LAMINATE CORNER WORK SURFACES		
0027	4	EA		425-94		
				24"D X 48"W LAMINATE WORK SURFACES		
0028	4	EA		425-94		
				36"W STEEL FLIPPER DOOR UNIT W/LOCK		
0029	4	EA		425-94		
				48"W STEEL FLIPPER DOOR UNIT W/ LOCK		
0030	4	EA		425-94		
				24"D F/F PEDESTALS MUST BE FULL HEIGHT TO ATTACH		
				TO WORK SURFACE WITH LOCK.		

SIGNATURE

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0031	4	EA		425-94		
24"D B/B/F PEDESTAL MUST BE FULL HEIGHT TO ATTACH TO WORK SURFACE WITH LOCK.						
0032	4	EA		425-94		
11"H X 36"W TACK BOARD						
0033	4	EA		425-94		
30"W TASK LIGHT MUST BE WITHIN 6" OF THE WIDTH OF CABINET.						
0034	4	EA		425-94		
42"W TASK LIGHT MUST BE WITHIN 6" OF THE WIDTH OF CABINET.						

SIGNATURE

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER
304-558-0067

*709044350 304-344-1231
CONTEMPORARY GALLERIES OF WV I
1210 SMITH ST
CHARLESTON WV 25301

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0035	4	EA		425-94		
KEYBOARD TRAY FULLY ADJUSTABLE WITH MOUSE PAD						
THAT CAN BE MOVED TO EITHER LEFT OR RIGHT SIDE OF KEYBOARD TRAY, INCLUDES PALM SUPPORT, NO KNOW OR LEVER NEEDED FOR HEIGHT ADJUSTMENT, 6" OF HEIGHT ADJUSTMENT, NEGATIVE AND POSITIVE TILT WITH 360 DEGREE SWIVEL.						
0036	4	EA		425-94		
48"W TOOLBAR TO INCLUDE ONE HORIZONTAL IN/OUT						
BASKET WITH ONE DIVIDER TO ALLOW FOR 2 LEVELS OF STORAGE.						
0037	4	EA		425-94		
ONE (1) VERTICAL TO CONSIST OF 3 SLOTS						
THESE ARE TO BE LOCATED ON THE 48" WIDE PANEL.						
0038	4	EA		425-94		
TASK CHAIRS - STANDARD PNEUMATIC HEIGHT TILT SWIVEL						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0039	4	EA		425-94		
FEATURES METAL FRAME WITH HEIGHT ADJUSTABLE ARMS, 5 STAR BASE WITH CASTERS, MID BACK DESIGN, ADJUSTABLE LUMBAR, UPHOLSTERED IN FABRIC.						
COAT HOOKS						
0040	1	EA		425-94		
SECTION 3.2.3 MAIL AREA						
0041	1	EA		425-94		
24"D X 60"W X 40"H TABLE LAMINATE TOP WITH STEEL						
BASE AND 4 LEGS ON LOCKING CASTERS.						
0042	1	EA		425-94		
STOOL WITH FOOT RING STANDARD PNEUMATIC HEIGHT TILT						
SWIVEL, FEATURES METAL FRAME WITH HEIGHT ADJUSTABLE ARMS, 5 STAR BASE WITH CASTERS, MID BACK DESIGN						
ADJUSTABLE LUMBAR, UPHOLSTERED IN FABRIC.						
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0043	1	EA		425-94		
	SECTION 3.2.3A STORAGE AREA					
0044	3	EA		425-94		
	STEEL STORAGE CABINET					
	5 HIGH, 42"W WITH HINGED DOORS, LOCK AND ADJUSTABLE GLIDES.					
0045	1	EA		425-94		
	SECTION 3.2.4 RECEPTIONISTS					
0046	2	EA		425-94		
	TASK CHAIRS STANDARD PNEUMATIC HEIGHT TILT SWIVEL					
	FEATURES METAL FRAME WITH HEIGHT ADJUSTABLE ARMS, 5 STAR BASE WITH CASTERS, MID BACK DESIGN ADJUSTABLE LUMBAR UPHOLSTERED IN FABRIC.					

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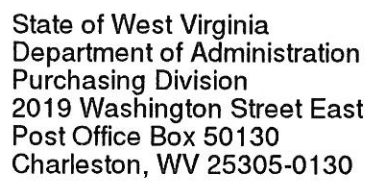
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0047	2	EA	425-94	MULTI FILE UNITS CONTAINING 2 BOX DRAWERS ON RIGHT, 1 FILE DRAWER ON LEFT AND 1 LATERAL FILE DRAWER ON BOTTOM. 24"D X 30"W X 28" H LAMINATE.		
0048	10	EA	425-94	SECTION 3.2.5 INTERVIEW ROOMS LAMINATE TOP, FULL LAMINATE DESK NO STEEL, SINGLE PEDESTAL B/B/F FREE STANDING DESIGN. DESK - GENERAL SPECIFICATIONS: OUTSIDE AND SURFACE PANELS ARE MADE FROM MINIMUM 1" THICK MINIMUM 45 LBS. DENSITY PARTICLE BOARD AND COVERED ON BOTH SIDES WITH HIGH PERFORMANCE THERMALLY FUSED LAMINATE. FILE DRAWER HAVE FULL EXTENSION STEEL BALL BEARING SLIDES, BOX DRAWERS USE MINIMUM 3/4 EXTENSION STEEL BALL BEARING SLIDES. DRAWERS AND END PANELS ARE EDGE BANDED ON ALL FOUR SIDES TO PROTECT CLOTHING AND THE FLOOR COVERING. LOCKS ARE STANDARD. DRAWERS ARE OPEN WITH SIDE PULLS. FULL LEG END PANELS AND MODESTY PANEL.		
0049	10	EA	425-94	DESK 48"L X 30"W X 29"H LAMINATE TOP, FULL LAMINATE DESK, NO STEEL, SINGLE PEDESTAL B/B/F FREE STANDING DESIGN.		
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0050	10	EA	425-94	KEYBOARD TRAY FULLY ADJUSTABLE WITH MOUSE PAD THAT CAN BE MOVED TO EITHER LEFT OR RIGHT SIDE OF KEYBOARD TRAY, INCLUDES PALM SUPPORT, NO KNOB OR LEVER NEEDED FOR HEIGHT ADJUSTMENT, 6" OF HEIGHT ADJUSTMENT, NEGATIVE AND POSITIVE TILT WITH 360 DEGREE SWIVEL.		
0051	10	EA	425-94	TACK BOARD 36"W X 11"H ATTACHED TO WALL		
0052	10	EA	425-94	TASK CHAIRS STANDARD PNEUMATIC HEIGHT TILT SWIVEL FEATURES METAL FRAME WITH HEIGHT ADJUSTABLE ARMS, 5 STAR BASE CASTERS, MID BACK DESIGN, ADJUSTABLE LUMBAR UPHOLSTERED IN FABRIC.		
0053	20	EA	425-94	GUEST CHAIRS - METAL FRAME NO ARMS 4 LEGS STATIONARY WITHOUT CASTERS MOLDED POLY SHELL NO UPHOLSTERY.		

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0054	1	EA		425-94		
	SECTION 3.2.5A PRINTER TABLE					
0055	1	EA		425-94		
	18"D X 48"W TABLE LAMINATE TOP WITH STEEL BASE					
	AND 4 LEGS ON LOCKING CASTERS.					
0056	13	EA		425-94		
	SECTION 3.2.6 ENCLOSED PRIVATE OFFICE					
	DESK GENERAL SPECIFICATIONS: OUTSIDE AND SURFACE PANELS ARE MADE FROM MINIMUM 1" THICK MINIMUM 45 LBS. DENSITY PARTICLE BOARD AND COVERED ON BOTH SIDES WITH HIGH PERFORMANCE THERMALLY FUSED LAMINATE. FILE DRAWERS HAVE FULL EXTENSION STEEL BALL BEARING SLIDES, BOX DRAWERS USE MINIMUM 3/4 EXTENSION STEEL BALL BEARING SLIDES. DRAWERS AND END PANELS ARE EDGE BANDED ON ALL FOUR SIDES TO PROTECT CLOTHING AND THE FLOOR COVERING. LOCKS ARE STANDARD. DRAWERS ARE OPEN WITH SIDE PULLS. FULL LEG END PANELS AND MODESTY PANEL.					

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0057	13	EA		425-94		
	36" X 72" D	PENINSULA	DESK			
0058	13	EA		425-94		
	48"W RETURN WITH R/F	FULL HEIGHT	PEDESTAL			
0059	13	EA		425-94		
	48"W OVER WITH DESK	W/TACK	BOARD			
0060	13	EA		425-94		
	36"W TASK	LIGHT				
0061	13	EA		425-94		
	24" FULL HEIGHT LAMINATE	B/B/F	PEDESTAL	MOBILE		
	WITH CASTERS.					

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0062	13	EA	425-94	KEYBOARD TRAY FULLY ADJUSTABLE WITH MOUSE PAD THAT CAN BE MOVED TO EITHER LEFT OR RIGHT SIDE OF KEYBOARD TRAY, INCLUDES PALM SUPPORT, NO KNOB OR LEVER NEEDED FOR HEIGHT ADJUSTMENT, 6" OF HEIGHT ADJUSTMENT, NEGATIVE AND POSITIVE TILT WITH 360 DEGREE SWIVEL.		
0063	13	EA	425-94	FREESTANDING PAPER TRAY TO INCLUDE HORIZONTAL IN/OUT TRAY WITH ONE DIVIDER TO ALLOW FOR 2 LEVELS OF STORAGE.		
0064	13	EA	425-94	FREESTANDING DIAGNOL TRAY TO CONSIST OF 3 SLOTS		
0065	13	EA	425-94	TASK CHAIRS STANDARD PNEUMATIC HEIGHT TILT SWIVEL FEATURES METAL FRAME WITH HEIGHT ADJUSTABLE ARMS, 5 STAR BASE CASTERS, MID-BACK DESIGN, ADJUSTABLE LUMBAR UPHOLSTERED IN FABRIC.		

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0066	26	EA		425-94		
	GUEST CHAIRS METAL FRAME W/ARMS 4 LEGS WITHOUT CASTERS UPHOLSTERED IN FABRIC.					
0067	13	EA		425-94		
	36"W X 4 HIGH LAMINATE LATERAL FILE W/LOCK					
0068	13	EA		425-94		
	BOOKCASE 12"D X 36"W X 48"H 4 HIGH LAMINATE WITH 3 ADJUSTABLE SHELVES IN 1" INCREMENTS MUST HAVE FINISHED BACKS.					
0069	3	EA		425-94		
	SECTION 3.2.6A STORAGE AREA					

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0070	3	EA		425-94		
	5 HIGH, 42"W WITH HINGED DOORS, LOCK AND ADJUSTABLE GLIDES.					
0071	1	EA		425-94		
	SECTION 3.2.7 1 ENCLOSED PRIVATE OFFICE					
	FREE STANDING DESIGN: DESK - GENERAL SPECIFICATIONS OUTSIDE AND SURFACE PANELS ARE MADE FROM MINIMUM 1" THICK MINIMUM 45 LBS. DENSITY PARTICLE BOARD AN COVERED ON BOTH SIDES WITH HIGH PERFORMANCE THERMALLY FUSE LAMINATE. FILE DRAWERS HAVE FULL EXTENSION STEEL BALL BEARING SLIDES, BOX DRAWERS USE MINIMUM 3/4 EXTENSION STEEL BALL BEARING SLIDES. DRAWERS AND END PANELS ARE EDGE BANDED ON ALL FOUR SIDES TO PROTECT CLOTHING AND THE FLOOR COVERING. LOCKS ARE STANDARD. DRAWERS ARE OPEN WITH SIDE PULLS. FULL LEG END PANELS AND MODESTY PANEL.					
0072	1	EA		425-94		
	36" X 72"D PENINSULA DESK					

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0073	1	EA		425-94		
				48"W RETURN WITH F/F FULL HEIGHT PEDESTAL		
0074	1	EA		425-94		
				48"W OVER THE DESK W/TACK BOARD		
0075	1	EA		425-94		
				36" TASK LIGHT		
0076	1	EA		425-94		
				24" FULL HEIGHT, LAMINATE B/B/F PEDESTAL MOBILE		
				WITH CASTERS.		
0077	1	EA		425-94		
				KEYBOARD TRAY FULLY ADJUSTABLE WITH MOUSE PAD THAT		

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0078	1	EA	425-94	CAN BE MOVED TO EITHER LEFT OR RIGHT SIDE OF KEYBOARD TRAY, INCLUDES PALM SUPPORT, NO KNOB OR LEVER NEEDED FOR HEIGHT ADJUSTMENT, 6" OF HEIGHT ADJUSTMENT, NEGATIVE AND POSITIVE TILT WITH 360 DEGREE SWIVEL.		
	1			FREESTANDING PAPER TRAY TO INCLUDE HORIZONTAL IN/OUT TRAY WITH ONE DIVIDER TO ALLOW FOR 2 LEVELS OF STORAGE.		
0079	1	EA	425-94	FREESTANDING DIAGNOL TRAY TO CONSIST OF 3 SLOTS		
0080	1	EA	425-94	TASK CHAIRS STANDARD PNEUMATIC HEIGHT, TILT, SWIVEL FEATURES METAL FRAME WITH HEIGHT ADJUSTABLE ARMS, 5 STAR BASE CASTERS, MID BACK DESIGN, ADJUSTABLE LUMBAR UPHOLSTERED IN FABRIC.		

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0081	2	EA		425-94		
GUEST CHAIRS METAL FRAME WITH ARMS, 4 LEGS WITHOUT CASTERS UPHOLSTERED IN FABRIC.						
0082	3	EA		425-94		
36" W X 4 HIGH LAMINATE LATERAL FILE W/ LOCK						
0083	1	EA		425-94		
SECTION 3.2.8 THERE IS 1 ENCLOSED OFFICE AND THE FREE STANDING DESIGN: DESK - GENERAL SPECIFICATIONS OUTSIDE AND SURFACE PANELS ARE MADE FROM MINIMUM 1" THICK MINIMUM 45 LBS. DENSITY PARTICLE BOARD AND COVERED ON BOTH SIDES WITH HIGH PERFORMANCE THERMALLY FUSED LAMINATE. FILE DRAWERS HAVE FULL EXTENSION STEEL BALL BEARING SLIDES, BOX DRAWERS USE MINIMUM 3/4 EXTENSION STEEL BALL BEARING SLIDES. DRAWERS AND END PANELS ARE EDGE BANDED ON ALL FOUR SIDES TO PROTECT CLOTHING AND THE FLOOR COVERING. LOCKS ARE STANDARD. DRAWERS ARE OPEN WITH SIDE PULLS. FULL LEG END PANELS AND MODESTY PANELS.						

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0084	1	EA		425-94		
	72" W X 30"D	PENINSULA	DESK			
0085	1	EA		425-94		
	CENTER DRAWER	LAMINATE	18" D X 20" W X 3" H			
0086	1	EA		425-94		
	48" W X 24" D	BRIDGE				
0087	1	EA		425-94		
	72" W X 24" D	SINGLE PEDESTAL	CREDENZA			
0088	1	EA		425-94		
	48"W	TASK LIGHT				

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

Solicitation

NUMBER

BCF14088

PAGE

23

ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER
304-558-0067

*709044350 304-344-1231
CONTEMPORARY GALLERIES OF WV I
1210 SMITH ST
CHARLESTON WV 25301

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

DATE PRINTED

10/10/2013

BID OPENING DATE: 11/12/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0089	1	EA	425-94	21"H X 72"W TACK BOARD UPHOLSTERED IN FABRIC		
0090	1	EA	425-94	KEYBOARD TRAY FULLY ADJUSTABLE WITH MOUSE PAD THAT CAN BE MOVED TO EITHER LEFT OR RIGHT SIDE OF KEYBOARD TRAY, INCLUDES PALM SUPPORT, NO KNOB OR LEVER NEEDED FOR HEIGH ADJUSTMENT, 6" OF HEIGHT ADJUSTMENT, NEGATIVE AND POSITIVE TILT WITH 360 DEGREE SWIVEL.		
0091	1	EA	425-94	FREESTANDING PAPER TRAY TO INCLUDE HORIZONTAL IN/OUT TRAY WITH ONE DIVIDER TO ALLOW FOR 2 LEVELS OF STORAGE.		
0092	1	EA	425-94	FREESTANDING DIAGNOL TRAY TO CONSIST OF 3 SLOTS		

SIGNATURE

TELEPHONE

DATE

TITLE

FEIN

ADDRESS CHANGES TO BE NOTED ABOVE

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HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

S
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T
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DATE PRINTED

10/10/2013

BID OPENING DATE: 11/12/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0093	1	EA	425-94	42" ROUND LAMINATE TABLE WITH ONE 29"H LAMINATE CROSS BASE.		
0094	1	EA	425-94	TASK CHAIRS STANDARD PNEUMATIC HEIGHT TILT SWIVEL FEATURES METAL FRAME WITH HEIGHT ADJUSTABLE ARMS, 5 STAR BASE CASTERS, MID BACK DESIGN, ADJUSTABLE LUMBAR UPHOLSTERED IN FABRIC.		
0095	2	EA	425-94	GUEST CHAIRS METAL FRAME WITH ARMS, 4 LEGS WITHOUT WITHOUT CASTERS UPHOLSTERED IN FABRIC.		
0096	2	EA	425-94	SIDE CHAIRS METAL FRAME WITH ARMS, 4 LEGS WITH CASTERS AND UPHOLSTERED IN FABRIC.		

SIGNATURE

TELEPHONE

DATE

TITLE

FEIN

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



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

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ADDRESS CORRESPONDENCE TO ATTENTION OF

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*709044350 304-344-1231
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CHARLESTON WV 25301

HEALTH AND HUMAN RESOURCES
VARIOUS LOCATIONS
AS INDICATED BELOW

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10/10/2013

BID OPENING DATE:

11/12/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0097	1	EA	425-94	36"W X 4 HIGH LAMINATE LATERAL FILE W/LOCK		
0098	1	EA	425-94	72"W HUTCH, WITH LOCKING DOORS ONE FIXED SHELF AND ONE FIXED DIVIDER, 15"D X 72"W X 42"H, LAMINATE		
0099	1	EA	425-94	BOOKCASE 12"D X 36"W X 48"H 4 HIGH LAMINATE WITH 3 ADJUSTABLE SHELVES IN 1" INCREMENTS MUST HAVE FINISHED BACKS.		
***** THIS IS THE END OF RFQ BCF14088 ***** TOTAL:						269,560.25

SIGNATURE

James B. Kilpatrick

TELEPHONE

304 344 1231

DATE

11.11.13

TITLE

SALES DESIGN

FEIN

550564447

ADDRESS CHANGES TO BE NOTED ABOVE

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

☐

A pre-bid meeting will not be held prior to bid opening.

☐

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

☒

A MANDATORY PRE-BID meeting will be held at the following place and time:

350 Capitol Street, Room # 730
Charleston, WV 25301

October 21, 2013 - Monday @ 10:00 A.M

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

→ Question Submission Deadline: October 25, 2013 - end of business

Submit Questions to: Roberta A. Wagner

2019 Washington Street, East

Charleston, WV 25305

Fax: 304-558-4115

Email: roberta.a.wagner@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID

BUYER: _____

SOLICITATION NO.: _____

BID OPENING DATE: _____

BID OPENING TIME: _____

FAX NUMBER: _____

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus _____ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: ☐ Technical
☐ Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time: November 12, 2013 @ 1:30 P.M.

Bid Opening Location: Department of Administration, Purchasing Division
 2019 Washington Street East
 Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
 - 2.1 **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

 - 2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.

 - 2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

 - 2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

 - 2.5 **"Purchase Order"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.

 - 2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.

 - 2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

 - 2.8 **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☐

Term Contract

Initial Contract Term: This Contract becomes effective on _____
and extends for a period of _____ year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to _____ successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Reasonable Time Extension: At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

Release Order Limitations: In the event that this contract permits release orders, a release order may only be issued during the time this Contract is in effect. Any release order issued within one year of the expiration of this Contract shall be effective for one year from the date the release order is issued. No release order may be extended beyond one year after this Contract has expired.

☒

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ 60 calendar _____ days.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.

☐ **Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☐ **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☒ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

- ☐ **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- ☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of . The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.
- ☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

- ☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.
- ☒ **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.
- ☒ **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:



Commercial General Liability Insurance:

\$ 250,000.00

or more.



Builders Risk Insurance: builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.



The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

- ☒ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

☒ WV Contractor's License

☐
☐
☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.
10. **ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

- 12. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount _____ \$ 50.00/day _____ for failure to complete within specified time frame.

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

- 13. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
- 14. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.
- 15. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
- 16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
- 17. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."
- 18. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 19. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
- 20. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
- 21. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

22. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
23. **TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
24. **CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
25. **WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
26. **TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
27. **APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
28. **COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
29. **PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

- 30. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 31. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
- 32. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 33. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 34. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 35. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 36. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 37. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

38. [RESERVED]

39. CONFIDENTIALITY: The Vendor agrees that it 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/default.html>.

40. DISCLOSURE: Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

41. LICENSING: In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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 agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

42. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

- 43. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety, understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

- 44. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

☐ Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

- 45. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

- 46. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered

by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

- 47. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
- 48. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
- 49. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.
- 50. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:
- ☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
 - ☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.
- 51. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information

to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304)558-9911 for more information.

