

SPECIFICATIONS

SYSTEMS – MATCHING EXISTING

This Matching Existing Furniture Contract will be for the following Manufacturer’s only:

Haworth	Herman Miller
Steelcase	Global
Hon	Kimball
Allsteel	Knoll
Maxon	KI (Krueger International)

MINIMUM PERCENTAGES:

Bidders **must** offer a minimum percent discount from published catalog price list of **65%** on Systems – Metal Case Goods and must submit a discount for both.

Bidders have the **option** to respond on wood case. If a supplier chooses to respond on Wood Case Goods, they must provide a minimum percent discount from published catalog price list of **55%**.

AGENCY ORDERING REQUIREMENTS:

These procedures must be followed for all procurement projects that match existing office furniture on statewide contract for Matching Existing with a total price greater than \$50,000.00.

Submit the following information in writing to the Agency’s Purchasing Office:

- Request for Approval
- Detailed description of the project
- Quotes from the supplier for the project

The Agency’s Purchasing Office will either approve/disapprove the request for approval in writing. If approved, they will submit this written approval to the DGS commodity specialist for approval.

If a signed request for approval is not attached to the request/order, the request/order will not be processed by the DGS commodity specialist.

DGS will email the agency back approval/denial of the request. If it is approved, the agency will attach the “DGS request for approval” to the purchase order as an SAP Attachment for the Comptroller to see. If it is denied, DGS will notify the Agency.

SERVICES:

Some suppliers have offered to provide additional related services in conjunction with the furniture items they are offering to supply to the Commonwealth under this contract. The

additional related services are limited to: design layout of furniture being moved from one area to another; storage of furniture until new buildings or building renovations are completed; relocation and/or reconfiguration of manufacturers' lines of furniture.

Storage charges shall not accrue until ninety (90) calendar days after receipt of a contract purchase order and the agency has indicated they still cannot accept delivery.

The suppliers that included with their bids a list of all the above services offered by them along with the associated prices are indicated in the item sheets and are attached to the contract. These services and their associated prices were not factors in bid evaluation and award of the contract. The prices will provide using agencies with better capability to determine best value in the selection of a manufacturer's product. These services are over and above the services already built into the furniture bid prices. The Commonwealth does, however, reserve the right to restrict the services, which can be procured under the contract and not to include any services if either the prices are unacceptable or services are outside of the acceptable scope of additional services. Any price updates for these services are subject to the "Option to Renew" clause and the "Price Lists" clause.

WARRANTIES:

All warranties include labor costs. Warranty work can be performed either on-site or at an off-site location (the manufacturer or authorized distributor's facility), whichever would provide for the fastest response (turn-around time). The Supplier guarantees that the provided equipment will be standard new equipment. All items of furniture delivered under this Contract shall be guaranteed for materials and workmanship as follows:

Systems/Metal Case Goods:

All Products, including Parts and Workmanship – minimum of 10 years.
Operational Mechanisms and Electrical Components – minimum of 10 years.
Fabric and Laminate - 3 years.

Wood Case Goods:

Standard warranty as noted in Terms & Conditions

If defects occur during this time, the Supplier shall replace or correct without cost to the Commonwealth, except where it is clearly shown that the defect is due to misuse and not to faulty manufacture.

DESIGN SERVICES SPECIFICATIONS:

The Supplier must provide design services for furniture purchases at no additional charge. The design firm may also be required to identify in generic terms other free-standing furniture required for a project, such as file cabinets, tables, chairs, and floor to ceiling partitions, etc.

1. **GENERAL REQUIREMENTS**

Design Services shall also be performed with ergonomic concerns being considered. Designs generally will consist of specifying the furniture required for the project to be ordered from the Contract. All design must be completed utilizing an Auto CAD computer aided planning system. The Commonwealth is willing to accept the standard system the design firm uses but training must be provided to Commonwealth personnel at no additional charge. It is mandatory that the Supplier provide CAD drawings in print and disk.

The Supplier shall adhere to all Commonwealth policies and work rules when working at a Commonwealth location. This includes facility regulations, such as elevator capacity, dock regulations, floor load capacity, etc. Parking expense will be the responsibility of the Supplier.

