

INVITATION TO BID

BID NO. 14-0030-7

FURNITURE FOR HUMAN RESOURCES DEPARTMENT

BID OPENING: 2:00PM, APRIL 4, 2014

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.**

 X GENERAL INFORMATION AND INSTRUCTIONS TO BID WITH ATTACHMENTS

 SURETY REQUIREMENTS (a Bid Bond of 5% with this ITB)

 X PROPOSAL

 PLANS/DRAWINGS

 X BID SCHEDULE

 PERFORMANCE BOND

 PAYMENT BOND

 CONTRACT

 X LEGAL NOTICE

 X ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT.

 X DOCUMENTATION OF ABILITY TO PERFORM BID REQUIREMENTS. THIS MAY BE REQUIRED OF BIDDERS AFTER SUBMISSION OF BIDS.

COUNTY TAX CERTIFICATE REQUIREMENT - Contractor must supply a copy of their Tax Certificate from their location in the State of Georgia, as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY _____

COUNTY _____

OTHER _____

The Chatham County Board of Commissioners has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with at least 51% ownership by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/woman owners. Please check ownership status as applicable:

African-American_____ Asian American_____ Hispanic_____

Native American or Alaskan Indian_____ Woman_____

In the award of Competitive Sealed Proposals, minority/woman participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBER(S)_____

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY:_____
DATE

SIGNATURE

TITLE:_____

COMPANY:_____

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623

Date: March 25, 2014

BID NO. 14-0030-7

GENERAL INFORMATION FOR INVITATION FOR BID

This is an invitation to submit a bid to supply Chatham County with construction, equipment, supplies and/or services as indicated herein. Sealed bids will be received at the Office of the Purchasing Agent, at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 up to 2:00PM, April 4, 2014** at which time they will be opened and publicly read. **The County reserves the right to reject all bids that are non-responsive or not responsible.**

Instructions for preparation and submission of a bid are contained in this Invitation For Bid package. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

This project IS a Special Purpose Local Option Sales Tax (SPLOST) Project. See paragraph 2.22 for M/WBE participation goals.

SECTION I INSTRUCTIONS TO BIDDERS

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a bid to supply Chatham County with equipment, supplies, and/or services as described herein. All bids are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 **How to Prepare Bids:** All bids shall be:

- a. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- b. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the bid. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

1.3 **How to Submit Bids:** All bids shall be:

- a. **An original and duplicate copy must be submitted in a sealed opaque envelope, plainly marked with the bid number and title, date and time of bid opening, and company name.**
- b. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

**Chatham County Purchasing and Contracting
Purchasing Agent
1117 Eisenhower Drive
Suite C
Savannah, Georgia 31406.**

BIDS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.4 **How to Submit an Objection:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- a. When a pre-bid conference is scheduled, bidders shall either present their oral objections at that time or submit their written objections at least two

(2) days prior to the scheduled pre-bid conference.

- b. When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
 - c. The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.
- 1.5 **Failure to Bid:** If a bid is not submitted, the business should return this invitation to bid document, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.7 **Standards for Acceptance of Bid for Contract Award:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.8 **Bid Tabulation:** Tabulations for all bids will be posted for thirty (30) days after the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>.
- 1.9 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.10 **Responsible / Responsive Bidder:** *Responsible Bidder* means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. *Responsive Bidder* means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
- 1.11 **Compliance with Laws:** The bidder and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply

with any and all other standards or regulations required by federal, state or County stature, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.

- 1.12 **Contractor:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.13 **Local Preference:** On 27 March 1998, the Board of Commissioners adopted a Local Vendor Preference Ordinance. This Ordinance does not apply to construction contracts. However, contractors are encouraged to apply the same method when awarding bids to local and local M/WBE businesses whenever possible in order to promote growth in Chatham County's economy. **NOTE: Local Preference does not apply to Public Works Construction contracts.**
- 1.14 **Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

**** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.**

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to the Board contract.

- 1.15 **Performance Evaluation:** On 11 April 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Agent.

- 1.16 **Payment of Taxes:** No contract shall be awarded unless all real and personal property

taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

- 1.17 **State Licensing Board for General Contractors:** Pursuant to Georgia law, the following types of contractors must obtain a license from the State Licensing Board of Residential and General Contractors by 1 July 2008 :

***Residential - Basic Contractor** (Contractor work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height).

***Residential - Light Commercial Contractor** (Contractor work or activity related to multifamily and multiuse light commercial buildings and structures).

***General Contractor** (Contractor work or activity that is unlimited in scope regarding any residential or commercial projects).

See "Checklist for Submitting Bid" for the type of license required for this project.

- 1.18 **Immigration:** On 1 July 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. Contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

Systematic Alien Verification for Entitlements (SAVE) Program: O.C.G.A. 50-36-1, required Georgia counties to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits are legally present in the United States. Contracts with the County are considered "public benefits. Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for Chatham County Benefit Application prior to receiving any County contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

Protection of Resident Workers: Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (IN) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the IN, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

- 1.19 **Surcharge:** Unless otherwise stated in this bid, all prices quoted by the contractor/vendor must be F.O.B. Chatham County, Savannah, GA. with all delivery handling, surcharges, and other charges included in the bid price. Failure to do so may cause rejection of the bid. The County will not pay additional surcharges.

SECTION II GENERAL TERMS, CONDITIONS AND EXCEPTIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Multiple Bids:** No vendor will be allowed to submit more than one (1) bid. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-bid Conference or submitted in writing at least five (5) days preceding the bid opening date.
- 2.3 Not Used.
- 2.4 **Prices to be Firm:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from bid opening date, unless otherwise stated in the bid.
- 2.5 **Completeness:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.6 **Quality:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship. Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.
- 2.7 **Guarantee:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period, any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County as being least detrimental to the operation of County business.

- 2.8 **Liability Provisions:** Where bidders are required to enter or go onto Chatham County property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.
- 2.9 **Cancellation of Contract:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.10 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.
- 2.11 **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose or restricting competition.
- 2.12 **Award of Contract:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or proposal that serves as the best value to Chatham County.

2.13 **Procurement Protests:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

2.14 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, certifications, all requirements for licensing, insurance, and registrations, or other documentation required by the Design Professional engaged to develop Scope of Work, specifications and plans. These documents will be listed in the Special Conditions further on in this solicitation. Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.

Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being unresponsive or irresponsible whenever such bidder/proposer cannot document the ability to deliver the requested product.

2.15 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified. Please contact the Building Safety and Regulatory Services at (912) 201-4300 for additional information.

NOTE: No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

2.16 **Insurance Provisions, General:** The selected contractor shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract.**

2.16.1 General Information that shall appear on a Certificate of Insurance:

Name of the Producer (Contractor's insurance Broker/Agent).

Companies affording coverage (there may be several).

Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).

A Summary of all current insurance for the insured (includes effective dates of coverage).

A brief description of the operations to be performed, the specific job to be

performed, or contract number.
Certificate Holder (This is to always include Chatham County).

Chatham County as an Additional Insured: Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not** to be included as an Additional Insured on insurance contracts.

2.16.2 **Minimum Limits of Insurance** to be maintained for the duration of the contract:

- a. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- b. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- c. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an Any Auto basis.

2.16.3 Special Requirements:

- a. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- b. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- c. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.

- d. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- e. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance is updated for the entire term of the Contract.
- f. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- g. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- h. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.16.4 **Additional Coverage for Specific Procurement Projects: NOT APPLICABLE FOR THIS PROJECT**

- a. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

Minimum Limits:

\$1 million per claim/occurrence

Coverage Requirement:

If claims-made, retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if tail coverage has been purchased and the duration of the coverage.

