VHA Healthcare Furniture IDIQ Procurement Checklist
Taken from: Volume 3/Chapter II/Customer Service Guide/Procurement Package
Attachment 3: Equipment & Supply

Purpose: To ensure standardization of the submission process for healthcare furniture projects the below check list will accompany the request for procurement.

ALL DOCUMENTS ARE TO BE PROVIDED ELECTRONICALLY.

DATE: _____ **2237#** _____

COR (if applicable) _____ **COR PHONE #** _____

COR TRAINING COMPLETE _____ **Link to:** **COR Nomination Memo**

	Enclosed	Not Required
1. **2237** FUNDED ☐ UNFUNDED ☐ Is the 2237 corresponding to this request funded or unfunded at this moment?	☐	☐
2. **List any VA Directives or policies that the supply or equipment being purchased must comply with:** Mandatory IDIQ use VHA Directive 1761.1	**X available**	☐
3. **Sole Source**: Use contract hierarchy when determining the source of supply. Compete for open market requirements to the maximum extent possible unless otherwise directed to a required source, such as a Service Disabled Veteran Owned Small Business (SDVOSB). Competition maximizes quality and drives down cost. VA Acquisition Circular 2008-01 If a sole source is requested, a justification document is required. The justification document is a collaborative effort between the requiring activity and the contracting office and must be initiated by the requirements office by filling out the required portions of the form and submitting it to the contracting office for completion and subsequent approval. Please contact your NCO to determine which Attachment in the table below is required for your sole source request. (Reference: VHA SOP for Other Than Full and Open Competition.) **Attachment: Sole Source Templates:**	☐	☐

Attachment 1:	Justification for Limiting Sources **$10K up to $250K for Orders**		
Attachment 2:	Justification for Limiting Sources **over $250K for Orders**		
Attachment 3	Justification for Other Than Full and Open Competition greater than $250K for Open Market Items/Services		
Attachment 4:	Single Source Award Justification for Simplified Acquisitions Procedures (SAP) **under $250K for Open Market Items/Services**		
Attachment 5:	Justification for an Exception to Fair Opportunity for Open Market Items/Services		
Attachment 6:	JHCR Approval Memo with Justification for all sole source for HCR under 38 USC 8153.		
Note: If the item you are purchasing must be provided by only one company- a specific item only offered by one supplier for example - you must provide convincing and thorough evidence that only that one company can meet the needs of the project. This justification should demonstrate that the specific equipment or product you are requesting is not only a preference but that it is also a necessity.			
4. IDIQ Contract # ___(Refer to Ordering Guide)		X	☐
5. Functional/Performance/Specification: (SOW) Describe equipment/supply use. If brand name items are requested, it must be supported by a sole source justification. (See Template in the Toolkit)		☐	☐
6. **Applicable Drawings:** Provide any applicable drawings, maps, schematics in electronic format (if required) – example furniture or kitchen equipment purchases where space is a critical element for dimension or installation location requirements.		☐	☐
7. **Market Research:** Market Research was conducted by the IPT establishing the IDIQ. Market Research is not needed on a Task Order per SAC.		☐	☐

8. **Independent Government Estimate:** The IGCE serves as an important basis for determining the reasonableness of an offeror's proposed costs and understanding of a given solicitation. The IGCE is considered source selection information, and it should not be shared with anyone outside the VA Acquisition Team, absent the express consent of the CO. Please provide the methodology and data used to develop the estimate. A sample template is located in Chapter 10 (IGCE) of the Customer Reference Guide.	☐	☐
9. **Recommended Source List:** See IDIQ Awarded Contractors.	☐	**X**
10. **Security:** The Checklist for Information Security ("Appendix A") of VA Handbook 6500.6 was completed for the IDIQ and is not needed for each task order per the SAC.	☐	**X**
11. **Detailed Evaluation Criteria:** Provide a list of recommended technical evaluation panel members. Provide evaluation criteria to always include Price and Past Performance. Additional factors, such as Management Approach, Technical Capability and Quality Assurance may also be included. For each factor, please describe the information to be requested from the offerors that will be used to evaluate the proposals. Based on the complexity of the procurement, sub-factors may also be developed for each of these. (Refer to TOOLKIT)	☐	☐
12. **Evaluation Team:** Provide names to serve on the evaluation team. Make sure they are subject matter experts.	☐	☐
If estimate is above $5M This requirement has been met through the IPT for IDIQ Competition. No additional IPT is required per the SAC.	☐	**X**

Attachment 1
Services

1.0 General Scope:
The Veterans Health Administration (VHA) has a recurring requirement for healthcare furniture for the Medical Centers, the Community-Based Outpatient Clinics (CBOCs), the Vet Centers, and other outlying clinics and offices throughout the United States and its territories. This is an effort by VHA to streamline the acquisition process and obtain further discounted commercial pricing.

This requirement includes healthcare furniture, design, project management, furniture removal, professional installation and maintenance/warranty services. A Contracting Officer Representative (COR) may be assigned at the IDIQ ordering level.

The contractor shall provide all labor, materials, equipment, transportation, and supervision necessary to satisfy the needs of each ordering activity.

2.0 Delivery: All orders shall be delivered Free On-Board (FOB) destination to the delivery addresses listed in the individual orders placed against the IDIQ. Specific delivery/shipping information shall be determined at the individual order level.

6.0 General Requirements for Services: The dates and times for delivery, receipt and installation of furniture will be established by individual orders. Delivery, receiving and installation of furniture will be determined on the individual orders and may occur outside of normal duty hours to not interfere with patient care in accordance with the IDIQ order.

a. When the Contractor requests to deliver, receive and/or install furniture outside normal duty hours. When these instances occur a written request shall be submitted to the VA Contracting Officer's Representative (COR) for authorization of the individual orders of this type. Written approval from the VA COR must be received before proceeding with the work. The request shall be submitted at least (5) five business days prior to the proposed performance of work, and it shall indicate the day(s), time, the amount of work, and the reason why performance is necessary outside normal duty hours.
b. The Contractor shall be made aware of and must comply with local security policies and procedures in the task order. The Contractor will comply to these standards during all site visits on Governmental property. Contractor shall contact the VA COR at least 14 days prior to work start date to ensure compliance to any local security policies.
c. The Contractor personnel shall present a professional appearance and shall have a uniform or some method of identifying them as an employee of the contractor. A VA badge will be provided and must be worn above the waist and be visible at all times while on government property.
d. The Contractor shall ensure policies and procedures are established that protect the safety and welfare of customers, employees, and the community to minimize or eliminate safety or environmental risks.
e. The Contractor shall be knowledgeable of and shall comply with all applicable federal, state, and local laws, Building Codes, Life Safety Codes, Occupational Health and Safety Administration (OSHA), ADA/ADAG, permits, VA design standards (www.cfm.va.gov/til/dguide.asp), and instructions required for the performance of the duties in the Statement of Work (SOW).
f. The Contractor is responsible for ensuring that its firm and staff maintain any

generally required professional certification, accreditation, license, bond, and proficiency relative to their area of expertise. The Contractor shall retain documentation of such records. The Government will not pay for expenses to meet this requirement.

g. The Contractor is responsible for ensuring staff are trained and certified for planning and installing product to maintain the integrity of the manufacturer's warranty.

SV1 – Furniture, Design, and Installation Support Services

Contract Tasks/Requirements

a. Contractor may be required to provide basic design services and layout for commodities purchased. All designs of furniture layouts, including original designs and any subsequent redesigns, must be accomplished by a qualified professional Interior Designer with either a four (4) year Interior Design degree from an accredited school by the Council for Interior Design Accreditation (CIDA/FIDER), or 5 years of experience, and one year experience using contractor's software similar to that proposed for this contract.

b. Contractor is required to provide installation drawings for furniture purchased.

c. Contractor shall place all orders, track orders, schedule deliveries and coordinate trucks with the manufacturer for manufacturing and delivery according to VA project schedule.

d. Contractor shall be responsible for all field measurements whether in existing spaces or new construction. Contractor shall not rely on AutoCAD drawings for final measurements.

e. Contractor shall perform installation services per task order SOW.

f. Contractor must have a project manager/lead installer based on project size. Project manager/lead installer must have a minimum of 2 years of experience performing installation services in healthcare facilities.

g. Contractor may be required to remove and/or relocate existing VA furnishings in coordination with VA Logistic Management Service and Interior Designer per the task order SOW.

h. Contractor may or may not be required to complete services outside of normal duty hours per the SOW.

i. Contractor shall be familiar with VA campuses and various VA Outpatient Clinics, regulations, loading dock locations and hours of operations.

j. Contractor must provide Proof of Insurance.

k. Contractor shall provide 30 Days Free Storage once the complete bill of materials has been received at a conditioned facility that meets all building requirements including but not limited to the sprinkler, security, safety, temperature and environmental controls – as not to void furniture warranties.

l. Contractor must notify VA of the specific location of any or all stored furniture.

m. Contractor shall provide all necessary materials, equipment, labor, supervision, and Management to: (A) coordinate delivery: (B) load and unload; (C) place/install items in designated rooms/locations; (D) assemble items as required; (E) secure as designated; and (F) properly dispose of all associated packing/crating materials outside the VA premises.

n. VA COR: to be specified at delivery/task order level.

Protection of Property

a. The Contractor shall perform an inspection of the buildings and grounds with the COR prior to commencing work. Contractor shall protect all items from damage. The Contractor shall take precaution against damage to the buildings, grounds and furnishings. The Contractor shall repair or replace any items related to buildings or grounds damaged accidentally, or on purpose due to actions by the Contractor, utilizing materials of the same quality, size, grade and color, to match existing work.

b. To ensure that the contractor shall be able to repair or replace any items, components, on the buildings or grounds damaged due to negligence and/or actions taken by the Contractor. The Contractor shall communicate with the COR to resolve all repairs beyond simple surface cleaning. Concurrence of the COR is required before the Contractor may perform any significant repair work. In all cases, repairs shall utilize materials of the same quality, size, texture, grade and color to match adjacent existing work.

c. The Contractor shall be responsible for the security of the areas in which the work is being performed at all times prior to completion. The Contractor shall maintain accountability and control of any keys provided, and shall return them to the COR upon completion of the work.

d. Contractor shall provide floor protection while working in all VA facilities. All material handling equipment shall have rubber wheels.

Delivery

a. Contractor shall contact the COR at least 14 business days prior to the start of work/shipping to ensure that the building is ready for install.

b. In the event there is a delay in delivery, Contractor must notify the assigned VA COR immediately in writing, preferably via email.

c. Contractor shall provide the COR with scheduled date and time that the delivery truck will be arriving at least 24 hours minimum in advance.

d. Contractor must ensure that the driver of the delivery vehicle has copies of the Bill of Materials/delivery orders and shall not attempt to deliver any items before the scheduled delivery date.

Receive and Unload

a. If the Contractor is unable to complete the assembly and placement of all unloaded items before the end of the workday, the Contractor will be responsible for moving these items to a secure location, until the next available work day. The Contractor will be responsible for moving the items from the overnight storage site to its designated position in the building.

b. The Contractor shall verify and inspect all items. Any and all deficiencies (damage/overage/shortage) shall be brought to the attention of the assigned VA CO in writing, preferably via email, immediately upon identification.

c. The Contractor shall store damaged items in the location designated by the COR. The Contractor shall maintain a complete file of all documents relating to each discrepancy and copies of all Discrepancy Reports shall be forwarded to the COR on a daily basis.

d. Contractor shall repair or coordinate with the COR for replacement of damaged, defective, or missing items.

Assembly and final acceptance

a. Contractor shall be responsible for all safety and security guidelines within the area in which work is being performed, to include securing any contractor-owned tools or equipment, and any on-site storage being utilized.

b. The contractor shall install all items in accordance with each requirement statement and basic component floorplan, panel plan and electrical plan, designed and provided by the contractor with each task order.

c. Contractor shall uncrate all items received and perform all required assembly in accordance with the manufacturers' instructions.

d. Contractor shall prevent its personnel from entering any area other than the designated work area.

e. The Contractor shall maintain a means of egress within all designated work areas to comply with fire codes.

f. Contractor shall inspect to ensure that the furniture is free of surface dirt, clean and polished, free of defects, and that the installation is complete and ready for use.

g. The Contractor shall do a final walkthrough with COR and provide a punch list before releasing crew for the day.

Jobsite Cleanliness

a. Contractor will be responsible for the removal and disposal of all trash/debris connected with uncrating and assembling all items installed under this contract.

b. Final Acceptance by the Government will not occur until ***all*** *installed items have been wiped cleaned and* debris/dust connected with installation is removed from the VA site.

c. Recyclable cardboard products shall be disposed of in accordance with applicable statutes, in respective containers. The contractor is responsible for providing trash containers at an offsite facility.

d. Packing materials will not be stored in the buildings for any period exceeding 24 hours.

e. The Contractor shall ensure its personnel eat, drink, or smoke only in designated areas.

f. Personal trash (food wrappers, drink containers, etc.,) shall be removed from the site on a daily basis by the Contractor.

Warranty Items

a. The warranty of an item is to start on thethe date of acceptance of the products/services by the Government VA COR..

b. The Contractor agrees to furnish, without cost to the Government, replacement of all parts and material which are found to be defective during the warranty period. The cost of installation and travel of replacement material and parts shall be borne by the Contractor.

SV2 – Installation and Reconfiguration Services

Contract Tasks/Requirements

a. Contractor to provide installation and reconfiguration services per the Statement of Work. Furniture installations and reconfigurations include, but are not limited to the following: free-standing, panel-hung systems, and modular furniture disassembly, relocations, reassembly, and configurations, the disassembly and reassembly of shelving, and special items such as rotary cabinets and mobile rolling file cabinet systems. All furniture installations and reconfigurations requires the COR's approval of a plan provided by the Contractor.

b. Contractor will be required to move and transport products between multiple sites within the applicable Healthcare System. Moving activities include, but are not limited to moving miscellaneous free-standing furniture items, file record boxes, employee property such as boxed files, records and computers, equipment, filing cabinets of various types and sizes of pallets to a different locations, delivering and picking up empty moving boxes, minor furniture repair and disposal of designated items such as removal of trash from work sites. If movement of PHI and PII (records and computer equipment) is required contractor must have a Business Associate Agreement (BAA).

c. Contractor to provide storage, inventorying, stocking and distribution services per the SOW. Storage and Stocking Services include but not limited to maintaining an inventory of VA furnishings for redistribution within the applicable Healthcare System per the SOW and providing ongoing storage at an approved and conditioned storage facility per SOW.

d. Contractor to provide hauling, excessing and recycling services of VA furnishings in coordination with the VA COR per SOW.

e. The Contractor shall provide final move, installation, configuration plans 5-14 days prior per the SOW.

f. The Contractor may be required to provide basic furniture design layout AutoCAD and/or PDF drawings of final furniture layouts as directed by the VA COR.

g. Contractor shall collaborate with VA COR to coordinate compliance with any in-house service that may be affected by installation such as IT, Housekeeping, Facilities, and In-House Construction Teams. Specific, required meetings will be identified at the order level.

h. Contractor shall be solely responsible for all field measurements and may not rely on AutoCAD files or drawings for final measurements.

i. The Contractor shall designate an on-site project manager/lead installer. An on-site project manager/lead installer will require a cell phone or other means of communication coordinate each moving service activity with the VA COR. The project manager/lead installer will be responsible for oversight for all aspects of the project.

j. The Contractor shall provide sufficient and consistent personnel/crews based on workload as required accomplishing assigned tasks in the time frame stated on task order. Requests for additional personnel/crews will be made a minimum of five calendar days in advance of the moving service activity.

k. The Contractor shall provide, operate, manage and maintain a trained, uniformed Moving Services crew.

l. The Contractor shall ensure that crew members have the technical capability to assemble and disassemble all types of furniture and specialized equipment before performing such tasks.

m. The Contractor's personnel shall have the ability to: meet and deal with the general public; ability to read, understand and apply printed rules, detailed orders, instructions and furniture drawing layouts. The contractor's personnel shall also have familiarity with a variety of commercial furniture product disassembly and assembly parts and components; and be able to physically perform the functions required in the performance of their assigned duties.

<u>Protection of Property</u>

a. The Contractor shall perform an inspection of the buildings and grounds with the COR prior to commencing work. Contractor shall protect all items from damage. The Contractor shall take precaution against damage to the buildings, grounds and furnishings. The Contractor shall repair or replace any items related to buildings or grounds damaged accidentally, or on purpose due to actions by the Contractor, utilizing materials of the same quality, size, grade and color, to match existing work.

b. To ensure that the contractor shall be able to repair or replace any items, components, on the buildings or grounds damaged due to negligence and/or actions taken by the Contractor. The Contractor shall communicate with the COR to

resolve all repairs beyond simple surface cleaning. Concurrence of the COR is required before the Contractor may perform any significant repair work. In all cases, repairs shall utilize materials of the same quality, size, texture, grade and color to match adjacent existing work.

c. The Contractor shall be responsible for the security of the areas in which the work is being performed at all times prior to completion. The Contractor shall maintain accountability and control of any keys provided, and shall return them to the COR upon completion of the work.

d. Contractor shall provide floor protection while working in all VA facilities. All material handling equipment shall have rubber wheels.

Assembly and final acceptance

a. Contractor shall be responsible for following all safety and security guidelines within the area in which work is being performed, to include securing any contractor-owned tools or equipment, and any on-site storage being utilized.

b. The Contractor shall maintain a means of egress within all designated work areas to comply with fire codes.

c. Contractor shall inspect to ensure that the furniture is free of surface dirt, clean and polished, free of defects, and that the installation is complete and ready for use.

d. The Contractor shall do a final walkthrough with COR. The Contractor will correct deficiencies at no additional cost to the government.

Contractor Furnished Materials and Equipment

a. On-site supervisor must be available via telephone while working on-site.

b. Specialty moving materials, tools, and supplies, including but not limited to padding, packing, crating, dollies/hand trucks, and any other type of equipment commonly used for moving services activities, as required for the safe transportation of the property.

c. Boxes necessary to move and pack as required in individual order.

d. Vehicles/Trucks necessary for meeting the transportation and delivery needs of the individual order.

Jobsite Cleanliness

a. Contractor will be responsible for the removal and disposal of all trash/debris connected with uncrating and assembling all items installed under this contract.

b. Final Acceptance by the Government will not occur until **all** installed items have been wiped cleaned and debris/dust connected with installation is removed from the VA site.

c. Recyclable cardboard products shall be disposed of in accordance with applicable

statutes, in respective containers. The contractor is responsible for providing trash containers at an offsite facility.

d. Packing materials will not be stored in the buildings for any period exceeding 24 hours.

e. The Contractor shall ensure its personnel eat, drink, or smoke only in designated areas.

f. Personal trash (food wrappers, drink containers, etc.,) shall be removed from the site on a daily basis by the Contractor

SV3 – Industrial Design Services

Contract Tasks/Requirements

a. As part of the request for design service quotes the contractor will provide a quote on a specifically requested scope of work/Project and provide a firm-fixed price.

b. Contractor to provide end-user programming services, space planning, product specifications, and attend in-person end-user meetings with VA COR.

c. Contractor to develop and provide detailed specifications, conduct product research and assemble materials/finishes as approved by VA COR. Contractor to provide finished specification binder with cut sheets and material samples to the VA per the SOW.

d. Contractor to provide design services such as space planning, schematic design, specifications, finish boards, 2D/3D Rendered models, construction drawings, installation layouts in AutoCAD, Sketch Up, Revit, and Adobe Creative Suite Programs.

e. Contractor to provide expert support in Environmental Product specifications, tracking, and documentation building to obtain LEED Credits for ongoing projects as needed.

f. Contractor to provide Professional Project Management Services including field support, design, move and installation coordination and management of small to large scale projects per the SOW.

g. Contractor shall act in collaboration with VA COR and multi-disciplinary services such as IT, Housekeeping, Facilities, and In-House Construction Teams.

h. Contractor will provide a quote on a specifically requested scope of work/project and provide a firm-fixed price.

i. The contractor shall define and furnish the necessary hardware, software, and all other equipment necessary to accomplish design tasks. Standard equipment in addition to the hardware and software shall include but not limited to: reproduction machines, plotters, paper, pencils/pens/markers/highlighters, fax machines, email and appropriate work space.

j. The contractor shall be responsible for participating with the COR during the collection of

information relevant to the design/redesign of a space. Examples could include personnel interviews, questionnaires and walk-through inspections of the facility, as well as the existing furniture database (if available). Access to an existing furniture database will be determined at the task order level, as needed.

k. Services shall include site evaluation to ensure proper fit of the furniture within the given space and that all structural and other anomalies are taken into account.

l. The contractor is responsible for notifying the VA COR of all power requirements regarding location of communication, LAN and power junction boxes, with the expectation that the user will be responsible for providing and locating those junction boxes within 4'- 0" of the ceiling penetration of the power pole location provided by the contractor and within the required distance on the wall for J-boxes.

m. If electrical power poles are needed in the design, the design shall ensure that power poles do not protrude into main walkways.

n. The design shall ensure that all outlets included in the design are accessible to the user, free and clear of obstacles.

o. The design shall not allow more than four cubicles to be served by a single circuit.

p. The design shall ensure that no existing wall outlets or thermostats are covered or concealed by panels or other systems furniture components.

q. The contractor shall utilize any existing government product to its maximum as applicable when the project includes add-on parts to existing systems furniture.

r. All designs of furniture layouts, including original designs and any subsequent redesigns, must be accomplished by a qualified professional Interior Designer with either a four (4) year Interior Design degree from an accredited school by the Council for Interior Design Accreditation (CIDA/FIDER), or 5 years' experience, and one year experience using contractor's software similar to that proposed for this contract.

s. The contractor shall meet with the VA COR to review the installation drawings prior to submission of a final price quote. Specific, required coordination will be identified at the order level.

t. The contractor shall provide additional drawings of furniture layouts, if requested by VA organizations in an unlocked electronically transmitted AutoCAD drawing set complete with any attached layers in both .dwg and .pdf formats unless otherwise specified in the contract.

u. The hardware/software utilized by the contractor shall perform computerized inventory, computer aided design, automated take-off function, and report generation for all product purchased. The software for this contract shall be compatible software for AutoCAD. The software shall be fully compatible with Microsoft Windows, the most current version.

v. Design service shall include an initial complete design with up to three additional revisions prior to final approval. Designs of each location shall include a Panel and

Hardware Layout sheet for system and modular furniture: to include all finish colors and fabrics, panel widths (30", 36", 42", etc), in 1/4" = 1'0" scale, in addition to display hardware, keys and locksets shall be included.

w. Design sheet layouts of each location shall include a Furniture Power Distribution sheet in 1/4" = 1'0" scale to include: the location of all powered panels, powered components, receptacles, communication ports, power poles, powered raceways, base electrical feeds and building connection points.

x. Designs of each location shall include a 3D drawing and/or elevations for clear understanding of objects that cannot be seen in floor plan view.

y. Design/redesign timelines shall be expected:

aa. Design sheet layouts for all phases of design (initial, revisions and final) of 1-10 workstations shall be received within 3 business days unless otherwise directed in the contract.

bb. Design sheet layouts for all phases of design (initial, revisions and final) of 11-25 workstations shall be received within 5 business days unless otherwise directed in the contract.

cc. Design sheet layouts for all phases of design (initial, revisions and final) of 26-50 workstations shall be received within 7 business days unless otherwise directed in the contract.

dd. Design sheet layouts for all phases of design (initial, revisions and final) of 51-100 workstations shall be received within 10 business days unless otherwise directed in the contract.

ee. Design sheet layouts for all phases of design (initial, revisions and final) of 101-200 workstations shall be received within 15 business days unless otherwise directed in the contract.

ff. Design sheet layouts for all phases of design (initial, revisions and final) of 200+ workstations shall be received within 20 business days unless otherwise directed in the contract.

gg. Within five (5) business days after the final design has been accepted by the requesting organization, a bill of materials detailing all inventory, and all plans including basic floor plan, moveable wall, panel and electrical layouts will be provided to the VA COR for the project.

hh. Drawing changes required to a layout due to contractor errors or omissions shall be the responsibility of the contractor and the corrected drawing and bill of materials shall be delivered to the government within three (3) calendar days of the request.

ii. Contractor shall make the government aware of any discrepancies to existing conditions not previously identified, immediately to the assigned VA COR in writing, preferably via email.

Project Manager (PM) Requirements

a. The Contractor PM shall be responsible for the performance of all the work the associated with the SOW issued with the individual task orders. The Contractor shall additionally, provided an alternate PM and the name of the primary and alternate who shall act for the contractor PM when the manager is absent shall be designated in writing to the COR.

b. Communication with VA COR as pertaining to Requests for Information (RFIs), updates, design changes, Quality Control concerns notifications and installation scheduling in writing by email in addition to any phone conferences or in-person meetings.

c. PM shall schedule arrival of the product and installation date.

d. PM shall perform an on-site review of space and installation plans at least 5 days in advance with VA Point of Contact (POC), COR or Interior Designer.

e. PM shall perform on-site visit and assess area for any encumbrances (loading dock, the path of travel, electrical/data need locations, etc.) that would be a potential delay to the project.

f. PM shall be on-site during installation to answer any questions regarding product installation or space/area.

g. PM shall perform on-site walk-through and punch list after installation with Lead Installer and VA POC, COR or Interior Designer.