The Supplier is expected to complete the design phase of a project in a time frame agreed between the Supplier and the using agency, which could include timeframes dictated by the construction or renovation of leased space. It is expected that the Supplier will assign the appropriate skill type and number of designers required for a particular project, to ensure timely delivery of all aspects of design services.

2. **SPECIFIC REQUIREMENTS FOR DESIGN SERVICES:**

Listed below are the specific requirements for design services performed by the Supplier:

- a. **BUILDING MEASUREMENTS:** The Supplier is required to take field measurements prior to designing the project. If measurements are provided by an agency, the Supplier shall confirm they are correct.
- b. **PROJECT MANAGEMENT:** Each project will be assigned a project manager by the using agency, if necessary. The agency project manager shall approve each step of the design process prior to progression of the project to the installation phase.
- c. **PRE-DESIGN REVIEW MEETING:** The agency project manager will schedule a **pre-design review meeting** with the Supplier to discuss general agency design requirements. The Supplier is to identify a design coordinator for the project. This person will be the contact person for the agency project manager. The agency project manager will provide the design coordinator with an inventory of any special equipment specifications, and will also discuss space utilization and the number and general types of workstations to be designed. Also discussed will be any other information to be considered in the design process, such as special considerations for public contact, locations of any special groups or large areas, security areas, handicap employee offices, the particular agencies space standards, and also a list of the various products covered under the Contract and the products covered under any other Commonwealth contracts (such as file cabinets, tables, chairs, floor to ceiling

partitions, etc.). The Supplier is responsible for working with the agency project manager and/or the landlord of Commonwealth leased space to identify specific requirements such as elevator capacity, loading dock regulations, etc., for the facility in which the work is being performed.

For projects that will include the re-utilization of some existing furniture, the Supplier is required to do an inventory of all existing furniture as part of this step.

- d. **PRELIMINARY DESIGN PLAN:** The Supplier will then prepare a **preliminary design plan** showing in detail the position of all new furniture required from the Contract, as well as specifying in generic terms other new free-standing furniture required such as file cabinets, tables, chairs, and floor to ceiling partitions, which will be purchased from other Commonwealth of PA contracts. This plan shall be to 1/8" or 1/4" scale.

After development of the **preliminary design plan**, the agency project manager is allowed to make one to four (1 to 4) sets of changes, based on program changes, etc., prior to finalization of the **preliminary design plan**. If more than 4 sets of changes are necessary the Supplier can charge for Design Services per the rate defined in **Part B, Additional Services**. The agency project manager shall approve, in writing, the final plan prior to proceeding.

- e. **INSTALLATION DESIGN PLAN:** The Supplier will then prepare an **installation design plan**, showing in detail all new Office Furniture required for the project, wall heights, colors, types of panels (solid, glass, acoustical), electrical outlets, telephone outlets, word processing/computer outlets, as well as, in generic terms, other new free-standing furniture required such as file cabinets, tables, chairs, and floor to ceiling partitions, which will be purchased from other Commonwealth of PA contracts.

The **installation design plan** shall be to 1/8" or 1/4" scale and is due after the approval of the **preliminary design plan**. No changes in the approved **installation design plan** will be allowed prior to occupancy except for safety code regulations authorized by the agency project manager or changes necessitated due to lessor requested changes and approved by the agency project manager.

- f. **ITEMIZED PARTS LIST (bill of materials):** The Supplier will then provide the agency project manager with an **itemized parts list (bill of materials)** specifying in detail all new Office Furniture required for the project that will be ordered from the Contract, including product numbers, quantities, colors, etc. A summation quote as to the total number and cost per workstations, interview booths, etc. will also be required.

For projects that will include the re-utilization of some existing furniture and an inventory of the existing furniture has been done, the Supplier shall provide the agency project manager with a list of all existing furniture to be re-utilized in the

project. This list shall be in addition to the **itemized parts list (bill of materials)** of new furniture required for the project and the generic list of new free-standing furniture required for the project and covered under other contracts, both described above.