52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

ADDITIONAL TERMS AND CONDITIONS (Construction Contracts Only)

1. **CONTRACTOR'S LICENSE:** West Virginia Code § 21-11-2 requires that all persons desiring to perform contracting work in this state be licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Applications for a contractor's license may be made by contacting the West Virginia Division of Labor.

West Virginia Code § 21-11-11 requires any prospective Vendor to include the contractor's license number on its bid. Failure to include a contractor's license number on the bid shall result in Vendor's bid being disqualified. Vendors should include a contractor's license number in the space provided below.

Contractor's Name: _____

Contractor's License No. _____

The apparent successful Vendor must furnish a copy of its contractor's license prior to the issuance of a purchase order/contract.

2. **DRUG-FREE WORKPLACE AFFIDAVIT:** W. Va. Code § 21-1D-5 provides that any solicitation for a public improvement contract requires each Vendor that submits a bid for the work to submit at the same time an affidavit that the Vendor has a written plan for a drug-free workplace policy. To comply with this law, Vendor must either complete the enclosed drug-free workplace affidavit and submit the same with its bid or complete a similar affidavit that fulfills all of the requirements of the applicable code. Failure to submit the signed and notarized drug-free workplace affidavit or a similar affidavit that fully complies with the requirements of the applicable code, with the bid shall result in disqualification of Vendor's bid.

2.1 DRUG-FREE WORKPLACE POLICY: Pursuant to W. Va. Code § 21-1D-4, Vendor and its subcontractors must implement and maintain a written drug-free workplace policy that complies with said article.

The awarding public authority may cancel this contract if: (1) Vendor fails to implement and maintain a written drug-free workplace policy described in the preceding paragraph, (2) Vendor fails to provide information regarding implementation of its drug-free workplace policy at the request of the public authority; or (3) Vendor provides to the public authority false information regarding the contractor's drug-free workplace policy.

3. **DRUG FREE WORKPLACE REPORT:** Pursuant to W. Va. Code § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. For contracts over \$25,000, the public authority shall be the West Virginia Purchasing Division. For contracts of \$25,000 or less, the public authority shall be the agency issuing the contract. The report shall include:

- (1) Information to show that the education and training service to the requirements of West Virginia Code § 21-1D-5 was provided;
- (2) The name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- (3) The average number of employees in connection with the construction on the public improvement;
- (4) Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor should utilize the attached Certified Drug Free Workplace Report Coversheet when submitting the report required hereunder.

4. **AIA DOCUMENTS:** All construction contracts that will be completed in conjunction with architectural services procured under Chapter 5G of the West Virginia Code will be governed by the AIA A101-2007 and A201-2007 or the A107-2007 documents, as amended by the Supplementary Conditions for the State of West Virginia, in addition to the terms and conditions contained herein.
5. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$250,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects. Additionally, if no subcontractors who will perform more than \$25,000.00 of work are to be used to complete the project, it will be noted on the subcontractor list.
 - a. **Required Information.** The subcontractor list shall contain the following information:
 - i. Bidder's name
 - ii. Name of each subcontractor
 - iii. License numbers as required by W. Va. Code § 21-11-1 et. seq.
 - iv. Notation that no subcontractor will be used to perform more than \$25,000.00 of work, when applicable
 - b. **Submission.** The completed subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. Failure to submit the subcontractor list within one business day after the deadline for submitting bids shall result in disqualification of the bid.
 - c. **Substitution of Subcontractor.** Written approval must be obtained from the State Spending Unit before any subcontractor substitution is permitted. Substitutions are not permitted unless:

- i. The subcontractor listed in the original bid has filed for bankruptcy,
 - ii. The subcontractor in the original bid has been debarred or suspended; or
 - iii. The contractor certifies in writing that the subcontractor listed in the original bill fails, is unable, or refuses to perform his subcontract.
6. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: *Provided*, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

REQUEST FOR QUOTATION
BCF14088 Nicholas County Modular Furniture

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Health and Human Resources, Bureau for Children and Families for the one time purchase of Modular Furniture:
 - 1.1 The Department of Health & Human Resources (DHHR) is requesting a monetary quote for the products listed herein. **All vendors must bid Grade/Class A products/fabrics and are to provide complete information on the product they are bidding.** It is acceptable to offer your product's closest match (+/- 5" variation on each dimension) if your product does not conform to the exact dimensions of the products listed. Alternate dimensions or deviations should be summarized and included with your quotation. Do not bid fewer items even if the items bid will not physically fit on the provided floor plan. The estimated square footage for the Nicholas County office is 16,000 sq. ft.
 - 1.2 All work shall be in compliance with National Electric Code, State Fire Marshall's Office, applicable building codes, and any other governing agency as well as meeting industry standards.
 - 1.3 This shall be a turn-key job and everything to totally complete the installation and approved operation shall be included in the original bid. In the event of a conflict between written specifications and the drawing, the written specifications prevail.
 - 1.4 All bidders must meet specifications. All bidders shall offer a range of panel and work surface sizes and accessories consistent with general industry standards. Offerings shall include, but are not limited to: Transaction work surfaces, keyboard surfaces, various configurations of tables, flipper door cabinets, shelves with dividers, suspended drawer storage, stand-alone drawer storage, mobile drawer storage, desks, task lighting, marker boards, tack boards, coat hooks, wire management, drawer accessories, paper management, electronic support accessories, tables, seating and a minimum of four (4) categories of fabric. If panel system does not meet specifications, your bid will be disqualified. Bidders shall not offer fabrics that do not meet **Class A** Flammability Requirements.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **"Contract Item"** means Modular Furniture.

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- 2.2 **"Pricing Page"** means the pages upon which Vendor should list its proposed price for the Contract Items in the manner requested. The Pricing Page is included on the last page of this RFQ.
- 2.3 **"RFQ"** means the official request for quotation published by the Purchasing Division and identified as BCF14088.
- 2.4 All qualified bidders, being familiar with and understanding the bidding documents and being familiar with all local conditions affecting the project hereby propose to furnish all material, equipment, supplies and to perform all work in accordance with the bidding documents within the time set forth below.
- 2.5 It is the bidder's responsibility to verify all field conditions and limitations prior to bidding. It is also the bidder's responsibility to notify the DHHR in writing, of conditions detrimental to performing the scope of the work. Do not proceed until nonconforming conditions have been corrected.

3. GENERAL REQUIREMENTS:

- 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.

3.1.1 **Modular Furniture:** The objective of this quotation is to obtain a turn-key installation of new modular furniture in the new Nicholas County office to be located in Summersville, WV. The successful vendor and DHHR will mutually agree on a firm and fixed delivery date to be determined based on current construction schedule for the new building.

- 3.2 Furniture provider will be responsible for providing the equipment/services listed below:

The workstation dimensions should be approximately 6' X 7'. All panels are to be 62" high (+/-5") **All panels are acoustical, monolithic, minimum 2" thickness and solid core, no frame or tile panels will be accepted.** The panels shall have NRC rating of min. 65 and a minimum STC rating of 22. Electric/voice/data will be supplied from power poles as necessary to operate the particular group of workstations. **The panels shall be powered so that each workstation has 3 duplex outlets per station, no power strips will be accepted. All work stations should have wing panels. See the drawing for sizes.**

- \ 3.2.1 Workstations 6' x 7' (48) (Room 123 – 24 units) (Room 138 - 24 units)

- 24"d x 36"w laminate work surface
- 24"d x 36"w laminate corner work surface

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- 24"d x 48"w laminate work surface
- 36"w steel flipper door unit w/lock
- 48"w steel flipper door unit w/lock
- 24"d f/f pedestal must be full height to attach to work surface w/lock
- 24"d b/b/f pedestal must be full height to attach to work surface w/lock
- 11"h x 36"w tack board
- 30"w task light – must be within 6" of the width of the cabinet
- 42" w task light – must be within 6" of the width of the cabinet
- Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel
- 48"w toolbar to include:
 - one horizontal in/out basket with one divider to allow for 2 levels of storage,
 - one vertical to consist of 3 slots.

These are to be located on the 48" wide panel. *(Needs to match the panel systems. The bars that hold the trays have to attach/hang on the panels)*
- (48) Coat hook, one per workstation
- Task chair: (38) standard pneumatic height, tilt, swivel, features metal frame with height adjustable arms, 5 star base with casters, mid back design, adjustable lumbar, upholstered in fabric.
- Big and Tall chairs: (10) standard pneumatic height, tilt, swivel, features metal frame with height adjustable arms, 5 star base with casters, mid back design, adjustable lumbar, upholstered in fabric and must hold minimum weight of 350 lbs.

2 **3.2.1A Printer Stations within Work Station Areas (6 Total Units) (Room 123 – 3 unit) (Room 138 – 3 units)**

- 2 ea. 72"w x 24"d laminate work surfaces to span entire back of workstation where noted
- 2 ea. 24" deep file/file pedestals must be full height to attach to work surface
- 4 ea. open shelves to match panel widths
- 2 ea. 24"w x 62"h work station panels for end panels
- 2 ea. Duplex outlets

3 **3.2.2 File Room Workstations 6' x 7' (Room 137 – 4 Units)**

- 24"d x 36"w laminate work surface
- 24"d x 36"w laminate corner work surface
- 24"d x 48"w laminate work surface
- 36"w steel flipper door unit w/lock
- 48"w steel flipper door unit w/lock

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- 24"d f/f pedestal must be full height to attach to work surface w/lock
- 24"d b/b/f pedestal must be full height to attach to work surface w/lock
- 11"h x 36"w tack board
- 30"w task light – must be within 6" of the width of the cabinet
- 42"w task light - must be within 6" of the width of the cabinet
- Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel
- 48"w toolbar to include:
 - one horizontal in/out basket with one divider to allow for 2 levels of storage,
 - one vertical to consist of 3 slots.

These are to be located on the 48" wide panel. *(Needs to match the panel systems. The bars that hold the trays have to attach/hang on the panels)*
- Coat hook, one per workstation
- Task chair (4): standard pneumatic height, tilt, swivel, features metal frame with height adjustable arms, 5 star base with casters, mid back design, adjustable lumbar, upholstered in fabric.

4 **3.2.3 Mail Area (Room 124)**

- 1 ea. Table 24"d x 60"w x 40"h laminate top with steel base and 4 legs on locking casters.
- 1 ea. Stool with foot ring: standard pneumatic height, tilt, swivel features, metal frame with height adjustable arms, 5 star base with casters, mid back design, adjustable lumbar, upholstered in fabric.

5 **3.2.3A Locate outside of Mail Room (Room 124)**

- 3 ea. Steel Storage Cabinet – 5 high, 42"w with hinged doors, lock and adjustable glides.

6 **3.2.4 Receptionists (Room 125)**

- Task chair: (2) standard pneumatic height, tilt, swivel, features metal frame with height adjustable arms, 5 star base with casters, mid back design, adjustable lumbar, upholstered in fabric.
- 2 ea. 24"d x 30"w x 28"h laminate Multi file units containing: 2 box drawers on right, 1 file drawer on left and 1 lateral file drawer on bottom.

7 **3.2.5 There are 10 Interview Rooms and the design options for each are as follows: (Rooms 126, 127, 128, 129, 130, 131, 132, 133, 134 and 135)**

- Desk, General Specifications – Outside and surface panels are made from minimum 1" thick minimum 45 lb. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full

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extension steel ball bearing slides, box drawers use minimum $\frac{3}{4}$ extension steel ball bearing slides. Drawers and end panels are edge banded on all four sides to protect clothing and the floor covering. Locks are standard. Drawers are opened with side pulls. Full leg end panels and modesty panel.

- Desk 48"l x 30"w x 29"h laminate top, full laminate desk **no steel**, single pedestal box/box/file free standing design.
- Keyboard tray, fully adjustable, with mouse pad that can be moved to either left or right side of the keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel.
- Tack board - 36"w x 11"h attached to the wall
- Task chair (10): standard pneumatic height, swivel, and tilt features, metal frame with height, adjustable arms, adjustable lumbar, 5 star base with casters, mid back design, upholstered in fabric
- Guest chairs (qty. 2 ea.): metal frame no arms, 4 legs, stationary without casters, molded poly shell, no upholstery

8

3.2.5 A Printer Area for Interview Rooms (Outside of Room 125)

- 1 ea. Table 48"w x 18"d laminate top with steel base and 4 legs on locking casters.

9

3.2.6 13 Enclosed Private Offices: (Rooms 109, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121 and 150)

- Desk, General Specifications – Outside and surface panels are made from minimum 1" thick minimum 45 lb. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full extension steel ball bearing slides, box drawers use minimum $\frac{3}{4}$ extension steel ball bearing slides. Drawers and end panels are edge banded on all four sides to protect clothing and the floor covering. Locks are standard. Drawers are opened with side pulls. Full end panels with modesty panel.
- 36" x 72" d peninsula desk
- 48"w return. with f/f full height pedestal
- 48"w over desk w/tack board
- 36"w task light
- 24" full height, laminate b/b/f pedestal mobile - with casters
- Keyboard tray, fully adjustable, with mouse pad that can be moved to either left or right side of the keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel
- Freestanding paper tray to include one horizontal in/out with one divider to allow for 2 levels of storage (*can be office supply*)
- Freestanding diagonal tray to consist of 3 slots. (*can be office supply*)
- 36"w x 4 high laminate lateral file w/lock

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- Bookcase 12"d x 36"w x 48"h 4 high laminate with 3 adjustable shelves in 1" increments, must have finished back
- Task chair (13): standard pneumatic height, swivel and tilt features, metal frame with height, adjustable arms, 5 star base with casters, adjustable lumbar, mid back design upholstered in fabric
- Guest chair (qty. 2 ea.): metal frame with arms, 4 legs no casters, upholstered in fabric

10 **3.2.6A Locate outside of Room 109**

- 3 ea. Steel Storage Cabinet – 5 high, 42"w with hinged doors, lock and adjustable glides

11 **3.2.7 There is 1 enclosed office, the design options are: (Room 122)**

- Free standing design: Desk, General Specifications – Outside and surface panels are made from minimum 1" thick minimum 45 lb. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full extension steel ball bearing slides, box drawers use minimum ¾ extension steel ball bearing slides. Drawers and end panels are edge banded on all four sides to protect clothing and the floor covering. Locks are standard. Drawers are opened with side pulls. Full end panels with modesty panel.
- 36" x 72" d peninsula desk
- 48"w return with f/f full height pedestal
- 48"w over desk w/tack board
- 36"w task light
- 24" full height, laminate b/b/f pedestal mobile – with casters
- Keyboard tray, fully adjustable, with mouse pad that can be moved to either left or right side of the keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel
- Freestanding paper tray to include one horizontal in/out with one divider to allow for 2 levels of storage (*can be office supply*)
- Freestanding diagonal tray to consist of 3 slots. (*can be office supply*)
- 3 ea. 36"w x 4 high lateral file laminate w/lock
- Task chair: standard pneumatic height, swivel and tilt features, metal frame with height, adjustable arms, 5 star base with casters, adjustable lumbar, mid back design upholstered in fabric
- Guest chair (qty. 2): metal frame with arms, 4 legs no casters, upholstered in fabric

12 **3.2.8 There is 1 enclosed office and the design options are as follows: (Room 151)**

- Free standing design: Desk, General Specifications – Outside and surface panels are made from minimum 1" thick minimum 45 lb. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full extension steel ball bearing slides, box drawers use ¾ extension steel ball bearing slides. Drawers and end panels are edge banded on all four

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sides to protect clothing and the floor covering. Locks are standard. Drawers are opened with side pulls. Full end panels with modesty panel.

- 72"w x 30" d single pedestal desk
- Center drawer laminate 18"d x 20"w x 3"h
- 48"w x 24"d bridge
- 72"w x 24"d single pedestal credenza
- 15"d x 72"w x 42"h, laminate Hutch, with locking doors, one fixed shelf and one fixed divider,
- 48"w task light
- 1 ea. 36"w x 4 high lateral file laminate w/lock
- 1 ea. 21"h x 72"w Tack board, upholstered in fabric
- 1 ea. Bookcase 12"d x 36"w x 48"h 4 high laminate frame, 3 adjustable shelves in 1" increments with finished back
- Keyboard tray, fully adjustable, with mouse pad that can be moved to either left or right side of the keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel
- 42" round laminate table with one round laminate pedestal base
- Task chair: standards pneumatic height, swivel and tilt features, metal frame with height, adjustable arms, 5 star base with casters, adjustable lumbar, mid back design, upholstered in fabric
- • Guest chair (qty. 2): metal frame with arms, 4 legs no casters, upholstered in fabric
- • 2 ea. side chairs with metal frame, arms, 4 legs with casters and upholstered in fabric

B 3.2.9 There is 1 conference room and the design options are as follows: (Room 108)

- 1 conference table: 84"l x 48"w conference table, laminate top and two round laminate pedestal bases
- 8 ea. task chairs, standard pneumatic height, swivel and tilt features, metal frame with height, adjustable arms, 5 star base with casters, adjustable lumbar, mid back design upholstered in fabric
- 4 ea. Stacking side chairs, 4 legs, no arms and upholstered in fabric
- 1 ea. Laminate Storage Cabinet with doors, locking 24"d x 36"w x 40"h
- Visual board to consist of: white board, two side opening doors; cork board on the right and 50 sheet writing pad on the left. Marker board can also be used for projection. Set of 4 dry markers and eraser included with board.

A 3.2.10 There is 1 conference room and the design options are as follows: (Room 110)

- 1 conference table: 96"l x 42"w conference table, laminate top and two round laminate pedestal bases
- 8 ea. side chairs with metal frame, arms, 4 legs with casters and upholstered in fabric
- 4 ea. Stacking side chairs, 4 legs, no arms and upholstered in fabric
- Visual board to consist of: white board, two side opening doors; cork board on

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the right and 50 sheet writing pad on the left. Marker board can also be used for projection. Set of 4 dry markers and eraser included with board.

15 **3.2.11 There is 1 large conference room with the following design: (Room 142)**

- 20 tables 24"d x 60"w laminate tops with 29"h steel base and 4 legs on locking casters.
- 40 side chairs with metal frame arms, 4 legs with casters and upholstered in fabric.
- **Display/Information boards (2 units) consisting of:**
 - 12'w x 42"h laminate writable surface; information boards are 0.64" (16mm) thick with one usable side and 1mm bright white edgeband. Safety interlock prevents dislodgement from horizontal wall rail.
 - 12' of upper and lower rails to be attached to the wall horizontally to accommodate above boards. Lower rails should also function as a marker tray.
- 4 ea. 6 high 36"w x 12"d open style shelving with metal shelves heavy duty, 20 gauge steel, 1000 lb. max load per shelf.

16 **3.2.12 The break room design options are as follows: (Room 146)**

- 3 tables: 72"w x 36"d laminate top with two 29"h, metal column with "T" legs
- 12 chairs: molded poly shell, no upholstery metal frame without arms, 4 legs, stationary

17 **3.2.13 The lobby (Room 101);**

- 44 stacking hard-shell chairs, no arms (fully molded, no open back) with metal frame, 4 legs, stationary without casters. The chairs are ganged in accordance with the attached floor plan.
- 1 ea. Table 30"d x 60"w laminate top with four legs, 29"h steel base on locking casters.

18 **3.2.14 The video room will contain the following options: (Room 107)**

- Free standing design: Desk, General Specifications – Outside and surface panels are made from minimum 1" thick minimum 45 lb. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full extension steel ball bearing slides, box drawers use minimum ¾ extension steel ball bearing slides. Drawers and end panels are edge banded on all four sides to protect clothing and the floor covering. Locks are standard. Drawers are opened with side pulls. Full end panels and modesty panel
- Single pedestal desk, free standing design, 24"w x 60"l single pedestal

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box/box/file full to the floor, Full laminate finish to match private offices and interview rooms

- Task chair standard pneumatic, swivel, tilt features, metal frame with height adjustable arms, 5 star base with casters, mid back design, adjustable lumbar, upholstered in fabric
- 1 ea. Bookcase 12"d x 36"w x 48"h 4 high laminate frame, 3 adjustable shelves in 1" increments with finished back

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3.2.15 The family visitation room will contain the following design: (Room 105)

- Sofa: 3 seat sofa with minimum of four legs, stationary without casters, upholstered in vinyl
- 48" round laminate table 29" high metal column with cross base
- 1 lounge chair, no more than 32" wide, with arms, upholstered in vinyl, minimum of four legs
- 4 ea. molded poly shell chairs, no upholstery metal frame without arms, 4 legs, stationary
- Bookcase, laminate frame, 12"d x 36"w x 48" h, 3 adjustable shelves adjustable in 1" increments must have finished back.
- 2 ea. end table 24" x 24" laminate with 4 legs

GR. 4

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3.2.16 Storage room to contain: (Room 148)

- 2 ea. - 6 high 36" w x 12" d open style shelving with metal shelves heavy duty, 20 gauge steel, 1000 lb. max load per shelf
- 6 ea. - 6 high 36" w x 24" d open style shelving with metal shelves heavy duty, 20 gauge steel, 1000 lb. max load per shelf

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3.2.17 Janitor's Room: (Room 141)

- 2 ea. - 6 high 36" w x 12" d open style shelving with metal shelves heavy duty, 20 gauge steel, 1000 lb. max load per shelf

3.2.18 Miscellaneous

- Pedestals for desks and work stations **MUST** be equal depth of work surface and full height.
- Locks are to be included in all cabinets and drawers
- All locks per station to be keyed alike
- 3 duplex outlets per workstation
- All corners and straight covers to be provided at every junction on panel systems
- Minimum of 3 circuit power in the panels

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3.3 A. GENERAL REQUIREMENT FOR ALL TYPES OF PANELS:

Note: In all references to drawings provided, it is mandatory/required from the Vendor to supply drawings to the agency.