SV4 –Project Management Turn Key Services with Furniture

Contract Tasks/Requirements

a. Based on provided furniture specifications for the individual order, the contractor shall provide a separate, typed document that matches the VA line item: including *unit price* and *total price* per provided quantity. Products or services that include multiple parts shall be listed within each line item and only the totals for the *whole unit* and *total price per quantity provided* will be provided. No additional line items will be added.

b. Package to include PDFs of detailed and dimensioned: Plan, 2-D and 3-D drawings of each workstation (and/or) products with multiple parts list to represent exactly what is being included in the bid and to determine accuracy.

c. Package to include a cut sheet with product detail for any alternate products.

d. Package to list Labor/Services on a separate line item(s) than the product line items.

e. Contractor shall be responsible for ordering, tracking and installing all specified items, managing and coordinating all deliveries for the installation schedule as approved by the VA COR.

Design Contract Tasks/Requirements

a. As part of the request for design service quotes the contractor will provide a quote on a specifically requested scope of work/Project and provide a firm-fixed price.

b. Contractor to provide end-user programming services, space planning, product specifications, and attend in-person end-user meetings with VA COR.

c. Contractor to develop detailed specifications, conduct product research and assemble materials/finishes as approved by VA COR. Contractor to provide finished specification binder with cut sheets and material samples to the VA per the Statement of Work.

d. Contractor to provide design services such as space planning, schematic design, specifications, finish boards, 2D/3D Rendered models, construction drawings, installation layouts in AutoCAD, Sketch Up, Revit, and Adobe Creative Suite Programs.

e. Contractor shall comply with all Environmental Product specifications, tracking, and documentation building to obtain Leadership in Energy and Environmental Design (LEED) Credits for ongoing projects as needed.

f. Contractor to provide Professional Project Management Services including field support, design, move and installation coordination and management from small to large scale projects per the SOW.

g. Contractor shall act in collaboration with VA COR and multi-disciplinary services such as IT, Housekeeping, Facilities, and In-House Construction Teams.

h. The contractor shall define and furnish the necessary hardware, software, and all other equipment necessary to accomplish design tasks. Standard equipment in addition to the hardware and software shall include but not limited to: reproduction machines, plotters, paper, pencils/pens/markers/highlighters, fax machines, email and office furniture.

i. The contractor shall be responsible for the collection of information relevant to the design/redesign of a space. Examples could include personnel interviews, questionnaires and walk-through inspections of the facility, as well as the existing furniture database (if available).

j. Services shall include site evaluation to ensure proper fit of the furniture within the given space and that all structural and other anomalies are taken into account.

k. The contractor is responsible for notifying the COR/Government Project Manager of all power requirements regarding location of communication, LAN and power junction boxes, with the expectation that the user will be responsible for providing and locating those junction boxes within 4'-0" of the ceiling penetration of the power pole location provided by the contractor and within the required distance on the wall for J-boxes.

l. If electrical power poles are needed in the design, the Design shall ensure that power poles do not protrude into main walkways.

m. Design shall ensure that all outlets included in the design are accessible to the user, free and clear of obstacles.

n. Design shall not allow more than four cubicles to be served by a single circuit.

o. Design shall ensure that no existing wall outlets or thermostats are covered or concealed by panels or other systems furniture components.

p. The contractor shall utilize any existing government product to its maximum as applicable when the project includes add-on parts to existing systems furniture.

q. All designs of furniture layouts, including original designs and any subsequent redesigns, must be accomplished by a qualified professional Interior Designer with either a four (4) year Interior Design degree from an accredited school by the Council for Interior Design Accreditation (CIDA/FIDER), or 5 years' experience, and one year experience using contractor's software similar to that proposed for this contract.

r. The contractor shall meet with the VA COR to review the installation drawings prior to submission of a final price quote.

s. The contractor shall provide additional drawings of furniture layouts, if requested by VA organizations in an unlocked electronically transmitted AutoCAD drawing set complete with any attached layers in both .dwg and .pdf formats unless otherwise specified in the contract.

t. The hardware/software utilized by the contractor shall perform computerized inventory, the computer aided design, automated take-off function, and report generation for all product purchased. The software for this contract shall be compatible software for AutoCAD. The software shall be fully compatible with Microsoft Windows, the most current version.

u. Design service shall include an initial complete design with up to three additional revisions prior to final approval.

v. Designs of each location shall include a Panel and Hardware Layout sheet for system and modular furniture: to include all finish colors and fabrics, panel widths (30", 36", 42", etc.), in 1/4" = 1'0" scale, in addition to display hardware, keys and locksets shall be included.

w. Design sheet layouts of each location shall include a Furniture Power Distribution sheet in 1/4" = 1'0" scale to include: the location of all powered panels, powered components, receptacles, communication ports, power poles, powered raceways, base electrical feeds and building connection points.

x. Designs of each location shall include a 3D drawing and/or elevations for a clear understanding of objects that cannot be seen in floor plan view.

y. Design/redesign timelines shall be expected:

aa. Design sheet layouts for all phases of design (initial, revisions and final) of 1-10 workstations shall be received within 3 business days unless otherwise directed in the contract.

bb. Design sheet layouts for all phases of design (initial, revisions and final) of 11-25 workstations shall be received within 5 business days unless otherwise directed in the contract.

cc. Design sheet layouts for all phases of design (initial, revisions and final) of 26-50 workstations shall be received within 7 business days unless otherwise directed in the contract.

dd. Design sheet layouts for all phases of design (initial, revisions and final) of 51-100 workstations shall be received within 10 business days unless otherwise directed in the contract.

ee. Design sheet layouts for all phases of design (initial, revisions and final) of 101-200 workstations shall be received within 15 business days unless otherwise directed in the contract.

ff. Design sheet layouts for all phases of design (initial, revisions and final) of 200+ workstations shall be received within 20 business days unless otherwise directed in the contract.

gg. Within five (5) business days after the final design has been accepted by the base requesting organization, a bill of materials detailing all inventory, and all plans including basic floor plan, moveable wall, panel and electrical layouts will be provided to the COR/ Government Project Manager for the project.

hh. Drawing changes required to a layout due to contractor errors or omissions shall be the responsibility of the contractor and the corrected drawing and bill of materials shall be delivered to the government within three (3) calendar days of the request.

ii. Contractor shall make the government aware of any discrepancies to existing conditions not previously identified.

<u>Project Manager (PM) Requirements</u>

a. PM shall be responsible for all communication with VA Interior Designer as pertaining to Requests for Information (RFIs), updates, design changes, notifications and installation scheduling in writing by email in addition to any phone conferences or in- person meetings.

b. PM shall represent the Contractor, not the installation company.

c. PM shall perform an on-site assessment of product and replacement of damaged product due to freight delivery.

d. PM shall schedule arrival of the product and installation date.

e. PM shall perform an on-site review of space and installation plans at least 5 business days in advance with VA COR.

f. PM shall perform on-site visit and assess the area for any encumbrances (loading dock, path of travel, electrical/data need locations, etc.) that would be a potential delay to the project.

g. PM shall be on-site during installation to answer any questions regarding product installation or space/area.

h. PM shall perform on-site walk-through and punch list after installation with lead Installer and VA COR.

i. PM shall provide final sign-off for completion of installation.

Protection of Property

a. The Contractor shall perform an inspection of the buildings and grounds with the COR prior to commencing work. Contractor shall protect all items from damage. The Contractor shall take precaution against damage to the buildings, grounds and furnishings. The Contractor shall repair or replace any items related to buildings or grounds damaged accidentally, or on purpose due to actions by the Contractor, utilizing materials of the same quality, size, grade and color, to match existing work.

b. To ensure that the contractor shall be able to repair or replace any items, components, on the buildings or grounds damaged due to negligence and/or actions taken by the Contractor. The Contractor shall communicate with the COR to resolve all repairs beyond simple surface cleaning. Concurrence of the COR is required before the Contractor may perform any significant repair work. In all cases, repairs shall utilize materials of the same quality, size, texture, grade and color to match adjacent existing work.

c. The Contractor shall be responsible for the security of the areas in which the work is being performed at all times prior to completion. The Contractor shall maintain accountability and control of any keys provided, and shall return them to the COR upon completion of the work.

d. Contractor shall provide floor protection while working in all VA facilities. All material handling equipment shall have rubber wheels.

Delivery

a. Contractor shall contact the COR at least 14 business days prior to start of work/shipping to ensure that the building is ready for install.

b. In the event there is a delay in delivery, Contractor must notify the assigned VA COR immediately in writing, preferably via email.

c. Contractor shall provide the COR with scheduled date and time that the delivery truck will be arriving at least 24 hours minimum in advance.

d. The contractor must ensure that the driver of the delivery vehicle has copies of the delivery order and shall not attempt to deliver any items before the scheduled delivery date.

e. Contractor must be bonded and insured in accordance with standard commercial practices and state requirements for vehicles and trailers.

f. Contractor shall provide 30 Days Free Storage once all items have been received from the bill of materials at a conditioned facility that meets all building requirements including but not limited to the sprinkler, security, safety, temperature and environmental controls – as not to void furniture warranties.

Receive and Unload

a. If the Contractor is unable to complete the assembly and placement of all unloaded items before the end of the workday, the Contractor will be responsible for moving these items to a secure location, until the next available work day. The Contractor will be responsible for moving the items from the overnight storage site to its designated position in the building.

b. The Contractor shall verify and inspect all items. Any and all deficiencies (damage/overage/shortage) shall be brought to the attention of the COR.

c. The Contractor shall store damaged items in the location designated by the COR. The Contractor shall maintain a complete file of all documents relating to each discrepancy and copies of all Discrepancy Reports shall be forwarded to the COR on a daily basis.

d. Contractor shall repair or coordinate with the COR for replacement of damaged, defective, or missing items.

Assembly and final acceptance

a. Contractor shall be responsible for following all safety and security guidelines within the area in which work is being performed, to include securing and contractor- owned tools or equipment, and any on-site storage being utilized.

b. The contractor shall install all furniture in accordance with each requirement statement and basic component floorplan, panel plan and electrical plan, designed and provided by the contractor with each task order.

c. Contractor shall uncrate all items received and perform all required assembly in accordance with the manufacturers' instructions.

d. Contractor shall prevent its personnel from entering any area other than the designated work area.

e. The Contractor shall maintain a means of egress within all designated work areas to comply with fire codes.

f. Contractor shall inspect to ensure that the furniture is free of surface dirt, clean and polished, free of defects, and that the installation is complete and ready for use.

g. The Contractor shall do a final walkthrough with COR and provide a punch list before releasing crew for the day.

Jobsite Cleanliness

a. Contractor will be responsible for the removal and disposal of all trash/debris connected with uncrating and assembling all furniture items installed under this contract.

b. Final Acceptance by the Government will not occur until **all** installed furniture items have been wiped cleaned and debris/dust connected with installation is removed from the VA site.

c. Recyclable cardboard products shall be disposed of in accordance with applicable statutes, in respective containers. The contractor is responsible for providing trash containers at an offsite facility.

d. Packing materials will not be stored in the buildings for any period exceeding 24 hours.

e. The Contractor shall ensure its personnel eat, drink, or smoke only in designated areas.

f. Personal trash (food wrappers, drink containers, etc.,) shall be removed from the site on a daily basis by the Contractor

Warranty Items

a. The warranty of an item is to run from the date of acceptance of the products/services by the Government.

b. The Contractor agrees to, without cost to the Government, repair or replace of all parts and material which are found to be defective during the warranty period. The cost of installation and travel of replacement material and parts shall be borne by the Contractor.

7.0 Kickoff Meeting

The prime contractor(s) shall participate in a contract kickoff meeting, in accordance with the terms of the first task order.

8.0 Quality Control Plan

The Contractor is responsible for Contract Management and Quality Control. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this SOW. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which the contractor ensures their work complies with the requirement of the contract.

The Contractor shall be responsible for quality control (QC) for all work accomplished during the performance of this contract. Work and documentation produced by the contract personnel may be regularly reviewed by the Contracting Officer Representative (COR).

[END OF DOCUMENT]

Check one

☐ Equipment ☐ All Other

VAMC

Facility Information

Project Title

Project Name

Item	Repl Add'l	Repl Date	Life Expect	Quantity	Estimated Unit Cost	Estimated Total Cost	Quantity Purchased	Actual Unit Cost	Actual Total Cost	Price Variance
INTERIOR DESIGN										
						$0.00				
						$0.00				
						$0.00

INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

Station Name				
Project Name				
POC NAME:		**Phone:**		
Email:		**Date:**		
	Products and Installation			
Line Item	**Description/Part Number***	**Qty**	**Price**	**Extended Amount**
1				$ -
2				$ -
3				$ -
4				$ -
5				$ -
6				$ -
7				$ -
8				$ -
9				$ -
10				$ -
11				$ -
12				$ -
13				$ -
14				$ -
15				$ -
16				$ -
17				$ -
18				$ -
19				$ -
20				$ -
21				$ -
	Project Management Service			
	SUBTOTAL (Products)			**$ -**
	Service Level Agreement (SLA) Fee 3%			$ -
	Project Total			**$ -**

Market Research Worksheet – Furniture IDIQ

Instructions: Provide the completed Market Research Worksheet and associated documentation as required in paragraph 3 below to the contracting office with your Acquisition Requirements Package.

Market Research was conducted using the abbreviated document below due to this procurement falling within the parameters of the VHA Healthcare Furniture multiple award IDIQ

1. Has the requirement been purchased by the Department of Veterans Affairs (VA) previously? (Check the appropriate block.)

   a. ☐ Yes ☐ No ☐ Do not know

   b. If you answered yes above, provide the following information, if known:

      (i) List contract number and name of the contractor currently or previously performed the requirement.
      - ☐ Pomerantz
      - ☐ GovSolutions
      - ☐ JohnsonDanforth
      - ☐ Veteran Office Design
      - ☐ JPL & Assoc.
      - ☐ The Russell Group
      - ☐ SDV Office Systems
      - ☐ Cuna Supply LLC
      - ☐ Coronado Distribution

2. In the space below, describe the Government's requirement(s) in terms sufficient to allow conduct of market research.

Statement of Need:	Summary Statement:

3. Document actions you took to conduct market research, information obtained, and the proposed acquisition strategy to include the information described below:
   a. Name, title, organization, and contact information of the individual(s) conducting market research:
      a. ID / SME name here

b. Date(s) market research conducted: (date programming of the project was completed or revalidated if project was delayed)

c. Companies/organizations contacted as part of your market research (including names, titles, and contact information):
    - ☐ Pomerantz
    - ☐ GovSolutions
    - ☐ JohnsonDanforth
    - ☐ Veteran Office Design
    - ☐ JPL & Assoc.
    - ☐ The Russell Group
    - ☐ SDV Office Systems
    - ☐ Cuna Supply LLC
    - ☐ Coronado Distribution
    - ☐ Other

d. Technique(s) used to conduct market research (e.g., review of product catalogs, database queries,):
    - ☐ *GSA e-Library*
    - ☐ *Product catalogs*
    - ☐ *Past transactions between this company and our facility/other VA facilities.*
    - ☐ *Trade Shows including Neocon, and Healthcare Design Conference*
    - ☐ *Trade Magazine articles including Healthcare and Design, Contract, Hospitality Design, Interior Sources, Building Design + Construction, Architect, Perspective IIDA, and ECO-Structures.*

e. If applicable, list questions used in your market research:
    - ☐ *Provide CSI format specifications*
    - ☐ *Volume Discounts*
    - ☐ *Green initiative standards*
    - ☐ *Availability of sales staff, support staff, installation staff, and designers.*
    - ☐ *Special Business classification*
    - ☐ *Ability to supply design and specification services*
    - ☐ *Ability to supply installation.*
    - ☐ *Ability to store product(s) if the product(s) arrives early and the job site is not ready for installation*
    - ☐ *Is there labor or travel cost to service any and all warranty items?*

f. Summary of information obtained from market research including (as applicable):
    (i) **Product/Service Data-**Product/Service data is information describing the range of products and services in the market that may meet the VA's requirement. This includes whether there are commercial products/services available in the

market to meet the Government's needs and performance and interface characteristics of products in the market:

Standard products provided in the IDIQ meet my requirements

g. Conclusions based on market research information obtained. Include whether commercial products or services are available to meet the Government's requirements; whether commercial practices to customize or modify products or tailor services are available to meet customer needs; desirable product/service attributes available in the marketplace; number of potential capable sources that can provide the required products or services and their business size and socio-economic status; market conditions; terms such as warranty and discounting; support capabilities of suppliers; and other considerations as applicable:
standard response and let other add to it.

h. PLEASE NOTE: do not use "42 series" codes.

4. Please check or highlight which region the facility belongs to:

- ☐ **Region 1: Maine, New Hampshire, New York, Pennsylvania, West Virginia, Virginia, Washington, DC, North Carolina, New Jersey, Rhode Island, Vermont, Delaware, Connecticut, Maryland, and Massachusetts**
- ☐ **Region 2: Kentucky, Tennessee, Alabama, Georgia, South Carolina, and Florida**
- ☐ **Region 3: Michigan, Ohio, Indiana, Illinois, Wisconsin, Minnesota, Iowa, Kansas, Nebraska, North Dakota, South Dakota, and Missouri**
- ☐ **Region 4: Mississippi, Louisiana, Texas, Oklahoma, Arkansas, Colorado, Utah, Wyoming, and Montana**
- ☐ **Region 5: Arizona, New Mexico, California, Nevada, Idaho, Oregon, Washington, Hawaii, Philippines, and Alaska**

5. Identify each contractor who participated in the development of this complete acquisition package:

6. Identify individual(s), who completed the Market Research Worksheet:

Name: _____ Phone: _____

Title: _____ E-Mail: _____

Office: _____

Date Worksheet Completed: _____

Category: Casegoods Modular Desking	
	GENERAL REQUIREMENTS FOR MODULAR DESKING SYSTEMS:
	a. Available in a variety of configurations with non- handed options to make Single desks, L shape Desks, U-shaped stations, as well as storage components.
	b. Coordinating Storage components to be utilized in waiting, conference, training, and other spaces to include wardrobe, storage towers, double door storage cabinets, low storage credenzas, TV cabinets, Mobile Pedestals, lateral files, and bookcases.
	c. Multiple lock options (Interchangeable in field, master key must be available for facility) All cabinets keyed with one lock number or any combination of key numbers at no extra cost
	d. Warranty: Limited lifetime
	e. Surfaces must be cleanable with hospital grade germicides and bleach solutions without harm to finishes.
	f. Vendor must be able to accommodate special requests and unique requirements.
	g. Master key must be available upon request
	h. Contain a minimum 50% recycled content.
	i. Meet SCS Indoor Air Quality standard.
MD1	**Modular Desking System- HPL, Freestanding**
	Salient Characteristics: To include minimum of the following specifications:
	a. Meet ANSI/BIFMA supporting loads.
	b. HPL tops and components of minimum 1” thick particleboard or MDF with moisture balancing backing sheet, pre-drilled metal to metal connections, and minimum 3mm vinyl T-mold or Thermoform edge in colors to match a variety of HPL tops to include solid colors, woodgrain, and flecked finished.
	c. Upper Storage component construction to be nominal 5/8” thick particle board or MDF substrate with HPL covering, 1mm edge banding, metal to metal connections, full adjustable hinges, locks available,
	d. Pedestal and drawer construction to be 5/8” thick particle board or MDF substrate with HPL covering, 1mm edge banding, metal to metal connections; integral file rails; locking; have noise dampening closures; and have 1” minimum adjustable floor glides with nylon foot. Staples are not acceptable.
	e. Full extension steel ball bearing suspension;
	f. Available in 2 depths to fit under 24” and 30”d tops
	g. BBF, FF, lateral file, multi- file, and Mobile pedestal configurations
	h. Drawer interiors to be clear finished MDF, wood, or laminate covered plywood with same material drawer bottoms. Paperboard is not acceptable.

	i. Lateral file drawer construction to be 5/8" thick particle board or MDF substrate with HPL covering, 1mm edge banding, metal to metal connections; integral file rails; locking; have noise dampening closures; and have 1" minimum adjustable floor glides with nylon foot. Staples are not acceptable.
	j. Lateral files must be available in widths from 30" – 42"
	k. Full extension steel ball bearing suspension
	l. Drawer interiors to be clear finished MDF, wood, or laminate covered plywood with same material drawer bottoms. Paperboard is not acceptable.
	Options:
	a. Modesty panels offered in frosted glass, perforated metal, patterned acrylic or glazing options.
	b. Door insert options of frosted or patterned acrylic and metal frame design.
	c. Option for mounting shall be freestanding and wall mounted.
	d. Drawer fronts and pulls to be field replaceable
MD2	**Modular Desking System- HPL tops with Metal Components, Freestanding**
	Salient Characteristics: To include minimum of the following specifications:
	a. Meet ANSI/BIFMA supporting loads.
	b. HPL tops and components of minimum 1" thick particleboard or MDF with moisture balancing backing sheet, pre-drilled metal to metal connections, and minimum 3mm vinyl T-mold or Thermoform edge in colors to match a variety of HPL tops to include solid colors, woodgrain, and flecked finished.
	c. Upper Storage component construction to be of 22 gauge cold rolled steel frame or better with powder coat paint; 18 gauge cold rolled steel or better sheet steel door and shelf with front and rear channel to hold task light; rear back stop; full adjustable hinges (if applicable) or lift assist pneumatic flipper door opening; noise dampening closure and locks available. Mounting options shall be freestanding or wall mounted.
	d. Pedestal and drawer construction to be of 22 gauge cold rolled steel frame or better with powder coat paint; 18 gauge cold rolled steel or better sheet steel drawer fronts; full extension telescoping steel ball bearing suspension; integral filing rails; locking; available in 2 depths to fit under 24" and 30"d tops; BBF, FF, lateral file, multi-file, and Mobile pedestal configurations; and have 1" minimum adjustable floor glides with nylon foot.
	Options:
	a. Modesty panels offered in frosted glass, perforated metal, patterned acrylic or glazing options.
	b. Door insert options of frosted or patterned acrylic and metal frame design.
	c. Option for mounting shall be freestanding and wall mounted.
	d. Drawer fronts and pulls to be field replaceable
MD3	**Modular Desking Systems- Wood Veneer, Freestanding**

	Salient Characteristics: To include minimum of the following specifications:
	a. Traditional, transitional, and contemporary image options available.
	b. Veneer surfaces shall be 1-3/16 to 1-9/16” slipmatched or bookmatched cherry, walnut or maple veneers over minimum 1” thick substrate with solid wood and 3mm PVC edge band options. Also available with a HPL Top.
	c. Chassis construction shall be of 1-1/8” thick or better substrate with wood veneer as described above; fully finished back panels; ¾” thick back panels; and secured with non-visible screws, dowels, wood joints, and other brackets to ensure maximum strength. Staples are not acceptable.
	d. Pedestal and drawer construction to be 5/8” thick particle board or MDF substrate with wood veneer covering, solid wood edge banding; full extension telescoping steel ball bearing suspension; integral file rails; locking; available in 2 depths to fit under 24” and 30”d tops; BBF, FF, lateral file, multi-file
	e. Mobile pedestal configurations and full height lateral files of varying drawer heights shall have noise dampening closures; and have 1.5” minimum adjustable floor glides with nylon foot for stationary files. Drawer fronts and pulls to be field replaceable. Staples are not acceptable. Drawer interiors to be clear finished MDF, wood, or laminate covered plywood with same material drawer bottoms. Paperboard is not acceptable.
	f. Lateral file drawer construction to be 5/8” thick particle board or MDF substrate with wood veneer covering, solid wood edge banding; full extension telescoping steel ball bearing suspension; integral file rails; locking; have noise dampening closures; and have 1” minimum adjustable floor glides with nylon foot. Drawer fronts and pulls to be field replaceable. Staples are not acceptable. Drawer interiors to be clear finished MDF, wood, or laminate covered plywood with same material drawer bottoms.Paperboard is not acceptable.
	g. FSI Certified Wood Sources
	Options:
	a. Modesty panels offered in frosted glass, perforated metal, patterned acrylic or glazing options.
	b. Door insert options of frosted or patterned acrylic and metal frame design.
	c. Option for mounting shall be freestanding and wall mounted.
	d. Drawer fronts and pulls to be field replaceable
PR1	**Patient Room Furnishings and Headwall Systems**
	Salient Characteristics: To include minimum of the following specifications:
	a. A coordinating line of medical grade furniture to include bedside tables, small table desks, dressers, wardrobes, TV cabinets, head and foot boards, headwall back panels for housing Medical Gases, over-bed light bridges, and may also include benches, sleepers, over-bed tables, patient lighting, and wall storage units that combine several functions.