- g. **PRIOR TO INSTALLATION:** The Supplier shall identify the location of electric receptacles, voice and data jacks.
- h. **AVAILABILITY DURING INSTALLATION :** The Supplier shall be available to answer questions and provide consultation, including installation inspections, if required in order to verify that the installation of the furniture is being installed in accordance with the approved design.
- i. **DESIGN SERVICES APPROVAL:** Each step of the project must be approved, in writing, by the agency project manager prior to proceeding to the next step. All plans are to be submitted in accordance with the established time frames. All plans shall be submitted in compliance with Commonwealth of PA space standards using accepted drafting standards. The Commonwealth of PA reserves the right to require all plans to be submitted in multiples of three. The Commonwealth of PA also reserves the right to require all plans for a particular project to be submitted in an electronic format including CD format and e-mail. When requested, all plans and diskettes shall be submitted in a format that is compatible with the Auto CAD computer aided planning system in an acceptable electronic format including CD format and e-mail, which shall become the property of the Commonwealth of PA. The Commonwealth reserves the right to be able to make additional copies of the Supplier's plans as needed.

SAFETY AND PERFORMANCE STANDARDS:

Systems and Seating must meet the latest ANSI/BIFMA Safety and Performance Standards. Reference: BIFMA Office Seating Standard X5.1-2002; BIFMA Panel Systems Standard X5.6-2003; and Ergonomic Guidelines G1-2002.

PACKAGING, ASSEMBLY, LABELING, AND PALLETIZING REQUIREMENT:

1. **PACKAGING:** All major components shall be boxed and/or packaged as specified by the user agency, if different from manufacturer's standard practice. All major components shall be packaged ready for installation, including all necessary parts and hardware. For example, panels, hanging shelving units, flipper doors, hanging lateral file drawers, etc. must be packaged with side rails, top rails, locks, guides, etc. Screws, clips, connectors, and all other necessary hardware required to install an item must be individually packaged and included with the primary item. All cartons used shall be similar in size to the particular item included in the carton, i.e. a 6-foot carton should not be used to package a 4-foot panel. The general rule of thumb is that the carton shall not exceed the product by more than 5 inches (approximately).

Blanket wrapping is acceptable for orders being delivered directly to the ordering agency for immediate installation. Blanket wrapping is NOT ALLOWED for orders delivered to a warehouse operation.

Packaging and containers, etc., shall be in accordance with supplier's commercial practice and shall meet rail and motor carrier freight classifications in effect at time of shipment, which will permit application of the lowest freight rate.

When palletizing is required (warehouse) or requested, there shall be no additional cost to the Commonwealth for the pallets.

2. **ASSEMBLY**: All items shall be delivered ready to install. Items shall not require any major pre-installation assembly. For example, panels, hanging shelving units, flipper doors, hanging lateral file drawers, etc. shall consist of primary component parts such as side rails, top rails, locks, guides, etc. Screws, clips, connectors, and all other necessary hardware required to install an item can be unattached but must be individually packaged and included with the primary item. Requiring minor assembly of connectors, etc. after removal from the box is acceptable. Items that are totally broken down into small components are UNACCEPTABLE.
3. **LABELING**: All boxes/packages shall be properly labeled. Labeling shall include, but is not limited to: name of the product and short description (i.e. 48" x 60" panel, etc.), manufacturer's catalog number, Agency Purchase Order number, quantity, and color.
4. **PALLETIZING**: Shipments shall be palletized whenever possible and shall conform to the following:
 - Manufacturers standard 2-way or 4-way shipping pallets are acceptable.
 - Maximum height: 74"; including pallet. This also applies to stacked pallets.
 - Maximum weight: 2,000 pounds; per single unstacked pallet, including pallet.
 - Pallets are to be securely banded and/or shrink-wrapped. Loads shall not exceed the size of the pallet, and material shall not overhang pallets.
 - Material shall be palletized in such a manner that will make receiving of goods easily identifiable, without unloading pallet and merchandise. Mixing of commodities will not be allowed, unless identification is easily performed. Like items and colors are always to be palletized together. Boxes shall be stacked on pallets with the labels facing the outside.
 - There shall be no additional cost for palletizing.

Other shipments, including those directly to an installation location, MAY also be requested as palletized deliveries, and if requested, shall also conform to the above requirements. For orders that include installation or warehousing, the pallets belong to the Supplier.