TYPE I -Acoustical Panels Style A -Communications panel with raceway for running wires and cables to adjacent panels Style B -Electrified panels with raceway and electrical outlets

TYPE II -Non-Acoustical Panels Style A -Communications panel with raceway for running wires and cables to adjacent panels Style B -Electrified panels with raceway and electrical outlets.

APPLICABLE STANDARDS: The following documents of latest issue in effect on the date of the Request for Quotations shall form part of this specification to the extent described in REQUIREMENTS:

ASTM-C423 -Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.

ASTM-E84 -Test for Surface Burning Characteristics of Building Materials
American Society For Testing and Materials (ASTM)
1916 Race Street
Philadelphia, PA 19103

NEMA-LD3-1985 -HIGH PRESSURE DECORATIVE LAMINATES
National Electrical Manufacturer's Association (NEMA)
2101 L. Street N.W.
Washington, DC 20037

ANSI/BIFMA X5.6-1986 American National Standard for Office Furnishings
Panel Systems Test:
American National Standards Institution
1430 Broadway
New York, NY 10018

1. Design

The open plan office system furnished under this specification shall be of the manufacturer's current standard production. The manufacturer shall offer the office open plan office system(s) to commercial and/or industrial users for a minimum period of two years. Upon request by the State, the manufacturer shall furnish references (users of the system(s) offered), to include names, telephone numbers, and addresses. The State will survey users of the proposed system to determine the long-term performance and reliability characteristics of the system. The State reserves the right to reject the system on the analysis of

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this information. It is the responsibility of the bidder to prove to the satisfaction of the State that the proposed system does in fact meet long-term performance and reliability standard.

- a) Panels shall be of the manufacturer's standard design. They shall be Style A, Communications or S, Electrified as specified.
- b) The raceway cover shall be securely held in place.

Notes: The same raceway may be used for both communication wires and electrical wires. If electrical system is in addition to the panel, (electrical is ordered separate and added to the panel in the field), vendor should so state and indicate the price for having the addition made.

2. Flammability

All panel constructions are to meet Class 1 or A flammability rating, in accordance to ASTM E-84 test method. See Section VI, Acceptance Evaluation and Quality Assurance.

3. Installation

Panel attachments must be designed so that users may easily be able to add and rearrange panel configurations without specialized help and/or tools and maintain original system strength and rigidity.

Connection shall provide for assembling panels in 2-way, 3-way or 4-way intersections. All panels must be individually removable without dismantling or moving adjacent panels.

Panels shall be mounted a maximum 1" off the floor for maximum noise isolation. If building conditions do not allow installation with only this distance from the floor, the vendor must get a variance from this requirement before proceeding with the installation.

When assembled, panels shall be free-standing and self-supporting; no connections to the walls, ceiling or floor shall be made without agreement with agency representative.

The dimensions and layout shall be as indicated on drawing included with the specifications. Drawings must be furnished by the vendor so the agency has a clear understanding of their purchase; panel sizes shall be as listed in the specifications. The vendor shall be responsible for verification of component quantities and sizes as set forth.

4. Construction

- a) Frame: The frame shall be constructed in such a manner that it will support hang-on components, work surfaces, etc. with attendant loads, without warping, bending, flexing or breaking.

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b) Fabric Covering: The fabric shall be applied smoothly and wrinkle free and the weave shall be straight with the panel. It shall be attached to the frame by a removable spline or other satisfactory method that will allow removal and replacement of fabric as required. No seams or fabric joints shall be visible in faces of panels unless required for special designs. Bidders shall not offer fabrics that do not meet Class A Flammability Requirements.

c) Vertical Support Standards: The standard shall be capable of supporting a worktop with two hanging pedestals loaded in accordance with "work surfaces with supported drawers' test ANSI/BIFMA X.5.6 1993) and meeting the acceptance level specified. Work surfaces shall be adjustable in height within a minimum range of 25"-40" in increments no greater than 1-1/4".

d) Wire Management: Panels shall be supplied in style A, communications, or B, electrified as described below.

Style A communications panels shall be communications panel with raceway to accommodate electric *and/or* communications cables to allow passage to adjacent panels.

Style B panels shall be electrified panels with raceways and a minimum of two pre-wired electric outlets on each side.

The raceway shall be able to accommodate all power requirements specified and 8 -10 minimum Cat 5 or Cat 6 cables.

Style A and B panels shall also serve as in-feed panels equipped with a means of concealing cables entering from the ceiling, walls or floor.

All Style B electrified panels shall have an eight-wire, four circuit supply. All electrical components shall meet current UL and local code requirements. If the electrical system is an 8 wire UL approved, it is acceptable.

e) Panel Connections: All panel connections and perimeter framing components are to be fastened by interlocking concealed connectors and shall have smooth, tight fitting connections. No special tools shall be required for assembly or dismantling.

All connections between adjacent panels in straight runs and at intersections shall be light proof.

f) Components: All components of panels, e.g. clips, splines, connectors, feet, posts, levelers, etc., shall be of manufacturer's standard inventory and shall be available for purchase by the user for the life of the system.

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NOTE: If panels do not come from factory with electrical installed, dealer will install as required per specifications -for both Type I (Acoustical panels) and Type II (Non-Acoustical panels).

Note: All panels -including non-tackable -must be class "A" fire rated.

B. SPECIFIC REQUIREMENTS FOR PANELS

1. Design

Type I panels shall have fabric covering on both sides. The manufacturer's standard trim shall be furnished. Type II panels may be offered with or without fabric covering as specified.

2. Sound Absorption

The sound absorption rating for Type I panels shall be a minimum N.R.C. of .65 for the entire surface area of the panel, when tested in accordance with ASTM C423, latest edition. (See Section VI, Acceptance Evaluation and Quality Assurance.) Note: This sound absorption is mandatory for acoustical panels.

C. GENERAL REQUIREMENTS FOR FURNITURE COMPONENTS

1. Panel System

The panel system shall be as specified above to accommodate the components required and provide the necessary stability to make the system both safe and durable and to provide a comfortable and convenient workstation.

2. Worktops

Worktops shall be at a minimum 1-1/8" thick lumber core, minimum 1-1/8" thick 45 lbs/cu. density flake board core, or minimum 1-1/8" thick plywood core. All worktops shall be surfaced with decorative thermosetting high-pressure plastic laminate meeting NEMA-LD3 requirements.

The top shall be rounded, or soft vinyl durable edged, securely applied. Provision shall be made in the worktop to accommodate the routing of electrical cords and cables from tabletop devices and hang-on devices to the electrical and communication outlets in the panels in a safe and orderly manner. This may be accomplished by holes w/grommets, cutouts in the worktop adjacent to the panel, cable management troughs, or other approved means.

3. Glides

All components resting on the floor shall have rustproof adjustable glides.

4. Construction

Methods and processes shall be in keeping with good industry practice and the system shall provide a safe, durable and convenient workstation for the purpose

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intended. Hanging components shall have adjustable mounting height.

5. Locks

All drawer and door units shall be equipped with individual locks or central (master type if requested), locking system meeting ANSI/BIFMA X5.6 latest edition.

6. Safety

All hanging components must meet ANSI/BIFMA's Component Dislodgement Test.

7. Electrical Attachments

All electrical attachments that may be furnished with the office systems covered in this specification shall be UL approved for use with panel systems and shall bear the UL label or nameplate.

8. Size

Sizes shall be the manufacturers' standard sizes and length shall be as required to mesh with panel standards in the location indicated.

D. GENERAL REQUIREMENTS FOR FILING CABINETS

Specifications provide three quality levels of metal casework office furniture for use by state government agencies. Quality levels are Class A Heavy Duty, Class B Medium Duty and Class C Light Duty.

Bidders may bid selected metal office furniture that meet or exceed the minimum specifications and to provide discounted pricing on the metal standalone casework (filing and storage cabinets, desks, and credenzas) from the same model line. All furniture of the same model line shall have the same color selections available. Bids should indicate class of file cabinets bid.

The classes are:

Class A Heavy Duty, Heavy Use -Where drawers are used 25 times or more per day with a weight of two pounds per linear inch for letter size and three pounds per linear inch for legal-size drawers. Drawer suspension cycle test must pass a minimum of 100,000 cycles. All components of the suspension shall be manufactured of not less than 16 gauge steel and suspension shall be steel ball bearings.

Class B Medium, Medium Use -Where drawers are used 20 times or more per day with a weight of two pounds per linear inch for letter size and three pounds per linear inch for legal-size drawers. Drawer suspension cycle test must pass a minimum of 75,000 cycles. All components of the suspension shall be manufactured of not less than 16 gauge steel and suspension shall be steel ball bearings or nylon/celcon with

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steel ball bearings.

Class C Light Duty, Light Use -Where drawers are used less than 20 times per day with a weight of two pounds per linear inch for letter size and three pounds per linear inch for legal-size drawers. Drawer suspension cycle test must pass a minimum of 50,000. Vertical file cabinets have a smaller depth than those in Classes A and B.

General

All vertical file cabinets shall meet or exceed the requirements of ANSI/BIFMA X5.3 and lateral files shall meet or exceed ANSI/BIFMA X5.2 Office Furnishing Lateral File Test.

All metal furniture shall be free from defects, imperfections, or hazards that might affect appearance, normal life, service, or user safety. All panel finishes must pass ASTM 0-3359 Method B Classification 5B for adhesion and ASTM-3363 for hardness, or meet or exceed ANSI/BIFMA X5.6-2003

All welds shall be sound and without porosity. Exterior welds shall be smooth and interior welds shall have no sharp edges or rough surfaces. Welds, rivets and braces shall assure rigidity, strength and proper alignment.

File cabinets shall have one piece or utilized construction. If modular construction is used, each module shall be unitized. File cabinets shall not tilt or deviate from a true vertical state.

Vertical File Drawer Construction

The drawer shall have a positive acting spring latch capable of holding loaded drawer closed at any tilt angle; this latch shall have free movement only in the horizontal plane parallel to the drawer front. The release button shall fit snugly to the drawer front and shall be located conveniently to the drawer pull.

A label holder shall be located in center of drawer front above the drawer pull.

The follower shall have not more than 3/4" maximum increment movement, and shall be easy to adjust.

Locks shall be provided where requested.

Lateral File Drawer Construction

The cabinet front, sides, back, top and interior members (drawers and shelves) shall be manufactured of not less than 22 gauge steel, rigidly formed, braced, and welded to withstand heavy usage without distortion, warping or twisting. Drawers and roll-out shelves shall operate on full ball-bearing progressive suspensions. Members of the suspension shall be cold drawn steel, zinc plated or other suitable material to prevent rust, and of adequate strength to support loaded shelves or drawers.

Suspension shall accommodate uneven drawer loading and uneven push or pull

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forces when opening or closing. Drawers and shelves shall operate smoothly without noticeable sticking or uneven motion. Lateral files must comply with ANSI/FIFMA X5.2, Sections 4,5,6,7,8,9,10,11,12,13 and 14.

The drawer shall have a positive acting spring latch capable of holding loaded drawer closed at any tilt angle; this latch shall have free movement only in the horizontal plane parallel to the drawer front. The release button shall fit snugly to the drawer front and shall be located conveniently to the drawer.

File Cabinet Paint Colors

For each model line available on this contract, all paint colors listed in the manufacturer's published catalog as available for that model/series are to be available at the base price offered herein, without up charges.

E. CONSTRUCTION OF INDIVIDUAL COMPONENTS

1. Worktops

For the purposes of this specification, a "worktop", or "work surface" is defined as a single unit of construction with properties as set forth in Section III.C.2 of this specification. The worktop shall be so constructed that hanging drawer units may be attached underneath the top. Worktop shall meet requirements of static load test for work surfaces of ANSIIBIFMA X5.6 latest edition.

The worktop shall be supported at each end by one, or more, of the following means, and may be mounted by employing anyone, or more, of the following methods.

- a) End clip attached to panel vertical support standard
- b) Floor-standing pedestal
- c) Cantilever bracket
- d) Floor-standing leg, with bracket(s) to attach worktop to vertical support standard. When floor-standing leg is used, the installation of such shall not restrict, or interfere with the movements of the occupant.
- e) A combination of any of the above. Ex: Floor-standing pedestal with cantilever bracket, end clip, leg, or a second floor-standing pedestal.

Worktops 72", or greater, which have an unsupported span of 66", or greater, shall have at least one intermediate support. For the purposes of this specification, "intermediate support" is defined as: a) Floor-standing pedestal, b) Cantilever bracket or c) Floor-standing leg. All worktops shall be adequately supported to prevent sagging.

2. Hanging Pedestal Drawer Units

The pedestal units shall be steel, provided with a method of secure fastening to the underside of the worktop. Drawer fronts may be durable commercial type plastic. When attached, the entire unit, pedestals and worktop shall meet the requirements of ANSIIBIFMA Tests, Section VI. Unless otherwise specified, pedestal depth dimension shall be a minimum of 18".

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3. Pedestal Drawer Units, Mobile Type or Floor Standing

The pedestal unit shall be steel, equipped with casters or shall stand on the floor as specified. It shall fit under the worktop without excessive vacant space between the pedestal and top. The units shall meet the requirements of ANSI/BIFMA Tests, Section VI. The pedestal depth dimension shall conform to the surface depth dimension.

4. Hanging Binder Cabinet

The unit shall be front opening cabinet for storing ring binders. It may be equipped with doors hinged at top or bottom with lid supports to prevent accidental dropping of the front, or it may be equipped with sliding doors. The unit may be fabric covered or in other materials. It shall meet the requirements of ANSI/BIFMA Tests, Section VI. The overall dimension front to back shall not exceed 16 1/4".

5. Hanging Shelf Unit (Full height and half height)

The unit shall be a horizontal shelf designed to accommodate vertical dividers to be supplied when specified. It shall meet the requirements of ANSI/BIFMA tests, Section VI.

6. Power Poles

Unless otherwise specified, in feed from the ceiling shall be through a rigid pole from the ceiling to the panel connection. Flexible in feed from the ceiling to the panel connection is not acceptable. All in feeds shall be through UL approved connectors.

7. Colors

Unless otherwise specified, the manufacturer's standard color offering shall be acceptable.

8. Paper Management

All flat shelves and storage units shall have available at least the following: Vertical shelf dividers and stacked or stacking paper bins for horizontal paper storage. All shelves, metal end supports and full height panels, for heavy-duty use must have safety locks to prevent accidental dislodgement.

9. Miscellaneous Accessories

The system shall have available accessory items for filing; coat hooks, racks, doors, etc., and will be required when specified.

F. WORKMANSHIP AND INSTALLATION

Qualification of bidders: Each bidder should include information as to the qualifications of the company, designers and installers who will perform the work. This information shall be considered and must be received prior to any award.

Contractor shall provide all labor and material necessary for a complete installation as shown on the floor plan attached to the specifications. This will

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include such work as leveling, installing accessories, alignment, wiring (if required), etc. Data and phone wiring will be the responsibility of the agency. The finished installation of panel configurations shall not sway and must be clean and free from any defects, which may affect the appearance or serviceability.

Only manufacturer's standard products in design, materials, and construction, not modified versions produced for conformance to our specifications will be considered for evaluation and acceptance. Any questions concerning acceptability of the quality offered shall be the decision of the Division of Purchasing.

The entire system installation shall be in accordance with the manufacturer's guidelines for a safe and stable system. However, any deviation from the standard specification to achieve a safe and stable system must be submitted for review and approval by this office.

The contractor shall be a qualified representative of the acoustical panel system manufacturer, who has specially trained installers that are thoroughly familiar with all aspects of the system.

G. TASK CHAIRS

All task chairs must have the following adjustable features:

1. Seat pan height
2. Back depth/seat depth -either through a seat slider or back depth adjuster or equivalent
3. Back or lumbar support height adjustment
4. Arm height

3.4 INSPECTION

Furniture provider shall inspect equipment prior to shipment to verify proper construction. No allowance will be made subsequently on behalf of the contractor for any error or negligence on his part in connection with this requirement.

3.5 SHOP DRAWINGS

Furniture provider shall provide shop drawings to owner for approval specifying methods and products for the scope of work as defined in Section 3. A notice to proceed will be issued indicating approval of the shop drawings.

3.6 TEMPORARY FACILITIES

Furniture provider will assure himself that the electrical system is adequate for his requirements or will supply addition temporary electrical power at his own expense.

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Furniture provider shall provide safety barriers around work area as required by OSHA.

3.7 COORDINATION OF WORK

Furniture provider shall coordinate with the DHHR project manager for the proper relation of the work to the building, and any other contractors that may be present.

3.8 WARRANTY (GUARANTEE)

The furniture provider warrants to the DHHR all materials and equipment will be new, and that all work will be of good quality, free from faults and defects in conformance with the contract documents. All work not conforming to these requirements may be considered defective

3.9 PERMITS

The furniture provider shall secure and pay for the building permit and for all other permits, governmental fees and licenses which are necessary for the proper execution and completion of the work as specified.

3.10 CLEAN UP:

The contractor shall take all necessary precautions to protect the interior of the building from debris, dust any residue resulting from the work.

The contractor shall keep the work area as clean as possible during the entire process, and shall be responsible to remove from the site, the packaging material from his product and other debris as it accumulates.

3.11 PROGRESS PAYMENTS

Due to the scope of the project, one payment will be made, at 100% completion upon acceptance by DHHR. The furniture provider shall submit to the DHHR one original invoice for payment, supported by such data substantiating the contractor's right to payment under the terms in this contract. After agreement by both parties, the DHHR shall make payment.

Application for payment shall be submitted to the DHHR for work completed and approved by the DHHR. The Department reserves the right to refuse payment in the event the completed work is not commensurate with the amount shown on the Application for Payment or if the completed work is not in accordance with Section 1.2 or industry standards or sub-standard in any way.

3.12 TERM OF WORK

The furniture provider shall indicate with their bid the expected time frame for installation following receipt of the purchase order. One week installation time is requested. The award of this RFQ shall be based upon the lowest Vendor's bid meeting all the specifications. The Agency will provide a Notice to Proceed Letter to advise the successful vendor when the

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project is to start and the project must be completed within 60 calendar days of the notice to proceed.

3.13 DELAYS AND EXTENSION OF TIME

If the furniture provider is delayed at any time in the progress of the work by any act or neglect of the DHHR or by any employee of the DHHR, or by any separate contractor employed by the DHHR, or by changes in the work, or by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipated, unavoidable casualties, or any other cause which the DHHR determines may justify the delay, then the contract time may be extended by change order from DHHR.

3.14 TOOLS AND EQUIPMENT STORAGE

Furniture provider may set a trailer or temporary storage building on the site for all equipment and tools. The furniture provider is responsible for his tools, equipment and materials.

3.15 SAFETY EQUIPMENT

Furniture provider shall provide safety barriers around work areas where heavy equipment may be in operation when placing materials on the building or at times as required by OSHA.

3.16 DAMAGES

Any damages occurring to the building or property resulting from the performance of this work shall be the responsibility of the furniture provider to repair at his expense, either by using his own forces or that of a sub-contractor. The repair method and finished product will be subject to the approval of the DHHR.

3.17 SCHEDULE OF BID RESPONSES

Bidders shall submit the completed pricing pages for all work and equipment under all the terms and conditions as described herein.

Successful bidder shall submit full warranty information. The warranty information shall minimally contain the product warranty and labor warranty product.

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4. CONTRACT AWARD:

4.1 Contract Award

The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest grand total cost as shown on the Pricing Pages.

The vendor shall agree to supply and deliver descriptive literature to the DHHR at no charge to be submitted with the bid. The descriptive literature shall include furniture catalogs and price lists for the model lines awarded on this contract.

4.2 Pricing Page

Vendor should complete the Pricing Page by inserting all required information concerning catalog pages, manufacturers' part #'s, unit pricing, and total pricing. Any accessories needed to construct the items, listed or not, need to be part of the bid. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Notwithstanding the foregoing, the Purchasing Division may correct errors as it deems appropriate. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

5. PAYMENT:

5.1 Payment

Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

REQUEST FOR QUOTATION
BCF14088 Nicholas County Modular Furniture

6. DELIVERY AND RETURN:

6.1 Shipment and Delivery

Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall deliver the Contract Items within 60 calendar days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at WVDHHR – Nicholas County BCF Office at 707 Professional Park Drive, Summersville, WV 26651.

Delivery of all equipment under this specification shall be in accordance with the terms and conditions of the Request for Quotation. The vendor shall be responsible for any packing, packaging, or protection required to insure delivery in an undamaged condition. Vendor shall be responsible for installation.

Inside Delivery: The vendor is to provide all labor and equipment to deliver, un-crate, assemble (if required), set in place ready for agency to use in desired location as determined by the purchaser, and remove all packing materials from the job site. The vendor is to coordinate the installation with the state agency's contact person for the installation.

Note: This No installation fee shall be charged at the initial installation. Purchase price includes all installation fees.

