List of anticipated items and placement

Admin Room 106

- Required Furniture:
    - 3 Corner Desks
    - 1 Small Desk
    - 4 Under-Desk Filing Cabinets
- Placement:
  The room features three corner desks and one smaller desk forming one continuous line of worksurfaces around the room. One corner desk is positioned against the southwest corner, a second corner desk is against the northwest corner, and a third corner is against the northeast corner. A smaller desk is placed along the east wall, south of the northeast corner desk. An under-desk filing cabinet should be placed under each of the four desk units. A space for an existing microwave and mini-fridge is located on the south wall, to the east of the desk and west of the entry door.

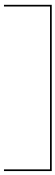
Admin Room 108

- Required Furniture:
    - 2 Height-adjustable corner desks with cord management
    - 2 Dual-monitor arms
    - 2 Under-Desk Filing Cabinets
- Placement:
  Two identical, height-adjustable corner desks are arranged in the room. The first is placed in the northwest corner, extending along the north and west walls. The second is in the southeast corner, extending along the south and east walls. Each workstation includes a dual-monitor arm and an under-desk filing cabinet.

Ready Room 101

- Required Furniture:
    - 1 Large rectangular conference table (approx. 84x36 inches) with a fixed top and stable T-base
    - 5 Desks / workstations with cord management
    - 5 Under-desk cubbies with doors
    - 1 Modesty panel
- Placement:
  a. All furniture will be located south of the vestibule.

  b. Along the eastern wall, five workstations are arranged in a shape such as:

  The top of this configuration requires a modesty panel to provide separation and privacy, and it will be located at the entrance to the vestibule. A continuous surface is formed by placing individual desks together. An under-desk cubby with a door is placed between each of the five workstations to provide separation and storage.

  c. A large, rectangular conference table without wheels is centrally located south of the vestibule.

Office Chairs

- Required items:
    - 2 EACH Task Chairs (Mid-Back), mesh back & foam seat, adjustable arms, mesh back & foam seat, adjustable arms, casters
    - 10 EACH Task Chairs (High-Back) mesh back & foam seat, adjustable arms, headrest, tilt & recline, casters
    - 6 EACH Task Chairs (Mid-Back) No mesh, adjustable arms, tilt & recline, casters

- Characteristics:
    - All chairs must be durable, ergonomic, highly adjustable, and suitable for regular use in an office setting.

Other Requirements

1. Desired finishes. All furniture will match in style and material.

    Worksurfaces: Laminate woodgrain tops in dark brown/walnut

    Metal: Grey

2. For all worksurfaces, depth is estimated to be 24".

3. All cabinets and cubbies must include locks.

4. Contractor is to provide assembly and installation of all materials.

5. Specify warranties on all parts.

6. Contractor to dispose of all waste.

7. Dimensions are not defined for the majority of the requirement. The contractor will determine size and suitability for rooms.

8. All furniture is to be installed on the first floor.

9. Allowable days and times for installation: Mon-Thurs 0730-1600 hrs.

10. Distance to nearest loading accessible loading dock: CE loading dock, approximately 0.15 miles.

11. Contractor to dispose of existing furniture, consisting of:

    a. 10 desks

    b. 16 chairs

    c. 1 conference table