- b. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.
Minimum Limits: All-Risk coverage equal 100% of contract value
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

- 2.17 **Compliance with Specification - Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidders proposal or bid and by reference are made a part hereof.
- 2.18 **Signed Bid Considered Offer:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.19 **Notice to Proceed:** The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful bidder does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.20 **Payment to Contractors:** Instructions for invoicing the County for products delivered to the County are specified in the contract document.
 - a. Questions regarding payment may be directed to the Finance Department at (912) 652-7900 or the County's Project Manager as specified in the contract documents.
 - b. Contractors will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract document.
 - c. Upon completion of the work or delivery of the products, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
 - d. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.21 **Not Used**

2.22 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for minority/woman, small and disadvantaged business participation in construction, professional services, and general procurement.

- a. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise "Good Faith Effort" in obtaining the goal established for M/WBE participation.
- b. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and women owned businesses, through M/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the County Contracts Administrator, a report on Minority/Women Business Enterprise participation.

Goals established for this project is 30% COMBINED M/WBE.

- c. A Minority/Women Business Enterprise (M/WBE) is a business concern that is at least 51% owned by one or more minority/women individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners.
- 2.23 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified M/WBE's. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. **Forms** requiring the signatures of bidders or proposers are enclosed as **Attachments** and must be completed and returned with your bid response. If forms are not completed and submitted, the bid may be considered nonresponsive.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. The County particularly urges general contractors to give emphasis to subcontracting with local area firms.

For information on the program or M/WBE contractors/vendors please contact Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 310, Savannah, Georgia 31401, (912) 652-7860 phone, (912) 652-7849 fax.

- 2.24 **GEORGIA OPEN RECORDS ACT** - The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.

Responses to RFP's shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.

The vendor and their bid price in response to the ITB will be read aloud at public bid openings. After Bid Tabulations, the ITB shall be available for public viewing.

Chatham County shall not be held accountable if material from responses is obtained without the written consent of the vendor by parties other than the County, at any time during the solicitation evaluation process.

- 2.25 **GEORGIA TRADE SECRET ACT of 1990** - In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a Trade Secret. The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.26 **CONTRACTOR RECORDS** -The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up to three (3) years following completion. Again, this is contract specific to the County contracts only.
- 2.27 **EXCEPTIONS**-All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Georgia Open Records Act except as provided below:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
 - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to rebid the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offer or, upon request, shall be afforded the opportunity to inspect proposal

records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

- c. Trade secrets or proprietary information submitted by a bidder, offer or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Georgia Open Records Act; however, the bidder, offer or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.

2.28 Not Used

SECTION III ADDITIONAL CONDITIONS

- 3.1 **METHOD OF COMPENSATION.** The compensation provided for herein shall include all claims by the CONTRACTOR for all costs incurred by the CONTRACTOR in the conduct of the Project as authorized by the approved Project Compensation Schedule and this amount shall be paid to the CONTRACTOR after receipt of the invoice and approval of the amount by the COUNTY. The COUNTY shall make payments to the CONTRACTOR within thirty (30) days from the date of receipt of the CONTRACTOR's acceptable statement on forms prepared by the CONTRACTOR and approved by the COUNTY.
- 3.2 **SURETY REQUIREMENTS and Bonds: (DOES NOT APPLY TO THIS PROJECT)**
 - A. Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.
 - B. Contractor(s) shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet

specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.

- C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.
- D. Bidder acknowledges Chatham County's right to require a Performance and Payment Bond of a specific kind and origin. Performance Bond means a bond with good and sufficient surety or sprites for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done. Payment Bond means a bond with good and sufficient surety or sureties payable to the governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the public works construction contract.
- E. Forfeit the amount of the Bid Bond if he/she fails to enter into a contract with Chatham County to do and/or furnish everything necessary to provide service and/or accomplish the work stated and/or specified in this bid proposal for the bid amount, and;

3.3 AUDITS AND INSPECTIONS:

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

3.4 WARRANTY REQUIREMENTS:

- a. Provisions of item 2.7 apply.
 - b. Warranty required.
- X
- 1. Standard warranty shall be offered with bid.
 - 2. Extended warranty shall be offered with bid. The cost of the extended

warranty will be listed separately on the bid sheet.

3.5 **TERMS OF CONTRACT:** (check where applicable):

- a. Annual Contract (With renewal options for four (4) additional one (1) year terms if all parties agree)
- X b. One-time Purchase
- c. Other **ONE TIME CONTRACT**

CONVERSATIONS OR CORRESPONDENCE REGARDING THIS SOLICITATION OR REPORT BETWEEN PROSPECTIVE OFFERORS AND PERSONS OUTSIDE THE CHATHAM COUNTY PURCHASING OFFICE WILL NOT BE CONSIDERED OFFICIAL OR BINDING UNLESS OTHERWISE SPECIFICALLY AUTHORIZED WITHIN THIS DOCUMENT.

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/ Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This _____ day of _____ 20 ____.

BY _____
SIGNATURE

TITLE

COMPANY

Phone / Fax No.

CHATHAM COUNTY, GEORGIA
SURETY REQUIREMENTS

A Bid Bond for five percent (5%) of the amount of the bid is not required to be submitted with each bid.

A Performance Bond for one hundred percent (100%) of the bid shall not be required of the successful bidder.

The Bidder certifies that he/she has examined all documents contained in this bid package, and is familiar with all aspects of the proposal and understands fully all that is required of the successful bidder. The Bidder further certifies that his/her bid shall not be withdrawn for thirty (30) days from the date on which his bid is publicly opened and read.

The Bidder agrees, if awarded this bid, he/she will:

- A. Furnish, upon receipt of an authorized Chatham County Purchase Order, all items indicated thereon as specified in this bid proposal for the bid amount, or;
- B. Enter a contract with Chatham County to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this bid proposal for the bid amount, and;
- C. Furnish, if required, a Performance Bond, and acknowledges Chatham County's right to require a Performance Bond of a specific kind and origin, and;
- D. Forfeit the amount of the Bid Bond if he/she fails to enter a contract with Chatham County as stated in (B) above, within fifteen (15) days of the date on which he/she is awarded the bid, and/or;
- E. Forfeit the amount of the Performance Bond if he/she fails to execute and fulfill the terms of the contract entered. The amount of forfeiture shall be:
 - 1. The difference between his/her bid and the next lowest, responsible bid that has not expired or been withdrawn, or;
 - 2. The difference between his/her bid and the amount of the lowest, responsible bid received as a result of rebidding, including all costs related to rebidding.

COMPANY

DATE

SIGNATURE

TITLE

TELEPHONE NUMBER

FURNITURE FOR HUMAN RESOURCES DEPARTMENT

SPECIFICATIONS FOR: **BID NO. 14-0030-7**

4.1 GENERAL SPECIFICATIONS:

The purpose of this solicitation is to purchase office furniture as required to furnish the newly renovated Human Resources Department located at 123 Abercorn Street, Savannah, Georgia. For additional information concerning these specifications, please contact Ms. Robin Maurer, CPPB, Procurement Specialist, at (912) 790-1623. See attached spreadsheet listing furniture specifications and furniture layouts. Please note that on the furniture layout that room 132 has been changed, revision is also attached. Specifications and corresponding furniture layout are included in and made part of this solicitation.