6.2 Late Delivery

The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss

Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

6.4 Return of Unacceptable Items

If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

REQUEST FOR QUOTATION
BCF14088 Nicholas County Modular Furniture

6.5 Return Due to Agency Error

Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

6.6 Warranty

The vendor warrants to the owner that all equipment furnished under this specification will be new, of good material and workmanship, and agrees to replace promptly any part or parts which by reason of defective material or workmanship shall fail under normal use, free of negligence accident, for the periods from date of acceptance, as outlined below:

A. Structural Frames: Life of system (for as long as the user owns the system)

B. Fabric: One Year

C. All Other Components: Ten years

Such replacement shall be free of any charge to the owner or his representative. For the purpose of this warranty, normal use shall be defined as the use in state office building with climatic conditioning equipment operated as directed by State policy, e.g. air conditioning or heat turned off during weekends creating wide temperature and humidity variations.

Failure shall include, but not be limited to, warped, broken, or separated frames, separation of vertical support standards from frame, disfigurement or enlargement of slots in vertical support standards, warping or separation of joints in wood products, sagging or warping of work surface failure or separation of laminate from work surfaces and trim, separation of edging material from work surface edges, and any other failure which would make the system unsatisfactory for its intended use.

6.7 Service, Parts and Manuals

At least one owner's manual shall be supplied with each installation. The complete assembly and disassembly instructions for panels, including all necessary parts lists and diagrams for future installation must be included. The manufacturer of the furniture panel system offered under this specification shall have a qualified, trained representative in the owner's area available to relocate and repair the panel systems acquired under this specification. The vendor shall provide training to representatives of the owner encompassing installation, takedown, repair and maintenance of panel systems as required. If this is requested, the vendor should supply, but must inform the agency representative that the warranty will be void if a qualified representative does not work on the panel system.

REQUEST FOR QUOTATION
BCF14088 Nicholas County Modular Furniture

6.8 Acceptance Evaluation and Quality Assurance

An acceptance inspection of the installation will be performed when specified by the agency or his representative.

All test results shall meet or exceed the applicable test requirements. Tests must be performed on the actual system offered for bid. If the manufacturer should change or modify the construction of open plan office system, the manufacturer shall notify the Purchasing Division of any change in the commodities failure to comply with the required testing and/or provide new certified testing results. The vendor shall be responsible for performance of all test requirements specified herein.

The following publication, latest issue, contains the applicable ANSIIBIFMA Tests:

ANSIIBIFMA X5.6-1993 American National Standard Tests for Office Furnishings-Panel Systems Tests.

The following tests are required:

Section 4 -Stability Test for Panel System Products

Section 5 -Mechanical Strength Test For Panel Systems Products

Section 6 -Static Load Test for Storage Shelves

Section 8 -Cabinet Tests: 8.2, 8.3, 8.4, and 8.5

Section 11 -Static Load Test for Work Surfaces

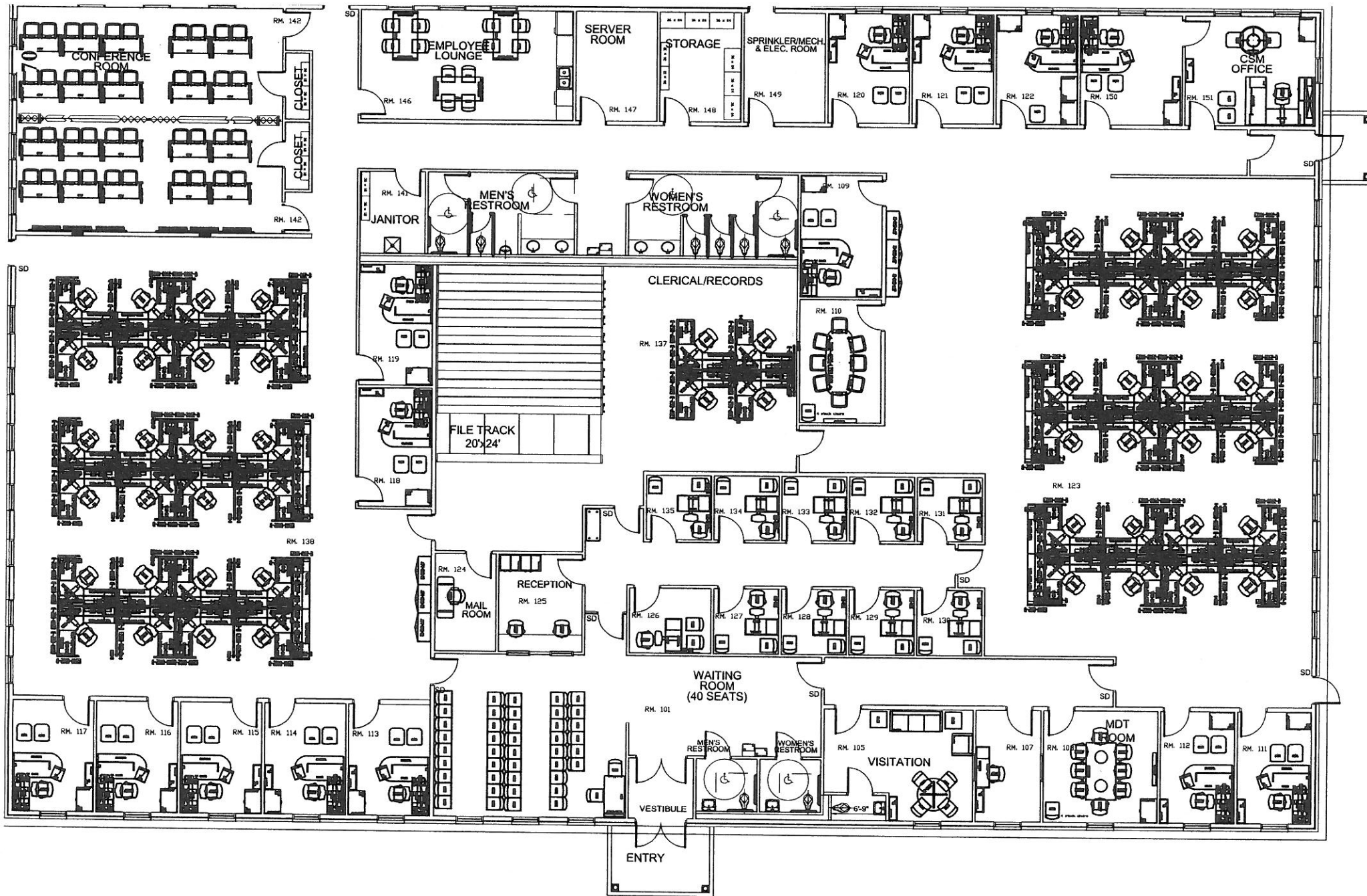
Section 12 -Work Surfaces With Supported Drawers Test: 12.2,12.3,12.4, 12.5, 12.6

Section 13 -Dislodgement Test for Panel-Mounted Components

ASTM-C423, Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method. ASTM-E84, Test For Surface Burning Characteristics of Building Materials.

Acoustical tests for noise reduction coefficient ratings shall be by ASTM-C423 Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method. A minimum N.R.C .65 for the entire surface area of the panel, including raceway(s), trim (top cap), and legs, is required.

Flammability testing shall be in accordance with ASTM-E84, test for surface burning characteristics of building materials. When tested in this manner, the panel shall have a flame spread of 25 or less and smoke development of 450 or less for Class 1 or A flammability.



NICHOLAS COUNTY DHHR

PRICING SHEET

Release No.:

BCF14088

Project:

DHHR, Bureau for Children and Families, Nicholas County Office

Section:

Please complete the below pricing sheet to include with your bid. Vendors should complete a separate Bid Sheet for each Section defined in the Bid Request package. Vendors may add additional lines in each section as needed.

**Please provide an electronic copy with your bid on a CD. You may contact
Roberta.A.Wagner@wv.gov**

Bidders must bid all items on this solicitation.

Section 3.2.1 - Workstations (48) - (Rom 123 - 24 Units) (Room 138 - 24 Units)

Workstations 6' x 7'

[illegible]

Installation/Electrical Hardware/Misc for Panels

Description

[illegible]

Seating									
Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price	
Task chairs - standard pneumatic height, tilt,	38							\$	-
swivel, features metal frame with height								\$	-
adjustable arms, 5 star base with casters, mid								\$	-
back design, adjustable lumbar, upholstered in								\$	-
fabric.								\$	-
Big and Tall Chairs with same features as standard task	10								
chair but must hold minimm weight of 350 lbs.								\$	-
								\$	-
Subtotal								\$	-

Miscellaneous Items

Section Total: \$ -

Section 3.2.1A - Printer Stations within Work Station Areas: (6 Total Units)

(Room 123 - 3 Units) (Room 138 - 3 Units)

Workstation Area

[illegible]

Section Total: \$ -

Section 3.2.2 - File Room Workstations

(Room 137 - 4 Units)

Work Surfaces

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
24"d x 36"w laminate work surfaces	4						\$	-
24"d x 36"w laminate corner work surfaces	4						\$	-
24"d x 48"w laminate work surfaces	4						\$	-
36"w steel flipper door unit w/lock	4						\$	-
48"w steel flipper door unit w/lock	4						\$	-
24" d f/f pedestals must be full height to attach to work surface with lock.	4						\$	-
24"d b/b/f pedestal must be full height to attach to work surface with lock	4						\$	-
11"h x 36"w Tack Board	4						\$	-
30"w Task Light-must be within 6" of the width of cabinet	4						\$	-
42"w Task Light-must be within 6" of the width of cabinet	4						\$	-
Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel.	4						\$	-
48" w toolbar to include: One horizontal in/out basket with one divider to allow for 2 levels of storage One (1) vertical to consist of 3 slots. These are to be located on the 48" wide panel.	4						\$	-
								\$ -
Subtotal							\$	-

Seating

[illegible]

24"d x 30"w x 28"h, laminate.

24 d x 30 w x 26 n, laminate.								\$	-
								Subtotal	\$ -

**Section 3.2.5 - There are 10 Interview Rooms:
(Rooms 126, 127, 128, 129, 130, 131, 132, 133, 134 and 135)**

Private Offices

[illegible]

Seating

[illegible]

3 2.5A Printer Table (Outside Room 125)

[illegible]

Miscellaneous Items

[illegible]

Section Total: \$ -

Section 3.2.6A - Storage Area located outside Room 109

Miscellaneous Items

[illegible]

Section Total: \$0.00

Section 3.2.7 - There are 1 Enclosed Office: (Room 122)

Private Offices

Description	QTY	MNFT	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Free standing design:								\$ -
Desk - General Specifications:								\$ -
Outside and surface panels are made from minimum 1" thick minimum 45 lbs. density particle board and covered on both sides with high performance thermally fused laminate. File drawers have full extension steel ball bearing slides, box drawers use minimum 3/4 extension steel ball bearing slides. Drawers and end panels are edge banded on all four sides to protect clothing and the floor covering. locks are standard. Drawers are open with side pulls. Full leg end panels and modesty panel.								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
36" x 72" d peninsula desk	1							\$ -
48" w return with f/f full height pedestal	1							\$ -
48" w over the desk w/tack board	1							\$ -
36" w task light	1							\$ -
24" full height, laminate b/b/f pedestal mobile with casters.	1							\$ -
								\$ -
								\$ -
Keyboard tray fully adjustable, with mouse pad that can be moved to either left or right side of keyboard tray, includes palm support, no knob or lever needed for height adjustment, 6" of height adjustment, negative and positive tilt with 360 degree swivel.	1							\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Freestanding paper tray to include:								\$ -
Horizontal In/Out Tray	1							\$ -

with one divider to allow for 2 levels of storage								\$ -
Freestanding diagonal tray to consist of 3 slots	1							\$ -
								\$ -
							Subtotal	\$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Task chairs: standard pneumatic height,	1							\$ -
tilt, swivel features metal frame with height								\$ -
adjustable arms, 5 star base casters, mid back								\$ -
design, adjustable lumbar, upholstered in fabric								\$ -
								\$ -
Guest chairs - metal frame with arms, 4 legs	2							\$ -
without casters upholstered in fabric								\$ -
								\$ -
							Subtotal	\$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
36" w x 4 high laminate lateral file w/lock	3							\$ -
								\$ -
								\$ -
							Subtotal	\$ -

Section Total: \$ -

Section 3.2.8 - There is 1 enclosed office: (Room 151)**Private Offices**

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Free standing design:								\$ -
Desk - General Specifications:								\$ -
Outside and surface panels are made from minimum 1"								\$ -
thick minimum 45 lbs. density particle board and covered								\$ -
on both sides with high performance thermally								\$ -
fused laminate. File drawers have full extension								\$ -
steel ball bearing slides, box drawers use minimum 3/4								\$ -
extension steel ball bearing slides. Drawers and								\$ -
end panels are edge banded on all four sides								\$ -
to protect clothing and the floor covering.								\$ -
locks are standard. Drawers are open with side								\$ -
pulls. Full leg end panels and modesty panel.								\$ -
								\$ -
72"w x 30" d peninsula desk	1							\$ -
Center drawer laminate 18"d x 20"w x 3"h	1							\$ -
48" w x 24" d bridge	1							\$ -
72"w x 24"d single pedestal credenza	1							\$ -
48" w task light	1							\$ -
21"h x 72"w Tack board, upholstered in fabric	1							\$ -
								\$ -
Keyboard tray fully adjustable, with mouse pad	1							\$ -
that can be moved to either left or right side of								\$ -
keyboard tray, includes palm support, no knob								\$ -
or lever needed for height adjustment, 6" of								\$ -

design, adjustable lumbar, upholstered in fabric								\$ -
Stacking Side Chairs, 4 legs, no arms and	4							\$ -
upholstered in fabric								\$ -
Subtotal								\$ -

Miscellaneous Items

[illegible]

Section Total: \$ -

Section 3.2.10 - There is one conference room (Room 110)

Tables

Description	QTY	MNFR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Conference table:								\$ -
96"l x 42" w laminate top and two round laminate pedestal bases	1							\$ -
								\$ -
								\$ -
Subtotal								\$ -

Seating

[illegible]

Miscellaneous Items

[illegible]

Section Total: \$ -

Section 3.2.11 - There is one large conference room (Room 142)

Tables

[illegible]

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Side Chairs: metal frame with arms, 4 legs with casters,upholstered in fabric	40							\$ -
								\$ -
							Subtotal	\$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Display/Information boards consisting of:								\$ -
12'w x 42'h laminate writable surface	2							\$ -
information boards are 0.64" (16mm) thick with one usable								\$ -
side and 1mm bright white edgeband. Safety interlock								\$ -
prevents dislodgement from horizontal wall rail.								\$ -
12' of upper rails	2							\$ -
12' of lower rails	2							\$ -
to be attached to the wall								\$ -
horizontally to accommodate above boards. Lower rails								\$ -
should also function as a marker tray.								\$ -
								\$ -
6 high 36"w x 12"d open style shelving with metal shelves	4							\$ -
heavy duty, 20 gauge steel, 1000lb max load per shelf								\$ -
								\$ -
							Subtotal	\$ -

Section Total: \$ -

Section 3.2.12 - The break room (Room 146)**Tables**

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
36"d x 72"w laminate tops with two 29"h metal column with "T" legs	3							\$ -
								\$ -
								\$ -
								\$ -
							Subtotal	\$ -

Seating

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Chairs: molded poly shell no upholstery metal frame	12							\$ -
without arms, 4 legs, stationary								\$ -
							Subtotal	\$ -

Section Total: \$ -

Section 3.2.13 - The lobby Area

Seating

[illegible]

Tables

[illegible]

Section Total: \$ -

Section 3.2.14 - The Video Room (Room 107)

Work Surfaces

[illegible]

Seating

[illegible]

Miscellaneous Items

[illegible]

Section Total: \$ -

Section 3.2.15 - The Family Visitation Room (Room 105)

Tables

[illegible]

Subtotal	\$ -
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Seating

[illegible]

Subtotal	\$ -
----------	------

Miscellaneous Items

[illegible]

Subtotal	\$ -
----------	------

Section Total: \$ -

Section 3.2.16 - Storage Room (Room 148)

Miscellaneous Items

[illegible]

Subtotal	\$ -
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Section 3.2.17 - Janitor's Room (Room 141)

Section Total: \$ -

Miscellaneous Items

Description	QTY	MNFTR	Part No.	Catalog#	Page	Location/Rooms	Unit Price	EXT. Price
Shelves								\$ -
6 high 36" w x 12" d open style shelving with metal shelves	2							\$ -
heavy duty, 20 gauge steel, 1000 lb. max load per shelf								\$ -
								\$ -
Subtotal								\$ -

Section Total: \$ -

GRAND TOTAL COST: \$ -

VENDOR NAME: _____

ADDRESS: _____

E-MAIL: _____

FAX #: _____

PHONE#: _____

SIGNATURE: _____

DATE: _____

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

☐ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,

☒ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,

☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. Application is made for 2.5% resident vendor preference for the reason checked:

☒ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% resident vendor preference for the reason checked:

☐ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

4. Application is made for 5% resident vendor preference for the reason checked:

☒ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:

☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

☐ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Contemporary Galleries

Signed: Juniper B. Kirkpatrick

Date: 11.11.12

Title: Sales/Design

RFQ No. BCF14088STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

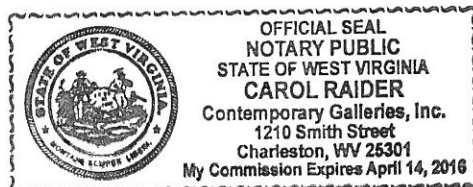
"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:Vendor's Name: Contemporary GalleriesAuthorized Signature: Gregory B. Kirkpatrick Date: 11.11.13State of West VirginiaCounty of Kanawha, to-wit:Taken, subscribed, and sworn to before me this 11th day of November, 2013My Commission expires April 14, 2016.

AFFIX SEAL HERE

NOTARY PUBLIC

Carol Raider

Purchasing Affidavit (Revised 07/01/2012)

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Contemporary Galleries
(Company)

Jennifer B. Kirkpatrick
(Authorized Signature)

Jennifer B. Kirkpatrick Sales/Design
(Representative Name, Title)

304 342-1231 304 342-1262
(Phone Number) (Fax Number)

11-11-13
(Date)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF14088

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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 specifications by an official addendum is binding.

Contemporary Galleries
 Company
Janice B. Kirkpatrick
 Authorized Signature
11-11-13
 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



A warranty is a promise.

Here's ours: 12 years, 3 shifts, labor included

Our warranty covers everything—including electrical components, casters, pneumatic cylinders, tilts, and all moving mechanisms.

It recognizes the changing nature of work and the need for products that can stand up to continuous use.

And it means that when warranty work is performed in the U.S. and Canada, Herman Miller foots the bill.

At Herman Miller, we work for a better world around you. Our products—and our promise to stand behind their quality 100 percent—are designed to improve your environment whether it's an office, hospital, school, home, an entire building, or the world at large.



All products sold under the Herman Miller brand, including Herman Miller Collection, Herman Miller Healthcare, and Geiger[®], are backed by our 12-year, 3-shift warranty, except as limited or described below. Warranty information for Nemschoff Chairs, Inc., can be found by visiting nemschoff.com/customer-service/warranty.

Herman Miller Products

5 years

Ardea[®] personal light, Connect[™] power and data, Flute[™] personal light, Herman Miller International Collection[™], laptop holder (Y7522.), laptop/projector stand (Y7524.), Leaf[®] personal light, RoomTune[®] tackboard and markerboard, single monitor arm (Y7520.), Tone[™] personal light, Twist[™] LED task light

1 year

Scooter[®] stand with wood top

Herman Miller Collection Products

5 years

AGL Table Group[™]; Capelli stool; Eames[®] chaise, desk units, Hang-It-All[®], lounge chair and ottoman, molded plywood lounge and dining chairs, molded fiberglass chairs, molded plastic chairs, molded wood side chairs, molded plywood coffee table, molded plywood folding screen, rectangular coffee table, sofa compact, storage units, two- and three-seat sofas, walnut stool, wire base elliptical table, wire base low table, and wire chairs; Goetz[™] sofa; Nelson[™] basic cabinet series, coconut chair, marshmallow sofa, miniature chests, pedestal stool, platform bench, platform bench cushion, swag leg group, thin edge group, and x-leg tables; Noguchi[®] table and Noguchi Rudder coffee table; Wireframe[™] sofa group

3 years

Eames aluminum group outdoor, Eames table outdoor, and Eames wire base low table outdoor; Nelson pedestal table outdoor

Herman Miller Healthcare Products

5 years

Compass[™] above-bed light; Procedure/Supply Carts basic, deluxe, and proximity keyless lock bars (CT621., CT630.D, CT630.P)

3 years

Compass system faucets; electric motors for height-adjustable tables and keyless entry lock bar (CT620.)