	b. Surfaces and interiors of casegoods shall be durable, easy to clean, free of crevices, and consist of replaceable parts. Softened edges are desired to prevent injury.
	c. Materials may be HPL, thermoformed veneers, and in limited cases, wood veneer. All internal surfaces shall be metal, high impact plastic, or melamine surface over substrate. Backs of freestanding units shall be fully finished. All edges shall be finished with matching edge banding or thermoformed.
	d. Construction shall be seamless as much as possible. Drawer inserts are allowable to achieve this.
	e. All connections shall be metal-to metal joinery and be modular to allow for moving and repair.
	f. Vented cabinets and drawers shall be available.
	g. Drawers shall have noise dampening closures and full extension glides with recessed pulls or continuous pull to prevent catching.
	h. A gallery rail shall be an option on bedside cabinets.
	i. Cabinets and drawers shall have locks standard with a master key provided for each job.
	j. Adjustable leveling glides are required.
PP1	**Patient Procedure Area Modular Casegoods**
	Salient Characteristics: To include minimum of the following specifications:
	a. A line of storage, benches, TV cabinets, adjustable privacy dividers, and nurse cabinets used to divide space between patient procedure areas such as Oncology and provide storage for amenities. Varying heights from 29” up to 72” are desired.
	b. Surfaces and interiors of casegoods shall be durable, easy to clean, free of crevices, and consist of replaceable parts. Softened edges are desired to prevent injury.
	c. Materials may be HPL, thermoformed veneers, and in limited cases, wood veneer. All internal surfaces shall be metal, high impact plastic or melamine surface over substrate. Backs of freestanding units shall be fully finished. All edges shall be finished with matching edge banding or thermoformed.
	d. Construction shall be seamless as much as possible. Drawer inserts are allowable to achieve this.
	e. All connections shall be metal-to metal joinery and be modular to allow for moving and repair.
	f. Adjustable leveling glides are required with optional toe kick base to allow owner application of wall base.
	g. Privacy dividers that can be open or closed can be made of acrylic, cleanable fabric, or other solid decorative material.Please see the other categories listed below for ancillary products:Tables, Storage, Patient and Sleeper Seating
Category: Filing and Storage	
	GENERAL REQUIREMENTS FOR ALL FILING AND STORAGE:

	a. Lock mechanisms must be flush with the front of the cabinet and cannot protrude past the face of the cabinet
	b. Limited Lifetime Warranty for parts and labor
	c. Multiple lock options (Interchangeable in field, master key must be available for facility) All cabinets keyed with one lock number or any combination of key numbers at no extra cost
	d. Contribute to LEED points
	GENERAL REQUIREMENTS FOR ALL VERTICAL AND LATERAL FILING AND STORAGE:
	a. A variety of heights based on drawer modules 2H, 3H, 4H, and 5H.
	b. Module heights must be available in multiple heights.
	c. Interior components for side to side or front to back filing rails, removable and interchangeable.
	d. Drawer pull options that meet ADA Accessibility Guidelines.
	e. Smooth or textured steel paint options to match most major metal furniture manufacturers.
	f. 20 gauge steel minimum construction.
LF1	**File, Lateral, Metal**
	Salient Characteristics: To include minimum of the following specifications:
	a. 5H units may be comprised of a flip top retractable drawer face on the top module.
	b. A variety of widths 30”, 36” and 42” wide and 18” or 20” depths (+/- ¼”)
	c. Counterweight option must be able to be added in the field
	d. Ability to add on modules in the field
	e. Multiple base heights
	f. Positive interlock safety function allowing only one drawer to open at a time
	g. Drawers shall operate with full extension, telescoping, steel ball-bearing slides for full access to all drawer contents and smooth operation
	h. Leveling Glides that provide 1" adjustment range
	Options:
	a. Optional posting shelf
	b. Optional label holders
	c. Common top options to span over multiple units in either HPL or wood
	d. Additional modules for combination storage such as sliding door, double swing door or open shelving (bookcase)
LF2	**File, Lateral, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Availabe 36” wide and 20” deep (+/-2”)
	b. Counterweight required
	c. Positive interlock safety function allowing only one drawer to open at a time
	d. Drawers shall operate with full extension, telescoping, steel ball-bearing slides for full access to all drawer contents and smooth operation

	e. Leveling Glides that provide 1" adjustment range
	Options:
	a. Common top options to span over multiple units in either HPL or wood
	b. Additional widths and depths available
VF1	**File, Vertical, Metal**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of widths 15” and 18” wide and 18”, 22”, or 28” depths (+/- ¼”)
	b. Counterweight option must be able to be added in the field
	d. Smooth steel paint options to match most major metal furniture manufacturers
	e. Multiple base heights from a minimum of 1” to 3” (+/- ¼”)
	f. Positive interlock safety function allowing only one drawer to open at a time
	g. Drawers shall operate with full extension, telescoping, steel ball-bearing slides for full access to all drawer contents and smooth operation
	h. Leveling Glides that provide 1" adjustment range
	Options:
	a. Optional posting shelf
	b. Optional label holders
	c. Ability to add on modules in the field
	d. Common top options to span over multiple units in either laminate or wood
VF2	**File, Vertical, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of widths 15” and 18” wide and 18”, 22”, or 28” depths (+/- ¼”)
	b. Counterweight option must be able to be added in the field
	c. Positive interlock safety function allowing only one drawer to open at a time
	d. Drawers shall operate with full extension, telescoping, steel ball-bearing slides for full access to all drawer contents and smooth operation
	e. Leveling Glides that provide 1" adjustment range
	Options:
	a. Optional label holders
	b. Common top options to span over multiple units in either laminate or wood
SP1	**File, Specialty, Rotating**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of heights to accommodate types of file sizes and quantity of drawers / shelves needed
	b. Starter unit 36- 46” wide (+/- 1”) and add on units 30 - 38” wide (+/- 1”)
	c. Rotating file system must be accessible from both sides when open

	d. Must offer varying types of file storage such as drawers and open shelving for top tab and end tab record type storage via modular components
	e. Must have ability to fully close and lock to secure contents
	f. Individual locking components such as a single security drawer.
	g. Mechanical assist to minimize force to rotate to meet ADA Accessibility Guidelines either hand or foot location
	h. Interior components for front to back filing rails must be removable and field replaceable.
	i. Drawers shall operate with full extension, telescoping, steel ball-bearing slides for full access to all drawer contents and smooth operation
	j. Leveling Glides that provide 1" adjustment range
	k. Positive Position Control safety feature to control the stop at every quarter turn
	Options:
	a. Optional posting shelf
	b. Optional label holders
	c. Common top options to span over multiple units in either laminate or wood
	d. Variety of color options including laminate / wood clad options
	e. Optional keypad access
SP2	**File, Specialty, High Density**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of heights to accommodate all types of file and object sizes and quantity of drawers / shelves needed
	b. Variety of widths varying from 24 – 48” wide shelves but up to a total of 540” carriage span, and depth of 10 – 36” deep
	c. Must offer varying types of file storage such as drawers and open shelving for top tab and end tab record type storage via modular components
	d. Must have ability to fully close and lock to secure contents
	e. Side to side or font to back sliding mobile solutions
	f. Barrier free rail or recessed track capability
	g. Lock mechanisms must be flush with the front of the cabinet and cannot protrude past the face of the cabinet
	h. Individual locking components such as a single security drawer
	i. Add on units that eliminate the duplication of frame
	j. Mechanical / power assist options to minimize force for mobility to meet ADA Accessibility Guidelines either hand or foot location
	k. Mechanical assist system shall have user-activated safety locking pin and a photoelectric beam…
	l. Powered units shall have passive safety system, safety floor sweeps and protection to automatically arrest carriage movement when a person or object is detected in an open aisle.
	m. Each carriage has a minimum load carrying capacity of 1,000 lbs per linear foot.

	n. Built-in anti-tip devices can be engineered to comply with the requirements of all seismic zones.
	o. Aisle ways, floor ramps, and floor finish must meet ADA guidelines.
	p. Interior components for front to back filing rails must be removable and field replaceable.
	q. Drawers shall operate with full extension, telescoping, steel ball-bearing slides for full access to all drawer contents and smooth operation
	Options:
	a. Optional posting shelf
	b. Optional label holders
	c. Common top options to span over multiple units in either laminate or wood
	d. Variety of color options including laminate / wood clad options
	e. Optional keypad access
LK1	**Lockers, Metal**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of openings ranging from box to full height lockers (1 Tier, 2 Tier, 3 Tier, 4 Tier, 5 Tier and box openings)
	b. Available in 12 – 18” depth and 12” wide
	c. Hooks to be zinc plated forged steel, ball ends.
	d. Ventilated doors
	e. Multiple lock options including personal padlock hasps, integrated key or integrated combination lock
	f. Individual locker identification (numbers, letters, or combination)
	g. 16 gauge steel minimum construction
	h. Leveling Glides that provide 1" adjustment range
	Options:
	a. Interior shelf option for full height opening
	b. Variety of powder coated finish colors
	c. Factory assembled option
	d. ADA Compliant lockers (recessed handles with multi- point latch) option
	e. Additional accessories such as base enclosures, sloped top
	f. Filer panel offered as needed
LK2	**Lockers, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of openings ranging from box to full height lockers (1 Tier, 2 Tier, 3 Tier, 4 Tier, 5 Tier, 2 door “Z” and box openings)
	b. Available in 12 – 18” depth and 12” wide
	c. Hooks to be zinc plated forged steel, ball ends.
	d. Leveling Glides that provide 1" adjustment range
	e. Multiple lock options including personal padlock hasps, integrated key or integrated combination lock
	f. Individual locker identification (numbers, letters, or combination)
	g. ¾” 45 lb. density particle board with HPL

	Options:
	a. Interior shelf option for full height opening
	b. Variety of laminate finish colors
	c. Factory assembled option
	d. ADA Compliant lockers (recessed handles with multi- point latch) option
	e. Additional accessories such as base enclosures, sloped top
	f. Filer panel offered as needed
SC1	**Storage Cabinet, Metal**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of widths 30”, 36” and 42” wide and 18” or 20” depths (+/- ¼”)
	b. Counterweight option must be able to be added in the field
	c. Lock mechanisms must be flush with the front of the cabinet and cannot protrude past the face of the cabinet
	d. Smooth or textured steel paint options to match most major metal furniture manufacturers
	e. Ability to add on modules in the field
	f. Multiple base heights from a minimum of 1” to 4” (+/- ¼”)
	g. Leveling Glides that provide 1" adjustment range
	h. 16 gauge steel minimum construction
	i. 180 degree door swing
	Options:
	a. Door pull options that meet ADA Accessibility Guidelines
	b. Common top options to span over multiple units in either laminate or wood
	c. Additional modules for combination storage such as sliding door, double swing door or open shelving (bookcase)
SC2	**Storage Cabinet, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Adjustable interior shelves
	b. Variety of heights to accommodate quantity of shelves needed
	c. 36”w x 15”d (+/- 3”)
	d. Universal box construction with finished tops, end panels and back panels
	e. Locking hinged doors
	f. Shelf height adjustability on 1” increments (+/- ½”)
	g. Must offer varying types of file storage such as drawers and open shelving for top tab and end tab record type storage via modular components as an option
	h. Leveling Glides that provide 1" adjustment range
SH1	**Shelving, Metal L&T**
	Salient Characteristics: To include minimum of the following specifications:
	a. Lock in place post and shelf system

	b. Variety of heights to accommodate types of file sizes and quantity of shelves needed
	c. Variety of widths ranging from 24 – 48” wide and depth of 10 – 36” deep
	d. Shelf height adjustability on 1” increments (+/- ½”)
	e. Must offer varying types of file storage such as drawers and open shelving for top tab and end tab record type storage via modular components
	f. Add on units that eliminate the duplication of full frame
	g. 18 gauge steel minimum construction
	h. Leveling Glides that provide 1" adjustment range
	i. Solid or slotted shelves
	j. HPL Common top options to span over multiple units
	k. Shelf dividers
	l. Variety of paint colors
	Options:
	a. Posting shelf, drawer or door options
	b. Closed back option
SH2	**Shelving, Wire, Medical Supply**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of widths 24-60” wide and depths 12–36” deep
	b. Varying post heights from 6-96” high (+/- 1”)
	c. Available with casters or leveling glides that provide 1" adjustment range
	d. Additional components to include but not limited to side rails in at least 2 heights, clear inlays for open wire shelving, end panels to contain shelf contents, shelf attached drawers, shelf dividers, and bins
	e. Ability to raise or lower individual shelves without removing all shelves above
	f. Available in chrome, stainless steel or antimicrobial finishes
	g. Welded construction
	h. 600-800 lb. shelf capacity
	i. Open wire or solid shelf
	j. 5-8” diameter casters that can support a minimum of 300 lbs.
	k. Caster must have ability to lock, and swivel or rigid movement
	l. Overhead track option for mobile applications
	Options:
	a. Complete cart cover available as an accessory
	b. Optional solid dolly base with bumper
SH3	**Shelving, Heavy Duty Bulk and Warehouse**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of widths 30-48” wide and depths 24–48” deep
	b. Varying post heights from 48-96” high (+/- 1”)
	c. Available with starter and add-on sections
	d. Leveling Glides that provide 1" adjustment range

	e. Open or closed back
	f. 18 gauge steel construction minimum
	g. Ability to raise or lower individual shelves without removing all shelves above
	h. Available in chrome, stainless steel or antimicrobial finishes
	i. Welded construction
	j. 3000 lb. shelf capacity
	Options:
	a. Options for higher posts
MR1	**Mail Room Shelving and Sorting Tables**
	Salient Characteristics: To include minimum of the following specifications:
	Sorting Tables
	a. Adjustable height sorting tables ranging from 29 - 36” high
	b. Varying depth 24 – 36” deep for sorting tables
	c. Varying widths of 30 - 60” wide for sorting tables
	d. Lock mechanisms must be flush with the front of the cabinet and cannot protrude past the face of the cabinet
	e. Leveling Glides that provide 1" adjustment range
	f. Welded metal construction with HPL top
	g. 500 lb. weight capacity
	h. 18 gauge metal construction frame minimum
	i. Top and back grommets
	Options:
	a. Base options including shell (open front) open shelf, and closed storage.
	b. Closed storage units should have options for both swinging door, tambour door, and sliding door options
	c. Closed storage units will need to have options for locks.
	d. Pencil tray option
	Overhead mail sorters
	a. Available as elevated and non-elevated sorter units.
	b. Varying heights for sorters will range from 24 – 48” high and 12-15” deep
	c. Adjustable metal dividers with thumb cuts and label flanges for varying mailbox sizes
	d. 18 gauge steel construction minimum
	e. Attachable display boards
	f. Available as a full height cabinet option as a stand- alone unit
	Options:
	a. Elevated units will have options for closed back or open back
	b. Option for vertical pocket organizers
	c. Optional accessories of tack boards, task lights, and totes
Category: Modular Cabinetry	
	GENERAL REQUIREMENTS FOR MODULAR MILLWORK AND CASEGOODS :
	a. Surfaces must be cleanable with hospital grade germicides and bleach solutions without harm to finishes.

	b. Contributes to LEED points
	c. Warranty- Limited Lifetime
MM1	**Modular Millwork**
	Salient Characteristics: To include minimum of the following specifications:
	a. A component based line of cabinetry and coordinating work tops to be used in labs, patient rooms, storage rooms, pharmacy, supply areas, break rooms, dayrooms, and limited office spaces to supply a “built- in” look while maintaining the quality and flexibility of a modular approach.
	b. A wide variety of fully modular cabinet components available for upper and lower storage on 6” modules, allowing cabinets to be moved and reconfigured.
	c. Cabinets constructed of HPL or thermoform over a ½” minimal thickness low VOC substrate with all edges sealed with matching edge-band or thermo-formed radius edges.
	d. Cabinet interiors fully melamine or LPL lined with no exposed substrate.
	e. Drawer construction options of standard box type with replaceable drawer front and unitary interior box for use in healthcare.
	f. Full extension steel ball bearing drawer glides.
	g. Adjustable 4 way hinges.
	h. Adjustable height shelving, fully wrapped melamine surface.
	i. Work top surface options of HPL, Solid Surface, Chemical resistant HPL, epoxy resin, and Phenolic surfaces.
	j. Integral seamless backsplash, caulked and sealed at side seams and at wall.
	k. Integral sink and set in sink options.
	l. Ability to coordinate with building plumbing and medical gases.
LC1	**Library Casegoods**
	Salient Characteristics: To include minimum of the following specifications:
	a. A coordinating line of Study Carrels, study tables, shelving and display.
	b. A modular library shelving system consisting of end panels in wood, HPL, or post and panel construction with adjustable height shelving in metal, wood, or HPL in a variety of widths and heights to accommodate printed and electronic media.
Category: Modular Systems Furniture	
	GENERAL REQUIREMENTS FOR ALL MODULAR SYSTEMS
	a. HPL and Solid Surface top options.
	b. ADA accessible countertop option.
	c. Locks shall be standard. Lock mechanisms must be flush with the front of the cabinet and cannot protrude past the face of the cabinet.
	d. Multiple lock options (Interchangeable in field, master key must be available for facility) All cabinets keyed with one lock number or any combination of key numbers at no extra cost

	e. A Master key shall be provided per job at no extra cost.
	f. All surfaces must be cleanable with hospital grade germicides and bleach solutions without harm to finishes
	g. Available in a variety of top shapes and sizes with coordinating storage components, transaction tops, and panels to support and divide space.
	h. Meet Greenguard or equivalent Certification for low emission of VOC's and indoor air quality for office furnishings.
	i. Manufactured in an ISO9001 certified plant.
	j. System must be available on quick-ship program and lead times ranging from shipment 10 days after receipt to reserved manufacturing time.
	k. The system must anticipate future change and ensure availability for a period of 5 years
	l. All warranty items shall include, labor, traveling, parts, and shipping of items
	m. Warranty: Limited lifetime of materials and workmanship except for 12 years on power components, glides, and panel fabrics with 5 years on lighting ballasts and lighting power supplies.
MSF1	**Modular Systems Furniture General Requirements: PANELS**
	(Monolithic and frame and tile options)
	Salient Characteristics: To include minimum of the following specifications:
	a. Meet ANSI/BIFMA standards for Standard Panel Systems;
	b. ASTM E84,Class A.
	c. Meet UL Listing requirements.
	d. Structural panels / frames height range from 38" - 84" (+/- 2")
	e. Ability to contain and distribute power and data with UL listed products.
	f. Capability for hard wire into hospital grade power system
	g. Capability for emergency power receptacles and hospital grade receptacles to be installed in modular system base or beltline locations
	h. Panel assemblies shall have a frame of welded of
	i. rectangular, 18 gauge or better cold rolled steel tubing, with welds ground smooth and flush at the joints.
	j. Hanger frames for the vertical frame between panels shall be painted slotted, 14 gauge cold rolled steel or better.
	k. Slots for hanging components shall be at 1" increments.
	l. Panels shall have two 18 gauge steel or better support posts and 2 leveling glides with injection molded, ABS foot on a threaded steel shank.
	m. Glides shall be independently adjustable to a minimum of 1-1/4".
	n. All panels shall include top caps, end trims, and base covers, including change of height trims where needed and be available in matching paint colors.

	o. UL rated panel electrical components shall be available to fully power panels with standard AC 120 volt power at base and worksurface height through base power supplies or power pole supplies at the top channel. Integrated channels to route and distribute data cabling at the base are required as standard and at worksurface height or top channel as an option.
	p. Panel / tile surfaces available in laminate, acoustical fabric, wood veneer, glass or acrylic glazing of clear, frosted, and patterned designs.
	Connectors:
	a. Panel Connections are allowed of various types but shall be of cold drawn steel with a threaded steel sleeve attaching points. All connections are to be metal to metal.
	b. Panel connectors shall be available for straight, two, three and four way 90 degree, 135 degree end of run, T mount, and wall mount connections.
	c. Wall start, connects a panel to an architectural wall, column, or panel of equal height at a 90 degree angle. Wall starts to be of 18 gauge cold rolled steel, with a top and bottom wedge block of cast aluminum.
	d. Wall filler strip to be of medium density fiberboard or flexible rubber type extrusion and allow for field cutting to appropriate length.
MSP1	**Panels, Monolithic**
	Salient Characteristics: To include minimum of the following specifications:
	a. Panel assemblies shall have corrugated honeycomb paperboard FR rated core or other alternate assembly to provide internal stability to the panel insert and covering that prevents cracking, bending, and gouging of the insert. The 60” wide panel shall have a center stile .
	b. Panel surface may be of powder coated sheet metal or high pressure laminate over hardboard “sandwich type” with top and bottom rail assembly OR Insert in frame assembly.
	c. Minimum thickness of panel covering shall be 1/8”.
	d. Structural panel system of 2” min. thickness +/- 1/4" to support worksurfaces; adjustable on 1” increments
	Fabric monolithic surface panels:
	a. Assemblies with empty cavities that do not support the fabric inserts will not be acceptable.
	b. A fire retardant layer laid over the hardboard or metal shall be of layered fiberglass and reflective foil.
	c. Fabric will be stretched over the scrim and stapled to the frame around the perimeter of the core or alternately receive an fabric covered insert over hardboard or rated structural foam.
	Options:
	a. Optional Acoustic panel to have a Noise Reduction Coefficient of .65 higher or a Sound Transmission Class of 18 or higher depending upon the level of sound performance required.
	Glazed panels:

	a. The glazing is to be ¼" thick, smoked or clear acrylic sheet edged with a rigid PVC extrusion color matched to the frame.
	b. A glazing retainer to secure the glazing in the frame shall be made of rigid PVC.
	Options:
	a. Partial height glazing with other sections of fabric, metal, or laminate.
	b. Frosted or patterned glazing.
	c. Add on upper glazing panels are allowed.
	Open Frame Panels:
	a. Panel frame structure without internal components to be completely finished and smooth.
	b. Panel shall retain hanger frames for mounting of components.
MSP2	**Panels, Frame and Tile:**
	Salient Characteristics: To include minimum of the following specifications:
	a. To meet the characteristics of the above panels with the added feature of allowing individual tiles to comprise the panel covering.
	b. The tiles shall be standard in 12",24", 36", and 48" heights (+/- 3") as well as full panel height.
	c. Coverings shall be available in fabrics, vinyl, wood, laminate, acrylic (both patterned and frosted), and metals.
	d. Tiles shall have a substrate of fiberboard, metal, or other suitable surface that prevents deformation and cracking of the tile. Unsupported tiles with foam structure only are not acceptable
	e. Attaching fasteners shall require a device that prevents accidental dislodging and prevent users from removing the tiles.
	f. Fully assembled frame and tile system of 2 1/2" min. thickness +/- 1/4" to support worksurfaces; adjustable on 1" increments
	Options:
	a. Optional Acoustical ratings of the panel must feature a Noise Reduction Coefficient of .65-.75 and a Sound Transmission Class of 18-24 depending upon the level of sound performance required.
MSW1	**Worksurfaces:**
	Salient Characteristics: To include minimum of the following specifications:
	a. Worksurfaces shall be 1-1/8" thick minimum particleboard or MDF with a high pressure laminate top face, underside, and rigid, extruded integral color vinyl side edges. Aformed metal understructure is also allowable with integral laminate rolled edge.
	b. Holes shall be pre-drilled in the underside of the work surface for the installation of drawers, mounting brackets, and suspended pedestals.
	c. The work surface shall have a gap at the rear to permit cord passage or alternately include a grommet of at least 2.5" diameter.
	d. Worksurfaces supports shall be powered coated painted minimum 18 gauge or better high strength sheet steel with integral attachment hooks.
	e. Components shall include a means to be leveled.