4.2 CONTRACT SPECIFICATIONS:

- 4.2.1 Provide line item and unit pricing for each product. Include all related charges should be F.O.B. to Destination. Also include inside delivery and setup for each product so it can be used as a standalone price.
- 4.2.2 All items need to be fully assembled by the vendor and trash removed from jobsite.
- 4.2.3 Bidders are not required to provide a price for each line item and the County reserves the right to award in whole or in part whichever is deemed to be in the best interest of the County.
- 4.2.4 The attached information is the basis of design for each product. If bidding a similar product from an alternate manufacturer, the bidder must indicate any and all "difference" or "deviations" from the basis of design product. Bidder must provide tear sheets and specifications. The County will make the final determination if the alternate product is acceptable.
- 4.2.5 Deliveries and setup to Chatham County Human Resources Department, 123 Abercorn Street, Savannah, Georgia.
- 4.2.6 Each piece of furniture is to be assembled and placed in the appropriate location that corresponds to room layout.
- 4.2.7 Building is ready for occupancy after April 28, 2014. Earliest possible delivery and installation dates are requested and should be noted in bid response as an attachment.
- 4.2.8 This contract will be awarded to the vendor offering the lowest net price and the earliest possible delivery and installation dates to the County and meeting or exceeding all specifications herein. The County reserves the right to split the award if deemed to be in the County's best interest.

FURNITURE FOR HUMAN RESOURCES DEPARTMENT

Item #	Manf.	Part #	Description	Qty	U/M	Manf. Model #	Unit Price	Total Price
1	ASC	78140-T2	Inertia, Mesh/Knit Back, Task, Highback, Synchro Tilt, Task 2 Arm	4	EA			
2	ASC	14054-WA	Ayr, Midback, Stacker, With Ayr Arms	1	EA			
3	ASC	14054-NA	Ayr, Midback, No Arms	3	EA			
4	ASC	84012-MF	You, Midback, Deluxe Synchro Tilt, Multi-Functional Arm	1	EA			
5	ASC	92040-CA	Zip, Fully Upholstered, Conference, Midback, Synchro Tilt, Conference Arms	1	EA			
6	FOF	4-3622LF2	36x29.94 Two (2) drawer lateral file pulse	10	EA			
7	FOF	4-3643BC2	36 x 42.5 Square Edge Bookcase Organizer Pulse	10	EA			
8	FOF	4-7222FCR	72x22 Full Pedestal Kneespace Credenza Pulse	10	EA			
9	FOF	4-7236FDP	72x36 Double Full Pedestal Desk Pulse	10	EA			
10	FOF	4-7243HD4-2	72x15x42.5 Highback Organizer-4Doors, Pulse	11	EA			

Item #	Manf.	Part #	Description	Qty	U/M	Manf. Model #	Unit Price	Total Price
11	FOF	4-2248FRPR	22x48 Full Right Pedestal Return Pulse	2	EA			
12	FOF	4-6630FLPD	66x30 Full Left Pedestal Desk Pulse	1	EA			
13	FOF	4-7843HD4-2	78x15x42.5 Highback Organizer-4 Doors, Pulse	1	EA			
14	FOF	4-7236EBTR/CB4	72x36 Right Bullet Table with End Pulse	1	EA			
15	FOF	APSC7224R	Applause 72x24 Rectangular Top for Static Center Column Base	1	EA			
16	FOF	TSC22	T 22" Static Center Column Base for 24 & 48" ConnectEdge Top	1	EA			
17	FOF	AKS42R	Applause 42" Round Top for X Base	2	EA			
18	FOF	ASX38	Deuce 37.75" Static X Base for 42" Top	2	EA			
19	FOF	ANC20	Applause Deuce 19.625" Flip-Nest Ctr Column Base for 24&48: ConnectEdge Top	1	EA			
20	FOF	ANC2084	Applause Deuce 19.625" Flip-Nest Ctr Column Base for 84x24 Top	1	EA			
21	FOF	APNC6024R	Applause 60x24 Rectangular Top for Flip-and-Nest Center Column Base	1	EA			

Item #	Manf.	Part #	Description	Qty	U/M	Manf. Model #	Unit Price	Total Price
22	FOF	APNC8424R	Applause 84x24 Rectangular Top for Flip-and-Nest Center Column Base	1	EA			
23	FOF	4-22-42BR	22x42 Bridge Pulse	1	EA			
24	FOF	4-3656LF4	36x57.69 Four Drawer Lateral File Pulse	1	EA			
25	FOF	4-3672BC	36x14x72.5 Square Edge Bookcase Pulse	1	EA			
26	FOF	4-6622FCRL	66x22 Full Left Pedestal Credenza Pulse	1	EA			
27	FOF	4-6630FRPD	66x30 Full Right Pedestal Desk Pulse	1	EA			
28	FOF	4-6643HD4-2	66x15x42.5 Highback Organizer-4 Doors, Pulse	1	EA			
29	GLB	26-301	Vertical Files-2600 Series-3 Drawer w/Lock included	1	EA			
30	GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	14	EA			
31	OFS	30837	22Wx23.38Dx32H Guest, Rhyme	15	EA			
32	OFS	5-3058LF4	30x22 4-Drawer Lateral File Cabinet, Impulse G2	2	EA			
33	OFS	5-3672BC2	36x72.5 Bookcase, Impulse G2	3	EA			
34	OFS	5-7222FCR2	72x22 Full Double Pedestal Kneespace Credenza, Impulse G2	3	EA			

Item #	Manf.	Part #	Description	Qty	U/M	Manf. Model #	Unit Price	Total Price
35	OFS	5-7236FDP2	72 x 36 Full Double Pedestal Desk, Impulse G2	3	EA			
36	OFS	99-48RT	48" Dia Round Top – Contour edge	3	EA			
37	OFS	CB-M	Cylinder Base	3	EA			
38	OFS	5-7243HD4-2	72x15x42.5 4-Door Highback Organizer, Impulse G2	2	EA			
39	OFS	40437	242.5Wx25.25D32.75H Guest with UPH Arm Insert, Mystique	1	EA			
40	OFS	75-3722LF2	37x22 Lateral File, 2 Drawer, Praxis	1	EA			
41	OFS	75-44BC2	37x44 Bookcase, Praxis	1	EA			
42	OFS	75-60BCB2	36x60 Bookcase, Praxis	1	EA			
43	OFS	75-7236DP2	72x36 Double Pedestal Desk, Praxis	1	EA			
44	OFS	CB-11	Ellipse Base w/End Caps	1	EA			
45	OFS	CT1-12048-2G	120x48 Straight Grain Boat-Shaped Top-1.19: Thick-Lumberbanded	1	EA			
46	OFS	FT1087	70.375x22.625 1-PC Tackboard, Impulse G2	1	EA			
							TOTAL \$	BID

ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT
[HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG)