1 year

Compass system faucet sensors and control box

Herman Miller Options[™] and Vary Easy[®]

Standard product warranty unless otherwise noted on individual product quotes

Herman Miller Materials

5 years

Herman Miller proprietary fabrics applied to seating products (exceptions covered under 12-year warranty include AireWeave[™], Balance, Bingo, Colorguard, Crossing, FLEXNET[™], Leather, Lyris 2[™], MCL Leather, Pellicle[®], and Rhythm)

3 years

Herman Miller Textile Alliance Program[™]

1 year

Herman Miller Design on Textile (DOT[™]) and Customer's Own Image (COI)

All Other Products, Parts, and Services

5 years

Electronic ballasts used in task lighting; mechanical components (drive shaft, crank handle, etc.) on Everywhere[™] table legs (DT6 and DT7)

3 years

All service parts

2 years

Electrical components (switch, control box, etc.) on Everywhere table legs (DT6 and DT7)

1 year

Qt[™] Quiet technology

6 months

All other products, parts, and any services not listed above, sold or furnished by Herman Miller or its subsidiaries, except for consumable products such as light bulbs, fans, keyless locks, and other electronic products for which no warranty is given

Other Manufacturers' Products

2 years

Magis- and Mattiazzi-branded products are warranted for two years from the date of purchase by the original purchaser.

None

Herman Miller will pass through to the original purchaser any warranty supplied by other manufacturers to the extent possible, including, but not limited to, open-line laminates.



Provisions that apply to all Herman Miller-branded products and services:

Herman Miller, Inc. ("Herman Miller"), 855 East Main Avenue, PO Box 302, Zeeland, Michigan 49464-0302, USA, warrants the products sold by it and its subsidiaries to be free from defects in material and workmanship, regardless of the number of shifts during which the products are used, for the warranty periods specified.

This warranty covers the sale of Herman Miller product in all countries. Not all of the product lines appearing on this list are marketed by Herman Miller in all countries, and appearance on this list does not imply an offer for sale of a product line in a particular place. Product line availability is defined in current price lists applicable to different regions.

During the applicable warranty period, Herman Miller, as its sole obligation, will repair or replace (at its option) any product, part, or component covered by this warranty and sold after the effective date of this warranty which fails under normal use as a result of a defect in material or workmanship; Herman Miller will repair or replace the aforementioned product, part, or component with a comparable product, part, or component.

This warranty extends only to the original purchasers who acquire new product from Herman Miller, its subsidiaries, or its authorized resellers. Any product, part, or component must have been used according to Herman Miller's published instructions and installed and maintained by a Herman Miller factory-trained technician or an authorized Herman Miller dealer installer. If these requirements are met, warranty coverage will be extended. Any misuse, abuse, or modification to the original product voids the warranty. Herman Miller does not warrant the performance of the product when used in combination with other than original Herman Miller product.

The warranty period starts from the date of purchase.

This document inclusively describes all of the warranties given and remedies available with respect to the company's products and services. Herman Miller and its subsidiaries disclaim any other warranty whether express or implied, statutory or otherwise, in relation to the products.

Herman Miller does not warrant:

- natural variations in wood grain or figure or the presence of character marks
- changes in surface finishes, including colorfastness, due to aging or exposure to light
- marks, scars, or wrinkles occurring naturally in leather
- veins, marks, voids, fissures, or cracks found naturally in stone

In addition, Herman Miller does not warrant:

- failure resulting from normal wear and tear
- pilling of textiles
- the matching of colors, grains, or textures of natural materials
- the colorfastness or the matching of colors of textiles, including an exact match to cuttings, samples, or to swatch cards
- damage, marking, or staining of veneer surfaces due to contact with rubber or similar compounds; damage from sharp objects or imprinting from writing instruments, or prolonged exposure to direct sunlight

- discoloration of Lyris™, Lyris 2, and any light-colored textiles due to soiling, stains, or dye transfer from clothing including denim
- foreign objects abrading fabric over time

Herman Miller tests Customer's Own Material (COM) and other customer-supplied items for manufacturing quality only and does not provide any warranty with regard to these materials.

Herman Miller does not warrant products that are exposed to extreme environmental conditions or that have been subject to improper storage.

Herman Miller's products meet the requirements of national and specific local codes as stated in the price books and other written publications.

TO THE EXTENT ALLOWED BY LAW, ANY IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED AND TO THE EXTENT THEY ARE LEGALLY REQUIRED, ARE LIMITED IN DURATION TO THE DURATION OF THIS WRITTEN WARRANTY.

HERMAN MILLER SHALL NOT BE LIABLE FOR LOSS OF TIME, INCONVENIENCE, COMMERCIAL LOSS, OR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

Applies in US only: Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, so the limitations or exclusions in the two preceding paragraphs may not apply. This warranty gives the purchaser specific legal rights; however, the purchaser may also have other rights that may vary from state to state.

Applies outside US: Except as stated above, Herman Miller will not be liable for any loss or damage (including costs) however caused, whether direct or consequential, incurred or suffered by the purchaser or any third party in respect of the products but nothing contained herein will or will be considered to exclude or restrict any liability on Herman Miller's part for death or personal injury resulting from negligence.

Effective October 2013

HermanMiller

For more information about our products and services or to see a list of dealers, please visit us at www.hermanmiller.com or call (800) 851 1196.

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™ AGL Table Group, AirWeave, Compass, Connect, DOT, Everywhere, FLEXNET, Flute, Herman Miller International Collection, Lyris, Lyris 2, Nelson, Tone, Twist, and Wireframe are among the trademarks of Herman Miller, Inc., and its owned subsidiaries.

SM Herman Miller Options and Textile Alliance Program are service marks of Herman Miller, Inc.

Geiger is a registered trademark of Geiger International.

Goetz is a trademark of Mark W. Goetz.

Hang-It-All is a registered trademark of Lucia Eames Demetrios, d.b.a. Eames Office.

Noguchi is a registered trademark of The Isamu Foundation and Garden Museum.

Qt Quiet technology is among the trademarks of Cambridge Sound Management, Inc.

Warranty

SitOnIt Seating warrants to the original purchaser that this product will be free from defects in its material and workmanship as described below. The company will repair or replace with a comparable product, at its option, without charge to the original purchaser, only products or parts found defective during normal use (standard 8 hour days, 5 days per week) the following warranty products:

@Work, Achieve, Amplify, Anytime, Focus Executive, Focus Side, Focus Work, Freelance, Freelance Heavy Duty, Glove, InFlex, Knack, Leader, Messenger, OnCall, Prava, ReAlign, Relay, Rowdy, Social, Sona, Torsa, TR2, Volley and Wit.

Lifetime Warranty means the entire time owned by the original purchaser for all chair components including pneumatic cylinder, control mechanism, base, glides, casters, frames and other structural elements.

Non-Stop Heavy Duty

SitOnIt Seating warrants the 24 Hour Multi-Shift Upgrade when configured to the appropriate model for a period of ten years. Fabric and foam cushioning are covered for two years. See standard product warranty policy for processing information.

Census and Swirl

5 Year Warranty provided that product is owned the entire time by original end user for all chair components including pneumatic cylinder, control mechanism, base, and casters.

Fabric, Foam, Knit Back, Mesh, and Plastic

5 Year Warranty on all collections, 2 Year Warranty on Freelance Heavy Duty. COM/COL not warranted for wear or long term adhesion. Normal wear and tear is the responsibility of the specifier.

This warranty shall be effective for the applicable time period beginning from date of purchase as shown on your original receipt or other proof of purchase. This warranty is your sole remedy for product defects and excludes defects due to or arising in connection with product abuse or misuse, user modification of, or attachments to the product, including application of your own upholstery materials and products or parts not used, maintained or installed in accordance with the company's installation, maintenance and/or applicable guidelines.

If this product fails during normal use (standard 8 hour work day, 5 days per week) within the applicable warranty period, please send description of the relevant part, together with proof of purchase of the product to:

SitOnIt Seating
6280 Artesia Blvd.
Buena Park, CA 90620
Attention: Quality Department

We will repair or, at our option, replace the defective part, free of charge to the original purchaser, provided only that the original purchaser returns said part to SitOnIt Seating, freight or other shipping charges prepaid. For products purchased on or after August 1, 2012, SitOnIt Seating shall pay for all labor costs pre-approved by SitOnIt Seating. The payment of such pre-approved labor costs will be in the form of a credit to an active SitOnIt Seating account.

THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, OTHER THAN THOSE SPECIFICALLY DESCRIBED, INCLUDING, WITHOUT LIMITATIONS, ANY IMPLIED WARRANTY OR MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. WE WILL NOT BE RESPONSIBLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific contractual rights and you may have other rights which vary from state to state.

Since textiles vary in weave, thickness and memory, some creasing and/or gathering may occur during the upholstery application process. Due to natural variations over which we have no control, all products are sold subject to minor irregularities of color, surface, grain, and texture. Textiles are sold subject to minor variations of color. Leather upholstery materials are of the finest quality. Because leather is a natural product, variations of texture are common and should be expected. Leather will contain natural markings such as neck wrinkles, scratches, backbone marks and stretch marks. These distinctions give leather its unique characteristics and are considered to be part of the natural beauty of leather.

Our company will advise you of the procedure to follow when making warranty claims. Call SitOnIt Seating at (888) 274-8664 to explain defect. Give your name, address, and telephone number. Please be prepared with the model number, date of purchase, date of manufacture, cell number and part number found under the seat of the chair.

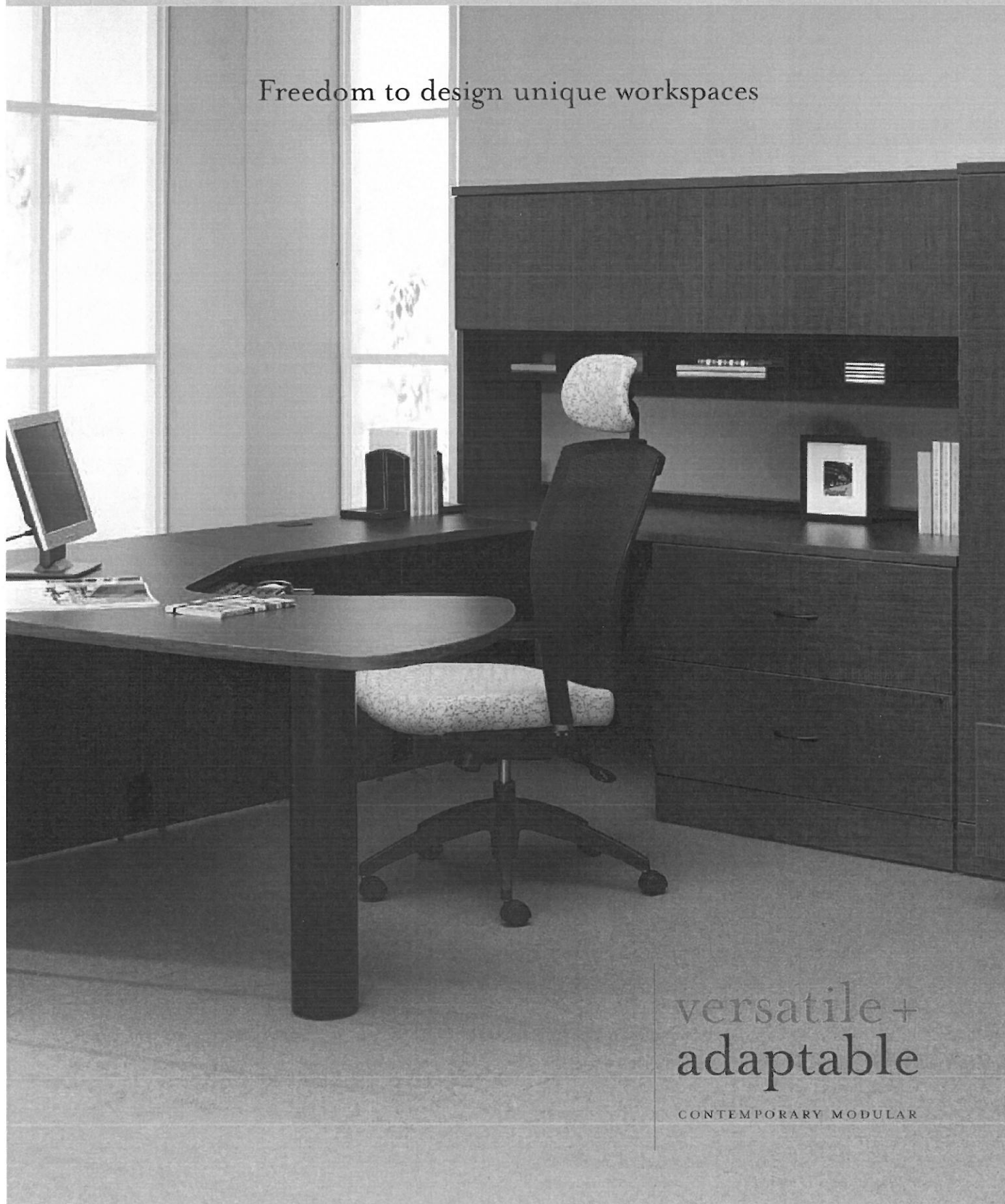
ANSI/BIFMA

SitOnIt Seating is a member of the Business and Institutional Furniture Manufacturer's Association (BIFMA). Tests developed by the Business and Institutional Furniture Manufacturer's Association (BIFMA) and approved by the American National Standards Institute (ANSI) determine the strength and durability of seating in its everyday use. Although this testing does not serve as a warranty or guarantee, SitOnIt Seating products within this price list generally meet or exceed applicable BIFMA and ANSI standards.



ADAPTABILITIES®

Freedom to design unique workspaces



versatile +
adaptable

CONTEMPORARY MODULAR



ADAPTABILITIES®

management office

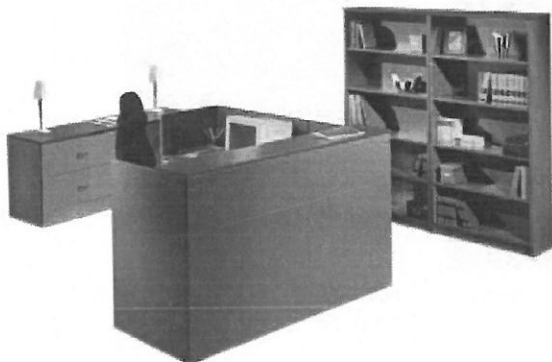
Whether a workplace calls for individual use, teaming or hotelling, Adaptabilities offers an extensive range of matching modular components, in a choice of hundreds of finish combinations – from rich mahogany to contemporary solids.

Progressive and functionally designed island worksurfaces and bow front desks are complemented by attractive cabinetry and credenza options.

Shown above in Tiger Walnut (TWL) with Alero and Caprice seating. Shown on the cover in Tiger Walnut (TWL) with Alero seating.



ADAPTABILITIES®

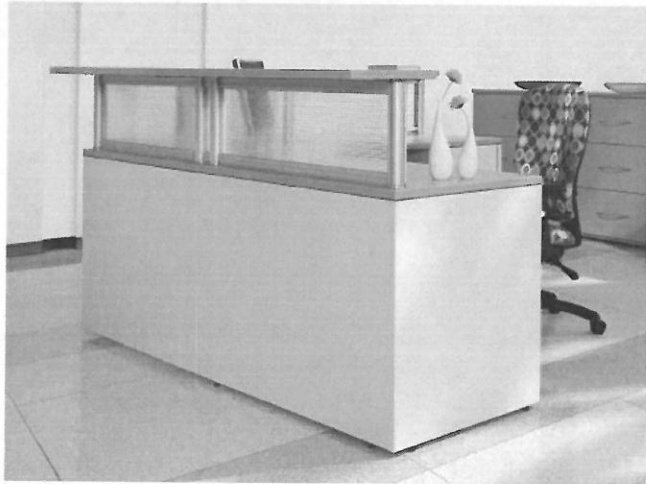


professional workspaces

When planning your office with the versatile Adaptabilities, coordination of design and function is evident. Adaptabilities meets your needs – from reception areas to executive offices.

Shown in Avant Cherry (AWC) over Storm Grey (SOG) with NuCAS (above) and ObusForme (above left) seating.

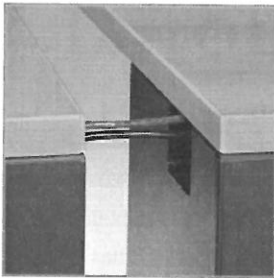
ADAPTABILITIES®



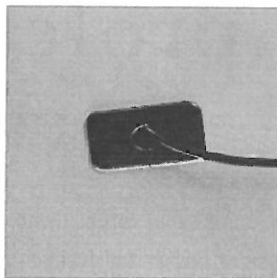
teaming cluster

Curvilinear worksurface can create a contemporary and productive environment. Whether a workspace is required for individual use, teaming or hotelling, Adaptabilities offers a wide variety of mix and match components to meet any design specification. Optional Divide™ panels can be added to Adaptabilities worksurface to provide economical visual privacy between work areas or create effective reception applications.

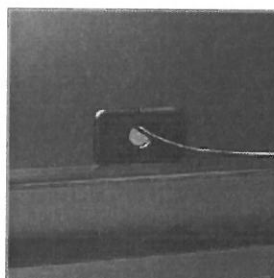
Electrical and data wiring easily passes through Adaptabilities notched end panels, grommets and flexible wire ways in hutches.



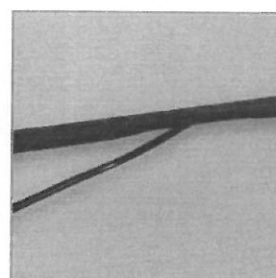
Narrow Support Legs with wire support pass through



Worksurface grommet / wire pass through



Hutch back panel has grommet / wire pass through at top



Hutch - Soft wire way for cable management at bottom

Shown above left in Constellation Latte (CSL) over Constellation Vanilla (CSV) with Divide Series in ribbed glazed (RG) panels and Silver (SI) posts with Supra X seating. Shown above in Constellation Latte (CSL) over Constellation Vanilla (CSV) with frosted glazed (ZI) doors and Aspen seating.



ADAPTABILITIES®

boardroom + conference

Adaptabilities raises the standard of quality in executive workspaces with a broad range of attractive boardroom and management components. Serving carts, audio visual cabinets, easy to clean white boards, flip charts and cork boards support today's multi-media boardroom requirements.

Bold 1½" thick conference table tops lend an ambiance of strength to each meeting.

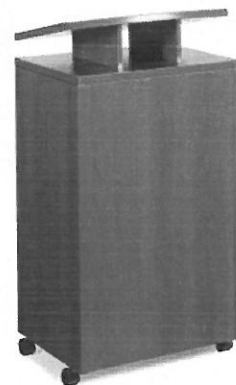
Round, square, rectangular and racetrack table tops can be supported by a variety of base designs.



Panel Base
shown with a rectangular top



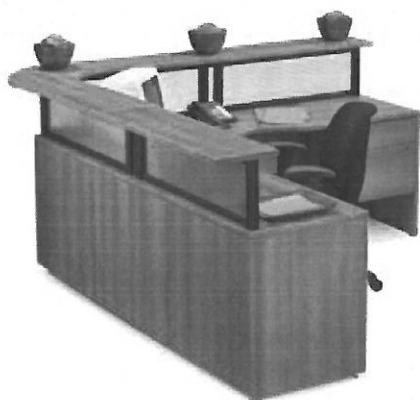
Cross Base
shown with a round top



Mobile Lectern

Shown above in Avant Honey (AWH) with Tara seating. Shown above left tables in Avant Honey (AWH) over Black (BLK) and lectern in Avant Honey (AWH).

ADAPTABILITIES®



teaming with divide™

Divide™ is a modular desk-mounted panel system with laminate, fabric and glazed panels which vertically stack to provide privacy. An integrated rail accepts accessories to organize your work and free up your workspace.

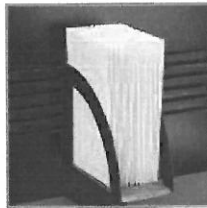
A complete selection of off-desk accessories help to organize and prioritize your work while maximizing work surface space. Shown right mounted on optional accessory rail.



CD Holder



Pencil Holder



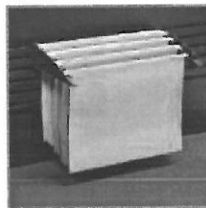
Binder Tray



Telephone Support



Sorting Tray



File Hanger

Shown above in Tiger Maple (TMP) over Constellation Java (CSJ) with Divide panels in fabric, laminate and frosted glazing with Shadow seating. Shown above left in Avant Honey (AWH) with Divide panels in ribbed glazing, and Malaga seating.

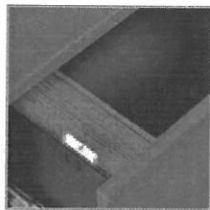


ADAPTABILITIES®

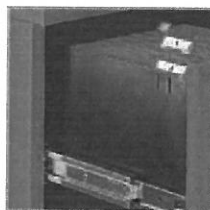


Personal Storage Tower

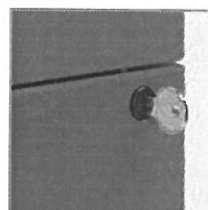
Features



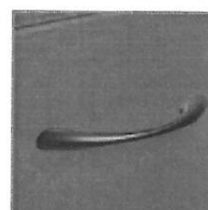
Fully progressive steel ball bearing suspension



Steel drawer interior



Lock



Handles

Refer to your current price list for pricing, specifications and a complete listing of components and finishes available for Adaptabilities.

Global - Canada

The Global Group, 1350 Flint Rd., Downsview ON Canada M3J 2J7
Sales & Marketing: Tel (1-877) 446-2251
Customer Service: Fax (800) 361-3182
Government Customer Service: Fax (416) 739-6319

Global - U.S.A.