	f. Worksurfaces should hold 200 lbs of concentrated weight without failing or deforming.
	g. Work Surface Shapes- a variety of sizes in rectangular, peninsula, jetty, corner, and other shaped tops.
MSS1	**Storage, Overhead:**
	Salient Characteristics: To include minimum of the following specifications:
	a. Overhead storage units must be available in widths 24”, 30", 36", 42", 48” and 60", adjustable in 1” increments. Storage unit shall be secured to prevent accidental dislodging.
	b. Shelfand storage case to be constructed of 18” gauge steel or better. Doors to be constructed of 14 gauge steel or better.
	c. Overhead bin doors may be of several styles and coverings but shall include a powder coated paint option and a lift-assist mechanism option.
	d. Standard lift mechanism shall include a ball bearing suspension with noise dampening closure.
	e. Shelf shall include an integral backstop and rail underneath to hold a task light.
	Options:
	a. Partial and full height open shelf units; frosted acrylic, sliding overlap doors, and HPL or fabric doors
MSS2	**Storage, Underdesk - Pedestals and Files**
	Salient Characteristics: To include minimum of the following specifications:
	a. To be constructed of 22 gauge or better cold rolled steel, painted metal frame with a formed 22 gauge or better sheet steel drawer case with powder coated paint finish.
	b. Drawer fronts shall be of either ¾” minimum HPL over particleboard or painted metal with replaceable fronts.
	c. File drawers shall have full extension telescoping, steel ball bearing suspension rated to hold 90 pounds minimum and Integral filing rails.
	d. Leveling glides shall be standard with nylon foot pad adjustable up to 1”.
	e. All drawers shall be full box construction type.
	f. Laminate storage case construction is not allowed as part of the modular systems furniture category. Refer to Modular Casegoods to find requirements for laminate case storage.
MRS1	**Modular Reception Stations:**
	Salient Characteristics: To include minimum of the following specifications:
	a. Ablility to provide solutions to patient privacy and separation at check-in.
	b. Ability to meet ADA wheelchair requirements at check- in counter on forward and/or side approach.
	c. HPL and Solid Surface top options.
	d. Solid surface transaction top standard

	e. Tiled, stacking panel system of 2 1/2" min. thickness +/- 1/4" to support worksurfaces and provide patient privacy at Registration. Heights up to 84” with acoustical fabric, hard surface painted metal, hard surface vinyl, wood veneer, laminate, and glass or acrylic clear, frosted, or patterned tile options.
	f. Ability to contain and distribute power and data with UL listed products.
	g. Refer to Panels: Frame and Tile section 2 above for additional product details.
	Options:
	a. Base panel/kickplate, front of station applied decorative protection bands or tiles.
	b. Solid surface tiles.
CGS1	**Caregiver Team Stations (also Nurse Stations):**
	Salient Characteristics: To include minimum of the following specifications:
	a. Coordinating Height adjustable work and team tables.
	b. Coordinating Height adjustable de-centralized Nurse Work stations in rectangular, 120 degree, and “cove” top designs.
	c. Tiled, stacking panel system of 3” min. thickness to support worksurfaces and provide patient privacy at Registration. Heights up to 84” with acoustical fabric, hard surface painted metal, perforated metal, hard surface vinyl, wood veneer, laminate, and glass or acrylic clear, frosted, or patterned tile options.
	d. Ability to contain and distribute power and data with UL listed products.
	e. Refer to Panels: Frame and Tile section 2 above for additional product details.need to confirm location of "Section 2"
	Related sections: Services- Modular Installation Crews
Category: Tables and Carts	
	GENERAL REQUIREMENTS for all OCCASIONAL TABLES
	a. Power/USB charging options.
	b. Glides on each leg to move on carpet or hard floors without marring.
	c. Anti-microbial finish applied to any finished exposed wood surfaces
	d. Surfaces must be hard, and durable to be heat, scratch, and mar resistant, and cleanable with healthcare cleaners.
	e. Meet AWI (American Woodwork Institute) standards for joinery techniques.
	f. Meets or exceeds SCS Indoor Air Quality standards (SCS EC10.2-2007/ANSI/BIFMA M7.1-2001).
	g. Limited Lifetime Warranty
	h. Contributes to LEED Credits
OT1	**Occasional Tables, HPL**
	Salient Characteristics: To include minimum of the following specifications:

	a. A variety of top sizes and shapes to include 16”- 42”round, square, rectangle, oval and apron details.
	b. HPL, wood, or metal leg options
	Options:
	a. Tops to have embedded wireless charging technology
OT2	**Occasional Tables, Thermoform**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of top sizes and shapes to include 16”- 42”round, square, rectangle, oval and apron details.
	b. Thermoform or metal leg options
	c. Thermoform to have wood grain look.
OT3	**Occasional Tables, Wood Veneer**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of top sizes and shapes to include 16”- 42”round, square, rectangle, oval and apron details.
	b. Wood or metal leg options
	Options:
	c. Patterned wood insert, solid surface top insert, glass, or leather insert
	d. Glass to be tempered 1/2” (+/- 1/8") thick clear or frosted option with polished edges
OT4	**Occasional Tables, Drums, Cylinders and other Solid Shapes, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of top sizes and shapes to include 16”- 42”round, square, oval, and rhomboid. 15” – 24” Height
	b. Solid Surface, and coated Polymer top options
	Options:
	a. Plinth base 3” available
	b. Tops to have embedded wireless charging technology
OT5	**Occasional Tables, Drums, Cylinders and other Solid Shapes, Wood Veneer**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of top sizes and shapes to include 16”- 42”round, square, oval, and rhomboid. 15” – 24” Height
	Options:
	a. Solid Surface, and coated Polymer top options
OT6	**Occasional Tables, Console , HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of sizes and shapes including 36”–48”W x 28”-30”H x +/-17” D, rectangle, or half-moon and variety of apron details.
	b. Wood, HPL, or metal leg options
OT7	**Occasional Tables, Console, Wood Veneer**

	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of sizes and shapes including 36”–48”W x 28”-30”H x +/-17” D, rectangle, or half-moon and variety of apron details.
	b. Wood or metal leg options
MT1	**Magazine/Coffee Table, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of top sizes and shapes to include 30”- 42”round, square, rectangle, oval and apron details.
	b. Wood, HPL, or metal leg options
	Options:
	c. Tops to have embedded wireless charging technology as an option.
MT2	**Magazine/Coffee Table, Veneer**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of top sizes and shapes to include 30”- 42”round, square, rectangle, oval and apron details.
	b. Wood or metal leg options
	Options:
	c. Patterned wood insert, solid surface top insert, glass, or leather insert
	d. Glass to be tempered 1/2” (+/- 1/8") thick clear or frosted option with polished edges
CT	**GENERAL REQUIREMENTS for all CONFERENCE TABLES**
	a. Meet AWI standards for joinery techniques.
	b. Anti-microbial finish applied to any finished exposed wood surfaces
	c. Meets or exceeds SCS Indoor Air Quality standards (SCS EC10.2-2007/ANSI/BIFMA M7.1-2001).
	d. Surfaces must be hard, and durable to be heat, scratch, and mar resistant, and cleanable with healthcare cleaners.
	e. Contributes to LEED Credits
	f. A minimum of 12 year warranty
CT1	**Conference Table, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of top sizes to include 36” – 240” Long 30”- 60” Deep
	b. A variety of shapes to include round, rectangle, boat, sight line,
	c. A variety of HPL options including wood grain and non- wood grain with hard wood edging option.
	d. A variety of edge details to include but not limited to, T-Mold/Edgeband, Square and Knife.
	e. Power/USB/data/voice port options with the option of grommet hole(s) and cover, Power Island, troughs or power cove(s).
	f. Power options to be corded or hardwired.
	g. Wire management underneath conference table.
	h. A variety of bases to include metal, wood, powder coated, cylinder, Panel, four post, and rectangle.

	i. Leveling glides for carpet or hard floors
	Options:
	a. Casters
	b. Coordinating Storage Credenza and Tower options
CT2	**Conference Table, Veneer**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of top sizes to include 36” – 240”L 30”-60”D.
	b. A variety of shapes to include but not limited to, round, rectangle, boat, Racetrack, and Arc Rectangle,
	c. A variety of wood species and finishes to choose from including gloss or matt finish options.
	d. Stone, glass, and or Solid Surface Material top option.
	e. A variety of edge details to include but not limited to, reverse taper, Knife, Bullnose, Radius, Double Flute, and Beveled.
	f. Power/USB/data/voice port options with the option of grommet hole(s) and cover, Power Island, troughs, or power cove(s).
	g. Power options to be corded or hardwired.
	h. Wire management underneath conference table through bases and wire channels to conceal cables.
	i. A variety of bases to include metal, wood, and powder coated.
	j. Variety of type to include open leg, panel, cylinder, pillar in traditional, transitional and contemporary styles.
	k. Leveling glides for carpet or hard floor
	Options:
	a. Casters
	b. Coordinating Storage Credenza and Tower options
CR	**GENERAL REQUIREMENTS for all CREDENZAS**
	a. Anti-microbial finish applied to any finished exposed wood surfaces
	b. Surfaces must be hard, and durable to be heat, scratch, and mar resistant, and cleanable with healthcare cleaners.
	c. Meet AWI (American Woodwork Institute) standards for joinery techniques.
	d. Meets or exceeds SCS Indoor Air Quality standards (SCS EC10.2-2007/ANSI/BIFMA M7.1-2001).
	e. Contributes to LEED Credits
CR1	**Storage Credenzas, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of sizes including 36” -90”W, x 20”-30”D x 29- 36”H
	b. A variety of edge details to include but not limited to Square, Knife, Bevel Radius and Bullnose
	c. Design matches conference table
	d. Hinged door(s) and sliding door(s) option.
	e. Locks required
	f. Adjustable shelves in 1” increments.
	g. A minimum 12 year warranty

	Options:
	a. Pulls and knob options for doors and drawers.
	b. Frosted Glass/Acrylic Door option. Glass to be tempered.
	c. Drawer storage option.
	d. Option with vented cabinet for media
	e. Worksurface Grommet option
CR2	**Storage Credenzas, Veneer**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of sizes including 36” -90”W, x 20”-30”D x 29- 36”H
	b. A variety of edge details to include but not limited to Square, Knife, Bevel Radius and Bullnose
	c. Design matches conference table
	d. Hinged door(s) and sliding door(s) option.
	e. Locks required
	f. Pulls and knob options for doors and drawers.
	g. Adjustable shelves in 1” increments.
	h. Frosted Glass/Acrylic Door option. Glass to be tempered.
	i. A minimum 12 year warranty
	Options:
	a. Drawer storage option.
	b. Option with vented cabinet for media.
	c. Worksurface Grommet option
TT	**GENERAL REQUIREMENTS for all TRAINING TABLES**
	a. Anti-microbial finish applied to any finished exposed wood surfaces
	b. Surfaces must be hard, and durable to be heat, scratch, and mar resistant, and cleanable with healthcare cleaners.
	c. Meets or exceeds SCS Indoor Air Quality standards (SCS EC10.2-2007/ANSI/BIFMA M7.1-2001).
	d. Contributes to LEED Credits
	e. A lifetime warranty, 5 year warranty for electrical items unless otherwise noted.
TT1	**Training Table, Reconfigurable, Multiple Shapes, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of sizes 42”-96”W x 18”-36”D
	b. Laminate Edge details to include but not limited to, T- molding, Urethane, 3mm Wood, Square Wood, Bullnose wood, and fluted.
	c. Leg and modesty panel finish in powder coat.
	d. One sided mechanism release for tilt and nest operation.
	e. Grommet holes and covers for wire management.
	f. Integrated wire management into the leg.
	g. Dual wheel-locking casters.
	h. Linking/Ganging capability to connect rows of tables for training and prevents sequenced power from becoming disconnected.
	Options:
	a. Modesty panel options to include laminate, acrylic or glazing.

	b. Flip/nest options
	c. Glide options.
	d. Wheelchair Height 32” option
	e. Modular power from table to table allowing end user reconfiguration
	f. Power and Voice/Data options.
	g. Tops to have embedded wireless charging technology as an option.
TT2	**Training Table, Reconfigurable, Multiple Shapes, Veneer Wood**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of sizes 42”-96”W x 18”-36”D
	b. Wood Veneer Edge details to include but not limited to Flat, square, bullnose, or fluted
	c. Leg and modesty panel steel finish in powder coat or frosted acrylic panel.
	d. One sided mechanism release for tilt and nest operation.
	e. Grommet holes and covers for wire management.
	f. Integrated wire management into the leg.
	g. Dual wheel-locking casters.
	h. Linking/Ganging capability to connect rows of tables for training and prevents sequenced power from becoming disconnected.
	Options:
	a. Modesty panel options
	b. Flip/nest options
	c. Glide options.
	d. Wheelchair Height 32” option
	e. Modular power from table to table allowing end user reconfiguration
	f. Power and Voice/Data options.
DT	**GENERAL REQUIREMENTS for all DINING TABLES**
	a. Anti-microbial finish applied to all exposed wood surfaces
	b. Surfaces must be hard, and durable to be heat, scratch, and mar resistant, and cleanable with healthcare cleaners.
	c. Meet AWI (American Woodwork Institute) standards for joinery techniques.
	d. Meets or exceeds SCS Indoor Air Quality standards (SCS EC10.2-2007/ANSI/BIFMA M7.1-2001).
	e. Contributes to LEED Credits
	f. Limited Lifetime Warranty
DT1	**Dining Table, HPL, Pedestal Base**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of sizes and shapes, 24”-60” square, 24”-60” round, 24”-30”W x 36”-60”L rectangle.
	b. Variety of Pedestal base options, powder coated frames, and Polished Chrome option.
	c. Leveling glides that won’t scratch or mar the floor.
	d. Table top edge profiles to include but not limited to, T- molding, No drip, Fluted, Square, Reverse knife, wood bullnose.

	Options:
	a. Pneumatic Height adjustable option
	b. Cafe height option at 38”-42” with foot ring
	c. Wheelchair height option.
	d. Flip-top Mechanism option.
	e. Solid Surface top option.
	f. Custom Graphic top option
DT2	**Dining Table, Leg Base, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Variety of sizes and shapes, 24”-60” square, 24”-60” round, 24”-30”W x 36”-60”L rectangle.
	b. Stationary legs on all four corners, 3 post for 24”-30” Diameter tables.
	c. Leg Finish: Powder Coated, polished chrome, or laminate.
	d. Leveling glides that won’t scratch or mar the floor.
	e. Table top edge profiles to include but not limited to, T- molding, No drip, Fluted, Square, Reverse knife, wood bullnose.
	Options:
	a. Wheelchair height option.
	b. Folding mechanism free of pinch points, operable with one hand.
	c. Solid Surface top option.
HAW	**GENERAL REQUIREMENTS for all HEIGHT ADJUSTABLE WORKSTATIONS**
	a. Surfaces must be hard, and durable to be heat, scratch, and mar resistant, and cleanable with healthcare cleaners.
	b. Meets or exceeds SCS Indoor Air Quality standards (SCS EC10.2-2007/ANSI/BIFMA M7.1-2001).
	c. Contributes to LEED Credits
	d. Warranty minimum of 10 years to Lifetime
HAW1	**Height Adjustable Work Table, hand crank, Sit to Stand, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in 24”-30”D x 36”-96”w in the rectangle configuration.
	b. A variety of shapes including straight, dual straight, Corner, and dual corner.
	c. Adjustable with a single hand.
	d. Finish top to include HPL, and Veneer.
	e. Edge of table top to include but not limited to T-mold and square option.
	f. Crank option to be adjusted from 22”-34”
	g. Load bearing capacity to be a minimum of 220 lbs.
	h. 2-leg base adjusts with 4-8 turns per inch
	i. 3-leg base adjusts with 4-8 turns per inch
	j. Crank handle remains fixed and stored in place
	k. All assemblies meet or exceed BIFMA standards
	l. Powder coated base
	m. Able to add work tools to surface.
	n. Columns shall be synchronized lifting with integral shrouding.

	o. Adjustable glides up to .5”
	p. Full clearance under the worksurface.
	Options:
	a. Optional wire management
HAW2	**Height Adjustable Work Table, Pneumatic, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in 36”-60”W x 24”-30”D in rectangle shape
	b. A variety of shapes including but not limited to straight, corner and 120 degree configurations.
	c. 26”-42” height adjustability range
	d. Travel speed is approximately 1.2” seconds for entire 17” of adjustability.
	e. Lifting column controlled manually, no power required.
	f. 150 lbs distributed load bearing capacity
	g. Ergonomic lift handle activates smooth, effortless height adjustments
	h. Worksurface to allow work tools to be attached.
	i. Worksurface finish to be HPL
	j. Edge of table top to include but not limited to T-mold and square option.
	k. Lifting column available in aluminum and platinum
	l. Glides have 1” of height adjustment for surface leveling on uneven floors.
	m. Clearance on 30”D straights and 48”w corners
HAW3	**Height Adjustable Work Table, sit to stand, Electric, HPL**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in 24”-30”D x 36”-140” W in the rectangle configuration.
	b. A variety of shapes including rectangular, 90 degree, 120 degree corner configurations
	c. 25” – 50” +/- 2” electric height adjustability range
	d. Minimum of 220 lbs. distributed load bearing capacity per table.
	e. Lifting columns controlled by “master” and “slave” motors via a single switch.
	f. Electrical – 120V, 60Hz, Single phase, 10% duty cycle. Maximum draw 4 amps under full load, idle current is typically 20mA
	g. All assemblies meet or exceed ANSI/BIFMA standards
	h. Worksurface to allow work tools to be attached.
	i. 3-stage synchronized lifting columns with integral shrouding.
	j. Push button height adjustability
	k. Glides have .5” of height adjustment for surface leveling on uneven floors. Glides to not scratch or mar flooring either carpet or hard flooring.
	l. Worksurface finish to be HPL
	m. Edge of table top to include but not limited to T-mold and square option.
	n. Wire management is available
	o. A rigid design to maximize floor space without sacrificing stability.
	p. Full clearance under the worksurface.

	q. Electronics are certified by TUV to UL-73 and CSA C22.2
	r. Provide trough to manage wires
	s. 6'-0" minimum power cord
HAW4	**Height Adjustable Workstation on Wheels (WOW)**
	Salient Characteristics: To include minimum of the following specifications:
	a. A variety of sizes to include 18"-36" W x 21"-24"D x 31"-40"H
	b. Single wheel rubber casters for movement throughout the hospital. 2 casters shall be locking
	c. Whole cart needs to be easily cleanable.
	d. Soft round edges free from sharp edges to prevent injury to patients, visitors, and staff.
	e. Cart must hold a minimum of 30 lbs.
	f. Accessories to include are Monitor mount, Power strip, cable manager, bar code scanner holder, utility basket, CPU holder, and lockable drawers.
	g. Finishes shall be rust resistant and be easily cleanable.
	h. A design that allows free exchange of internal components such as drawers, shelves, trays, etc. without the need for tools to exchange the components.
	i. CPU holders to be vented or open to allow for proper ventilation.
CM	**GENERAL REQUIREMENTS for all CARTS**
	a. Anti-microbial finish applied to any finished exposed wood surfaces
	b. Surfaces must be hard, and durable to be heat, scratch, and mar resistant, and cleanable with healthcare cleaners.
	c. Meets or exceeds SCS Indoor Air Quality standards (SCS EC10.2-2007/ANSI/BIFMA M7.1-2001).
	d. Contributes to LEED Credits
	e. 12 year Warranty unless otherwise noted
CM1	**Cart, Media, HPL or Metal**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in size 16"-24"D x 24"-48"W, 29"-36"H
	b. Available in HPL with 1mm edge band or Metal.
	c. Adjustable shelf in an enclosed space.
	d. Lock
	e. Available with casters or glides. Casters to have 2 locking casters and 2 non-locking casters.
	f. Vented door option for media.
	g. Opening for power and cable managements with a minimum 2" diameter cutout in the bottom for wire access to floor, or in back for wire access to the wall.
CM2	**Cart, Media, Veneer**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in size 16"-24"D x 24"-48"W, 29"-36"H
	b. Veneer with 1mm wood edgeband

	c. Adjustable shelf in an enclosed space.
	d. Lock
	e. Available with casters or glides. Casters to have 2 locking casters and 2 non-locking casters.
	f. Vented door option for media.
	g. Opening for power and cable managements with a minimum 2” diameter cutout in the bottom for wire access to floor, or in back for wire access to the wall.
CH1	**Cart, Hospitality, HPL or Metal**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in size 16” – 24”D x 24”-48”W, 29-36”H
	b. Available in HPL with 1mm edge band or Metal.
	c. Open frame and enclosed stroage options.
	d. Adjustable shelf option in the center compartment.
	e. Lock
	f. Available with casters. Casters to have 2 locking casters and 2 non-locking casters.
	g. Built-in handles on carts with casters for mobility
	Options:
	a. Glides
CH2	**Cart, Hospitality, Veneer**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in size 16” – 24”D x 24”-48”W, 29-36”H
	b. Veneer with 1mm wood edgeband.
	c. Open or enclosed unit options.
	d. Adjustable shelf in the center compartment.
	e. Lock
	f. Available with casters or glides. Casters to have 2 locking casters and 2 non-locking casters.
	g. Built-in handles on carts with casters for mobility
CM3	**Cart, Medical Supplies Storage and Procedure**
	Salient Characteristics: To include minimum of the following specifications:
	a. Sizes to include 16” – 24”D x 24”-48” x 24”-72”H
	b. Modular system components shall be universal, and the drawers and accessories are interchangeable.
	c. Components to have rounded exposed surfaces, free from sharp edges to prevent injury to patients, visitors, and staff.
	d. Modular transport carts shall take into account infection control requirements and be fabricated with no exterior cracks, crevices, joints, corners, or angles that may facilitate bacteria.
	e. Carts shall be easily moved by one person even when fully loaded. Pull handles are included with double wide carts.

	f. Carts shall be made of uniform density, integral, highly durable, impact-resistant plastics and are resistant to rust. They are able to withstand cart washing requirements including temperatures up to 160 degrees F, and drain easily after being washed. Color is integrated into the plastic so there is no color chipping, even if surfaces are scratched.
	g. Cupboards, overheads, and modular transport carts are lockable and can be keyed alike.
	h. Integrated storage module drawers and frame doors shall be available in a minimum of eight colors to allow for color coding.
	i. Triple locks on med carts and drawers provide optional security to protect drugs and supplies.
	j. Components shall be capable of being assembled by simple hand action without tools, except for those components fastening to architectural elements or modular counter surfaces. These shall be secured with the use of simple hand tools. (i.e. Allen wrench, screwdriver)
	k. Storage modules shall have integrally molded drawer/shelf guides at nominal three-inch vertical increments on both sides of the module.
	l. 3, 6, and 9 drawers hold assorted sub containers and dividers to custom fit the customer's needs
	m. Drawers extend fully without wobbling or failing, increasing the efficiency of stocking and restocking
	n. Drawer should have an integrally molded drawer glide to function as a handle.
	o. Drawers shall have the capability to accept Snap-On label clips for clinical material designation
	p. Drawer glides to have built-in stops to prevent accidental removal.
	q. Sub containers and dividers available for storing small loose or irregularly shaped items.
	r. Tops are sturdy, built as part of the cart- not a slip on addition.
	s. Basic hanging storage modules (frames and lockers)
	t. shall have hooks integrally molded to the back. This will allow suspension from horizontal support elements fastened to walls. Integrally molded hooks provide for smooth surfaces to facilitate washing and to prevent the harboring of accumulated dirt.
	u. Shelves shall have a continuous molded lip around perimeter to retain liquid spillage and to prevent dislodgment of materials in transport.
	v. Wire shelves that are nylon coated and support a load of 50 lbs. option.
	w. Wall rails support 250 pounds per linear foot.
	x. No special wall construction is necessary when mounting products. Standard wood or 20 gauge metal anchored studs are required per on layer of 5/8" drywall.
	y. Units to be positioned on architectural walls, panel system or lab modules to permit approximately a 10 inch clearance from bottom of unit to floor for cleaning purpose.

	z. Casters on mobile storage carts to be a minimum of 4”, all 4 casters swivel and 2 front locking casters.
	aa. A minimum of 12 years, 24/7 shift warranty.
	Options:
	a. Option for wall mounted units that contain the same modular components.A788:B810A783:B810A775:B810B807AA780:B810
PT	**GENERAL REQUIREMENTS for all PROCESS TABLES**
	a. Anti-microbial finish applied to all exposed wood surfaces
	b. Surfaces must be hard, and durable to be heat, scratch, and mar resistant, and cleanable with healthcare cleaners.
	c. Meets or exceeds SCS Indoor Air Quality standards (SCS EC10.2-2007/ANSI/BIFMA M7.1-2001).
	d. Contributes to LEED Credits
	e. A minimum of 12 years, 3 shift warranty.
PST1	**Process Table**
	Salient Characteristics: To include minimum of the following specifications:
	a. Tables shall be freestanding work surfaces mounted on swivel casters with wheel locks for maximum mobility, or on glides.
	b. Tables shall be available in nominal sizes from 24”- 36”D x 48”-72”W and adjustable from 29”-38”H in one inch increments.
	c. Depending on the width of table, the support legs must support from 4-8 storage frames on the underside of the table.
	d. Storage frames to be attached to its underside which shall hold a variety of interchangeable components such as shelves, three sizes of drawers (3”, 6”, and 9”) and a storage unit.
	e. 3, 6, and 9 inch drawers hold assorted sub containers and dividers to custom fit the customer’s needs
	f. Drawers extend fully without wobbling or failing, increasing the efficiency of stocking and restocking
	g. Drawer should have an integrally molded drawer glide to function as a handle.
	h. Drawers shall have the capability to accept Snap-On label clips for clinical material designation
	i. Drawer glides to have built-in stops to prevent accidental removal.
	j. Storage units and drawers shall be lockable.
	k. Sub containers and dividers available for storing small loose or irregularly shaped items.
	l. Tops are sturdy, built as part of the cart- not a slip on addition.
	m. Mobile tables shall be easily movable freestanding work surfaces. Their tops must be available in several sizes, shapes, and finishes to accommodate different functional needs such as, lab equipment or other equipment.
	n. Workstation to be manual height adjustable.
	o. Tops available in HPL, or Chemsurf ®
	p. Tops shall have a static load capacity of a minimum of 650 lbs.