NAME/TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

PHONE/FAX NUMBER

FURNITURE SPECIFICATIONS BY ROOM

MANF.	PART #	DESCRIPTION	ROOM #
ASC	78140-T2	Inertia, Mesh/Knit Back, Task, Highback, Synchro Tilt, Task 2 Arm	101
	FM-NBLK	Black Mesh	
	G1	Grade 1	
	-1	Oasis	
	F-OBLK	Black	
OFS	30837	22WX23.38DX32H GUEST, RHYME	101
	MLC	LIGHT CHERRY	
	UG	NO INSERT (STD)	
	5	GRADE 5 FABRIC	
	MOM-VARIO	MOM-VARIO	
	9110000	Pool	
OFS	5-30581F4	30X22 4-DRAWER LATERAL FILE CABINET, IMPULSE G2	101
	MNC	NATURAL CHERRY	
	DN	SQUARE - 1.1875"	
	VK	ERA SATIN NICKEL	
	LW	UNFINISHED BACK	
OFS	5-3672BC2	36X72.5 BOOKCASE, IMPULSE G2	101
	MNC	NATURAL CHERRY	
	LW	UNFINISHED BACK	
OFS	5-7222FCR2	72X22 FULL DOUBLE PEDESTAL KNEESPACE CREDENZA, IMPULSE G2	101
	MLC	LIGHT CHERRY	
	DN	SQUARE - 1.1875"	
	VK	ERA SATIN NICKEL	
	LW	UNFINISHED BACK	
	G3	GROMMET IN CENTER (STD)	
OFS	5-7236FDP2	72X36 FULL DOUBLE PEDESTAL DESK, IMPULSE G2	101
	MNC	NATURAL CHERRY	
	DN	SQUARE - 1.1875"	
	VK	ERA SATIN NICKEL	
	FS	FULL PANEL (STD)	
	FS	FULL PANEL NO INSERT	

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	G2	RIGHT	
OFS	99-48RT	48" Dia Round Top - Contour edge	101
	MNC	NATURAL CHERRY	
	QR	NO CUTOUT	
OFS	CB-M	CYLINDER BASE	101
		1 MATTE	
	MNC	NATURAL CHERRY	
	RA	NO WIRE ACCESS DOOR	
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE	102
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE	102
	LC2	Light Cherry TFL	
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE	102
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G3	Grommet in Center	
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE	102
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G1	No Grommet	
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse	102
	LC2	Light Cherry TFL	
	JB	TFL Panel	
	W2	No Tackboard	
	W2	No Tackboard	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	102
	E3	Black Frame	
	MVC	Cauldron	
	(STD)	Standard Collection	

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	(Gr1)	Grade 1		
	CPT	Crepe		
		85 UC Crepe-Onyx		
	SYN	Synchronous tilt mechanism		
	P	Pneumatic seat height cylinder		
	AB	Black nylon angel base		
	HDW	Hard dual-wheel casters		
	HA	Height Adjustable Arm w/Armrest		
OFS		30837 22WX23.38DX32H GUEST, RHYME		102
	MLC	LIGHT CHERRY		
	UG	NO INSERT (STD)		
		4 GRADE 4 FABRIC		
	MOM-AXIS	MOM-AXIS		
		9102718 Grove		
FOF	4-2248FRPR	22X48 FULL RIGHT PEDESTAL RETURN PULSE		103
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
	G3	Grommet in Center		
FOF	4-6630FLPD	66X30 FULL LEFT PEDESTAL DESK PULSE		103
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
	G2	Grommet on Right		
FOF	4-7843HD4-2	78X15X42.5 Highback Organizer-4 Doors, Pulse		103
	LC2	Light Cherry TFL		
	JB	TFL Panel		
	W2	No Tackboard		
	W2	No Tackboard		
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms		103
	E3	Black Frame		
	MVC	Cauldron		
	(STD)	Standard Collection		

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	(Gr1)	Grade 1	
	CPT	Crepe	
		85 UC Crepe-Onyx	
	SYN	Synchronous tilt mechanism	
	P	Pneumatic seat height cylinder	
	AB	Black nylon angel base	
	HDW	Hard dual-wheel casters	
	HA	Height Adjustable Arm w/Armrest	
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE	104
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE	104
	LC2	Light Cherry TFL	
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE	104
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G3	Grommet in Center	
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE	104
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G1	No Grommet	
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse	104
	LC2	Light Cherry TFL	
	JB	TFL Panel	
	W2	No Tackboard	
	W2	No Tackboard	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	104
	E3	Black Frame	
	MVC	Cauldron	
	(STD)	Standard Collection	

FURNITURE SPECIFICATIONS BY ROOM

	(Gr1)	Grade 1		
	CPT	Crepe		
		85 UC Crepe-Onyx		
	SYN	Synchronous tilt mechanism		
	P	Pneumatic seat height cylinder		
	AB	Black nylon angel base		
	HDW	Hard dual-wheel casters		
	HA	Height Adjustable Arm w/Armrest		
OFS	30837	22WX23.38DX32H GUEST, RHYME		104
	MLC	LIGHT CHERRY		
	UG	NO INSERT (STD)		
		4 GRADE 4 FABRIC		
	MOM-AXIS	MOM-AXIS		
		9102718 Grove		
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE		106
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE		106
	LC2	Light Cherry TFL		
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE		106
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
	G3	Grommet in Center		
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE		106
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
	G1	No Grommet		
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse		106
	LC2	Light Cherry TFL		
	JB	TFL Panel		

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	W2	No Tackboard	
	W2	No Tackboard	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	106
	E3	Black Frame	
	MVC	Cauldron	
	(STD)	Standard Collection	
	(Gr1)	Grade 1	
	CPT	Crepe	
		85 UC Crepe-Onyx	
	SYN	Synchronous tilt mechanism	
	P	Pneumatic seat height cylinder	
	AB	Black nylon angel base	
	HDW	Hard dual-wheel casters	
	HA	Height Adjustable Arm w/Armrest	
OFS	30837	22WX23.38DX32H GUEST, RHYME	106
	MLC	LIGHT CHERRY	
	UG	NO INSERT (STD)	
		4 GRADE 4 FABRIC	
	MOM-AXIS	MOM-AXIS	
	9102718	Grove	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	108 Entry Lobby
	E3	Black Frame	
	MVC	Cauldron	
	(STD)	Standard Collection	
	(Gr1)	Grade 1	
	CPT	Crepe	
		85 UC Crepe-Onyx	
	SYN	Synchronous tilt mechanism	
	P	Pneumatic seat height cylinder	
	AB	Black nylon angel base	
	HDW	Hard dual-wheel casters	
	HA	Height Adjustable Arm w/Armrest	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	113 Reception

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	E3	Black Frame		
	MVC	Cauldron		
	(STD)	Standard Collection		
	(Gr1)	Grade 1		
	CPT	Crepe		
		85 UC Crepe-Onyx		
	SYN	Synchronous tilt mechanism		
	P	Pneumatic seat height cylinder		
	AB	Black nylon angel base		
	HDW	Hard dual-wheel casters		
	HA	Height Adjustable Arm w/Armrest		
ASC	14054-WA	Ayr, Midback, Stacker, With Ayr Arms		15 Testing Waiting
	BK	Black		
	GR	Graphite		
	~	No Selection		
	PY	Polypropylene Seat		
FOF	4-2248FRPR	22X48 FULL RIGHT PEDESTAL RETURN PULSE		117
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
	G3	Grommet in Center		
FOF	4-7236EBTR/CB4	72X36 RIGHT BULLET TABLE WITH END PULSE		117
	LC2	Light Cherry TFL		
	EY	Square		
	MQ	Satin Nickel		
	KP	With Grommet		
	LK	Silver		
GLB	26-301	VERTICAL FILES-2600 Series-3 Drawer w/Lock included.		117
		Files letter size documents. 26-9/16D x 15.15W x 40H		
	~01	GRADE --		
	~LAFC	FILE COLORS		
	BLK	1-BLACK		
	W401	C-KEYED FOR LOCK #W401		