17 West Stow Road P.O. Box 562
Marlton New Jersey U.S.A. 08053
Tel (856) 596-3390 (800) 220-1900
Fax (856) 596-2516

Global - International

560 Supertest Road Downsview
Ontario Canada M3J 2M6
Tel (416) 661-3660 (800) 668-5870
Fax (416) 667-1821

GGI Office Furniture (UK) Ltd.

Global Way Darwen
Lancashire UK BB3 0RW
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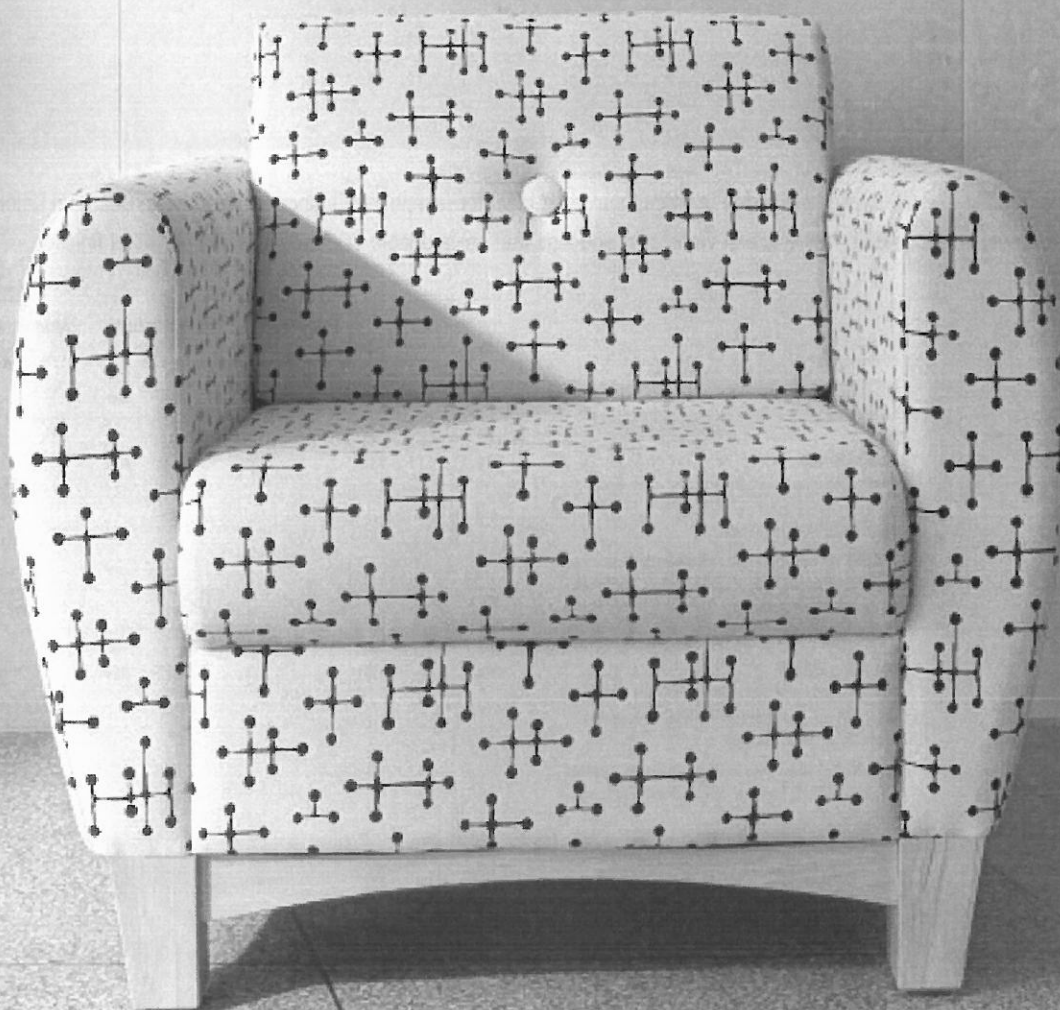


GLOBAL

PRAIRIE™

simply elegant




SOFTLY CURVING ARMS AND CUSHIONS





Shown in CF Stinson Seagrass, Bamboo (Y573) with Walnut (TWM) legs, with Glass/Wood Dawson table.

Prairie is proportioned to work well where space is limited making it ideal for reception or lounge seating areas. Beautiful tailored lines from all views are accented by the graceful wood skirt and legs that are available in a wide selection of wood finishes.

DESCRIPTION	DIMENSIONS			SEAT HEIGHT	ARM HEIGHT
	W IN mm	D IN mm	H IN mm	IN mm	IN mm
 3481 Lounge Chair Button tufted back, wood legs and skirt, fixed cushions (not removable). Available in a wide selection of wood finishes. 3481LM As above except upholstered in Leather or Leather/Mock Leather combination. Features additional stitch detail.	32 813	29 737	30.5 775	16 406	25 635
 3482 Two Seater Sofa Button tufted back, wood legs and skirt, fixed cushions (not removable). Available in a wide selection of wood finishes. 3482LM As above except upholstered in Leather or Leather/Mock Leather combination. Features additional stitch detail.	52.5 1334	29 737	30.5 775	16 406	25 635
 3483 Three Seater Sofa Button tufted back, wood legs and skirt, fixed cushions (not removable). Available in a wide selection of wood finishes. 3483LM As above except upholstered in Leather or Leather/Mock Leather combination. Features additional stitch detail.	75.5 1918	29 737	30.5 775	16 406	25 635

Cover shown in Maharam, Small Dot Pattern, Document 458320-001 with (AVM) Maple finish.

Global - Canada

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 Sales & Marketing: Tel (1-877) 446-2251
 Customer Service: Fax (800) 361-3182
 Government Customer Service: Fax (416) 739-6319

Global - U.S.A.

17 West Stow Road P.O. Box 562
 Marlton New Jersey U.S.A. 08053
 Tel (856) 596-3390 (800) 220-1900
 Fax (856) 596-5684

Global - International

560 Supertest Road Downsview
 Ontario Canada M3J 2M6
 Tel (416) 661-3660 (800) 668-5870
 Fax (416) 667-1821

GGI Office Furniture (UK) Ltd.

Global Way Darwen
 Lancashire UK BB3 0RW
 Tel +44(0) 1254 778500
 Fax +44(0) 1254 778519

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LIFETIME WARRANTY

Global warrants that all commercial products are free from defects in material and workmanship, for the life of the product, to the original purchaser.

Global will repair or replace, at Global's option, as the sole remedy for any defect covered by the warranty. The warranty applies to products manufactured after January 1, 2011.

GENERAL COMMERCIAL SEATING

Global's warranty for general commercial seating covers all chair components including pneumatic cylinders, bases, casters, glides, frames, arms, plastic seats, backs and other structural components.

Exceptions to the warranty for general commercial seating are as follows:

- Foam, textiles (as sampled on Global branded and textile program cards), mesh material and electrical devices, are warranted for five (5) Years
- Control mechanisms are warranted for twelve (12) Years

The warranty applies to single shift, standard commercial usage, defined as a standard eight (8) hour day, forty (40) hour week for users weighing up to 300 pounds.

HEAVY DUTY SEATING

Global offers products designed for multiple shift applications (24 hours a day / 7 days a week) and larger individuals weighing up to 350 and/or 500 pounds (depending on series and/or model). Global warrants these products for twelve (12) years to the original purchaser. All components (including control mechanisms, pneumatic cylinders, bases, casters, glides, frames, arms, plastic seats/backs, etc.) are covered for 24/7 applications under the warranty. The exceptions are foam and textiles, which are covered for five (5) years. Textiles on these products must exceed 100,000 double rubs for the textile portion of the warranty to apply. Heavy Duty product series that apply under this warranty currently include: Concord Executive 24 hour, Dexter/Dexter+, Granada TS, Malaga TS, Mallorca TS, Maxima II, Robust, Salute, Saxon, Stamina+, Truform TS and Yorkdale TS.

LIGHT USE SEATING

Global offers light use seating that is warranted for ten (10) years for the original purchaser. The warranty covers all components (frames, glides, and arms). The foam/textiles are warranted for five (5) years. The warranty on these light use series is for an eight (8) hour day, forty (40) hour week for users up to 200 pounds. Light use product series that apply under this warranty currently consists of Galaxy and Key series.

TEXTILES

Global warrants Global branded textiles and Global carded textile programs inclusive of fabrics, vinyls and leather products for five (5) years. Global carded textile programs are currently with Momentum, Maharam, KnollTextiles, DesignTex, Ultrafabrics, Dani and Spinneybeck. Global does not warrant COM (Customer Own Materials) or GPM (Global Purchased Materials) that are customer specified materials, or graded-in and purchased by Global for a customer. For GPM or COM products, please contact the textile supplier for performance information and warranty details.

SEATING WARRANTY SUMMARY

SEATING TYPE	COMPONENTS WARRANTY FOR ORIGINAL PURCHASER	USE TIME FOR WARRANTY COVERAGE	EXCEPTIONS
General Commercial Seating	Lifetime	8 Hours / 5 Days Per Week	Foam / Textiles / Mesh, Electrical Devices - 5 Years Control Mechanisms - 12 Years
Heavy Duty Seating	12 Years	24 Hours / 7 Days Per Week	Foam / Textiles - 5 Years
Light Use Seating	10 Years	8 Hours / 5 Days Per Week	Foam / Textiles - 5 Years

LIFETIME WARRANTY

FILES, DESKS, MODULAR FURNITURE, TABLES, PANELS & ACCESSORIES

Global warrants all components of metal storage and filing, laminate and wood veneer desks, laminate and wood veneer tables, metal leg components and panels for the lifetime of the product to the original purchaser.

Exceptions to the warranty for Files/Desks/Tables and Panels are as follows:

- Electrical devices, panel and tackboard textiles, adjustable keyboard mechanisms/lecterns/coat trees and task lights – five (5) Years
- Folding tables (laminate and Lite Lift II models) – one (1) Year

FILES, DESKS, MODULAR FURNITURE, TABLES, PANELS & ACCESSORIES WARRANTY SUMMARY

PRODUCT TYPE	COMPONENTS WARRANTY FOR ORIGINAL PURCHASER	EXCEPTIONS
Metal Storage and Filing	Lifetime	Electronic Lock for 1200 Series & Blocks Series - 3 Years
Laminate / Wood Veneer Desks and Modular Furniture	Lifetime	Tackboard Textiles, Electrical Devices, Task Lights - 5 Years
Boardroom, Conference and Training Tables	Lifetime	Electrical Devices - 5 Years
Panels	Lifetime	Panel Textiles, Electrical Devices, Task Lights - 5 Years
Coat Racks and Lecterns	5 Years	None
Folding Tables (Laminate & Molded)	1 Year	None

GLOBAL'S WARRANTY DOES NOT APPLY (FOR ANY PRODUCT CATEGORY) TO THE FOLLOWING:

- Failures due to wear and tear
- Failures which result from negligence, abuse, accident or misuse
- Failure to apply, install or maintain products according to Global's written instructions and warnings
- Modifications, attachments or repair methods not approved by Global
- Damage caused by a carrier in transit, or delivery/installation contractors
- The matching of colors, grains or textures (wood, leather, etc.) of natural materials and color matching of textiles
- Products exposed to extreme hot or cold temperatures or excessively dry or humid environments
- Colorfastness or the matching of color of textiles
- Damage by markings or staining; damage by sharp objects or imprinting from instruments
- Damage to textiles or laminate and wood surfaces/edges from exposure to sunlight (including UV rays)
- Products used for rental purposes

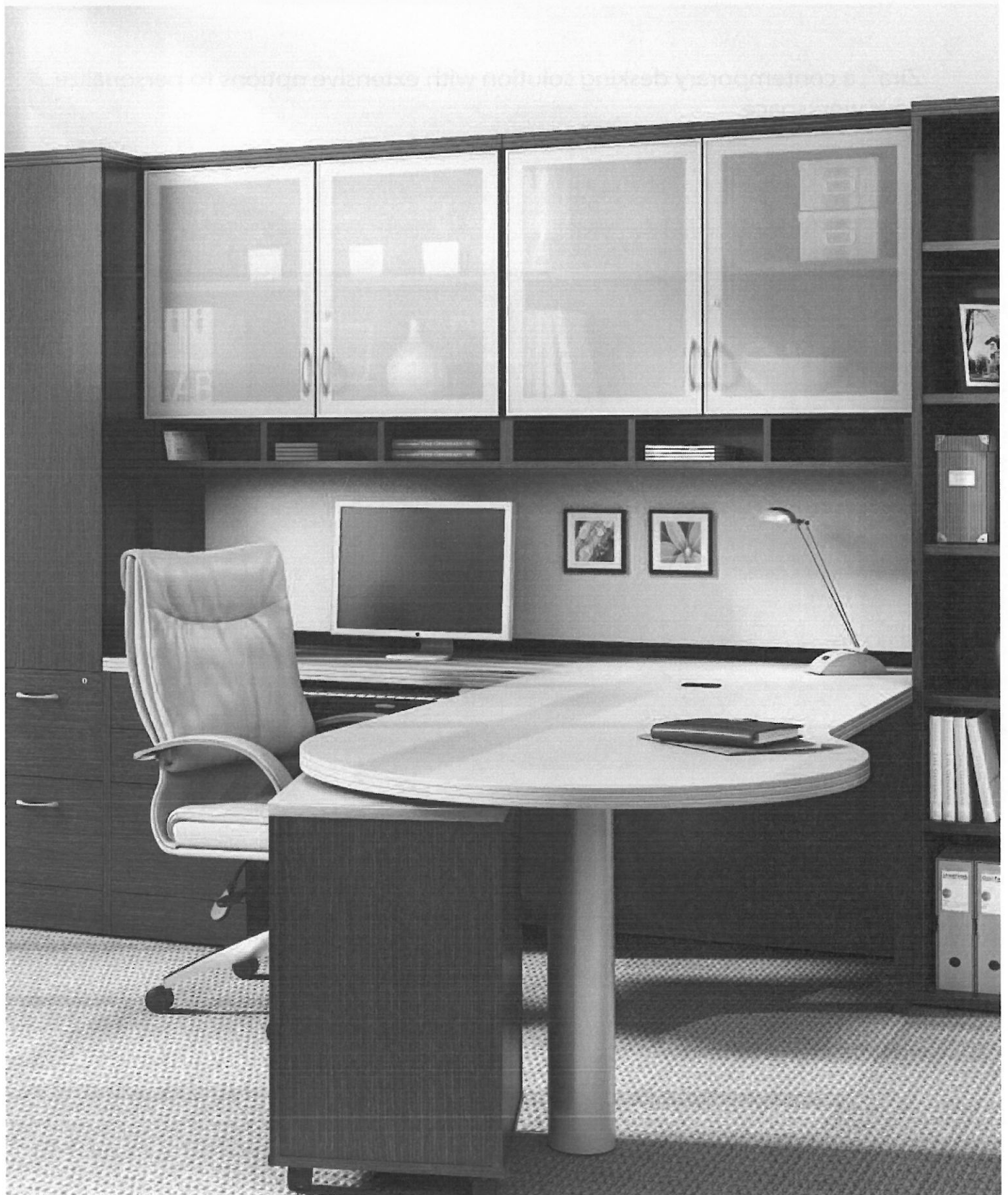
Global's warranty does not cover the costs of transportation or labor. Repair or replacement will be at Global's option.

Global makes no warranty that any of its products are suitable for any particular purpose and makes no other warranties, express or implied, other than those set out here. As codes and standards vary from one jurisdiction to another, references to compliance are solely for convenience and without any representation as to accuracy or suitability. Users must verify the suitability of such information or product for their specific application. In no event shall Global be liable in either tort or contract for any loss or direct, special, incidental, consequential, or exemplary damages.

Global's warranty applies to products sold within the United States of America, Mexico, the Commonwealth of Puerto Rico and Canada.



Zira™



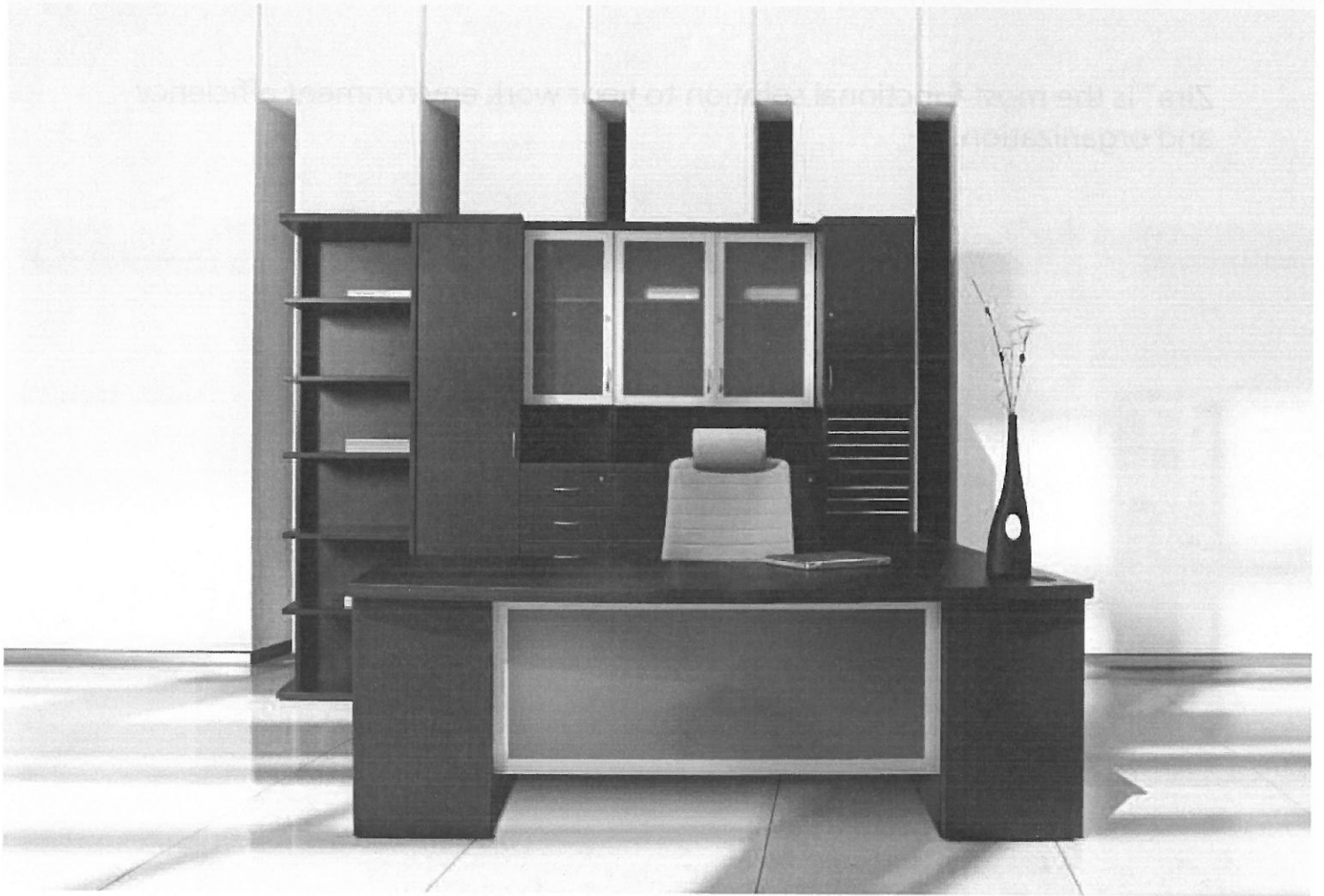
Zira™

Zira™, a contemporary desking solution with extensive options to personalize your workspace.

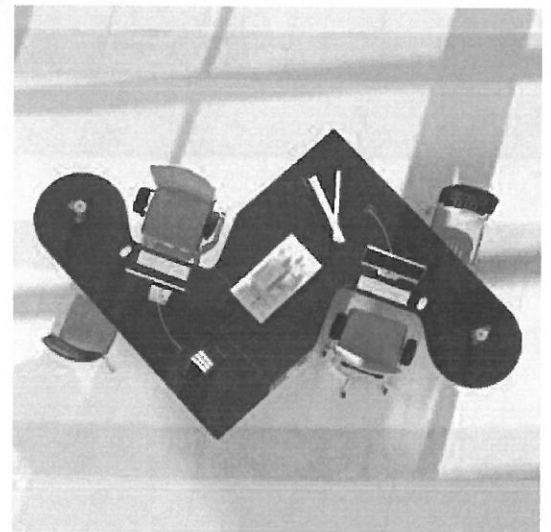


Zira teaming shown in Dark Espresso (DES) with frosted glazed doors / Silver frames (Z1) and Silver HQ handles. Ride and Rest seating shown in Designtex Wire, Neutral Tint (W182).

Zira™



For the managerial application or executive offices, create a work environment that meets your worksurface needs and storage requirements. Select from hundreds of laminate finish combinations, storage components that can tower to 84" high, 9 handle options, 5 different choices for edge details, 4 glazing options on doors and modesty panels and 1" and 1 1/2" thick top options.



Zira executive suite shown in Dark Espresso (DES) with frosted glazed doors / Silver frames (Z1) and flared Silver HS handles. Aspen seating shown in Allante, Pearl Grey (A46E).

Zira™

Zira™ is the most functional solution to your work environment efficiency and organization.