	q. Tables shall be available with leveling guides or 4” casters with brakes.
	r. Tables shall accommodate accessories such as equipment, rails, flat panel mount, keyboard trays, marker board, power strip, riser frame, divider and riser frame and cover.
Category: Seating	
	GENERAL REQUIREMENTS FOR ALL SEATING
	a. Contributes to LEED points
	b. Entire frame and seat structure should be bleach solution and healthcare grade germicide cleanable
	c. Any wood shall have an antimicrobial technology applied to inhibit the growth of stain and other bacteria.
	d. Meets or exceeds ANSI/BIFMA standards
	e. Compliant with TB 117-2013 or most current standard
TS	**TASK CHAIRS**
TS1	**24/7 Ergonomic Heavy Duty Task With Bariatric version in similiar style. Salient Characteristics: To include minimum of the following specifications:**
	a. Weight capacity shall be a minimum of **300 lbs.** with steel reinforced seats and heavy duty gas cylinder
	b. Metal five star base with carpet casters
	Adjustments
	a. Independent lumbar support.
	b. Seat depth ~~slider~~ adjustment up to 3”
	c. Back: recline angle, tilt tention, and forward tilt stop
	d. Seat: depth, tilt, and pneumatic height
	e. Arms: post width, height, width, arm pad 360 degrees
	Options
	a. Headrest with independent positioning
	b. Extended height range cylinders from 14” to 22”
	c. Choice of two back size options with built-in lumbar support
	d. Multiple caster options for hard surface, soft surface, rubber flooring or a multi-function caster for varying floor types.
	e. Multiple seat styles to include, mesh, plastic, or multi-density foam cushion, with waterfall front
	f. Chrome 5 star base
	g. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	h. Moisture barrier fabric backing or barrier wrapped foam
	i. Back height adjustment option
	Bariatric:
	a. Rated to a minimum of **500 lbs**. dynamic weight limit
	b. Other features to match above
	Warranty: 24/7 Continuous Shift, 10 year part replacement with 5 year cylinder guarantee
TS2	**Multiple-Position Task Chair:**

	Salient Characteristics: To include minimum of the following specifications:
	a. Flexible Back: High Performance Elastomer or equal material
	b. Weight Capacity a minimum of **300 lbs.**
	c. Metal five star base with carpet casters
	Adjustments
	a. Independent lumbar support w/ height and depth adjustability
	b. Seat slider adjustable up to 3”
	c. Back: height and angle
	d. Seat: pneumatic height, synchronized back to seat recline angle, tilt tension, forward tilt stop
	e. Arms: post width, height, width, arm pad 360 degrees
	Options
	a. Extended height range cylinders from 14” to 22”
	b. Choice of two back size options with built-in lumbar support
	c. Multiple caster options for hard surface, soft surface, rubber flooring or a multi-function caster for varying floor types
	d. Multiple seat materials to include, mesh, plastic, or multi-density foam cushion, with waterfall front
	e. Chrome 5 star base
	f. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	g. Moisture barrier fabric backing or barrier wrapped foam
	Warranty: 24/7 Continuous Shift, 10 year part replacement with 5 year cylinder guarantee
TS3	**Executive Task Chair:**
	Salient Characteristics: To include minimum of the following specifications:
	a. Weight Capacity a minimum of **300 lbs.**
	b. Metal five star base with carpet casters
	c. High back with 22” minimum width seat
	Adjustments
	a. Back: recline angle
	b. Seat: pneumatic height
	Options
	a. Padded integral arms, wood, and fully upholstered arms options
	b. Leather textile options
	c. Lumbar adjustment
	d. Headrest option
	e. Big and Tall option
	f. Multiple caster options for hard surface, soft surface, rubber flooring or a multi-function caster for varying floor types
	g. Multiple seat styles to include, mesh, plastic, or multi-density foam cushion seat with waterfall front
	h. Plastic, chrome, brass capped, or wood 5 star base
	i. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution

	Warranty: 24/7 Continuous Shift , 10 year part replacement with 5 year cylinder guarantee
TS4	**Ergonomic Task Chair w/ counter height**
	Salient Characteristics: To include minimum of the following specifications:
	a. Weight Capacity a minimum of **300 lbs.**
	b. Metal five star base with carpet casters
	Adjustments
	a. Independent lumbar support w/ height and depth adjustability
	b. Adjustable seat depth
	c. Pneumatic adjustable height
	d. Synchronized back to seat recline angle, with tilt tension, forward tilt stop
	e. Arm adjustments to include post width, height, arm pad width, arm pad pivot of 360 degrees
	f. 24-27" seat height with foot ring
	Options
	a. Choice of two back size options with built-in lumbar support
	b. Multiple caster options for hard surface, soft surface, rubber flooring or a multi-function caster for varying floor types
	c. Multiple seat materials to include, mesh, plastic, or multi-density foam cushion seat with waterfall front
	d. Chrome 5 star base
	e. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	f. Moisture barrier fabric backing or barrier wrapped foam
	Warranty: 24/7 Continuous Shift, 10 year part replacement with 5 year cylinder guarantee
GC	**GUEST CHAIRS**
GC1	**Basic Guest Chair**
	Salient Characteristics: To include minimum of the following specifications:
	a. Built-in cleanout
	b. Weight Capacity of a minimum of **300 lbs.** steel reinforced seats
	c. Non-marring glide
	Options
	a. Self leveling glide
	b. Multiple seat materials to include, mesh, plastic, or multi-density foam cushion seat
	c. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	d. Moisture barrier fabric backing and barrier wrapped foam
	e. 4-Leg chair with or without arms
	f. Steel Tube Legs and Arms, with powder coat silver metallic finish option
	g. Ability to stack

	h. Wall Saver leg option
	Accessories:
	Transport or Storage Cart with two swivel and two fixed hard rubber casters
	Warranty: 24/7 Continuous Shift, 10 year part replacement
GC2	**Mid-Grade Guest Chair with Bariatric coordinate.**
	Salient Characteristics: To include minimum of the following specifications:
	a. Built-in cleanout
	b. Weight Capacity of a minimum of **300 lbs.** with steel reinforced seat
	Options
	a. Multiple glide options for hard surface, soft surface, rubber flooring or multi-function for varying floor types
	b. Multiple seat materials to include, mesh, plastic, or multi-density foam cushion seat
	c. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	d. Moisture barrier fabric backing or barrier wrapped foam
	e. Replaceable components to include but not limited to seat cushion, back cushion, seat cover, back cover, frame components, and arm caps
	f. Wood or metal frame options
	g. Available with or without arms
	h. Ability to stack
	i. Wall saver leg option
	j. Optional casters for two or more legs (CLC Dining)
	Bariatric:
	a. Rated to a minimum of **500 lbs**. dynamic weight limit
	b. Other features to match above
	Accessories:
	Transport or Storage Cart with two swivel and two fixed hard rubber casters
	Warranty: 24/7 Continuous Shift, 10 year part replacement
GC3	**Executive Guest Chair**
	Salient Characteristics: To include minimum of the following specifications:
	a. Built-in cleanout
	b. Solid wood frame construction
	c. Weight Capacity of a minimum of **300 lbs.**
	Options
	a. Multiple glide options for hard surface, soft surface, rubber flooring or multi-function for varying floor types
	b. Multiple seat materials to include, mesh, plastic, or multi-density foam cushion seat
	c. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	d. Moisture barrier fabric backing or barrier wrapped foam

	e. Replaceable components to include but not limited to seat cushion, back cushion, seat cover, back cover, frame components, and arm caps
	f. Multiple wood finishes and arm caps options
	g. Wood or fabric back option
	h. Optional Casters for two or more legs
	i. Wall Saver leg option
	j. Flex Back option
	Warranty: 24/7 Continuous Shift, 10 year part replacement
CC	**CONFERENCE CHAIRS**
CC1	**Small Basic Conference Chairs**
	Salient Characteristics: To include minimum of the following specifications:
	a. Weight capacity a minimum of **300 lbs.** steel reinforced seats
	b. Ergonomic back support
	c. Metal five star base with carpet casters
	Adjustments
	a. Adjustable lumbar
	b. Synchro tilt
	c. Adjustable seat depth
	d. Adjustable back tension and lock positions
	e. Waterfall seat
	Options :
	a. Multiple glide/caster options for hard surface, soft surface, rubber flooring or multi-function for varying floor types
	b. Multiple seat materials to include, mesh, plastic, or multi-density foam cushion seat
	c. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	d. Moisture barrier fabric backing or barrier wrapped foam
	e. Multiple arm styles and materials
	f. Waterfall seat
	g. Optional chrome finish
	Warranty: 24/7 Continuous Shift, 10 year part replacement with 5 year cylinder guarantee
CC2	**Nesting Conference Chair**
	Salient Characteristics: To include minimum of the following specifications:
	a. Weight Capacity of a minimum of **300 lbs.** steel reinforced seats
	b. Arm version with 4-leg caster base
	c. Dual Wheel Casters for carpet
	d. Folding Seat with nesting capability
	Options
	a. Multiple glide/caster options for hard surface, soft surface, rubber flooring or multi-function for varying floor types
	b. Multiple seat and back materials to include, mesh, plastic, or multi-density foam cushion seat

	c. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	d. Moisture barrier fabric backing or barrier wrapped foam
	e. Multiple arm styles and materials
	f. Wall Saver leg option
	g. Flex back option
	Warranty: 24/7 Continuous Shift, 10 year part replacement with a 5 year cylinder guarantee
CC3	**Executive Conference Chairs**
	Salient Characteristics: To include minimum of the following specifications:
	a. Weight Capacity of a minimum of **300 lbs.**
	b. Metal five star base with carpet casters
	c. Mid back with built in lumbar support
	d. Loop arm standard
	Adjustments
	a. Back height and angle
	b. Pneumatic seat height
	Options
	a. Padded integral arms, wood, and fully upholstered arms options
	b. Arms: post width adjustable, height adjustable, width adjustable, arm pad swivel.
	c. Seat recline angle
	d. Leather textile options
	e. Inflatable lumbar adjustment
	f. Big and Tall option in a similair style.
	g. Seat slider adjustable up to 3”
	h. Multiple caster options for hard surface, soft surface, rubber flooring or a multi-function caster for varying floor types
	i. Multiple seat materials to include, mesh, plastic, or multi-density foam cushion seat and a waterfall front
	j. Plastic, chrome, brass capped, or wood 5 star base
	k. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	Warranty: 24/7 Continuous Shift , 10 year part replacement with 5 year cylinder guarantee
CC4	**Conference Stacker Chair with Bariatric Coordinate**
	Salient Characteristics: To include minimum of the following specifications:
	a. Weight capacity of a minimum of **300 lbs.** steel reinforced seats
	b. 4-leg caster base with carpet casters standard
	c. Arm and armless versions
	d. Mid to low back height
	Options:
	a. Multiple frame materials such as polypropylene, wood, and/or metal and with multiple finish options for each material

	b. Multiple glide/caster options for hard surface, soft surface, rubber flooring or multi-function for varying floor types
	c. Multiple seat materials to include, mesh, plastic, or multi-density foam cushion seat
	d. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	e. Moisture barrier fabric backing or barrier wrapped foam
	f. Multiple arm styles and materials
	g. Tablet Arm, left, right, or universal
	h. Storage basket
	i. Ganging hardware
	d. Ablity to stack
	j. Wall saver leg option
	k. Flex back option
	Bariatric:
	a. Rated to a minimum of **500 lbs**. dynamic weight limit
	b. Other features to match above
	Accessories:
	Transport or Storage Cart with the ability to hold 8-12 or more chairs with two swivel and two fixed hard rubber casters
	Warranty: 24/7 Continuous Shift, 10 year part replacement
ST	**STOOL SEATS**
ST1	**Provider Stool**
	Salient Characteristics: To include minimum of the following specifications
	a. Round backless stool
	b. 5-star base
	c. Soft casters
	d. Seat Height: 18" – 25", Seat Diameter: 16 ", Seat Cushion Thickness: 3 ", Caster Base Diameter: 23", All measurements +/-1"
	e. Weight Capacity a minimum of **300 lbs**.
	f. Sealed seat pan
	Adjustments:
	Hydraulic lift seat with access from all points of seat diameter
	Options:
	a. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	b. Optional stainless steel foot ring.
	c. Two options of locking casters – sitting or standing
	d. Adjustable, tilting, upholstered backrest
	e. Single wheel caster option
	f. Hands free pneumatic seat height
	g. Attachable back
	Warranty: 24/7 Continuous Shift , 10 year part replacement with 5 year cylinder guarantee
ST2	**Counter/Lab Stool**

	Salient Characteristics: To include minimum of the following specifications:
	a. 5-star caster base
	b. Chrome foot ring
	c. Standard range seat height: 24-29” +/-1”
	d. Extended range seat height: 27-34” +/-1”
	e. Adjustable back
	Adjustments:
	Arms: post width, height, width, arm pad 360 degrees
	Options:
	a. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	b. Arm and armless versions
	c. Optional upholstered back and seat
	d. Optional stainless steel foot ring
	e. Two options of locking casters – sitting or standing
	f. Antimircobial finish option
	Warranty: 24/7 Continuous Shift , 10 year part replacement with 5 year cylinder guarantee
ST3	**Café Stool**
	Salient Characteristics: To include minimum of the following specifications:
	a. Chair, counter, and bar height options
	b. Arm and armless versions
	c. 4 leg base
	Options:
	a. Textile finish options ranging from fabric to vinyl to include COM/Healthcare grade fabric and wood. Al finishes to be able to clean using germicide or bleach solution
	b. Optional back and standard polished aluminum footrest on bar and counter stools
	c. Wood or metal frame options
	d. Polypropylene, wood, or upholstery seat and back
	Warranty: 24/7 Continuous Shift , 10 year part replacement
WSG	**WAITING SEATING GROUPS**
	Lounge, Bariatric, Hip, Tandem, Bench, Ottoman, Children
WSG1	**Freestanding Lounge Waiting Room Furniture**
	Salient Characteristics: To include minimum of the following specifications:
	a. Chair available in solid wood with metal seat frame or all metal frames. Metal frame available in a minimum 3 different powdercoat finishes
	b. Antimicrobial, water resistant, healthcare grade fabric
	c. All chairs shall have a clean-out area between seat and back
	d. Chair lines shall include coordinating love seat and sofa

	e. Chairs shall have a minimum weight capacity of **300 lbs**.
	f. Love Seats shall have a minimum weight capacity of **700 lbs.**
	g. Sofas shall have a minimum weight capacity of **700 lbs**
	Options:
	a. Four arm options: open arm, panel arm, upholstered arm, and fully upholstered
	b. Tandem Lounge Chairs available
	c. Optional Flex backs
	d. Arm cap option available in wood, urethane, or Solid Surface options
	e. Chairs shall have non-skid glides for hard surface floors
	f. Optional casters
	g. Optional pull available on back of lounge chairs with casters
	h. Optional rotating tablet arm 360-turning radius or flip-up tablet. Flip-up tablet rotates 180-degrees.
	i. Optional cup holder
	j. Two-tone upholstery combinations
	k. Optional moisture barrier
	l. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	m. Wall-saver rear leg design
	n. Chairs shall have field-replaceable arm caps
	o. Chairs shall have field-replaceable seat and back cover
	p. Armless chair available
	Occasional Table:
	a. See Tables and Carts/Occasional Tables
	Warranty: Limited Lifetime Warranty
WSG2	**Advanced Waiting Seating –Tandem**
	Salient Characteristics: To include minimum of the following specifications:
	a. Coordinating group consisting of single seat, tandem seating, bariatric width seat, connecting and freestanding tables, and hip chairs
	b. Chair line available in solid wood with metal seat frame or all metal frames
	c. Metal frame available in a minimum 3 different powdercoat finishes
	d. Chair line shall have a clean-out area between seat and back
	e. Chairs shall have a minimum weight capacity of **300 lbs**.
	f. Bariatric chairs accommodate a minimum of **500 lbs**.
	g. Chair line shall have antimicrobial, water resistant, healthcare grade fabric
	h. Ganging tables available
	i. Ganging tables include connecting hardware
	j. Corner tables are assembled to frame and reinforced with finger joint construction
	k. Freestanding Hip chair to match line
	l. Hip chair to have a Non-skid foot step that is 6” AFF (+/- 1")

	Options:
	a. Power and USB Plug-In capabilities
	b. Open or panel arm option
	c. Armless guest chair available
	d. Three arm cap options: Wood, Black urethane or Solid Surface
	e. Flex back option
	f. Non-skid glides option for hard surface floors
	g. Tandem available in two or three-seat combinations or as reconfigurable modular units
	h. Two and three-seat preconfigured combinations available with or without center legs as well as with or without center arms
	i. High back option
	j. Optional Moisture Barrier.
	k. Two-tone upholstery combinations
	l. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	m. Chair line to have wall-saver rear leg design
	n. Chair line shall have field-replaceable arm caps
	o. Chairs line have field-replaceable seat and back cover
	p. Multiple sizes of end, in-line and corner tables available in wood, laminate or solid surface
	Occasional Table:
	a. Sizes available from 18”D - 30”D , 18”W -60”W, and 18”H -30”H
	b. Tables shall be pre-configured tandem units and configurable modular units
	c. End tables with two legs and center tables with no legs.
	d. Available in 45-degree and 90- degree corner tables to connect with tandem seating available
	Options:
	a. Optional HPL or Solid Surface tops
	b. Power and USB plug-in options
	c. Non-skid glides for hard surfaces floors
	Warranty: Limited Lifetime Warranty.
WSG3	**Specialty Modular Seating Group, Benching, and Ottomans Salient Characteristics: To include minimum of the following specifications:**
	Modular Lounge:
	a. Modular lounge line available in engineered solid wood with metal seat frame or all metal frames. Metal frame available in a minimum 3 different powdercoat finishes.
	b. Modular lounge available in arms or armless
	c. Modular lounge line shall have a clean-out area between seat and back
	d. Modular lounge line shall have antimicrobial, water resistant, healthcare grade fabric

	e. Shapes to include but limited to: straight, loveseat, multiple degree outside wedges, multiple degree inside wedges, rounded corner, square corner, table top ottoman, upholstered ottoman, inline tables, square corner tables, rounded corner tables, freestanding tables
	f. Configurations to include; straight, serpentine, S- curve, wave, horseshoe, 1/2 circle, full circle, rounded square, racetrack, rounded L-shape, 90 degree.
	g. Ganging or Stand-Alone capability per unit
	h. Ganging tables available in wood veneer or HPL
	i. Weight Capacity **300 lbs.** minimum
	j. Bariatric Weight Capacity minimum 5**00 lbs.**
	k. Chair lines shall include coordinating freestanding lounge chair, love seat, sofa, ottoman, and benching. Refer to other Minimum Technical Requirements for each item requirements
	Options:
	a. Non-skid glides available for hard surface floors
	b. Optional casters either hard or soft
	c. Optional pull for lounge units
	d. One-piece upholstered seat and back available
	e. All tables available in solid surface option
	f. Two-tone upholstery combinations available
	g. Rotating or Stationary tablet arm available for individual lounge chairs, armless seats and end-units
	h. Power and USB plug-in options for tables
	i. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	j. Modular lounge line to have wall-saver rear leg design
	k. Modular lounge line shall have field-replaceable arm caps
	l. Modular lounge line have field-replaceable seat and back cover
	Benching:
	a. Sizes of benches shall be 48” -72”L and offered in straight and various shapes
	b. Weight Capacity 400lbs minimum
	c. Platforms offered in solid wood or Metal
	d. Metal legs available in a minimum 3 finishes
	e. Center table available in wood veneer or HPL
	f. Bench shall have antimicrobial, water resistant, healthcare grade fabric
	g. Benching line shall include a lounge chair, love seat, sofa, tandem seating, and children furniture in the same line. Refer to other Minimum Technical Requirements for each item requirements.
	Options:
	a. Optional rotating and stationary tablet
	b. Optional power and USB plug-in options for benches
	c. Two-tone upholstery combinations available

	d. Non-skid glides available for hard surface floors
	e. Optional back and upholstered arms
	f. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	Ottoman:
	a. Shapes of Ottomans to include but not limited to: oval, round, square, and rectangle
	b. Size range to include 24" – 50" wide
	c. Weight Capacity of a minimum 300 lbs.
	d. Fixed seat cushion with upholstered trim
	e. Ottomans shall have antimicrobial, water resistant, healthcare grade fabric
	f. Solid wood or metal platform
	g. Ottoman lines shall include a freestanding lounge chair, love seat, sofa, and children furniture in the same line. Refer to other Minimum Technical Requirements for each item requirements.
	Options:
	a. Non-skid glides available for hard surface floors
	b. Optional rotating and stationary tablet
	c. Optional power and USB plug-in options for benches
	d. Two-tone upholstery combinations available.
	e. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	Warranty: Limited Lifetime Warranty
CD1	**Children's Waiting Room Furniture**
	Children's Chair:
	a. Children's Chairs with seat heights range between 12" – 15"
	b. Complementing tables in HPL with at least 5 different edge details
	c. Finishes shall be moisture proof
	d. A minimum **250 lbs**. weight capacity
	Options:
	a. Available in thermoplastic or wood options
	b. Textile options ranging from fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	Warranty: A minimum 10 year warranty.
PC	PATIENT CHAIRS
PC1	**Basic Patient Chair**
	Salient Characteristics: To include minimum of the following specifications:
	a. Patient chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. Chair shall have a weight capacity of a minimum of **300 lbs.**
	c. Clean-out space between seat and back

	d. Chair available in solid wood with metal seat frame or all metal frames. Metal frame available in a minimum 3 different powdercoat finishes
	e. Bariatric chair, and Glider available in the same line. Refer to the Patient Bariatric Chair for additional information
	Options:
	a. Arm available in wood, upholstery or polyurethane arm caps
	b. Ottoman option
	c. Two-tone upholstery combinations available
	d. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	e. Wall-saver rear leg design
	f. Chairs shall have field-replaceable arm caps
	g. Chairs shall have field-replaceable seat and back cover
	h. Flex Back
	i. Chairs shall have a high back
	Warranty: Limited Lifetime warranty 24/7 use.
PC2	**Gliding Patient Chair**
	Salient Characteristics: To include minimum of the following specifications:
	a. Patient chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. Chair shall have a weight capacity of a minimum of **300 lbs**
	c. Clean-out space between seat and back
	d. Chair available in solid wood with metal seat frame or all metal frames.
	e. Chairs shall have a high back
	f. Glide able to lock
	Options:
	a. Arm available in wood, upholstery or polyurethane arm caps
	b. Two casters in back and handle
	c. Headrest option
	d. Ottoman option
	e. Two-tone upholstery combinations available
	f. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	g. Chairs shall have field-replaceable arm caps
	h. Chairs shall have field-replaceable seat and back cover
	i. Wall Saver Design
	j. Option for a minimum of 3 powdercoat
	Warranty: Limited Lifetime warranty, 24 /7 use.
PC3	**Bariatric Patient Chair**
	Salient Characteristics: To include minimum of the following specifications:

	a. Patient chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. Chair shall have a weight capacity of a minimum of **500 lbs.**
	c. Clean-out space between seat and back
	d. Chair available in solid wood with metal seat frame or all metal frames. Metal frame available in a minimum 3 different powdercoat finishes
	Options:
	a. Arm available in wood, upholstery or polyurethane arm caps
	b. Two casters in back and handle.
	c. Headrest option
	d. Ottoman option
	e. Two-tone upholstery combinations available
	f. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	g. Chairs shall have field-replaceable arm caps
	h. Chairs shall have field-replaceable seat and back cover
	i. Chairs shall have a high or low back
	j. Wall Saver Design
	Warranty: 10 warranty, 24 /7 use.
RC	**RECLINER CHAIR**
RC1	**Basic Recliner**
	Salient Characteristics: To include minimum of the following specifications:
	a. Recliner chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. A minimum 3” central locking casters. 2 swivel locking casters in rear and 2 rigid locking casters in front
	c. Recliner shall have a weight capacity of a minimum of **300 lbs**.
	d. Single point assist lever for recline and foot rest
	e. Black urethane arm caps or upholstered arms as standard
	f. Break-away foot rest
	g. Quick release to remove back
	h. Recliners shall have a back handle push bar
	i. Foundation and structure shall all be steel to steel
	j. Clean-out space between seat and back
	Options:
	a. Bariatric in same line as an option
	b. IV pole and Foley bag hook
	c. Adjustable headrest pillow that moves up and down or can be removed
	d. Movable arms (flip-down, swing away, or removable)
	e. Pull-out footrest.
	f. Wood cap option
	g. Tablet Arm option

	h. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	i. Two-tone upholstery combinations available
	j. Field replaceable seat and back upholstery
	k. Arm available in wood, upholstery or polyurethane arm caps
	l. Option for 4" casters or larger
	Warranty: Limited lifetime warranty
RC2	**Advanced Recliner**
	Salient Characteristics: To include minimum of the following specifications:
	a. Recliner chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. Trendelenburg position
	c. Recliner shall have a weight capacity of a minimum of **350 lbs**.
	d. Single point assist lever for recline and foot rest
	e. Black urethane arm caps or upholstered arms as standard
	f. Break-away foot rest
	g. Quick release to remove back
	h. Recliners shall have a back handle push bar
	i. Foundation and structure shall all be steel to steel
	j. Clean-out space between seat and back
	k. A minimum 3” central locking casters. 2 swivel locking casters in rear and 2 rigid locking casters in front
	Options:
	a. Heating and massage capabilities
	b. Bariatric in same line as an option
	c. IV pole and Foley bag hook
	d. Adjustable headrest pillow that moves up and down or can be removed
	e. Movable arms (flip-down, swing away, or removable)
	f. Pull-out footrest
	g. Tablet Arm
	h. Cup holder
	i. Power/USB capability
	j. Oxygen tank holder
	k. Wood arm cap option
	l. Glider option
	m. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	n. Two-tone upholstery combinations available
	o. Field replaceable back and seat upholstery
	p. Arm available in wood, upholstery or polyurethane arm caps
	q. Option for 4" casters or larger
	Warranty: Limited Lifetime Warranty 24/7 use
RC3	**Advanced Bariatric Recliner**