FURNITURE SPECIFICATIONS BY ROOM

	~	(STD)		
	~	(STD)		
OFS		30837	22WX23.38DX32H GUEST, RHYME	117
	MLC		LIGHT CHERRY	
	UG		NO INSERT (STD)	
		4	GRADE 4 FABRIC	
	MOM-AXIS		MOM-AXIS	
		9102718	Grove	
FOF	AP5C7224R		Applause 72x24 Rectangular Top for Static Center Column Base	Typing and Testing Room
	LM2		Light Maple	
	EY		Square	
	G1		No Grommet/Cutout	
	G1		No Grommet	
	A4V		No Connecting Brackets	
FOF	T5C22		T 22" Static Center Column Base for 24&48" ConnectEdge Top	Typing and Testing Room
	MSL		Luster Grey	
	A4F		Glides	
GRP	VC13		Affinity Task Chair, Mesh Back w/Arms	Typing and Testing Room
	E3		Black Frame	
	MVC		Cauldron	
	(STD)		Standard Collection	
	(Gr1)		Grade 1	
	CPT		Crepe	
		85	UC Crepe-Onyx	
	SYN		Synchronous tilt mechanism	
	P		Pneumatic seat height cylinder	
	AB		Black nylon angel base	
	HDW		Hard dual-wheel casters	
	HA		Height Adjustable Arm w/Armrest	
ASC	14054-NA		Ayr, Midback, Stacker, No Arms	120 Breakroom
	BK		Black	
	BK		Black	
	~		No Selection	

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	PY	Polypropylene Seat		
FOF	AKS42R	Applause 42" Round Top for X Base		120 Breakroom
	BL2	Black		
	BL2	Black		
FOF	ASX38	Deuce 37.75" Static X Base for 42" Top		120 Breakroom
	BKO	Onyx		
	BKO	Onyx		
	A4F	Glides		
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE		124
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE		124
	LC2	Light Cherry TFL		
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE		124
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
	G3	Grommet in Center		
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE		124
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
	G1	No Grommet		
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse		124
	LC2	Light Cherry TFL		
	JB	TFL Panel		
	W2	No Tackboard		
	W2	No Tackboard		
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms		124
	E3	Black Frame		
	MVC	Cauldron		
	(STD)	Standard Collection		

FURNITURE SPECIFICATIONS BY ROOM

	(Gr1)	Grade 1		
	CPT	Crepe		
		85	UC Crepe-Onyx	
	SYN		Synchronous tilt mechanism	
	P		Pneumatic seat height cylinder	
	AB		Black nylon angel base	
	HDW		Hard dual-wheel casters	
	HA		Height Adjustable Arm w/Armrest	
OFS		30837	22WX23.38DX32H GUEST, RHYME	124
	MLC		LIGHT CHERRY	
	UG		NO INSERT (STD)	
		4	GRADE 4 FABRIC	
	MOM-AXIS		MOM-AXIS	
		9102718	Grove	
FOF	4-3622LF2		36X29.94 TWO DRAWER LATERAL FILE PULSE	125
	LC2		Light Cherry TFL	
	EY		Square	
	BC		Satin Nickel Grip	
FOF	4-3643BC2		36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE	125
	LC2		Light Cherry TFL	
FOF	4-7222FCR		72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE	125
	LC2		Light Cherry TFL	
	EY		Square	
	BC		Satin Nickel Grip	
	G3		Grommet in Center	
FOF	4-7236FDP		72X36 DOUBLE FULL PEDESTAL DESK PULSE	125
	LC2		Light Cherry TFL	
	EY		Square	
	BC		Satin Nickel Grip	
	G1		No Grommet	
FOF	4-7243HD4-2		72X15X42.5 Highback Organizer-4 Doors, Pulse	125
	LC2		Light Cherry TFL	
	JB		TFL Panel	

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	W2	No Tackboard		
	W2	No Tackboard		
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms		125
	E3	Black Frame		
	MVC	Cauldron		
	(STD)	Standard Collection		
	(Gr1)	Grade 1		
	CPT	Crepe		
		85 UC Crepe-Onyx		
	SYN	Synchronous tilt mechanism		
	P	Pneumatic seat height cylinder		
	AB	Black nylon angel base		
	HDW	Hard dual-wheel casters		
	HA	Height Adjustable Arm w/Armrest		
OFS	30837	22WX23.38DX32H GUEST, RHYME		125
	MLC	LIGHT CHERRY		
	UG	NO INSERT (STD)		
		4 GRADE 4 FABRIC		
	MOM-AXIS	MOM-AXIS		
		9102718 Grove		
ASC	78140-T2	Inertia, Mesh/Knit Back, Task, Highback, Synchro Tilt, Task 2 Arm		130
	FM-NBLK	Black Mesh		
	G1	Grade 1		
		-1 Oasis		
	F-OBLK	Black		
OFS	30837	22WX23.38DX32H GUEST, RHYME		130
	MLC	LIGHT CHERRY		
	UG	NO INSERT (STD)		
		5 GRADE 5 FABRIC		
	MOM-VARIO	MOM-VARIO		
		9110000 Pool		
OFS	5-3672BC2	36X72.5 BOOKCASE, IMPULSE G2		130
	MNC	NATURAL CHERRY		

FURNITURE SPECIFICATIONS BY ROOM

	LW	UNFINISHED BACK	
OFS	5-7222FCR2	72X22 FULL DOUBLE PEDESTAL KNEESPACE CREDENZA, IMPULSE G2	130
	MNC	NATURAL CHERRY	
	DN	SQUARE - 1.1875"	
	VK	ERA SATIN NICKEL	
	LW	UNFINISHED BACK	
	G3	GROMMET IN CENTER (STD)	
OFS	5-7236FDP2	72X36 FULL DOUBLE PEDESTAL DESK, IMPULSE G2	130
	MNC	NATURAL CHERRY	
	DN	SQUARE - 1.1875"	
	VK	ERA SATIN NICKEL	
	FS	FULL PANEL (STD)	
	FS	FULL PANEL NO INSERT	
	G2	RIGHT	
OFS	5-7243HD4-2	72X15X42.5 4-DOOR HIGHBACK ORGANIZER, IMPULSE G2	130
	MNC	NATURAL CHERRY	
	HC	WOOD PANEL	
	HC	WOOD PANEL NO INSERT	
	LW	UNFINISHED BACK	
	A8B	NO PAPER MANGEMENT	
	W2	NO TACKBOARD	
	W2	NO TACKBOARD	
OFS	99-48RT	48" Dia Round Top - Contour edge	130
	MNC	NATURAL CHERRY	
	QR	NO CUTOUT	
OFS	CB-M	CYLINDER BASE	130
	1	MATTE	
	MLC	LIGHT CHERRY	
	RA	NO WIRE ACCESS DOOR	
ASC	14054-NA	Ayr, Midback, Polypropylene Back, Stacker, No Arms	132 Training Room
	BK	Black	
	GR	Graphite (72HR Express)	
	CA	Casters	

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	PV	Polypropylene Seat	
FOF	ANC20	Applause Deuce 19.625" Flip-Nest Ctr Column Base for 24&48" ConnectEdge Top	132 Training Room
	MSL	Luster Grey	
	MSL	Luster Grey	
	A4G	Dual Wheel Casters - Black	
FOF	ANC2084	Applause Deuce 19.625" Flip-Nest Ctr Column Base for 84x24 Top	132 Training Room
	MSL	Luster Grey	
	MSL	Luster Grey	
	A4G	Dual Wheel Casters - Black	
FOF	APNC6024R	Applause 60x24 Rectangular Top for Flip-and-Nest Center Column Base	132 Training Room
	LM2	Light Maple	
	EY	Square	
	G1	No Grommet/Cutout	
	G1	No Grommet	
	A4V	No Connecting Brackets	
FOF	APNC8424R	Applause 84x24 Rectangular Top for Flip-and-Nest Center Column Base	132 Training Room
	LM2	Light Maple	
	EY	Square	
	G1	No Grommet/Cutout	
	G1	No Grommet	
	A4V	No Connecting Brackets	
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE	133
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE	133
	LC2	Light Cherry TFL	
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE	133
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G3	Grommet in Center	
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE	133