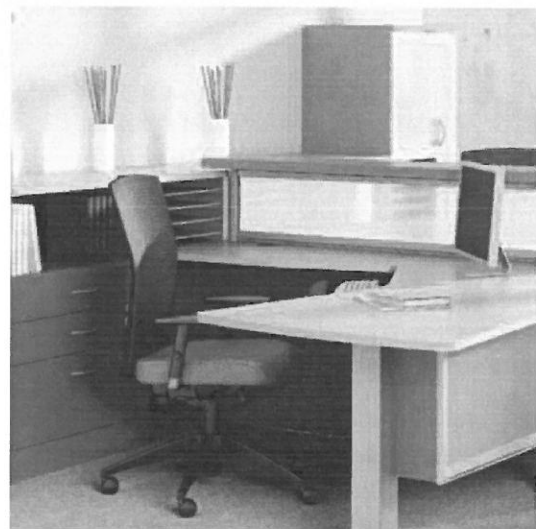
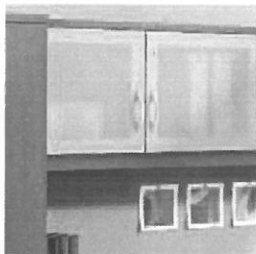
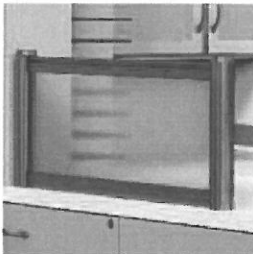
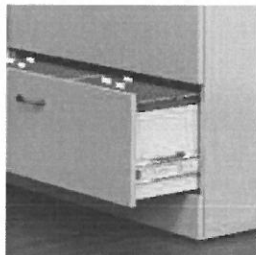
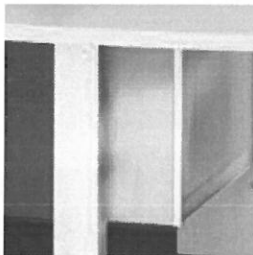
Zira cluster shown in Tiger Maple (TMP) / White (WHT) with Silver HS handles. Alero seating shown in Momentum Expo, Sprout (EX24).

Zira™



Whether a workspace is required for individual use, teaming or clusters, Zira offers hundreds of mix and match components to

meet any design specification. Components can be freestanding for single workstation configurations, or joined together to form multiple work groups.



Top left: 4" square monopost are available in Silver or Black finish. Optional 4" and 5" round are available at no extra charge. Top right: Box drawers are mounted on 3/4 extension ball bearing slides. Bottom left: Divide™, a modular desk-mounted panel system shown with glazed panels which vertically stack to provide privacy. Bottom right: Hutch with glazed doors are available in 4 glazing options with Silver or Black frames. 9 handle options in Silver, Black, Nickel or Brass finishes.

Zira teaming shown in Tiger Maple (TMP) / Tiger Fruitwood (TFW) with frosted glazed doors / Silver frames (Z1) and flared Silver HS handles. Alero and Caprice seating shown in Match, Green (MT27). *Note: Divide posts and transactions top not exactly as shown.

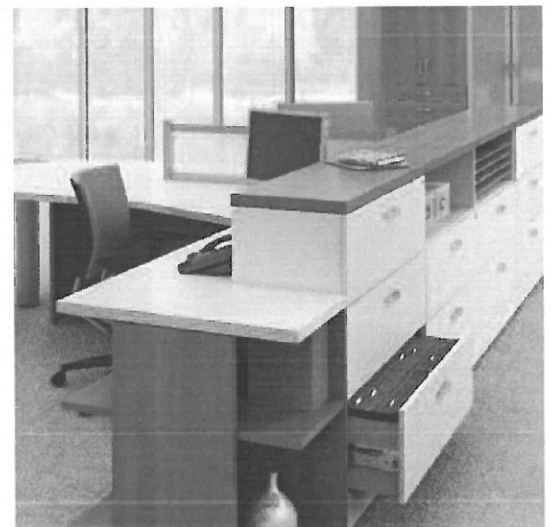
Zira™

Zira™, ideal for shared teaming areas.



Components can be joined together to form multiple work groups or can be freestanding for single workstation configurations. With such an array of components and options, Zira can accommodate small spaces through tall spaces, and of course, everything in between.

Storage can be added where needed, whether attached to the workstation or designed elsewhere in the work environments. Select from hundreds of components for any size or shape office. Storage components can tower up to 84" high and are available in an array of laminate finishes and handle options in Silver, Black, Nickel or Brass finish.



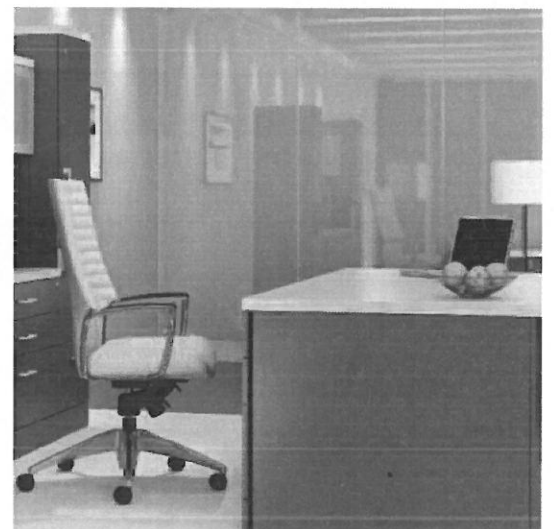
Zira teaming show in White (WHT) / Avant Honey (AWH). Graphic seating shown in Imprint Paprika (IM81).

Zira™

A beautiful productive office can also be a highly organized office.



Zira is designed with solid 1" and 1 ½" laminate tops. Select options such as edge details, pigeon hole storage, closed door hutches, open display shelves, collators and fabric tackboards to personalize your workspace and fulfill all your storage and organizational requirements.



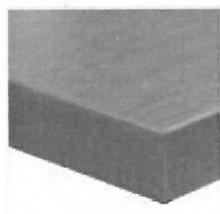
Zira executive suite shown in Tiger Maple (TMP) / Storm Grey (SOG) with CF edging, frosted glazed doors / Silver frames (Z1) and square edge Silver HV handles. Global Accord seating shown in Softhide, White Sand (S045).

Zira™



Above: Zira shown in White (WHT) and Dark Espresso (DES).

EDGE DETAILS



1" with 3mm edge (A3)



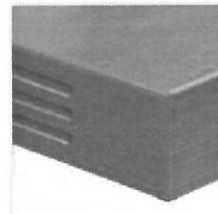
1" with bicut edge (AR)



1 1/2" with 3mm edge (C3)



1 1/2" with bicut edge (CR)



1 1/2" with fluted edge (CF)

HANDLE OPTIONS



Square Edge Silver (HV)



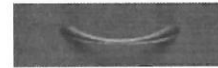
Square Edge Black (HU)



Dimpled Nickel (HZ)



Flared Silver (HS)



Flared Black (HX)



Flared Brass (HW)



Bar Silver (HQ)



Bar Black (HR)



Crescent Black (HO)

Front cover: Zira shown in Dark Espresso (DES) with frosted glazed doors / Silver frames (Z1) and Silver HS handles. Softcurve seating shown in Contract Leather, Stone (D536).



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Action Office® System











When Robert Propst was developing the original Action Office system in the 1960s, the way people worked was changing.

Propst developed a system of components that could be combined and recombined to adapt to people's needs over time.

Today, Action Office continues to provide economic value in its simplicity through ease of specifying, installing, configuration, management, and updating.

Most important, it continually adapts to the shifting conditions of the workplace.

Action Office evolves for you.







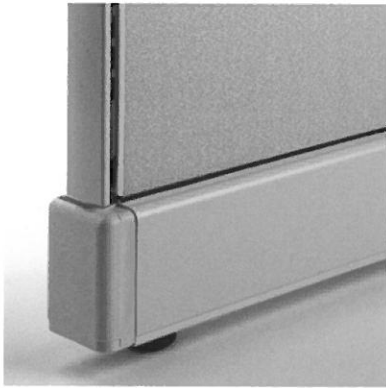












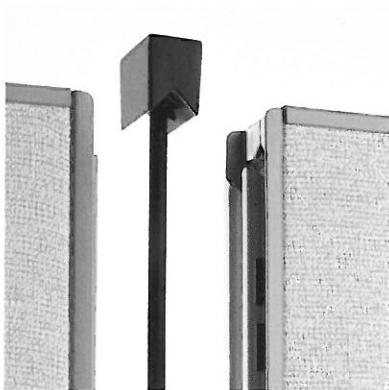
Standard Base



Thin Base



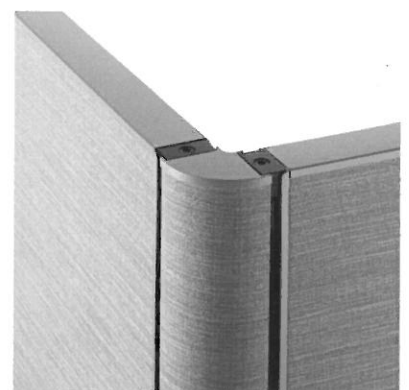
Glazed Panel



Draw Rod



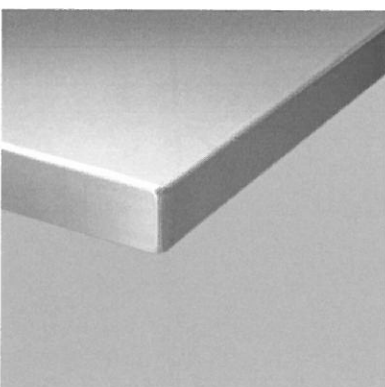
Finished End



Two-Way Connector



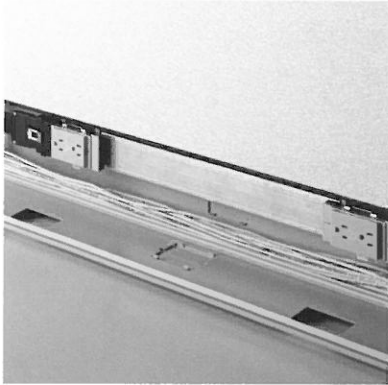
Radius-Edge Detail



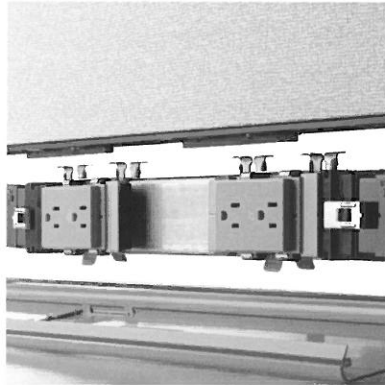
Square-Edge Detail



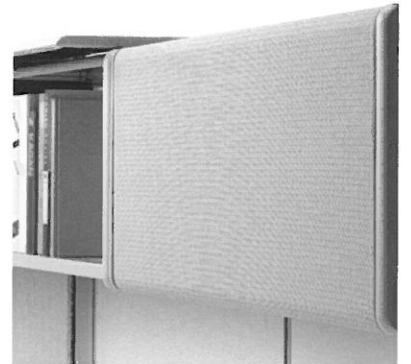
Above Work Surface Electrical



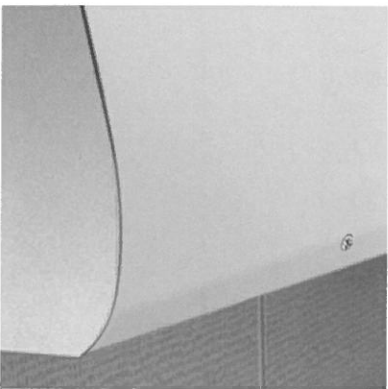
Cable Raceway Capacity



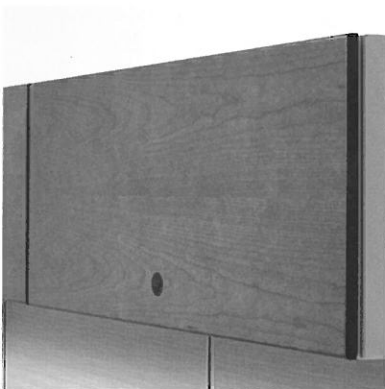
Thin Base Electrical Harness Quick Connect



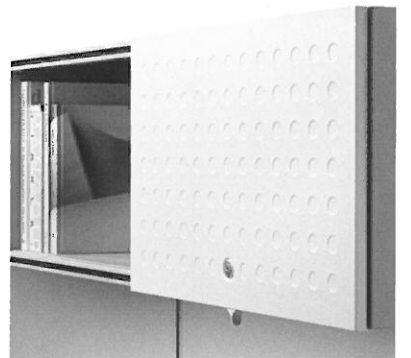
B-Style Flipper Door Unit



C-Style Flipper Door Unit



E-Style Flipper Door Unit



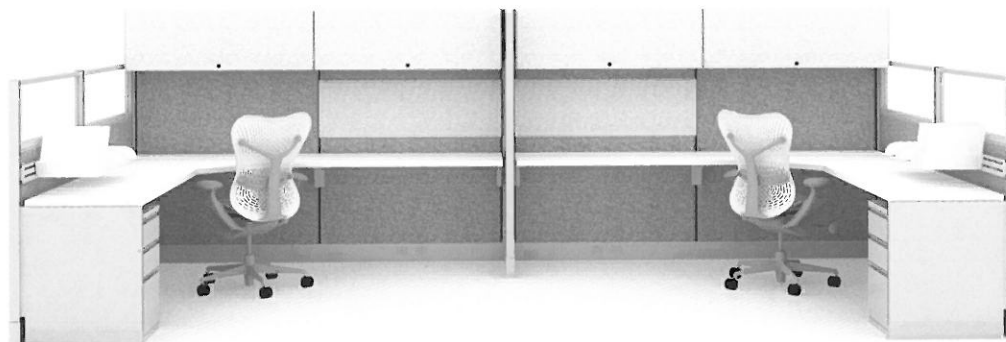
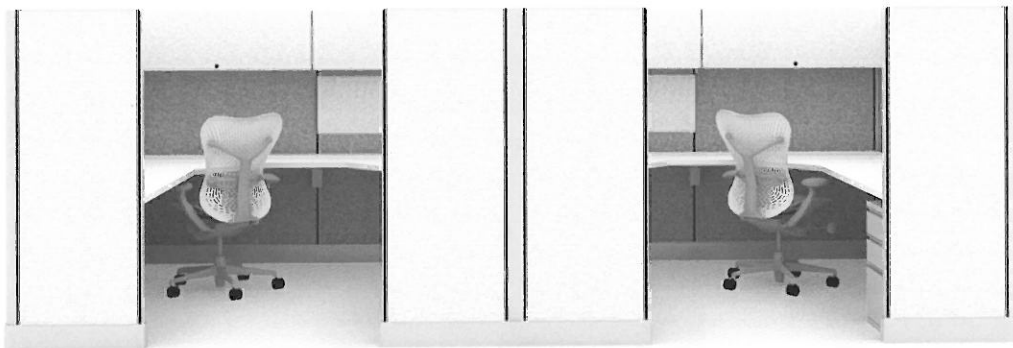
Sliding Door Storage Unit with Debossed Door

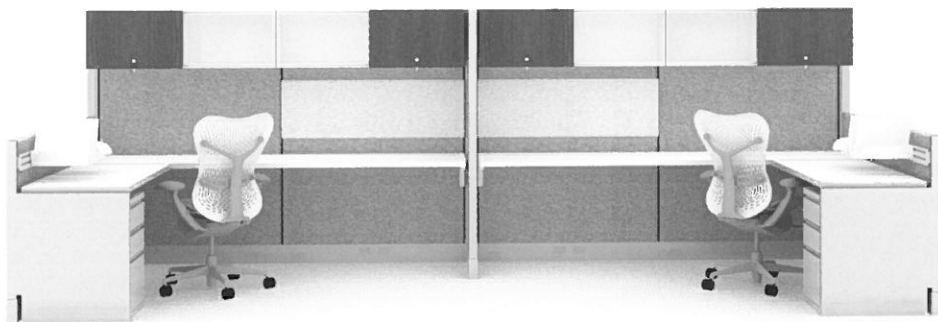
Action Office Evolves for You

Action Office continues to adapt to changes in the workplace—offering simplicity, value, and proven function. As shown below, you can easily reconfigure a workstation—from a traditional workspace with more enclosure to an open, lighter-scaled space that promotes teamwork—by adding or taking away components.

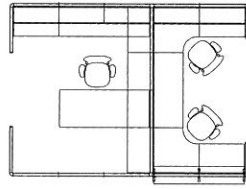
It's one system that offers many application choices: collaborative spaces, office landscapes with varying heights and translucencies, and workplaces that range from traditional to progressive. Panels, work surfaces, and hanging storage units easily adapt to your needs as your workplace evolves.

Action Office is a versatile, hard-working system that can preserve your investment now and in the future.

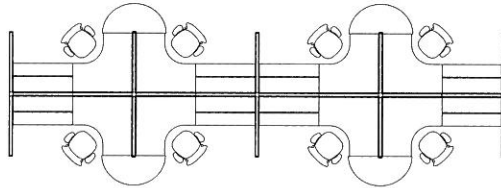




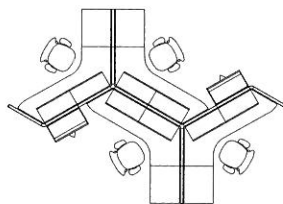
Materials Shown in This Brochure



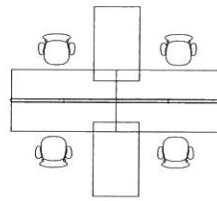
Trim in Sandstone. Panel fabric in Strands/Tin. Surfaces and E-style flipper door fronts in Geiger® Aged Cherry veneer. Tu™ support pedestal with W-Pull and Meridian® freestanding storage in White. Twist/Iceberg fabric on cushion top. Embody™ chair with White Balance fabric, White frame, and Titanium base.



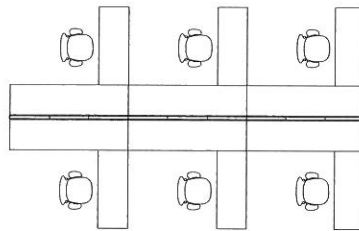
Trim in Sandstone. Panel fabric in Glaze/Spearmint. Surfaces in White. B-style painted flipper door in White with Sandstone case. Tu mobile pedestal and lateral file in White with W-Pull. Celle® chair with seat and back in Champagne, seat fabric in Latitude™ Alpine, and base/frame and arm pads in Brownstone.



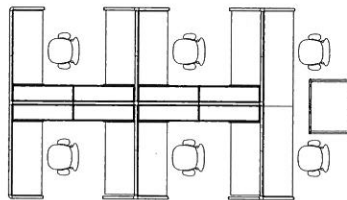
Trim and storage in Sandstone. Panel fabric in Twist/Pearl. Surfaces in White. B-style fabric flipper door in Stitches/White Ash. Tu freestanding pedestal with W-Pull. Eames® molded plastic armchair with wire base and Eames round table in White. Aeron® chair with Zinc Pellicle®, Titanium base, Smoke frame, and Smoke leather arm pads.



Trim in Sandstone. Panel fabric in Twist/Pearl. Stacking glass panel in Opal Glaze. Surfaces in White. Tu mobile pedestal with W-pull and Meridian storage cases in White. Maharam Snap/Arboretum fabric on cushion top. Mirra® chair with Airweave™ seat and back in Alpine; base/frame and armpads in Shadow.



Trim in Sandstone. Panel fabric in Twist/Pearl. Clear glass stacking panel. Surfaces in White. Avive® table desk in Natural Maple laminate and White base. Work surface-attached screen in translucent plastic and Metallic Silver trim. Tu free-standing pedestal and mobile Pedastool® in White with W-pull. Twist/Cayenne fabric on cushion top. Mirra chair with Airweave seat and back in Alpine; base/frame and armpads in Shadow.



Trim in Sandstone. Exterior panel fabric in Twist/Pearl. Interior panel fabric in Twist/Chamois. Clear glass stacking and partial glazed panels. Surfaces in White. Sliding door unit with debossed doors in White and Sandstone case. Meridian pedestal and bookcase with ellipse pull in White. Teneo® drawer storage unit in White. Embody chair with White Balance fabric, White frame, and Titanium base.



Throughout his life, Robert Propst garnered recognition for his many innovations. The World Design Congress in 1985 named the Action Office system “the best design of the past 24 years.”

Design for the Environment

Action Office components are constructed from wood, steel, plastic, aluminum, textile, and other materials. An average Action Office workstation contains 24 percent recycled content. At the end of their useful life, 25 percent of Action Office components are recyclable.

Action Office is GREENGUARD® certified as a low-emitting product that meets indoor air-quality standards. And it may also contribute to LEED credits due to its reusable packaging, durability, pre-consumer recycled content, post-consumer recycled content, and GREENGUARD certification.

Easy OptionsSM Capability

Our versatile, flexible products give people real choices. If they need something extra, we can do that, too, from modifying existing products to developing new ones. For more information on our Easy Options capability, please visit www.HermanMiller.com/easyoptions.

Warranty

The Action Office system is durable for a long life and carries Herman Miller's comprehensive 12-year, 3-shift warranty.

More Information

Interested in finding out more? Please visit www.HermanMiller.com/actionoffice.