	Salient Characteristics: To include minimum of the following specifications:
	a. Recliner chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. Recliner shall have a weight capacity of a minimum of **500 lbs.**
	c. Single point assist lever for recline and foot rest
	d. Black urethane arm caps or upholstered arms as standard
	e. Break-away foot rest
	f. Quick release to removable back
	g. Recliners shall have a back handle push bar
	h. Foundation and structure shall all be steel to steel
	i. Clean-out space between seat and back
	j. A minimum 3” central locking casters. 2 swivel locking casters in rear and 2 rigid locking casters in front
	Options:
	a. Heating and massage capabilities
	b. Remote Control reclining
	c. IV pole and Foley bag hook
	d. Adjustable headrest pillow that moves up and down or can be removed when not in use
	e. Movable arms (flip-down, swing away, or removable)
	f. Pull-out footrest
	g. Tablet Arm
	h. Cup holder
	i. Power/USB capability
	j. Oxygen tank holder
	k. Wood arm cap option
	l. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	m. Two-tone upholstery combinations available
	n. Field replaceable back and seat upholstery
	o. Arm available in wood, upholstery or polyurethane arm caps
	p Option for 4" casters or larger
	Warranty: Limited Lifetime Warranty 24/7 use
SL	**SLEEPER CHAIRS**
SL1	**Basic Sleeper Chair**
	Salient Characteristics: To include minimum of the following specifications:
	a. Chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. Wall saver design
	c. Sleep surface shall extend to a minimum of 86” +/- 6"
	d. Clean out space between seat and back
	e. Non-marring glides
	f. Chair line shall have coordinating two-seat/sofa
	Options:

	a. Custom Sizing from 24”-58” width
	b. Lockable casters
	c. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	d. Two-tone upholstery combinations available
	e. Field replaceable back and seat upholstery
	f. Arm available in wood, upholstery or polyurethane arm caps
	g. Moisture Barrier
	Warranty: Limited Lifetime warranty, 5 year warranty on mechanisms.
SL2	**Side Sleeper Sofa**
	Salient Characteristics: To include minimum of the following specifications:
	a. Chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. The back cushion flips down, or the side slides down
	c. Back cushion to be moisture-proof
	d. Non-marring glides
	e. Wall saver design
	f. Sleep surface shall be between78”-82” unless a custom is requested
	g. Clean out space between seat and back
	Options:
	a. Custom Sizing available
	b. Lockable casters
	c. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	d. Two-tone upholstery combinations available
	e. Field replaceable back and seat upholstery
	f. Arm available in wood, upholstery or polyurethane arm caps
	g. Moisture Barrier
	h. Storage under seat
	Warranty: Limited Lifetime warranty, 5 years on mechanisms.
SL3	**Sleeper Sofa with integrated guest center**
	Salient Characteristics: To include minimum of the following specifications:
	a. Chairs shall have antimicrobial, water resistant, healthcare grade fabric
	b. The back cushion flips down and becomes the bed top
	c. Back cushion to be moisture-proof
	d. Non-marring glides
	e. Sleep surface shall be between78”-82” unless a custom size is requested
	f. Clean out space between seat and back
	Options:
	a. Custom Sizing available
	b. Lockable casters

	c. Textile options ranging from moisture resistant fabric to vinyl to include COM/Healthcare grade fabric and the ability to clean using germicide or bleach solution
	d. Two-tone upholstery combinations available
	e. Field replaceable back and seat upholstery
	f. Arm available in wood, upholstery or polyurethane arm caps
	g. Moisture Barrier
	h. Storage under seat
	i. Pullout Footrest
	j. Stationary or adjustable height table in laminate, veneer or solid surface
	k. Drawer liners
	l. Power/USB plug-in capable
	Warranty: Limited Lifetime warranty, 5 years on mechanisms.
Category: Accessories	
AT1	**Art, Large** 36”x42” up to 60”wide
	Salient Characteristics: To include minimum of the following specifications:
	a. Limited edition prints, high quality offset lithography, high quality photographic images and Giclees, dry mounted on 3/16” heat activated white foamboard
	b. 1/8” Shatterproof plexiglass
	c. Archival mats standard 3” wide with 4 ply paper mat with bevel cut unless otherwise specified
	d. Wood, metal, or Poly (recycled polystyrene) frame options with dust proof backing and all necessary hangers and hardware. Wood frame styles shall include composite or solid wood construction options
	e. Security installation hardware to anchor to wall at four points included as standard
	f. Framer must be certified by the Professional Picture Framers Association
	g. Minimum warranty for 1 year
	h. VA will hand select artwork, frames, and mat, with guidance from art vendor
	Options:
	a. 1/8” UV Blocking Plexiglas, option
	b. Double mat with 3” 4 ply paper mat showing 3/16” lip accent option
AT2	**Art, Medium** 18”x18” or smaller up to 34”x40”
	Salient Characteristics: To include minimum of the following specifications:
	a. Limited edition prints, high quality offset lithography, high quality photographic images and Giclees, dry mounted on 3/16” heat activated white foamboard.
	b. 1/8” Shatterproof plexiglass
	c. Archival mats standard 3” wide with 4 ply paper mat with bevel cut unless otherwise specified

	d. Wood, metal, or Poly (recycled polystyrene) frame options with dust proof backing and all necessary hangers and hardware. Wood frame styles shall include composite or solid wood construction options
	e. Security installation hardware to anchor to wall at four points included as standard
	f. Framer must be certified by the Professional Picture Framers Association
	g. Minimum warranty for 1 year
	h. VA will hand select artwork, frames, and mat, with guidance from art vendor
	Options:
	a. 1/8" UV Blocking Plexiglas, option
	b. Double mat with 3" 4 ply paper mat showing 3/16" lip accent option
AT3	**Art, Canvas**
	Salient Characteristics: To include minimum of the following specifications:
	a. Canvas sizes from 24 x 24 to 55 x 100
	b. Printed on artist-grade cotton canvas (a minimum of 7oz pre-primed weight) using archival inks
	c. Prints or photography to choose from
	d. Split Canvas, Floating Frame, and framed print options
	e. Canvas stretched over 1.5 wooden stretcher bars that won't warp or crack
	f. Canvas shall have UVB protection built in to protect against fading and moisture Security hardware to be included
	g. Gliclee quality using on inkjet printers
	h. Border options to include but not limited to: color border wrap, Image Wrap, Digital Stretch wrap, and Mirror Wrap
MH1	**Magazine and Brochure Holders**, Wall mounted, Acrylic (Freestanding is not encouraged due to trip hazard)
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in 1-12 pocket designs or combinations and able to hold magazines or tri-fold brochures within the same line.
	b. Back panel of acrylic, ¼" thick minimum available in patterned or solid color panels
	c. Front panel of patterned or solid color acrylic,1/4" minimum thickness
	d. Secure mounting hardware with toggle inserts for standard drywall installation and option of other wall construction mounting hardware
MH2	**Magazine and Brochure Holders**, Wall mounted, HPL (Freestanding is not encouraged due to trip hazard)
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in 1-12 pocket designs or combinations and able to hold magazines or tri-fold brochures within the same line.
	b. Back panel of high pressure laminate panel with a 3/8"min thick substrate

	c. Front panel of laminate, acrylic, or metal
	d. Secure mounting hardware with toggle inserts for standard drywall installation and option of other wall construction mounting hardware
MH3	**Magazine and Brochure Holders**, Wall mounted, Metal (Freestanding is not encouraged due to trip hazard)
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in 1-12 pocket designs or combinations and able to hold magazines or tri-fold brochures within the same line.
	b. Back panel of laminate, acrylic, veneer, or metal
	c. Front panel of 18 gauge steel in a variety of perforation patterns and metal finishes.
	d. Powder coat paint finishes on metal available
	e. Secure mounting hardware with toggle inserts for standard drywall installation
	Options:
	a. Other wall construction mounting hardware
MH4	**Magazine and Brochure Holders**, Wall mounted, Wood (Freestanding is not encouraged due to trip hazard)
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in 1-12 pocket designs or combinations and able to hold magazines or tri-fold brochures within the same line.
	b. Back panel of wood veneer available in a variety of finishes
	c. Front panel of wood veneer in a variety of holder designs.
CL1	**Clocks, Standard Wall Clock**
	Salient Characteristics: To include minimum of the following specifications:
	a. 12” Dia.
	b. Second hand sweep
	c. Multiple finish options to include wood, metal, acrylic and plastic or combination
	d. Battery Operated
	e. Plexiglas front
	f. Tamper-proof Security Mounting
	g. Large numeral face with simple, legible font
	Options:
	a. Available with Atomic or Radio controlled option for GPS interface
CL2	**Clocks, Decorative Wall Clock**
	Salient Characteristics: To include minimum of the following specifications:
	a. 14-24” Dia.
	b. Wood, Metal, Acrylic, painted or combination
	c. Battery Operated
	d. Plexiglas front (if applicable)
	e. Tamper-proof Security Mounting
	Options:

	a. Available with Atomic or Radio controlled option for GPS interface
CL3	**Clocks, Digital Display**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available with Atomic option for GPS interface
	b. High impact plastic or metal enclosure
	c. Wall mounted with building power supply interface
CL4	**Clocks, Elapsed Time** (Surgery and Procedure Areas)
	Salient Characteristics: To include minimum of the following specifications:
	a. Available with Atomic option for GPS interface
	b. High impact plastic or metal enclosure
	c. Wall mounted with building power supply interface
	Options:
	a. Non ferrous metal option
DC1	**Display Board- Glass Enclosed**
	Salient Characteristics: To include minimum of the following specifications:
	a. Tempered glass locking enclosure
	b. Metal frame with option of color fast tackable fabric, magnetic, recycled rubber, or cork interiors
	c. Rounded corner design
	d. 20 year warranty
	Options:
	a. Acrylic glass option
	b. Shatter resistant acrylic hinged door option
DC2	**Display/Communication Board- Magnetic White Board**
	Salient Characteristics: To include minimum of the following specifications:
	a. White porcelain enamel fused to 28 gauge steel
	b. Glare reducing surface option for use as projection screen with 60-70% glare reduction.
	c. Anodized aluminum frame
	d. Radius corners and edges
	e. No use of metal bottom projecting rails/trays
	f. Wall mount concealed hardware and fasteners to be included
	g. 20 year warranty
	Options:
	a. Integrated map rail
DC3	**Display/Communication Board- Lightweight White Board**
	Salient Characteristics: To include minimum of the following specifications:
	a. Light duty, light weight board, 24”x36” and 36x48
	b. Slim design aluminum frame
	c. Ability to use same board for wall mount, panel mount, rail mount, or free-stand on rail.
	d. 10 year warranty

DC4	**Display/Communication Board- Glass Board**
	Salient Characteristics: To include minimum of the following specifications:
	a. Laminated glass, ¼" thick minimum with white interlayer.
	b. Radius corners and edges
	c. No use of metal bottom projecting rails/trays
	d. Concealed mounting or stand-off mounting options and hardware with fasteners included.
	e. 15 year warranty
	Options:
	a. frameless
DC5	**Display/Communication Board- Patient Room Board**
	Salient Characteristics: To include minimum of the following specifications:
	a. Special preprinted graphics capability for messages, icons, Seal, and ghosted background pictorial images. Will vary with application.
	b. Replaceable writing surface
	c. Magnetic backing
	d. Option of wood frame, metal frame, or frameless
	e. Integrated clock option
	f. Concealed hardware and fasteners to be included
	g. Note- tack surfaces and tacks are replaced with magnets to increase patient safety
	h. 10 year warranty
DC6	**Display/Communication- Tack/ Map Rail**
	Salient Characteristics: To include minimum of the following specifications:
	a. Durable cork strip mounted on anodized aluminum
	b. Lengths from 24" to 72"w
	c. 1 year warranty
DC7	**Display/Communication- Modular Rail System**
	Salient Characteristics: To include minimum of the following specifications:
	a. Lightweight demountable white boards, tack boards, and flip charts with a modular hanging wall rail
	b. Bi- level modular and expandable wall track made of anodized aluminum to allow by pass system
	c. 3 year warranty
	Options:
	a. Magnetic white board and graphic designs such as calendar or grid
CS1	**Computer Support Tools- Keyboard Trays**
	Salient Characteristics: To include minimum of the following specifications:
	a. Integral, left/right mouse platform
	b. Rectangle Keyboard Platform
	c. Wrist pad on keyboard tray
	d. Platform made from ¼" durable phenolic

	e. Tray height and tilt mechanism
	f. 6.5” Height adjustment (.25” above to 6.25” below track)
	g. +/- 15° Tilt Adjustment
	h. Minimum 10 year warranty
	Options:
	a. Sit-to-stand mechanism option
	b. Make-a-Corner option with minimum desk coverage
CS2	**Computer Support Tools- Monitor Arms**
	Salient Characteristics: To include minimum of the following specifications:
	a. Adaptable to single or double
	b. Gas assists lifting, one finger adjustment and 360 degree movement
	c. Quick release monitor holder
	d. Mounting option to include C-clamp, bolt-through, grommet and wall mount
	e. Wire management down arm
	f. Dual monitor arms move independent from each other
	g. Dual monitor arms position two screens side by side with minimum gap
	h. A minimum of 10 year warranty
	Options:
	a. Double pivot or Dual Joint Monitor arm allows for turning monitor 180 degrees
	b. Sit-to-stand monitor arm option
	c. Dual tandem monitor arm option
	d. Triple monitor arm with independent movement or tandem option
CS3	**Computer Support Tools- CPU Holder**
	Salient Characteristics: To include minimum of the following specifications:
	a. Powder coated steel or aluminum
	b. Adjustable to support CPUs from 3.5" to 9.5" wide
	c. Adjustable to support CPUs from 12" to 20" tall
	d. Must support 40 pounds or greater
	e. Slide out track
	Options :
	a. Rotating track
	b. Freestanding option with casters
CS4	**Computer Support Tools- Wall Mount Workstation**
	Salient Characteristics: To include minimum of the following specifications:
	a. Sit to stand height adjustment of 27-57” high (+/- 1") or separate keyboard and monitor mounts in a single wall track
	b. Extension arms to allow 36”- 56” (+/- 1") extension into room with 2 dynamic pivot joints to allow user to turn 90 degrees to wall
	c. Fold flat against wall to store in 8” (+/- 1") Or less depth
	d. Weight capacity up to 20 lb.

	e. Independent monitor and keyboard height adjustments
	f. Internal cable management
	g. Keyboard and mouse platform to accommodate both functions on a single surface with integral cord catcher, cushioned palm rest of cleanable material, and integral pull handle
	h. Fabricated of powder coated steel or aluminum frame, inherently anti-microbial
	Options :
	a. Pivot limiter
	b. CPU Holder for top or bottom mount
	c. Writing surface
CS5	**Computer Support Tools- Height Adjustable sit to stand, stationary desk top converter**
	Salient Characteristics: To include minimum of the following specifications:
	a. Pneumatic Height Adjustment
	b. Weight Capacity: Minimum 20 lbs
	c. Height Adjustment Range: 17" +/- 1"
	d. Keyboard Platform: 26" x 10" +/- 1"
	e. Keyboard Platform includes wrist pad for left or right mousing
	f. Monitor can be rotated for viewing in landscape or portrait orientation
	g. Monitor can move horizontally and vertically
	Options:
	a. Keyboard suspends below worksurface
	b. Dual Monitor bar with increased weight capacity
DA1	**Desk Accessories- Slat Wall, Rail and freestanding tools**
	Salient Characteristics: To include minimum of the following specifications:
	a. Widths in 24”-60”, 12”-18” High
	b. Must be able to mount on system furniture panels, wall mount and be available freestanding
	c. Minimum support weight shall be 60 lbs
	d. Variety of work/organizing tools meeting 5 of the folling 13 items; binder holder, letter tray, pen/pencil cup, double square dish, hanging brackets, paper manager, utility hook, slat shelf dividers, universal shelf, telephone caddy, marker board, glove box/tissue box holder, and tack strip
	e. Made with heavy duty plastic in a variety of colors to match system’s furniture.
	f. 10 year warranty
DCB1	**Display Cabinets- Tempered Glass and Metal, Freestanding**
	Salient Characteristics: To include minimum of the following specifications:
	a. Standard Measurements: 32w x 60h x 72”w x 72”h x 24”d. All measurements +/- 5”
	b. All glass or panel base model

	c. Tempered safety glass, adjustable polished glass shelving and locking doors are standard
	d. Hinged locking doors, 1/4" tempered glass with polished edges. Tempered glass adjustable shelving, 1/4" thick
	e. Case depth 9"
	f. Adjustable foot glides furnished
	g. Finished interior sides and bottom
	h. Finished bottom shelf
	i. Ability to choose between All Glass, Panel Base, or Leg Base
	j. Doors are on width side of showcase, unless otherwise specified. Door locks and adjustable foot glides furnished with unit
	k. Includes minimum of (2) recessed 50 watt halogen top lights
	l. Dust resistant top
	m. Tempered glass with 1/4" thick adjustable shelving. 3/8" thick non-tempered glass shelves on 48" wide models
	n. Headboard back panel available in any paint/ laminate color
	Options:
	a. Lighting systems, plinths and accessible storage areas are optional
	b. Hardboard back panel: Any paint/laminate color
	c. Optional Aluminum anodized frame with a silver finish any paint/wood color
	d. Gliding Doors and Center Supports
	e. Panel base available in wood finish
DCB2	**Display Cabinets- Tempered Glass and Metal, Wall hung**
	Salient Characteristics: To include minimum of the following specifications:
	a. Standard Sizes: 32"w x 24"h x 9"d to 72"w x 42"h x 9"d. All measurements +/- 5”
	b. Includes minimum of (2) recessed 50 watt halogen top lights
	c. Side panels available in wood finish or any paint/laminate color
	d. Headboard back panel available in anypaint/ laminate color
	e. Sliding locking doors, 5/32" tempered glass with polished edges
	f. Tempered glass, adjustable shelving, and 2" increments. 1/4" thick. Non-tempered glass shelves, 3/8" thick, on 48"w models
	g. Finished bottom shelf
	h. Door locks furnished
	i. Wall mounting cleat/bracket and hardware furnished
	j. Recessed lights
	k. Anodized aluminum frame has a silver finish
	l. Dust resistant top
HK1	**Hooks, Dressing Room/Robe**
	Salient Characteristics: To include minimum of the following specifications:
	a. Hooks available in a range of materials, styles, and finishes
	b. Single hook or multiple hooks pre-mounted on mounting bars or back panels

	c. Mounting bars or back panels should be available in wood or metal and a variety of finishes
	d. Installation hardware included for application on a variety of surfaces and substrates
	e. Minimum 3 year warranty
LT1	**Lighting, Personal LED Desk Lamp**
	Salient Characteristics: To include minimum of the following specifications:
	a. Mounting Options to include; C-Clamp, wall mount, track mount, desk base, bolt though
	b. Double Extension counterbalanced arm
	c. Minimum reach at least 28”+/- 5"
	d. Vertical and horizontal axis rotation of head
	e. Light head rotation at least 90 degrees (+/- 10 degrees) from head
	f. 3 level dimmer
	g. Wave light output between 800-900 Lux
	h. Area of Illumination at least 24” square
	i. Refractive lens to eliminate light pooling
	j. Color Temperature between 3500-4000K
	k. LED with life span to exceed 50,000 hours at full power
	l. Arm Vertical Stop
	m. Contribute to LEED Credits
	n. Finishes to include but not limited to White, Black, Silver
	o. Minimum 5 year warranty
	Options:
	a. Optional Built-in light sensor to automatically adjust light level
LT2	**Lighting, Table Lamp**
	Salient Characteristics: To include minimum of the following specifications:
	a. Bases to include but not limited to metal, glass, plastic,
	b. Halogen, LED, and fluorescent lamps
	c. Height 20”-40”
	d. USB port option on some models
	e. UV stabilized transparent cord
	f. Electronic ballast
	g. Shades in a variety of finishes including but not limited to fabric, and mica
	h. Styles to range from modern to traditional
	i. UL/CUL Listed
	Options
	a. Hard Wire capability
	b. Bolt to surface
	c. 3-way dimmer option
	d. Electronic dimmer option
	e. Surface Mounted Option
LT3	**Lighting, Floor Lamp**

	Salient Characteristics: To include minimum of the following specifications:
	a. Overall size 14”w x 71”H +/-
	b. Weighted Base with Pole to be available in a variety of materials including but not limited to steel, metals, and wood
	c. Shades to be available in a variety of materials including but not limited to fabric, and mica
	d. Styles to range from Modern to Traditional
	e. Minimum 101” cord length
	f. Fluorescent, LED, or Halogen Lamps
	g. Dimmable optionUL/CUL Listed
LT4	**Lighting, OverBed**
	Salient Characteristics: To include minimum of the following specifications:
	a. Multiple light levels for patient and caregiver
	b. Direct & indirect functions
	c. Integrated examination light section
	d. Top and bottom lenses are fully supported in grooves
	e. Lenses shall be high impact acrylic
	f. Lenses shall be UV Treated to prevent yellowing over time
	g. Extruded aluminum
	h. Must be serviceable without removal from wall
	i. Unit must be enclosed for ease of cleaning
	j. Minimum 5 year warranty
	Options
	a. Options for pull chain for on/off
	b. Optional LED Chart Light with rocker switch
PC1	**One part Privacy Curtains and Hardware- Patient/Exam Rm Cubicle Track System**
	Salient Characteristics: To include minimum of the following specifications:
	a. Material: Heavy duty bendable aluminum
	b. Carriers: One-piece nylon breakaway (“pop-out”) carriers designed to allow curtains to detach from tracks with a pulling force of no more than 5 lb.
	c. Multiple options for track color
	d. Fire Rating: Class A
	Cubicle Curtain
	a. Overall Curtain length with mesh: From ceiling mounted track to range from 12” - 18” A.F.F.
	b. Curtain Fullness: Length of track plus 12% additional fullness
	c. Curtain Heading: rust proof grommets spaced 6” on center
	d. Curtain Seams: Flat, ½” gauge double needle lock stitch, 100% mercerized cotton thread
	e. Curtain Hems: Double turned, twin needle stitched, 100% mercerized cotton thread
	f. Curtain Hem Size: Top and Bottom = 3” wide; Sides = 1 ½” wide

	g. Multiple fabric options and COM's
	h. Fabric Testing: Passes NFPA 701
	i. Fabric Durability: Able to be laundered at temperatures of 160 degrees max
	j. Mesh: 100% Nylon
	k. Multiple color options for mesh
	l. Mesh Fabrication: 22" in height; "Z" folded to the body of the curtain
	m. Mesh opening size: ½" aperture
	n. Mesh Banding: Banded with specified fabric on top and sides
PC2	**Two Part Privacy Curtains and Hardware- Patient/Exam Room**
	Salient Characteristics: To include minimum of the following specifications:
	Top of Curtain: Mesh Header
	a. Top of Curtain to consist of 18"-30" of large scale heavy nylon mesh
	b. Top 1 ¼" woven selvage banding shall be folded before final sewing
	c. Double row stiching 7/8" inch apart shall be used on all banding
	d. Provide nickel plated grommets and snaps
	e. First and last grommet to be located 4 inches center to center from grommet hole on leading edge
	f. Remaining distance to be divided equally and grommets placed 6 inch on center
	g. Snaps to be installed ¾" from edge of mesh panel
	h. The bottom snap to be located 4 inches center to center from snap on leading edge; remaining distance to be divided equally and bottom snaps placed on 4 inch center
	Fabric Panel
	a. Privacy curtain fabric panel bottoms shall be installed to provide continuous track coverage by overlapping each panel 4 inches provided by above mentioned special grommet placement
	b. Finished privacy curtain panel size 66" w X 66"h from bottom of mesh header to finished length
	c. Each curtain panel shall have one width of fabric
	d. Quantity of privacy curtain panels is determined by linear feet of track to be covered. All covered areas must have a minimum of 12% fullness after overlaps have been deducted
	e. All thread shall be triple stand washable polyester color matched to fabric. No monofilament
	f. Top, bottom, and side hems shall be formed by a 1 inch double turned fold and securely sewn using thread listed above
	g. First and last snap on mesh header to be located ¾" from edge of panel and align with bottom snaps of mesh header
	h. The next snap to be located 4 inches center to center from snap on leading edge and align with bottom snaps of mesh header snaps
	i. Remaining distance to be divided equally and snaps placed on 4 inch center and align with bottom snaps of mesh header
	j. Overall Curtain length with mesh: From ceiling mounted track to range from 12" - 18" A.F.F.