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G1	No Grommet	
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse	133
	LC2	Light Cherry TFL	
	JB	TFL Panel	
	W2	No Tackboard	
	W2	No Tackboard	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	133
	E3	Black Frame	
	MVC	Cauldron	
	(STD)	Standard Collection	
	(Gr1)	Grade 1	
	CPT	Crepe	
		85 UC Crepe-Onyx	
	SYN	Synchronous tilt mechanism	
	P	Pneumatic seat height cylinder	
	AB	Black nylon angel base	
	HDW	Hard dual-wheel casters	
	HA	Height Adjustable Arm w/Armrest	
OFS	30837	22WX23.38DX32H GUEST, RHYME	133
	MLC	LIGHT CHERRY	
	UG	NO INSERT (STD)	
		4 GRADE 4 FABRIC	
	MOM-AXIS	MOM-AXIS	
		9102718 Grove	
ASC	84012-MF	You, Midback, Deluxe Synchro Tilt, Multi-Functional Arm	200
	AW	Adjustable Width Brackets	
	AL	Polished Aluminum	
	OHC	OH Carpet Casters	
	MED	Medium Seat 20"Wx18"D (Std)	
	MS	Mesh Back/Mesh Seat	

FURNITURE SPECIFICATIONS BY ROOM

	10HCB	Black Honey Comb Mesh	
	10HCS	Black Honey Comb Mesh	
OFS	40437	24.5WX25.25DX32.75H GUEST WITH UPH ARM INSERT, MYSTIQUE	200
	MNC	NATURAL CHERRY	
	A2C	UPHOLSTERED OUTSIDE BACK	
	5	GRADE 5 FABRIC	
	MOM-VARIO	MOM-VARIO	
	9110000	Pool	
OFS	75-3722LF2	37X22 LATERAL FILE, 2 DRAWER, PRAXIS	200
	MNC	NATURAL CHERRY	
	DU	RADIUS	
	PK	NICKEL AURA	
	JL	STRAIGHT GRAIN	
	LW	UN-FINISHED BACK	
OFS	75-44BC2	37X44 BOOKCASE, PRAXIS	200
	MNC	NATURAL CHERRY	
	DU	RADIUS SHAPED TOP	
	LW	UN-FINISHED BACK	
OFS	75-60BCB2	36X60 BOOKCASE, PRAXIS	200
	MNC	NATURAL CHERRY	
	DU	RADIUS SHAPED TOP	
	LW	UN-FINISHED BACK	
OFS	75-7222CR2	72X22 KNEESPACE CREDENZA, PRAXIS	200
	MNC	NATURAL CHERRY	
	DU	RADIUS	
	PK	NICKEL AURA	
	JL	STRAIGHT GRAIN	
	LW	UN-FINISHED BACK	
	G3	GROMMET IN CENTER (STD)	
OFS	75-7236DP2	72X36 DOUBLE PEDESTAL DESK, PRAXIS	200
	MNC	NATURAL CHERRY	
	DU	RADIUS	
	PK	NICKEL AURA	

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	JL	STRAIGHT GRAIN	
	KF	NO TOP INSERT	
	KC	STRAIGHT MODESTY	
	G4	LEFT	
OFS	99-48RT	48" Dia Round Top - Contour edge	200
	MNC	NATURAL CHERRY	
	QR	NO CUTOUT	
OFS	CB-M	CYLINDER BASE	200
		1 MATTE	
	MLC	LIGHT CHERRY	
	RA	NO WIRE ACCESS DOOR	
ASC	78140-T2	Inertia, Mesh/Knit Back, Task, Highback, Synchro Tilt, Task 2 Arm	202 Office
	FM-NBLK	Black Mesh	
	G1	Grade 1	
		-1 Oasis	
	F-OBLK	Black	
FOF	4-2242BR	22X42 BRIDGE PULSE	202 Office
	LC2	Light Cherry TFL	
	EY	Square	
	G3	Grommet in Center	
	G1	No Grommet	
FOF	4-3656LF4	36X57.69 FOUR DRAWER LATERAL FILE PULSE	202 Office
	LC2	Light Cherry TFL	
	EY	Square	
	VK	Satin Nickel Era	
FOF	4-3672BC	36X14X72.5 SQUARE EDGE BOOKCASE PULSE	202 Office
	LC2	Light Cherry TFL	
FOF	4-6622FCRL	66X22 FULL LEFT PEDESTAL CREDENZA PULSE	202 Office
	LC2	Light Cherry TFL	
	EY	Square	
	VK	Satin Nickel Era	
	G3	Grommet in Center	
FOF	4-6630FRPD	66X30 FULL RIGHT PEDESTAL DESK PULSE	202 Office

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	LC2	Light Cherry TFL		
	EY	Square		
	VK	Satin Nickel Era		
	G4	Grommet on Left		
FOF	4-6643HD4-2	66X15X42.5 Highback Organizer-4 Doors, Pulse		202 Office
	LC2	Light Cherry TFL		
	JB	TFL Panel		
	W2	No Tackboard		
	W2	No Tackboard		
OFS	30837	22WX23.38DX32H GUEST, RHYME		202 Office
	MLC	LIGHT CHERRY		
	UG	NO INSERT (STD)		
		5 GRADE 5 FABRIC		
	MOM-VARIO	MOM-VARIO		
	9110000	Pool		
ASC	92040-CA	Zip, Fully Upholstered, Conference, Midback, Synchro Tilt, Conference Arms		212 Conference
	BA	Black Arm Pads		
	LC	65mm Carpet Casters		
	G3	Grade 3		
		-1 Axis		
	F3-AGRO	Grove		
OFS	CB-11	ELLIPSE BASE W/ END CAPS		212 Conference
		1 MATTE		
	MLC	LIGHT CHERRY		
OFS	CT1-12048-2G	120x48 Straight Grain Boat-Shaped Top-1.19" Thick - Lumberbanded		212 Conference
		1 MATTE		
	MLC	LIGHT CHERRY		
	EF	EDGE PROFILE SQUARE (EF)		
	QR	NO CUTOUT		
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE		213
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE	213
	LC2	Light Cherry TFL	
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE	213
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G3	Grommet in Center	
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE	213
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G1	No Grommet	
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse	213
	LC2	Light Cherry TFL	
	JB	TFL Panel	
	W2	No Tackboard	
	W2	No Tackboard	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	213
	E3	Black Frame	
	MVC	Cauldron	
	(STD)	Standard Collection	
	(Gr1)	Grade 1	
	CPT	Crepe	
	85	UC Crepe-Onyx	
	SYN	Synchronous tilt mechanism	
	P	Pneumatic seat height cylinder	
	AB	Black nylon angel base	
	HDW	Hard dual-wheel casters	
	HA	Height Adjustable Arm w/Armrest	
OFS	30837	22WX23.38DX32H GUEST, RHYME	213
	MLC	LIGHT CHERRY	
	UG	NO INSERT (STD)	
	4	GRADE 4 FABRIC	