For more information about our products and services or to see a list of dealers, please visit us at www.HermanMiller.com or call (800) 851 1196.

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KNACK™



shown in Messenger Neon
by Maharam

BRUSHED ALUMINUM
BASE

We Get It.®



Sustainability

You can rest assured that every product SitOnIt makes is GREENGUARD and GREENGUARD Children & Schools certified, providing you with the confidence you need and the environmental stewardship you've come to expect.



Durability

Like all SitOnIt products, the Knack series is built to last. Every component meets and exceeds ANSI-BIFMA standards. Further protecting your investment is SitOnIt Seating's standard lifetime warranty, which helps ensure complete satisfaction for years to come.

shown in Knack Zest
by Momentum



shown in Messenger Neon
by Maharam

Knack's uncluttered and transitional design makes it an essential (and highly affordable) choice for today's corporate, healthcare, government and education settings.

When you need a productive work chair that delivers great value for your money, get back to basics with the Knack series. Featuring a thin profile and smart, comfortable design, the Knack is an ideal complement to any office or workstation environment. Expand your creative choices with trusted fabric partners like Maharam, Momentum, DesignTex and Spinneybeck.



shown in Messenger Lumine
by Maharam

KNACK™

PRODUCT DIMENSIONS in inches

OVERALL WIDTH	26
OVERALL DEPTH	26
OVERALL HEIGHT	41
SEAT WIDTH	20.5
SEAT DEPTH	18
SEAT HEIGHT	16.5-21
BACK WIDTH	20
BACK HEIGHT	19.5
WEIGHT	39 lbs armless 45 lbs w/arms

OPTIONS

BACK	Upholstered Ballistic Nylon
ARM	Armless Loop arm Adjustable arm Multi-adjustable
BASE	Black resin Brushed aluminum
MECHANISM	Swivel Tilt Basic Synchro Enhanced Synchro
OTHER	S1 & S2 Stool

MODELS



MODEL NO. 3323



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sales@sitonit.net

6415 Katella Avenue
Suite 200
Cypress, CA 90630

Comfort and Dependability in One.

Ergonomics / Comfort

Finding the right fit is never a problem. Knack offers a back-height adjustment so every user can enjoy individualized upper-back and lumbar support. Plus, the soft, comfortable back follows the natural curve of the spine, providing great support no matter how long the sit. Ballistic nylon can add extra durability, and a generous waterfall seat offers a perfect sit— not to mention movement and adjustability— for all sizes.

Completing the package are three controls to customize comfort: a Swivel Tilt and two Synchro controls. Both Synchro controls smoothly move your back and seat together for optimal motion and comfort— with the Enhanced Synchro control offering minimal intuitive adjustments that easily fit individual needs.



shown in Messenger Azure
by Maharam



shown in Messenger Lumine
by Maharam



All-day comfort and ultimate value come together in one dependable design– the simple and clean Knack work chair.



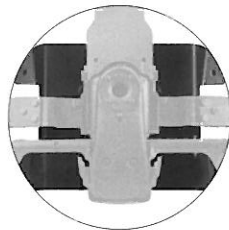
shown in Messenger Azure
by Maharam

Non-Stop™

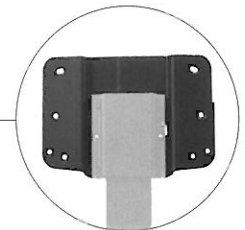


Generous fit, solid steel strength, remarkable comfort

Non-Stop can be specified with a seat/back size to accommodate weight up to 350 pounds (Size 1 and 2) or up to 500 pounds (Size 3).



Seat pan and mechanism are mounted to a 7-gauge steel plate for additional strength. Ergonomically sculptured foam seat and back cushions, available in more than 235 fabric and 31 leather choices, are sure to complement your space.



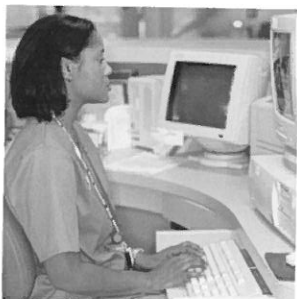
A steel height adjustment unit is securely bolted to a reinforced 7-gauge steel plate. Non-Stop offers a 10-year, three-shift warranty on all structural components.



The 7-gauge steel arm bracket runs across the all-steel seat pan and is firmly attached to withstand the continual demands of high-traffic, 24x7 work environments.

Three 27-inch base options include black nylon, black painted aluminum, or polished aluminum.

Size 1



Healthcare

For extra comfort, ergonomic support, and improved aesthetics, Non-Stop seat and back cushions are made of highly-resilient foam and designed to support round-the-clock healthcare workers with the same compassion that they treat their patients.

Size 2



Public Safety

For quick release, especially in 24-hour rescue environments, Non-Stop's highly resilient arm options (including armless) accommodate equipment that goes with you every step of the way, such as firearms, two-way radios, handcuffs, and other essentials.

Size 3



Call Center

Designed for strength and durability, the all-steel structure is second to none for reliability and dependability. In high-intensity environments where chairs perform all day, every day and support a wide range of users, you won't find anything that delivers better – or faster – than Non-Stop from SitOnIt.



Features

Size 1 and 2

- Highly durable and designed to accommodate up to 350 pounds.
- Three mechanisms: new heavy-duty swivel tilt (T2), multi-function (M), or new Euro glide with a synchronized movement (A2).
- Four arm options: loop arm, adjustable arms with width and pivot options, adjustable break away arms, or armless. Loop arm and height adjustable arm meet GSA FNEW 83-269E standards.
- Three 27-inch base options: black nylon, black painted aluminum, or polished aluminum.

Size 3

- Designed to accommodate up to 500 pounds.
- Dual torsion (DT) control offers extra strength and durability.
- Two arm options: large loop arm or armless. Large loop arm meets GSA FNEW 83-269E standards.
- Two 27-inch base options: black painted aluminum or polished aluminum.

Arm options



Fixed loop

A fixed height, streamlined design, with a soft warm-to-the-touch urethane surface.



Fixed large loop

Offers all the benefits of the fixed loop arm, this arm is rated up to 500 pounds and is available exclusively for Non-Stop Size 3.



Adjustable or multi-adjustable with pivot

Features up to three adjustments for ultimate support.

- Pad pivots 15°
- 2.5" height adjustment
- 2" width adjustment



Adjustable breakaway

Offers all the benefits of the multi-adjustable. Folds down for fast and easy in-and-out access.

- Arm folds down 90°
- 3" height adjustment

Base options



Black aluminum

Black cast aluminum base endures wear and tear with a distinguished look appropriate for all environments.



Polished aluminum

A sleek polished aluminum base endures years of wear and resists scratches and abrasion.



Black resin

Black resin base features one-piece reinforced construction for durability and a smooth ride.

Statement of line

Non-Stop 671 672



	SIZE 1	SIZE 2
OVERALL WIDTH	27 1/2	29
OVERALL DEPTH	26 1/2	26 1/2
OVERALL HEIGHT	34 1/2	37
SEAT WIDTH	19 1/2	21 1/2
SEAT DEPTH	18	18 1/2
SEAT HEIGHT	17 1/2 - 21	17 1/2 - 21
BACK WIDTH	18 1/2	20 1/2
BACK HEIGHT	16 - 18 1/2	18 1/2 - 21
WEIGHT	68 lbs	73 lbs
WEIGHT ARMLESS	55 lbs	59 lbs

Dimensions are in inches

Note:

Dimensions may vary with mechanism choice.

Non-Stop 673



	SIZE 3
OVERALL WIDTH	30
OVERALL DEPTH	28 1/2
OVERALL HEIGHT	39 1/2
SEAT WIDTH	23
SEAT DEPTH	19 1/2
SEAT HEIGHT	19 - 22 1/2
BACK WIDTH	22
BACK HEIGHT	21 1/2
WEIGHT	79 lbs
WEIGHT ARMLESS	67 lbs



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888 274-8664
714 995-4855 fax
sales@sitonit.net
www.sitonit.net

FREELANCE®

Built for durability.
Imagine the versatility.

SitOnIt • Seating



FREELANCE.
SOPHISTICATED IN STATURE.
PROFESSIONAL IN PURPOSE.

Intriguing design, unmatched durability, bariatric functionality and surprisingly broad options surface in this amazingly versatile side chair and stool collection.





MODEL: Side chair **FRAME:** Silver/4-leg with glides
TEXTILES: SitOnIt Collection Sugar Rock Candy



MODEL: Side chair **FRAME:** Silver/sled
TEXTILES: SitOnIt Collection Spice Paprika



MODEL: Café Stool
FRAME: Silver/4-leg with glides
TEXTILES: SitOnIt Collection Gemstones



STYLED FOR VERSATILITY. BUILT FOR DURABILITY.

The comfortable, curved seat and back make the Freelance a high-demand, multipurpose chair. Add casters or arms, a book rack or tablet arm for ultimate mobility and flexibility in offices, training rooms and collaborative spaces. Frames can be finished in black, silver, or bisque with matching arms. The wall-saver frame design prevents marring surrounding surfaces. Its durable frame and an optional plastic seat and back make for an easily maintained chair. Freelance without casters can be stacked 6 high on the optional cart, or configured with a ganging option for orderly rows in meeting rooms.





MODEL: Tablet and book rack
FRAME: Black/4-leg with glides
TEXTILES: Momentum Perk Cabana

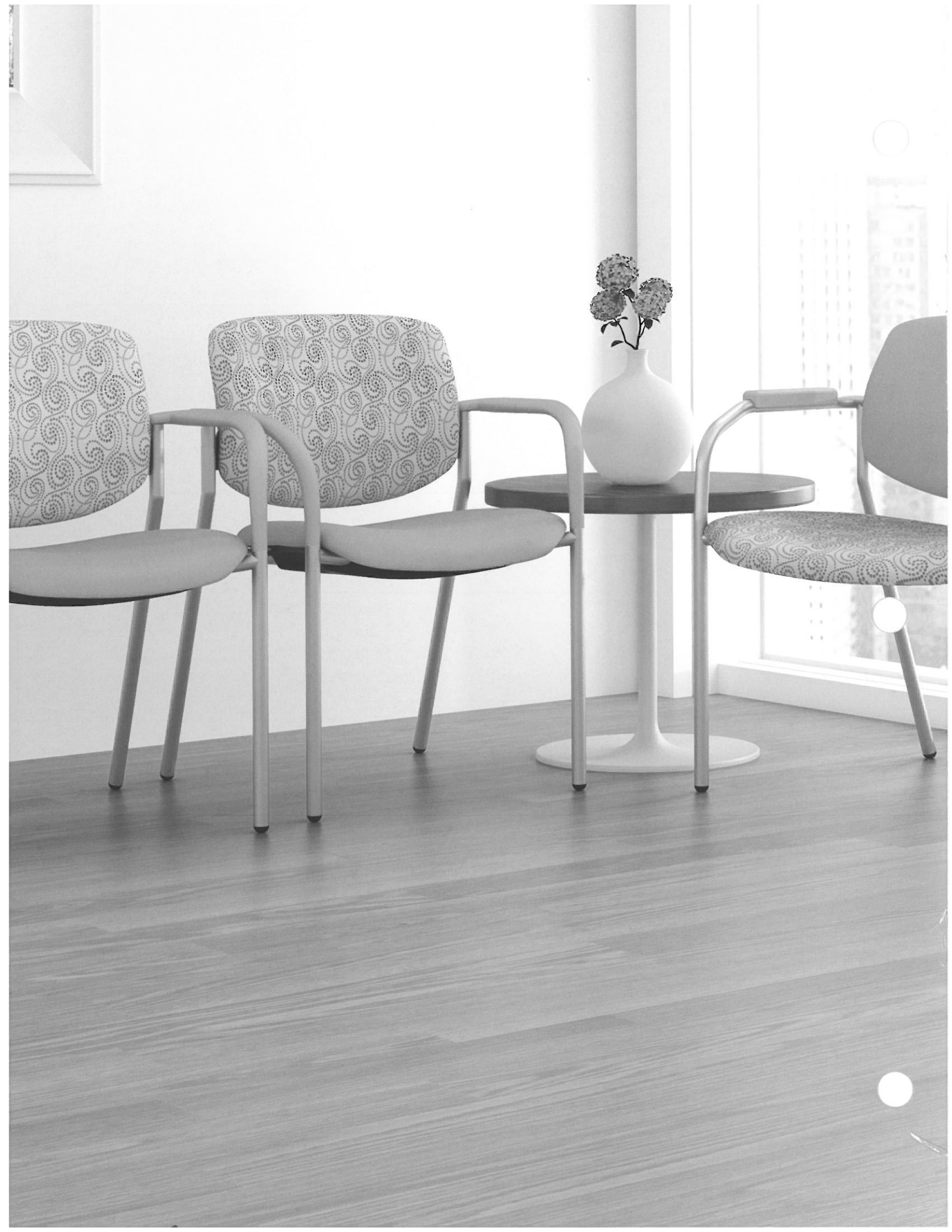


MODEL: Side chair
FRAME: Bisque/4-leg with glides
TEXTILES: Mōmentum Lineup Tranquil



MODEL: Side chair
FRAME: Bisque/4-leg with casters
TEXTILES: SitOnIt Collection Element Peridot





A BIG SOLUTION.

When seating requirements call for more generous dimensions, Freelance bariatric models are right for the job. The Freelance bariatric chair offers generous widths and weight ratings in capacities up to 500 lbs. for the 30" width and 1,000 lbs. for the 42" wide chair. And the Freelance Heavy Duty option is rated up to 350 pounds, ideal for either bariatric or 24/7 use.



MODEL: 42" Bariatric **FRAME:** Bisque/4-leg with glides
TEXTILES: Momentum Twist Scent/SitOnIt Collection
Sugar Lemondrop seat



MODEL: Side chair **FRAME:** Bisque/sled with glides
TEXTILES: SitOnIt Collection Sugar Lemondrop/
Gemstones Topaz seat

Features

- Highly customizable collection of side, sled, stool and bariatric models
- Transitional design ideal for lobby areas, workstations and offices
- 17 versatile polyurethane plastic colors
- 3 frame/arm finish combinations: black, bisque and silver
- Available in fabric, vinyl or plastic
- Bariatric chair offers generous 30" and 42" widths
- Café stool available in 27" and 30" heights
- Waterfall seat promotes proper leg circulation
- Molded shroud underside enhances appearance and facilitates stacking
- Wall-saver anti-tip frame design
- Side chair has optional book rack and tablet
- Weight capacity 300 pounds for armed upholstered chairs; 250 lbs. for plastic, armless and stools
- Bariatric model weight capacity 500 lbs. (30") or 1,000 lbs. (42")
- Heavy Duty 24/7 option weight capacity up to 350 pounds
- Lifetime Warranty
- All options and 1,000's of fabrics ship in 2, 5 or 10 days

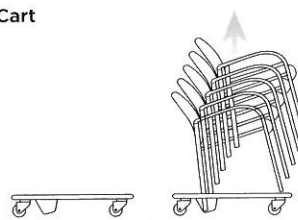
Options

SEAT	BACK	ARMS	LEGS	FRAME COLOR
• Plastic • Upholstered	• Plastic • Upholstered	• Arm • Armless	• Glides • Casters	• Bisque • Black • Silver

SHELL COLOR

FROST	PEBBLE	BISQUE	STERLING	SLATE
HONEYCOMB	CAROTENE	SAGE	LAGOON	BLUE
RED	SALSA	NAVY	PLUM	BURGUNDY
CHOCOLATE	BLACK			

Freelance Stacking Cart

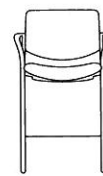
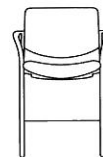
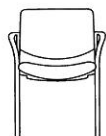


	STACKING CART	CART WITH 6 CHAIRS
MODEL NUMBER	14-CART	
OVERALL WIDTH	23.75	24
OVERALL LENGTH	30	37
OVERALL HEIGHT	7.0	63
WEIGHT EMPTY	26.35	
WEIGHT ARMLESS		150 lbs.
WEIGHT WITH ARMS		165 lbs.

Dimensions are in inches.

ADDITIONAL

- Ganging Bracket
- Tablet
- Book Rack
- Stacking Cart



	SIDE	SLED	BARIATRIC	27" CAFÉ STOOL	30" CAFÉ STOOL
MODEL NUMBER	5213/5214 5223/5224	5233/5234	5314/5414	5213 S1 (ARMLESS) 5214 S1 (WITH ARMS)	5213 S2 (ARMLESS) 5214 S2 (WITH ARMS)
OVERALL WIDTH ARMLESS	21.5	21.5	NOT AVAILABLE	21.5	25
OVERALL WIDTH WITH ARMS	25	25	36.5/48.5	25	21.5
OVERALL DEPTH	24	25	25.5	24	24
OVERALL HEIGHT	33.25	33.25	34/35	42	45
SEAT WIDTH	19.5	19.5	30/42	19.5	19.5
SEAT DEPTH	18.5	18.5	18	18.5	18.5
SEAT HEIGHT	17.5	17.5	19	27	30
BACK WIDTH	19.5	19.5	30/42	19.5	19.5
BACK HEIGHT	16	16	16	16	16
WEIGHT ARMLESS	26.5 lbs.	27.5 lbs.	NOT AVAILABLE	38 lbs.	39 lbs.
WEIGHT WITH ARMS (SINGLE PACK)	28.5 lbs.	29.5 lbs.	42.5/62.5 lbs.	40 lbs.	41 lbs.

Dimensions are in inches.



Rowdy™



Features

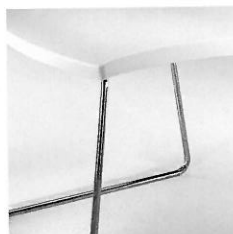
- Rowdy is ideal for corporate settings, education, healthcare, and institutional applications. Rowdy is ready to go to work for you.
- Rowdy's lightweight one-piece shell and frame design include a back handhold, promoting quick and convenient transport.
- Rowdy is stackable up to 40 high on a convenient stacking cart, facilitating fast and easy storage without placing extreme demands on space.
- Rowdy's continuous wire rod frame is eye-catching in its design and incorporates a wall saver to minimize potential scuffs and marks on walls.
- Rowdy's one-piece shell is molded from high-impact polypropylene for long-lasting durability and provides a generous, enduring sit. Ridges on the rear of the shell provide increased strength and resilience even in the most demanding environments.

Frame finish options



Black

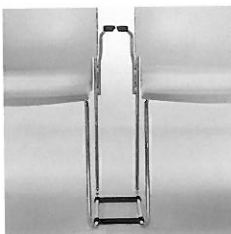
The Rowdy frame is available in black for a handsome and distinguished look appropriate for any environment.



Chrome

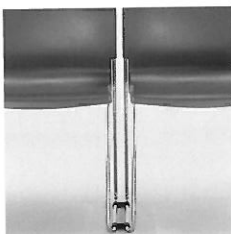
Choose a chrome frame for a sleek, contemporary look that makes a striking and modern design statement.

Ganging options



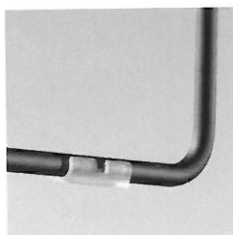
Ganging (Arm-to-Arm)

Plastic gangers allow chairs to be easily ganged, maintaining consistent alignment.



Ganging (Armless-to-Armless)

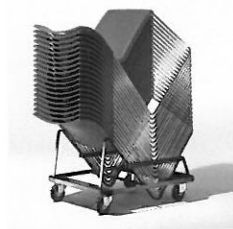
Armless chairs may be ganged with equal ease, also allowing for alignment and efficient space planning.



Glide

Maintain a pristine floor using Rowdy's optional non-marring glides.

Stacking



Stacking cart

Armless models stack 40 high and models with arms stack 25 high with Rowdy's optional stacking cart, providing quick, easy, and efficient transport and storage.

Color options



Black BK



Blue BL



Green GN



Grey GY



Red RD



Yellow YW

Statement of line

Rowdy Armless 92SB black frame 92SC chrome frame



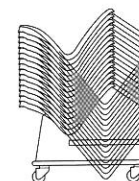
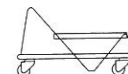
OVERALL WIDTH	19 1/2
OVERALL DEPTH	22
OVERALL HEIGHT	33
SEAT WIDTH	17
SEAT DEPTH	17
SEAT HEIGHT	17 1/2
BACK WIDTH	19
BACK HEIGHT	16
WEIGHT	13 lbs

Rowdy with Arms 92SB A47 black frame 92SC A47 chrome frame



OVERALL WIDTH	24 1/2
OVERALL DEPTH	22
OVERALL HEIGHT	33
SEAT WIDTH	17
SEAT DEPTH	17
SEAT HEIGHT	17 1/2
BACK WIDTH	19
BACK HEIGHT	16
WEIGHT	15 lbs

Rowdy Stacking Cart cart



	CART	CART WITH 25 CHAIRS WITH ARMS	CART WITH 40 CHAIRS ARMLESS
OVERALL WIDTH	26	26	26
OVERALL LENGTH	30 1/2	38	38
OVERALL HEIGHT	18	60	75

Dimensions are in inches



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It remains true to the fundamental principles of the original system: space-saving benefits, simple ordering and inventory, design options, and interchangeable components.

Action Office provides you with a return on investment through its long-term use, durability, low cost, and ability to reconfigure and update easily.

It's proven, practical, and economical.