SHC1	**Shower Curtains, Antimicrobial Vinyl**
	Salient Characteristics: To include minimum of the following specifications:
	a. Meet NFPA 701
	b. 8 gauge, flame retardant, anti-microbial vinyl
	c. Scrubbable, colorfast, water resistant
	d. Cleanable with up to 10% bleach solution
	e. Washable in water up to 120 degrees F with PH neutral detergent
	f. Manufactured of single piece construction with seamless bottom for cleanliness.
	g. Triple turned top hem over nylon tape and header of 4 oz nickel plated rust resistant grommets at 6” oc
	h. Sewn with nylon thread
	i. Available with or without mesh header.
	Note: This specification is NOT for Behavioral Health
SHC2	**Shower Curtains, Fabric**
	Salient Characteristics: To include minimum of the following specifications:
	a. Meet NFPA 701
	b. Polyester impregnated with waterproofing, flame retardant, anti-microbial
	c. Colorfast, water resistant
	d. Cleanable with up to 10% bleach solution
	e. Washable in water up to 160 degrees F with PH neutral detergent. Dry on low.
	f. Manufactured of single piece construction
	g. Triple turned top hem over nylon tape and header of 4 oz nickel plated rust resistant grommets at 6” oc.
	Note: This specification is NOT for Behavioral Health
SF1	**Site Furniture, Benches and Tables, Metal**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in a variety of sizes including rectangular and curvilinear
	b. End Frames: ¾” thick steel plate.
	c. Center Tubes: Tubes between end frames are 1-3” outer diameter x 0.120” wall steel tube.
	d. Profile Rods: Three profile rods welded along the length of the bench to hold the shape of the seat.
	These rods are formed from ½” diameter steel
	e. Divider: Divider is made of 319 sand cast aluminum.
	f. Seat Slats: 1-1/2” x 0.188” steel, slats and stretcher tubes are perimeter welded to the end frames to provide excellent strength and rust prevention
	g. Corrosion resistant anchors
	h. Finish: Top coat: Thermosetting polyester powder coat: uv, chip and flake resistant available in a variety of shades and colors including metallic

SF2	**Site Furniture, Benches and Tables, Wood or Composite or combination of wood and metal**
	Salient Characteristics: To include minimum of the following specifications:
	a. FSC certified wood available
	b. All wood finished with a clear catalyzed acrylic lacquer
	c. Metal parts powder coat finish available
SF3	**Site Furniture, Planters**
	Salient Characteristics: To include minimum of the following specifications:
	a. Sizes: 9”-48” in diameter and height
	b. Available in round, cylinder, square, modern tapers, rectangular, low bowls, tall
	c. Available in the following materials: rotomolded polyethylene, metal, lightweight FRP fiberglass, GFRC concrete
	d. Planter liner available in Heavy duty ABS, stress relieved polypropylene, linear low density polyethylene
	e. Finish has UV protective finish for direct sun exposed exterior applications
SF4	**Site Furniture Planters**
	Salient Characteristics: To include minimum of the following specifications:
	a. Sizes: 9”-48” in diameter or length
	b. Available in round, cylinder, square, modern tapers, rectangular, low bowls, tall
	c. Available in the following materials: rotomolded polyethylene, metal, lightweight FRP fiberglass, GFRC concrete,
	d. Finish has UV protective finish for direct sun exposed exterior applications
	Options
	a. Larger sizes in diameter or length
	b. Container irrigation insert liner to self-water exterior plants for 1-2 weeks while monitoring moisture control
	c. Moisture sensor controls water flow to plants
	d. Large self-contained water reservoir with fill hole with stopper
WR1	**Waste receptacle, exterior small**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in round, cylinder, square, modern tapers, and rectangular shapes
	b. Approximately 15-20 gallon capacity
	c. Available in a variety of exterior grade materials including but not limited to: fiberglass, aluminum, stainless steel, concrete
	d. Finish has UV protective finish for direct sun exposed exterior applications
	e. Side openings with covered top
	f. Wire frame bag retainer

	g. Variety of finishes that are exterior grade
	h. Metal parts powder coat finish available
	i. Minimum three year warranty
	Options:
	a. Bolt to the ground with corrosive resistance brackets
	b. Side door or removable top to access inside liner to trash removal
	c. Lock to access inside bin to reduce tampering
	d. Perforated side
WR2	**Waste receptacle, exterior large**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in round, cylinder, square, modern tapers, and rectangular shapes
	b. Approximately 30 gallon capacity
	c. Available in a variety of exterior grade materials including but not limited to: fiberglass, aluminum, stainless steel, concrete
	d. Finish has UV protective finish for direct sun exposed exterior applications
	e. Side openings with covered top
	f. Wire frame bag retainer
	g. Variety of finishes that are exterior grade
	h. Metal parts powder coat finish available
	i. Minimum three year warranty
	Options:
	a. Bolt to the ground with corrosive resistance brackets
	b. Side door or removable top to access inside liner to trash removal
	c. Lock to access inside bin to reduce tampering
	d. Perforated side
WR3	**Recycling container, metal, multi compartment**
	Salient Characteristics: To include minimum of the following specifications:
	a. Available in round, cylinder, square, modern tapers, and rectangular shapes
	b. Multiple recycling stream or single stream compartment options
	c. Available in a variety of exterior grade materials including but not limited to: fiberglass, cast aluminum, stainless steel
	d. Metal parts powder coat finish available
	e. Finish has UV protective finish for direct sun exposed exterior applications
	f. Side openings with covered top
	g. Wire frame bag retainer
	h. Variety of finishes that are exterior grade
	i. Minimum three year warranty
	Options:
	a. Bolt to the ground with corrosive resistance brackets
	b. Side door or removable top to access inside liner to trash removal

	c. Lock to access inside bin to reduce tampering
	d. Perforated side

[Facility name and address
Project or transaction number
VA Point of Contact]

[Government approval signature and date]

STATEMENT OF WORK

I. GENERAL SCOPE

The Veterans Health Administration (VHA) has a requirement for healthcare furniture for [location and project name] that meet the VHA IDIQ specifications and high-quality threshold while integrating excellent environmental stewardship.

This requirement includes [healthcare furniture, design, project management, furniture removal, professional installation, and maintenance/warranty services]. Service required is detailed in [SV1, SV2, SV3, SV4]. Healthcare Furniture technical requirements per VHA Healthcare Furniture multiple award IDIQ. The Contracting Officer Representative (COR) is [insert COR name here].

Healthcare furnishings include, [case goods and modular desk, filing and storage systems, modular cabinetry, modular systems, seating, tables/carts, furniture accessories and related services].

The contractor shall provide all labor, materials, equipment, transportation, and supervision necessary to satisfy the needs of each ordering activity.

II. PERFORMANCE REQUIREMENTS

The contractor shall provide and be responsible for the technical assistance, development, and generation for final specifications.

- Furniture delivery [and installation] will be required in [timeline for project]
- Duty hours will be [provide hours here].
- The Government recognized US holidays are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. If the holiday falls on Sunday, it is observed on Monday.

The contractor shall: [Provide specific information needed by contractor to further detail task order/project needs]

a. Coordinate and provide project management of all products and services to manage, design, order, ship, deliver and install new furniture from the manufacturer until final acceptance by [the Contracting Officer Representative (COR)/ VA Point of Contact]

b. [Contractor is required to have on site staff supervisor with OSHA 10 certification]

c. [Disseminate and relocate existing furniture in the following areas or per drawings.]

d. [Describe tasks to be performed on systems/modular furniture and freestanding furniture.]

e. [project phasing and scheduling requirements to include planning, manufacturing, project management and installation]

f. Only include products specified within the IDIQ.

g. Prepare and provide as built furniture drawings in PDF and AutoCAD.

h. Provide maintenance manuals for all products specified.

III. KICKOFF MEETING

The prime contractor(s) shall participate in a kickoff meeting within ten (10) days of task order issuance, in person at [location]. Time and date will be determined by VA Point of Contact.

IV. SITE LOCATION

The address of the [insert VA Clinic name here] is provided below:

[insert VA clinic name here]
[Street Address]
[City, State, and zip code]

Further information on delivery will be located in section IV.

V. DELIVERY SCHEDULE

Items shall be delivered no earlier than the estimated delivery start date [enter date] and no later than the delivery end date [enter date].

VI. DELIVERY AND RECEIVING

Delivery and receipt of proposed items is anticipated to be directed to the location identified below. Confirmation of delivery location will be provided post-award. To coordinate delivery, contact [insert GOV point of contact name, phone number, and email] and [insert IOTA point of contact name, phone number, and email].

[insert VA clinic name here]
[Street Address]
[City, State, and zip code]
OR
[insert IOTA contractor's warehouse clinic name here]
[Street Address]
[City, State, and zip code]

The vendor is required to define the need for a staging area to accommodate the delivery. If needed, this information will be confirmed with the vendor post-award.

The delivery of these items identified in this document shall take place during normal business hours, defined as: [insert time], Monday through Friday, excluding Federal Holidays.

Delivery trucks will not be permitted to remain at the dock. Trucks shall be unloaded, moved from the dock, and then brought back to the dock if required to haul out any waste, tools, or excess materials.

VII. CLEAN UP AND DISPOSAL

There are no dumpsters available for vendor use.

The removal of waste and/or excess material shall be conducted through the loading dock area. Delivery trucks and/or other vendor vehicles will not be permitted to remain at the loading dock. Vehicles will need to be brought back to the dock to remove any waste, tools, or excess materials.

VIII. ASSEMBLY AND INSTALL

The vendor is required to manage and coordinate installation at the [insert VA clinic name here] with the Contracting Officer's Representative (COR).

On-site assembly and installation of items, and performance of services identified in this document shall take place normal business hours, defined as: [insert time], Monday through Friday, excluding Federal Holidays.

The vendor is required to provide tools, labor, and materials to complete assembly and installation of the items detailed in this document.

The vendor shall protect all finished spaces and surfaces, as required from delivery and installation damage. The vendor shall use covering and protection to the extent necessary to prevent damage to finished spaces. Any damage occurring delivery and installation is the responsibility of the vendor. The vendor will also be responsible for repairing any damage or noted deficiencies to finished spaces and surfaces that occur as a result of the vendor's (or associate subcontractor's) installation.

During the entire duration of assembly and installation, the vendor will have a competent representative on-site as the vendor's contact, and to serve as the intermediary between the vendor and [insert VA clinic name here]. Please note: the vendor themselves can be the on-site representative.

All instructions provided from the COR to the on-site representative will be binding, as if given to the vendor's main contact. While the COR may provide specific instructions, only the Contracting Officer (CO) may change the terms and conditions of the contract.

IX. USE OF PREMISES

During the performance of this contract, works will be carried out on [insert VA clinic name here] premises. The vendor will perform all work in such a manner than will cause minimum interference with the [insert VA clinic name here] operations and the operations of any other contractors on the premises.

The vendor will communicate through the facility's point of contact any required coordination requirements with the general contractor prior to and during delivery and installation activities.
[Insert VA clinic name here] may be an active construction site during delivery and installation.

The vendor will take all necessary precautions to protect the premises, all persons, and property from damage or injury. The vendor will assume responsibility for taking precautions for the vendors, and associated subcontractor's, employees, agents, licensees, and permittees. The vendor shall abide by any safety requirements imposed by the general contractor, such as but not limited to: hard hats and safety vests.

VII. PRODUCT

General

All finished surfaces shall be free of scratches, mars, dents, or blemishes, and withstand staining, and exhibit to flaking, cracking, or loss or adhesion.

Furnishings shall have smooth finishes with no hazardous projections, sharp corners, or detail, which can be hazardous and cause personal injury or damage to clothing.

See attachment for technical requirement of products [shall also identify corresponding JSN and minimum technical requirements (MTR) numbers].

IX. SERVICES

Service required is detailed in [SV1, SV2, SV3, SV4].

Design Contract Tasks/Requirements

a. The contractor shall attend a minimum of three (3) in-person meetings at the [location] to review final award with VA Interior Designer and End Users and to make necessary revisions.
b. During first meeting the contractor shall provide the Interior Designer with the Auto-Cad drawings to [1/4" – 1/8"] scale drawings showing layouts of awarded product.
c. The contractor shall allow for three (3) revisions per line item included in design services including updating Auto-Cad Drawings and PDFs as request by VA Interior Designer.
d. The contractor shall be responsible for taking and applying accurate field measurements to ordered product for verification of correct sizing. Auto-Cad drawings may not be accurate finished dimensions and may not be used in place of field measurements. The Vendor shall be liable for any incorrect field measurements leading to incorrect product order.
e. The contractor shall be responsible for providing all sample materials for awarded product (2-Day Delivery) as requested by VA Interior Designer.
f. The product must not be placed into production without clearance from the VA COR.

g. The contractor shall provide final, clean [1/4" – 1/8"] scaled drawings of product layout for sign-off prior to scheduling manufacturing.
h. The contractor shall track manufacturing schedule and notify VA Interior Designer with updates of estimated completion date by email.
i. The contractor shall attend a post-installation meeting to assess, address, and document any punch-list items and shall submit to the VA Interior Designer a remediation plan within 5 business days.
j. The contractor shall provide 30 days free storage. [30 days standard. Edit for additional time if needed]

The Government maintains the option to modify the normal work week, days and hours, as necessary for the accomplishment of VHA mission.

Ordering Instructions for Using

The

Strategic Acquisition Center (SAC)

VHA Healthcare Furniture IDIQs

Date: 11/26/2018

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1. **Purpose:** The purpose of this Ordering Guide is to assist the Veterans Health Administration's (VHA) requiring offices in the preparation of all documentation as well as the processes required when purchasing their various healthcare furniture needs, by placing Delivery/Task Orders against the established IDIQs described herein. This guide outlines the process and lists the documents required to place IDIQ Orders and defines roles and responsibilities of the major parties involved in the ordering process.

2. **Background:** The Department of Veterans Affairs (VA) is responsible for providing high quality and timely commodities and services for our Veterans and their families. As the complexity of those items and services increases, program and team involvement will, likewise, become more complicated. These VHA IDIQs are issued pursuant to FAR 16.5 Indefinite Delivery Contracts and serve to standardize and streamline the acquisition of the various healthcare furniture needs for VHA using a decentralized process.

   a.) Healthcare Furniture covered under this IDIQ includes modular desks, patient procedure modular case goods, filing, storage, shelving, modular millwork, library case goods, modular systems furniture (monolithic and frame & tile panels with all work surfaces, over and under storage components), caregiver team stations / nurse stations, tables, carts, seating (ergonomic task, side, conference, exam, lab, waiting seating groups, children's, patient, patient recliners, and sleeper), ergonomic computer support tools, artwork, patient privacy curtains, magazine racks, display boards / cases, clocks, lighting, and site furniture for use in administrative and clinical functional areas.

   b.) The IDIQ(s) issued under this requirement were on a competitive basis, resulting in a multiple award, therefore further competition of orders is required.

      i. The Federal Prison Industries (FPI/UNICOR) was given the opportunity to submit a proposal and did not submit one, therefore the IDIQ Contracting Officer has made the determination that FPI/UNICOR is not capable of providing the required products and services to meet the needs of VHA. Orders do not have to be competed with FPI/UNICOR.

      ii. AbilityOne has been included in the IDIQ. All the contractors must utilize AbilityOne to provide specific items such as certain wall clocks and shower curtains. The mandatory use for AbilityOne has been addressed at the contract level and is not required to be a part of the Delivery/Task order competition.

3. **Competition:**

   3.1. **IDIQ Orders:** IDIQ Delivery/Task orders must be competed among those vendors awarded IDIQs listed in accordance with FAR 16.505 Ordering under

IDIQs. Delivery/Task orders can only be issued by a warranted Contracting Officer within VHA or the SAC.

(2) Multiple-award IDIQs.

(i) Orders at or below the micro-purchase threshold ($10,000.00 for supplies and $2,500 for one-time services) (see CAAC Letter 2018-02, Subject: Class Deviation from Federal Acquisition Regulation (FAR) increasing the micro-purchase threshold and simplified acquisition threshold, Dated 16 Feb 2018). The ordering activity may place orders at or below the micro-purchase threshold with any IDIQ holder that can meet the agency needs. The ordering activity should attempt to distribute any such orders among the IDIQ holders.

(ii) Orders exceeding the micro-purchase threshold ($10,000.00) but not exceeding the simplified acquisition threshold ($250,000.00) must comply with FAR 16.505 (b)(1)(i) Fair Opportunity.

(A) The ordering activity must provide each multiple-award IDIQ holder a fair opportunity to be considered for each order exceeding the micro-purchase threshold.

(B) The ordering activity need not contact each of the multiple-award IDIQ holders before placing an order if information is available to ensure that each IDIQ holder is provided a fair opportunity to be considered for each order.

(C) The ordering activity contracting officer shall document the circumstances when restricting consideration to less than all multiple-award IDIQ holders offering the required supplies and services.

(iii) Orders exceeding the simplified acquisition threshold.

(A) The ordering activity shall place an order in accordance with paragraphs (c)(2)(iii)(A)(1), (2) and (3) of this paragraph unless the requirement is waived on the basis of a justification that is prepared and approved in accordance with FAR Part 6.3.

The ordering activity shall—

(1) Provide an RFQ to all IDIQ holders within the region offering the required supplies or services under the multiple-award IDIQs, to include a description of the supplies to be delivered or the services to be performed and the basis upon which the selection will be made;

(2) Afford all IDIQ holders responding to the RFQ an opportunity to submit a quote; and

(3) Fairly consider all responses received and make award in accordance with the selection procedures.

(B) The ordering activity shall document evidence of compliance with these procedures and the basis for the award decision.

3.2. Interior Design (ID) Program Staff: ID Program staff will use accepted industry standards or schedule of values from the procurement list to develop

their Independent Government Cost Estimate (IGCE). ID Program staff is reminded to ensure confidentiality of upcoming procurement needs and **not** to have conversations with contractors or other vendors, including incumbents, about pending requirements before obtaining express written approval to do so from the IDIQ Ordering Contracting Officer (CO). This measure is to ensure that no vendor is provided an unfair advantage in a competition. If a bona fide business need exists to discuss requirements with vendors in advance, all IDIQ Holders under the VHA Furniture IDIQ suite shall be provided the opportunity to participate in the discussion.

The IDIQ Ordering CO shall provide official points of contact to arrange and facilitate such discussions, and shall ensure all awardees are provided a fair opportunity to be considered for any Order in excess of $10,000.00.

3.3. Orders: The IDIQs have been organized into regions to provide for more competition within a selected region, to reduce the VA's carbon footprint, and allow for easier coordination with the customer and vendor. This also ensures each region of the country is well represented. The region selected should be determined based on the delivery point of the furniture items being procured.

4. **Developing your Requirement:**
The procurement package shall be developed with necessary documents outlined in the procurement checklist (see Attachment 2).

4.1. **Market Research:** An abbreviated Market Research Template has been developed by the Integrated Product Team (IPT). The template should be utilized at the Task/Delivery order level to fulfill local Market Research and Acquisition planning requirements. Once the requirement is known, follow the ordering procedures below in Section 7.

4.2. Within Scope Determination: During procurement package development the ID program staff will determine if the specific request is within the scope of the IDIQs. This will be confirmed by the IDIQ Ordering CO. Please note that the data entered should be sufficient to determine if the work requested is within the scope of the IDIQ.

When an item is within the scope of the IDIQ, but the station requires a specific product that is not available through the IDIQ or wishes not to use the IDIQ, a Waiver must be submitted and approved. (See Attachment 1 for Waiver form)

4.3. Determine the Items and IDIQ Term: The IDIQ includes a price/cost schedule that provides prices or specific items. The IDIQ ordering period is 6 August 2018 – 5 August 2023 (60-months) with one (1) 60-month optional ordering period.

4.4. Request for Quotation (RFQ): The IDIQ Ordering CO, having reviewed the Purchase Request (PR) for completeness, will issue a Request for

Quotation (RFQ) (if the requirement exceeds $10,000.00) to all IDIQ Holders in the region covered to ensure adequate competition in compliance with and as defined in FAR 16.505 (b)(1)(i) Ordering.

4.5. Contractors' Response to Quote: Each RFQ will specify its corresponding response time for either a quote or a "No Response" statement from Contractors.

4.6. Evaluation of Quotes: The IDIQ Ordering CO has broad discretion in developing evaluation criteria for individual task/delivery orders. The IDIQ Ordering CO, COR, and Interior Designer (Requester) will evaluate in accordance with the individual orders evaluation criteria.

4.7. Individual orders shall list the CLIN(s) associated with the supplies to be delivered on each order. Orders shall be within scope and issued within the period of performance.

4.8. The SAC charges a nominal fee of three percent (3%) on obligations for all orders placed against these IDIQ. A SLA Fee CLIN is included in the IDIQs and must be added to each Delivery/Task order. The fee is in accordance with the Service Level Agreement (SLA) with the Office of Acquisition Operations (OAO) and will be assessed on a quarterly basis through the Supply Fund office. The savings afforded by this IDIQ offset the cost of the SLA fee, **it is important to budget for this fee**

5.0 ORDERING PROCESS

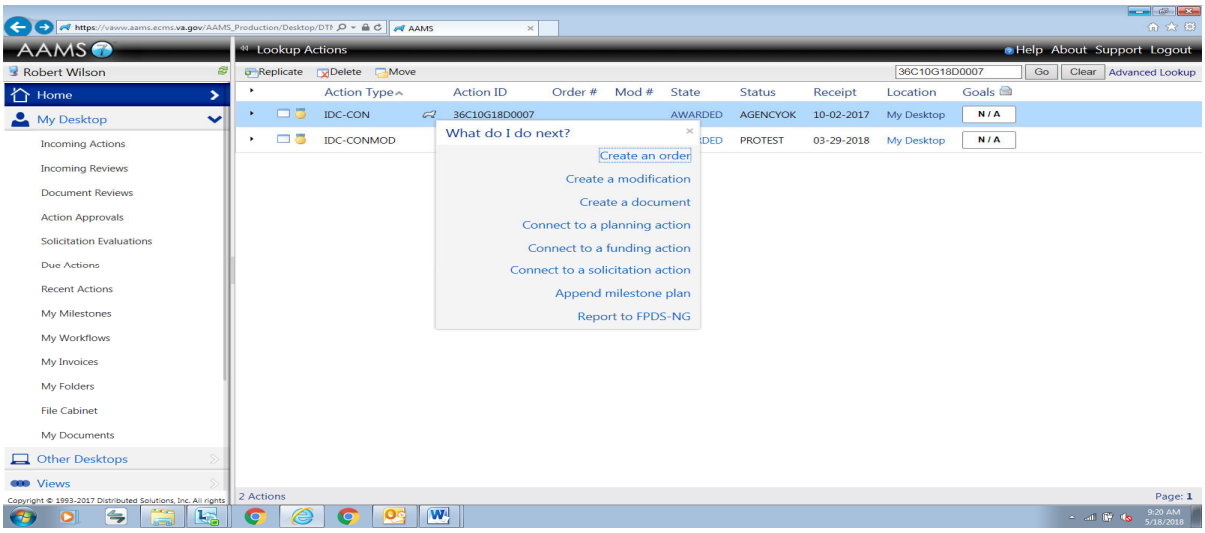
Administration offices, staff offices and/or other key officials requesting/ purchasing products identified in the overarching IDIQs described in this Ordering Guide shall follow the ordering process listed below.

5.1 Ordering Preparation Steps

The IDIQ Ordering CO may place orders by following the eCMS procedures provided below:

Ordering agencies may place orders for Furniture through a Purchase Card transaction (actions below the micro-purchase threshold) and through IDIQ Orders placed against the vendor's IDIQ number. The following are eCMS procedures for placing an order with eCMS.