FURNITURE SPECIFICATIONS BY ROOM

	MOM-AXIS	MOM-AXIS	
	9102718	Grove	
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE	214
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE	214
	LC2	Light Cherry TFL	
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE	214
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G3	Grommet in Center	
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE	214
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G1	No Grommet	
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse	214
	LC2	Light Cherry TFL	
	JB	TFL Panel	
	W2	No Tackboard	
	W2	No Tackboard	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	214
	E3	Black Frame	
	MVC	Cauldron	
	(STD)	Standard Collection	
	(Gr1)	Grade 1	
	CPT	Crepe	
	85	UC Crepe-Onyx	
	SVN	Synchronous tilt mechanism	
	P	Pneumatic seat height cylinder	
	AB	Black nylon angel base	

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	HDW		Hard dual-wheel casters		
	HA		Height Adjustable Arm w/Armrest		
OFS		30837	22WX23.38DX32H GUEST, RHYME		214
	MLC		LIGHT CHERRY		
	UG		NO INSERT (STD)		
		4	GRADE 4 FABRIC		
	MOM-AXIS		MOM-AXIS		
		9102718	Grove		
ASC	78140-T2		Inertia, Mesh/Knit Back, Task, Highback, Synchro Tilt, Task 2 Arm		223
	FM-NBLK		Black Mesh		
	G1		Grade 1		
		-1	Oasis		
	F-OBLK		Black		
OFS		30837	22WX23.38DX32H GUEST, RHYME		223
	MLC		LIGHT CHERRY		
	UG		NO INSERT (STD)		
		5	GRADE 5 FABRIC		
	MOM-VARIO		MOM-VARIO		
		9110000	Pool		
OFS	5-3058LF4		30X22 4-DRAWER LATERAL FILE CABINET, IMPULSE G2		223
	MNC		NATURAL CHERRY		
	DN		SQUARE - 1.1875"		
	VK		ERA SATIN NICKEL		
	LW		UNFINISHED BACK		
OFS	5-3672BC2		36X72.5 BOOKCASE, IMPULSE G2		223
	MNC		NATURAL CHERRY		
	LW		UNFINISHED BACK		
OFS	5-7222FCR2		72X22 FULL DOUBLE PEDESTAL KNEESPACE CREDENZA, IMPULSE G2		223
	MNC		NATURAL CHERRY		
	DN		SQUARE - 1.1875"		
	VK		ERA SATIN NICKEL		
	LW		UNFINISHED BACK		
	G3		GROMMET IN CENTER (STD)		

FURNITURE SPECIFICATIONS BY ROOM

OFS	5-7236FDP2	72X36 FULL DOUBLE PEDESTAL DESK, IMPULSE G2	223
	MNC	NATURAL CHERRY	
	DN	SQUARE - 1.1875"	
	VK	ERA SATIN NICKEL	
	FS	FULL PANEL (STD)	
	FS	FULL PANEL NO INSERT	
	G2	RIGHT	
OFS	5-7243HD4-2	72X15X42.5 4-DOOR HIGHBACK ORGANIZER, IMPULSE G2	223
	MNC	NATURAL CHERRY	
	HC	WOOD PANEL	
	HC	WOOD PANEL NO INSERT	
	LW	UNFINISHED BACK	
	A8B	NO PAPER MANGEMENT	
	W2	NO TACKBOARD	
	W2	NO TACKBOARD	
OFS	FT1087	70.375X22.625 1-PC TACKBOARD, IMPULSE G2	223
		3 GRADE 3 FABRICS	
	ETC3	OTHER GRADE 3 FABRICS	
	TOR	ACE, BISQUE	
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE	224
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE	224
	LC2	Light Cherry TFL	
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE	224
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
	G3	Grommet in Center	
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE	224
	LC2	Light Cherry TFL	
	EY	Square	

FURNITURE SPECIFICATIONS BY ROOM

	BC	Satin Nickel Grip	
	G1	No Grommet	
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse	224
	LC2	Light Cherry TFL	
	JB	TFL Panel	
	W2	No Tackboard	
	W2	No Tackboard	
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms	224
	E3	Black Frame	
	MVC	Cauldron	
	(STD)	Standard Collection	
	(Gr1)	Grade 1	
	CPT	Crepe	
	85	UC Crepe-Onyx	
	SYN	Synchronous tilt mechanism	
	P	Pneumatic seat height cylinder	
	AB	Black nylon angel base	
	HDW	Hard dual-wheel casters	
	HA	Height Adjustable Arm w/Armrest	
OFS	30837	22WX23.38DX32H GUEST, RHYME	224
	MLC	LIGHT CHERRY	
	UG	NO INSERT (STD)	
	4	GRADE 4 FABRIC	
	MOM-AXIS	MOM-AXIS	
	9102718	Grove	
FOF	4-3622LF2	36X29.94 TWO DRAWER LATERAL FILE PULSE	228
	LC2	Light Cherry TFL	
	EY	Square	
	BC	Satin Nickel Grip	
FOF	4-3643BC2	36X42.5 SQUARE EDGE BOOKCASE ORGANIZER PULSE	228
	LC2	Light Cherry TFL	
FOF	4-7222FCR	72X22 FULL PEDESTAL KNEESPACE CREDENZA PULSE	228
	LC2	Light Cherry TFL	

FURNITURE SPECIFICATIONS BY ROOM

FURNITURE SPECIFICATIONS BY ROOM

	EY	Square		
	BC	Satin Nickel Grip		
	G3	Grommet in Center		
FOF	4-7236FDP	72X36 DOUBLE FULL PEDESTAL DESK PULSE		228
	LC2	Light Cherry TFL		
	EY	Square		
	BC	Satin Nickel Grip		
	G1	No Grommet		
FOF	4-7243HD4-2	72X15X42.5 Highback Organizer-4 Doors, Pulse		228
	LC2	Light Cherry TFL		
	JB	TFL Panel		
	W2	No Tackboard		
	W2	No Tackboard		
GRP	VC13	Affinity Task Chair, Mesh Back w/Arms		228
	E3	Black Frame		
	MVC	Cauldron		
	(STD)	Standard Collection		
	(Gr1)	Grade 1		
	CPT	Crepe		
	85	UC Crepe-Onyx		
	SYN	Synchronous tilt mechanism		
	P	Pneumatic seat height cylinder		
	AB	Black nylon angel base		
	HDW	Hard dual-wheel casters		
	HA	Height Adjustable Arm w/Armrest		
OFS	30837	22WX23.38DX32H GUEST, RHYME		228
	MLC	LIGHT CHERRY		
	UG	NO INSERT (STD)		
	4	GRADE 4 FABRIC		
	MOM-AXIS	MOM-AXIS		
	9102718	Grove		
		228 Subtotal		228
ASC	14054-NA	Ayr, Midback, Stacker, No Arms		235 Breakroom

FURNITURE SPECIFICATIONS BY ROOM

	BK	Black		
	GR	Graphite		
	PY	Polypropylene Seat		
FOF	AKS42R	Applause 42" Round Top for X Base		235 Breakroom
	BL2	Black		
	BL2	Black		
FOF	ASX38	Deuce 37.75" Static X Base for 42" Top		235 Breakroom
	BKO	Onyx		
	BKO	Onyx		
	A4F	Glides		

**Chatham County
Human Resources
Offices**
123 Abercorn Street
Savannah, Georgia



#	Revision Description	Date
1	Owner Change	11/21/11

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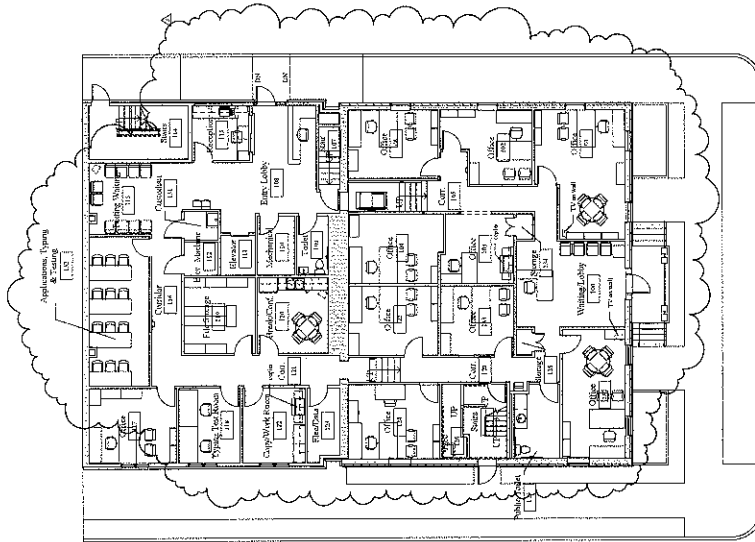
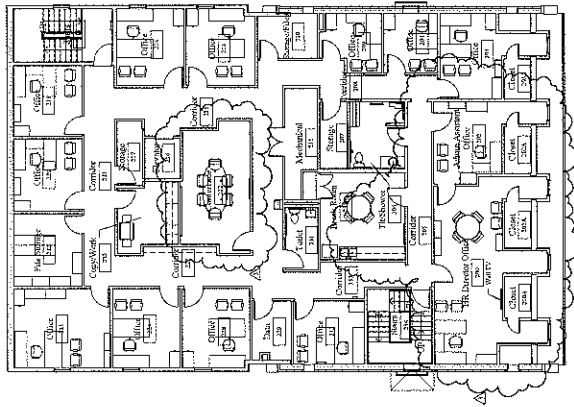
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ACB #:	2012 10
DATE:	11/18/2013
DRAWN BY:	TRC
CHECKED BY:	TAN

FIRST & SECOND FLOOR FURNITURE PLANS

12/3/2013 1:45:44 PM

1. All furniture shown is not in stock, but illustrated for informational purposes only.

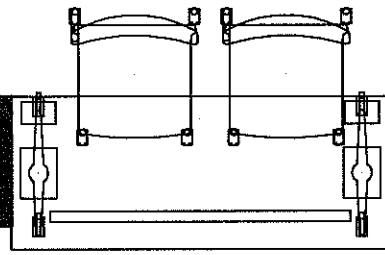
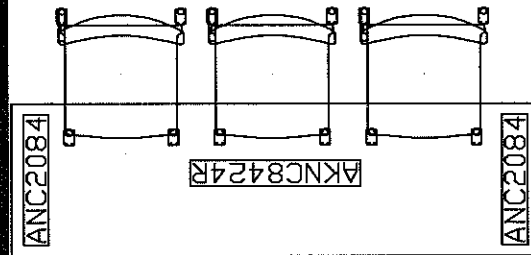
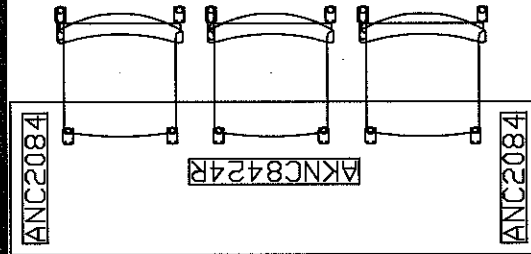
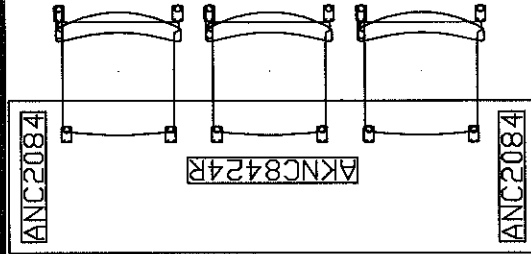


Second Floor - L'arrivante Man

Fl	First Floor - Furniture Plan
----	------------------------------

Applications, Typing & Testing

132



LIST OF SUBCONTRACTORS

I do _____, do not _____, propose to subcontract some of the work on this project. I propose to subcontract work to the following subcontractors: **NOTE: M/WBE PARTICIPATION.**

<i>NAME AND ADDRESS</i>	<i>TYPE OF WORK</i>

SIGNED: _____
CONTRACTOR

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE **DRUG-FREE WORKPLACE**, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR) certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **FURNITURE FOR HUMAN RESOURCES DEPARTMENT (PROJECT)** pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____
Name

_____, _____
Title Bidder Name of

(herein after Company) in consideration of the privilege to bid/or propose on the following
Chatham County project procurement **FURNITURE FOR HUMAN RESOURCES**
DEPARTMENT hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C
DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

DPC Form #45

ATTACHMENT D

CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT E

BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

ATTACHMENT F

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____

Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____

WBE Total _____%

M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____

Fax () _____

ATTACHMENT G

Systematic Alien Verification for Entitlements (SAVE) Affidavit Verifying Status for Chatham County Benefit Application

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

REFERENCES

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

CHECKLIST FOR SUBMITTING BID

Sign below and submit this sheet with Bid

NOTE: All of the following items must be submitted with your Bid to be considered "responsive."

1. ACKNOWLEDGMENT OF ANY/ALL **ADDENDUMS** (Page 3 of ITB).
2. **ORIGINAL SURETY BOND (5% OF BID) ALONG WITH SURETY REQUIREMENTS SHEET FILLED OUT (Page 23 of ITB). (BID BOND NOT REQUIRED FOR THIS PROJECT.)**
3. BID SHEET COMPLETELY FILLED OUT AND SIGNED.
4. **LIST OF SUBCONTRACTORS SHEET** FILLED OUT WITH ALL SUBCONTRACTORS AND SUPPLIERS.
5. **% TO MBE SUBCONTRACTORS/SUPPLIERS SHEET** COMPLETELY FILLED OUT SHOWING \$ AMOUNT AS WELL AS % OF PROJECT THAT IS PROJECTED TO GO TO MBE/WBE SUBCONTRACTORS/SUPPLIERS.
6. **REFERENCES:** Supply ALL the information that is requested for each Reference. NOTE: *Forms for Reference Information are attached to this Bid Package.*
7. **ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG).**
8. **COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE ITB (Attachments A thru G).**
9. **SUBMIT A COPY OF YOUR BUSINESS TAX CERTIFICATE.**
10. **TEAR SHEETS AND SPECIFICATIONS OF ALTERNATE MANUFACTURER.**
11. **ATTACHMENT STATING DELIVERY AND INSTALLATION DATES.**

NAME/TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

LEGAL NOTICE

CC NO. 165735

Invitation to Bid

Sealed Bids will be received until **2:00 P.M. on April 4, 2014** and publicly opened in **Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406**, for: **BID NO : 14-0030-7-FURNITURE FOR HUMAN RESOURCES DEPARTMENT.**

The Bid Package can be downloaded and printed from the County Purchasing and Contracting website <http://purchasing.chathamcounty.org>.

All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Robin Maurer at (912) 790-1623.

CHATHAM COUNTY HAS THE AUTHORITY TO REJECT ALL BIDS AND WAIVE MINOR FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"


MARGARET H. JOYNER, PURCHASING AGENT

SAVANNAH NEWS/PRESS INSERT: March 26, 2014