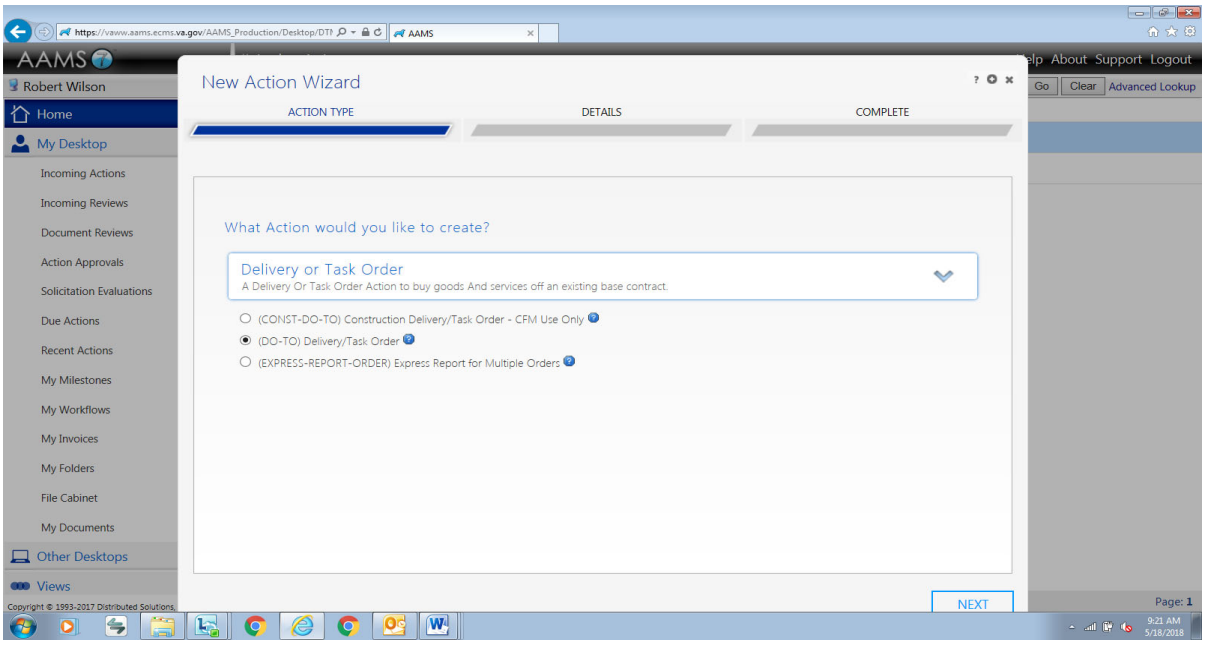
Step 1:	Step1: Create a purchase order transaction in IFCAP to obligate funds. ☑ Use the "Lookup" feature to locate the IDIQ. ☑ When you have found the correct IDIQ, click on the "Dog" next to the IDIQ number and select Create an order. ☑ **NOTE:** The IDIQ Number will be in the system if the contract vehicle was previously used in eCMS.

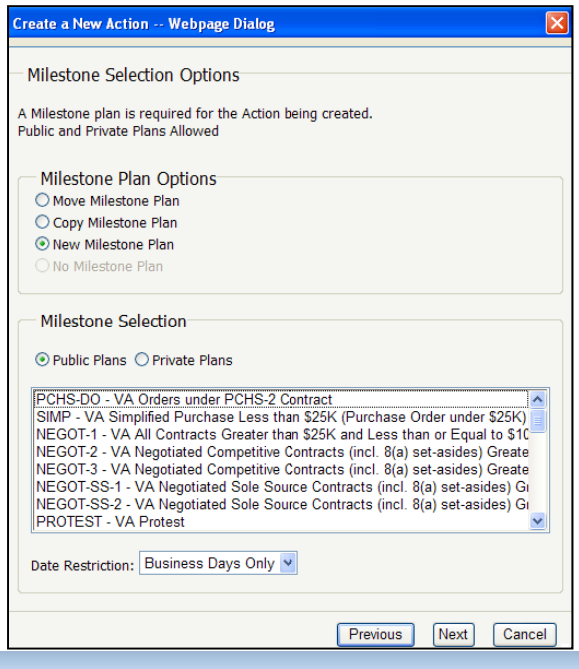


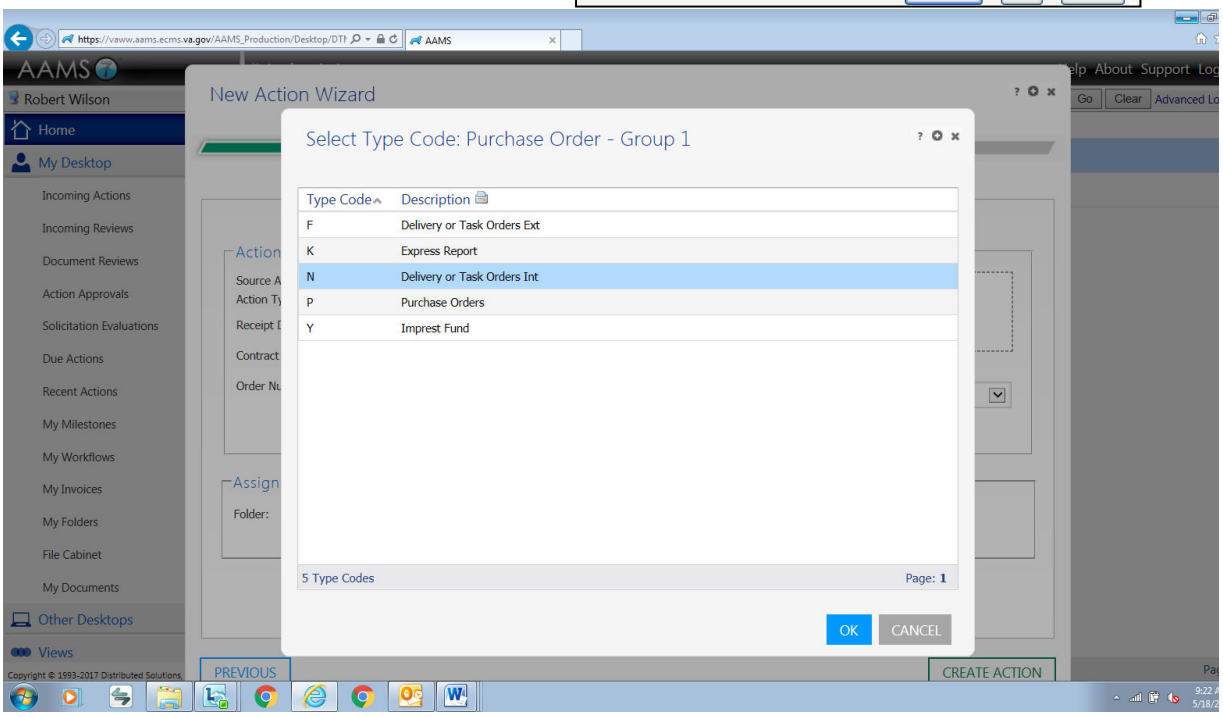
☑ Step 2: Enter the Order Number

☑ Click "Generate" to create the Order Number.

☑ From the Type Code popup, **<u>choose the "N" code</u>**, and click OK. Click Next.







The New Milestone Plan radio button will be selected.

If you want a New Milestone Plan, Public Plan or Private Plan. select a.

Select the Date Restriction:.

Click Next.

	Click Create Action. Click Finish to access the new action. The order action is created.
Step 3:	☑ If desired, remove the milestone plan from the order action by doing the following: ☑ From the Milestones tab of the action, click on Remove All. ☑ Click Yes on the Confirmation window, and ☑ Click Yes on the second Confirmation window.
Step 4:	Open the order action to the Summary tab. Update the title, from the copied action, as needed. Add comments if desired.
Step 5:	Navigate to the Data Values tab and complete the data values.
Step 6:	Navigate to the Items tab and add, edit or delete items as necessary.
Step 7:	Navigate to the Briefcase tab and add Add, rename, or delete files as necessary. For documents that are connected through related actions you can copy or move the document(s) to the current action.
Step 8:	Navigate to the FPDS tab and report the order to FPDS. **NOTE:** For additional assistance with reporting to FPDS, please refer to your ***FPDS Reporting User's Guide***.
Step 9:	Navigate to the Data Values tab and award the order in eCMS. **NOTE:** For additional assistance with awarding, please refer to your ***FPDS Reporting User's Guide***.

Congratulations! You have successfully created your IDIQ Order. To modify this order, you would use the IDIQ-DO-MOD action type.

5.2 Document Your File (eCMS)

In addition to any and all contract file documentation required at your local office, you must, at a minimum, include the following documentation in the purchase file in accordance with FAR (also known as eCMS Briefcase):

Limit documentation of purchases to essential information and forms as follows:

1. Purchasing offices shall retain data supporting purchases (paper or electronic) to the minimum extent and duration necessary for management review purposes (see Subpart 4.8). The following illustrate the extent to which quotation or offer information should be recorded:Identification of the contractor to which the IDIQ was awarded;

   A. *Oral solicitations.* The contracting office should establish and maintain records of oral price quotations in order to reflect clearly the propriety of placing the order at the price paid with the supplier concerned. In most cases, this will consist merely of showing the names of the suppliers contacted and the prices and other terms and conditions quoted by each.
   B. *Written solicitations.* For acquisitions not exceeding the simplified acquisition threshold, limit written records of solicitations or offers to note or abstracts to show prices, delivery, references to printed price lists used, the supplier or suppliers contacted, and other pertinent data.

   C. *Special situations.* Include additional statements --
      (i) Explaining the absence of competition (see *13.106-1* for brand name purchases) if only one source is solicited and the acquisition does not exceed the simplified acquisition threshold (does not apply to an acquisition of utility services available from only one source); or
      (ii) Supporting the award decision if other than price-related factors were considered in selecting the supplier.

2. Evidence of compliance with section 4.0 of this ordering guide; and
3. When delivery is made or the services are performed, the supplier's sales document, delivery document, or invoice may (if it reflects the essential elements) be used for the purpose of recording receipt and acceptance of the supplies or services. However, if the purchase is assigned to another activity for administration, the authorized Government representative shall document receipt and acceptance of supplies or services by signing and dating the agency specified form after verification and after notation of any exceptions.

5.3 IDIQ Order Delivery Requirements: In accordance with Block 15 of the SF 1449 the delivery will be established by the individual task/delivery order(s). In accordance with FAR 16.505 the delivery order shall include the following:

Orders placed under indefinite-delivery contracts must contain the following information:

(i) Date of order.

(ii) Contract number and order number.

(iii) For supplies and services, line item number, subline item number (if applicable), description, quantity, and unit price or estimated cost and fee (as applicable). The corresponding line item number and subline item number from the base contract shall also be included.

(iv) Delivery or performance schedule.

(v) Place of delivery or performance (including consignee).

(vi) Any packaging, packing, and shipping instructions.

(vii) Accounting and appropriation data.

(viii) Method of payment and payment office, if not specified in the contract (see 32.1110(e)).

5.4 Award: The local VISN CO(s) will place individual task/delivery orders against the IDIQ.

5.5 Award Notification: The IDIQ Ordering CO is responsible for notifying the Contractor, the Requiring Office and the Strategic Acquisition Center (SAC) CO of any/all awards.

6. IDIQ Roles and Responsibilities:

6.1 SAC Contracting Officer: The SAC CO has overarching responsibility for all established IDIQs and competing follow-on contracts beyond the initial 60-month ordering period and for the 60-month option ordering period if exercised covered by respective IDIQs.

6.2. IDIQ Ordering Contracting Officer: The IDIQ Ordering CO is responsible for ensuring all awardees are provided fair opportunity for order consideration in accordance with FAR 16.505 (b) which outlines competitive thresholds above and below the simplified acquisition threshold. The Contract Specialist assists the IDIQ Ordering CO with award of IDIQ Orders, administration, and works with the COR to assist with the administration of the IDIQ Order through completion.

6.3. Interior Design Program staff: The Interior Design Program staff is responsible for the initiation of a requirement, which includes development of a Product Description and an IGCE. The Interior Design Program staff is also responsible for identifying a COR and providing a COR nomination letter, ensuring that the COR has completed all requisite training, and ensuring that the COR training certificates are sent with the PR, if required. In addition, the Interior Design Program staff is responsible for ensuring funds are available for the requirement.

6.4. Contracting Officer's Representative (COR): If a COR is assigned, the COR duties will be delineated in the COR designation/appointment letter. In general, the COR responsibilities are to assist in the technical monitoring and/or administration of respective IDIQ Orders.

6.5. Fiscal Office

The Contractor is paid the invoiced amount from the responsible individual ordering facilities payment office.

7.0. IDIQ Contract Holders: Reference Attachment for IDIQ contractor's details (includes the IDIQ number, the Contractor's name and point of contact information for each IDIQ).

8.0 Contact Information:

VA Enterprise-Level Support Staff

Questions? We are here to help:

Vicki Whiteman, Contracting Officer, Strategic Acquisition Center

vicki.whiteman@va.gov

Robert Wilson, Contract Specialist, Strategic Acquisition Center

robert.wilson11@va.gov

Christine Emanuelson , VHA Contracting Officer's Representative (COR)

Christine.Emanuelson@va.gov

Attachment 1

IDIQ WAIVER

Document Number: _____ **Customer:** _____

Contract/Order Number:_____

Description of Requirement: _____

_____

Reason for Waiver Request: Select the most appropriate reason.

☐ Type of Furniture being requested is not covered by the Furniture IDIQs:

Explain: _____

_____

_____

☐ Furniture must be compatible with furniture from a vendor not on the IDIQ list:

Justification:_____

_____

_____

☐ Other:

Explain:_____

_____

_____

Prepared By: _____ Date: _____
(Interior Designer)

Reviewed By: _____ Date: _____
(Interior Design Supervisor)

Reviewed By: _____ Date: _____
Environmental Programs Service (10NA7)

Approved: _____ Date: _____
Strategic Acquisitions Center (SAC)

Attachment 2

	Enclosed	Not Required
1. **2237** FUNDED ☐ UNFUNDED ☐ Is the 2237 corresponding to this request funded or unfunded at this moment?	☐	☐
2. **List any VA Directives or policies that the supply or equipment being purchased must comply with:** Mandatory IDIQ use VHA Directive 1761.1	**X available**	☐
3. **Sole Source**: Use contract hierarchy when determining the source of supply. Compete for open market requirements to the maximum extent possible unless otherwise directed to a required source, such as a Service Disabled Veteran Owned Small Business (SDVOSB). Competition maximizes quality and drives down cost. VA Acquisition Circular 2008-01 If a sole source is requested, a justification document is required. The justification document is a collaborative effort between the requiring activity and the contracting office and must be initiated by the requirements office by filling out the required portions of the form and submitting it to the contracting office for completion and subsequent approval. Please contact your NCO to determine which Attachment in the table below is required for your sole source request. (Reference: VHA SOP for Other Than Full and Open Competition.)	☐	☐

Attachment:	Sole Source Templates:
Attachment 1:	Justification for Limiting Sources **$10K up to $250K for Orders**
Attachment 2:	Justification for Limiting Sources **over $250K for Orders**
Attachment 3	Justification for Other Than Full and Open Competition greater than $250K for Open Market Items/Services
Attachment 4:	Single Source Award Justification for Simplified Acquisitions Procedures (SAP) **under $250K for Open Market Items/Services**

Attachment 5: Justification for an Exception to Fair Opportunity for Open Market Items/Services Attachment 6: JHCR Approval Memo with Justification for all sole source for HCR under 38 USC 8153. Note: If the item you are purchasing must be provided by only one company- a specific item only offered by one supplier for example - you must provide convincing and thorough evidence that only that one company can meet the needs of the project. This justification should demonstrate that the specific equipment or product you are requesting is not only a preference but that it is also a necessity.		
4. IDIQ Contract # _____	X	☐
5. Functional/Performance/Specification: (SOW) Describe equipment/supply use. If brand name items are requested, it must be supported by a sole source justification. (See Template in the Toolkit)	☐	☐
6. **Applicable Drawings:** Provide any applicable drawings, maps, schematics in electronic format (if required) – example furniture or kitchen equipment purchases where space is a critical element for dimension or installation location requirements.	☐	☐
7. **Market Research:** Formal Market Research was conducted by the IPT establishing the IDIQ(s). A limited Market Research should be conducted at the Task/Delivery Order level to verify that the requirement fits in the scope of the IDIQ(s).	☐	☐
8. Independent Government Estimate: The IGCE serves as an important basis for determining the reasonableness of an offeror's proposed costs and understanding of a given solicitation. The IGCE is considered source selection information, and it should not be shared with anyone outside the VA Acquisition Team, absent the express consent of the CO. Please provide the methodology and data used to develop the estimate. A sample template is located in Chapter 10 (IGCE) of the Customer Reference Guide.	☐	☐

9. **Recommended Source List:** See IDIQ Awarded Contractors.	☐	**X**
10. Security: The Checklist for Information Security ("Appendix A") of VA Handbook 6500.6 was completed for the IDIQ and is not needed for each task order per the SAC.	☐	**X**
11. **Detailed Evaluation Criteria:** Provide a list of recommended technical evaluation panel members. Provide evaluation criteria to always include Price and Past Performance. Additional factors, such as Management Approach, Technical Capability and Quality Assurance may also be included. For each factor, please describe the information to be requested from the offerors that will be used to evaluate the proposals. Based on the complexity of the procurement, sub-factors may also be developed for each of these. **(IPT to provide Template)**	☐	☐
12. **Evaluation Team:** Provide names to serve on the evaluation team. Make sure they are subject matter experts.	☐	☐
If estimate is above $5M This requirement has been met through the IPT for IDIQ Competition. No additional IPT is required per the SAC.	☐	**X**

Attachment 3: Invoicing

Invoicing Process

The contractor will send the Customer/COR the invoice as noted in the IDIQ document pursuant to Section A.1.B. CONTRACT ADMINISTRATION: The IDIQ Ordering CO receives the invoice from the Customer/COR and certifies vendor invoices. The IDIQ Ordering CO will work with the Customer/COR to verify that all work and deliverables cited on invoices have been accomplished and charged in accordance with the terms and conditions of the contract.

Attachment 4: IDIQ Contractor Information

A Pomerantz Co **1123 S Broad Street, STE 1260** **Philadelphia, PA 19109** **DUNS Number: 943341222** **Phone Number: (267) 838-2587**	**Region 1: 36C10G18D0006;** **Region 2: 36C10G18D0011;** **Region 3: 36C10G18D0016;** **Region 4: 36C10G18D0021;** **Region 5: 36C10G18D0027**	**POC for Requests for Quote** **• Region 1 – POMregion1@pomerantz.com** **• Region 2 – POMregion2@pomerantz.com** **• Region 3 – POMregion3@pomerantz.com** **• Region 4 – POMregion4@pomerantz.com** **• Region 5 – POMregion5@pomerantz.com** **POC for CPARS** **• Holly L. Gack – gack@pomerantz.com** **POC for Quarterly Reports and Invoices** **• Jason Lee – lee@pomerantz.com**
GovSolution Inc. **108 S Birdneck Road** **Virginia Beach, VA 23451** **DUNS Number: 186957952** **Phone Number: (757) 430-7890**	**Region 1: 36C10G18D0007;** **Region 2: 36C10G18D0012;** **Region 3: 36C10G18D0017;** **Region 4: 36C10G18D0023;** **Region 5: 36C10G18D0028**	**RFQ: Holly Casto:** **VHA@govsolutionsinc.com;** **CPARS: Holly Casto:** **VHA@govsolutionsinc.com;** **Invoicing: Billy Howe:** **VHA@govsolutionsinc.com**
JohnsonDanforth & Associates **2200 N. Rodney Parham Rd, STE 120** **Little Rock, AK 72212** **DUNS Number: 607316044** **Phone Number: (501) 404-4811**	**Region 1: 36C10G18D0008;** **Region 2: 36C10G18D0013;** **Region 3: 36C10G18D0018;** **Region 4: 36C10G18D0022;** **Region 5: 36C10G18D0029**	**RFQ: Fred Danforth:** **fred@johnsondanforth.com;** **CPARS: Kevin Johnson:** **kevin@johnsondanforth.com;** **Invoices: Fred Danforth:** **fred@johnsondanforth.com;**
Veteran Office Design **3216 Chaucher Dr** **Charlotte, NC 28210** **DUNS Number: 79344112** **Phone Number: (980) 721-2184**	**Region 1: 36C10G18D0009;** **Region 2: 36C10G18D0014;** **Region 3: 36C10G18D0019;** **Region 4: 36C10G18D0024;** **Region 5: 36C10G18D0030**	**RFQ: Jeremy Douglas:** **Jeremy@veteranofficedesign.com;** **CPARS: Jeremy Douglas:** **Jeremy@veteranofficedesign.com;** **Invoices: Jennie Douglas:** **Jennie@veteranofficedesign.com**
JPL & Associates **1520 Pelican Point Dr,STE BA151** **Sarasota, FL 34231 DUNS Number: 791303667** **Phone Number: (941) 538-6473**	**Region 1: 36C10G18D0010;** **Region 2: 36C10G18D0015;** **Region 3: 36C10G18D0020;** **Region 4: 36C10G18D0025;** **Region 5: 36C10G18D0031**	**RFQ: Stefanie Lannon: stefanie@jpl-associates.com;** **Kris Kelly: kris@jpl-associates.com** **CPARS: Stefanie Lannon: stefanie@jpl-associates.com;** **Invoices: Katerina Polen: katerina@jpl-associates.com** **Cc: accounting@jpl-associates.com**

The Russell Group United **1250 Arthur E Adams Drive, STE 204** **Columbus, OH 43221** **DUNS Number: 78748288** **Phone Number: (614) 353-6853**	**Region 1: 36C10G18D0037;** **Region 2: 36C10G18D0039;** **Region 3: 36C10G18D0040;** **Region 4: 36C10G18D0026;** **Region 5: 36C10G18D0032**	**RFQ: Doug Wagner:** **Doug.Wagner@TRGUnited.com;** **Connie Caradonna:** **Connie.Caradonna@TRGUnited.com; CPAR:** **George Nelson:** **George.Nelson@TRGUnited.com: Diane Flinders: Diane.Flinders@TRGUnited.com;** **Invoices: Scott Singratsomboune:** **Scott.Singratsomboune@TRGUnited.com;** **Connie Caradonna:** **Connie.Caradonna@TRGUnited.com;** **Website: www.trgunited.com**
SDV Office Systems **26 MaCallan Lane** **Ashville, NC 28805 DUNS Number: 964786078 Phone Number: (828) 577-1647**	**Region1: 36C10G18D0059;** **Region 2: 36C10G18D0063;** **Region 3: 36C10G18D0072;** **Region 4: 36C10G18D0066;** **Region 5: 36C10G18D0069**	**RFQ: Jen Vis: jen@sdvosystems.com** **CPARS: Dan Whisnant:** **dan@sdvosystems.com** **Invoices Mike Gilbert:** **mike@sdvosystems.com** **Website: www.sdvosystems.com**
Cuna Supply LLC 5455 Dashwood St, STE 500 **Bellaire, TX 77401** **DUNS Number: 608640517 Phone Number: (214) 679-9359**	**Region 1: 36C10G18D0060;** **Region 2: 36C10G18D0064;** **Region 3: 36C10G18D0073;** **Region 4: 36C10G18D0067;** **Region 5: 36C10G18D0070**	**RFQ/CPARS/Invoices: Mike Barnes:** **VA.IDIQ@cunasupply.com**
Coronado Distribution Company **8653 Avendia Costa Notre** **San Diego, CA 92154 DUNS Number: 965961860 Phone Number: (619) 474-1350 x 217**	**Region 1: 36C10G18D0061;** **Region 2: 36C10G18D0065;** **Region 3: 36C10G18D0074;** **Region 4: 36C10G18D0068;** **Region 5: 36C10G18D0071**	**RFQ: Kelley Murphy:** **VHAFurnitureIDIQ@coronadodc.com:** **CPARS: Kelley Murphy:** **kelley.murphy@coronadodc.com;** **Invoices: John Duncan:** **accounting@coronadodc.com:** **Website: http://www.coronadodc.com/**

Attachment 5: Regional Map

Region 1: Northeast

Region 2: Southeast

Region 3: Midwest

Region 4: Central

Region 5: West

Attachment 1

IDIQ WAIVER

Document Number: _____ **Customer:** *facility name / project*

Contract/Order Number:_____ *(previous order if matching existing)*

Description of Requirement: _____

_____

Reason for Waiver Request: Select the most appropriate reason.

☐ Type of Furniture being requested is not covered by the Furniture IDIQs:

Explain: _____

_____

_____

☐ Furniture must be compatible with furniture from a vendor not on the IDIQ list:

Justification:_____

_____

_____

☐ Other:

Explain:_____

_____

_____

Prepared By: _____ Date: _____
(Interior Designer)

Reviewed By: _____ Date: _____
(Interior Design Supervisor)

Reviewed By: _____ Date: _____
Environmental Programs Service (10NA7)

Approved: _____ Date: _____
Strategic Acquisitions Center (SAC)