

Attachment B

RFP for HAWORTH SYSTEMS FURNITURE

Oakland County Purchasing is issuing this SEALED Request for Proposal (RFP) to all interested vendors who can provide, design, install, and maintain systems type furniture as outlined in these specifications. The County currently has standardized on the Hayworth furniture brand, and will consider other manufactures of equal or better quality.

The RFP review panel will consider and evaluate all elements outlined in Attachment B, Section II and Section III. Also part of this evaluation will be the responses and pricing for Sample Designs A, B, and C. All of these elements will be scored and evaluated on the merit submitted.

- **The County is requesting that all pricing be submitted electronically on a CD or flash drive so that it can be easily copied for evaluation.**

It is the intention of the County to review the submitted RFP response and create a shortlist of top candidates for further review. The review process may include but is not limited to oral interviews, site visits, and procedural demos.

All questions are to be submitted via e-mail to Scott Guzzy at guzzys@oakgov.com by March 30, 2012.

Proposal response should be submitted in the same format and order as the specifications following. Sections are to be tabbed, all pages numbered. Poorly organized proposals may cause a lower evaluation. Vendors are being requested to include a full electronic copy of the proposal response.

The County is requesting one (1) original and four (4) copies for a TOTAL of FIVE (5) proposal responses.

Proposed Time Line

March 23, 2012	RFP issued
March 30, 2012	Deadline for submitted questions
April 11, 2012	RFP Deadline
April 20, 2012	Shortlist of responses
April 23 – 25, 2012	Shortlist Interviews
April 27, 2012	Final vendor selected

I. SPECIFICATIONS AND REQUIREMENTS

I. GENERAL INFORMATION

- A. Oakland County Purchasing Division is requesting proposals for a contract to include the items listed below. The contract shall be for a one year period starting upon award date. Items will be ordered on an "as needed" basis and will be delivered to those county departments as noted within.
- B. The initial contract period will be as indicated above. The county reserves the right to extend this contract with no increase in cost for up to two additional years unless stipulated otherwise in the proposal response.
- C. This is an inter-governmental cooperative blanket. The awarded vendor will allow other Michigan government entities to utilize the same pricing and service levels outlined in the contract.
- D. Vendor SHALL NOT COMMENCE with ANY project until a Purchase order has been issued by the ordering department or Facilities Management. The Purchase order will have an attached quote from the awarded vendor that includes all services and furniture being requested.

2. PROJECT SCENARIOS

A. "ROUTINE" (DESIGN FEE NOT APPLICABLE)

County's responsibilities:

- (1) Building plan-verify dimensions.
- (2) Preliminary meetings with client department.
- (3) Preliminary furniture layout – "space plan."

VENDOR provides as part of contract with NO design fees:

- (1) Double check furniture layout for corrections.
- (2) Assign or reassign part numbers.
- (3) Provide cap spec proposal for product and installation.
- (4) Provide installation drawing.
- (5) Receive product.

Installation (as described in this document).

Walk-thru to develop punch list.

Return visit(s) to make changes per punch list.

B. "NON-ROUTINE" (DESIGN FEE APPLICABLE)

- (1) County responsible for building plan.
- (2) Vendor and County FM rep to meet with client department to discuss project and establish scope of work.

VENDOR'S RESPONSIBILITIES

- (1) Verify dimensions.
- (2) Provide design fee estimate.
- (3) Conduct meetings as required with client department to develop design.
- (4) Provide design drawings for approval.
- (5) Provide finish boards, as requested.
- (6) Provide cap spec proposal for product and installation.
- (7) Provide installation drawings.
- (8) Receive product.
- (9) Installation (as described in this document).
- (10) Walk thru to develop punch list.
- (11) Return visit(s) to make changes per punch list.

3. DESIGN

- A. The County reserves the right to assume design control AT NO COST to the County if it is determined by the County that the estimate provided by the vendor is unacceptable.
- B. Vendor to provide estimated cost not to exceed prior to beginning work on project. The estimate should be broken down by hour.
- C. Design service charges shall be listed separately on invoices with associated charges as applicable. Any charges for services not shown will NOT be honored.

4. PROJECT MEETINGS

- A. The vendor shall attend weekly project status meetings at the County Facilities Management offices. Note: These meetings may be scheduled every two weeks, at the County's discretion, depending on the amount and complexity of work ongoing at any given time.
- B. The vendor shall provide meeting minutes, updated for each meeting.

- C. The vendor shall be responsible for providing a current, updated project status report for each meeting. This report shall include the following: County project manager name, County project I.D. number, project description, County P.O. number, County P.O. date, product ship date, product installation date, invoice number, invoice payment status.
- D. The vendor shall be represented at these meetings by sales, design, project coordination, management, or installation staff, at a minimum. Vendor, at its discretion, may bring other staff.

5. INSTALLATION AND WAREHOUSING

- A. Installation is to be charged on a per job basis.
- B. Accumulation of orders on Oakland County's behalf to avoid freight charges if requested will be honored.
- C. Product can be received at either vendors facility or drop shipped to Oakland County's facility at no charge (FOB destination).
- D. Vendor to provide as part of each project the estimated installation cost not to exceed w/cap spec proposal. The estimate will be broken down by man hour.
- E. Vendor is responsible for, as part of installation for each project, the following:
 - (1) Transportation of product to our job site (if not drop shipped).
 - (2) Removal and disposal of packing materials.
 - (3) Assembly and placement of product per installation drawings.
 - (4) Vendor is to insure product is free from marks, dirt, stains, etc., and that all moveable parts and electrical systems are operational upon delivery and installation.
 - (5) Vendor is responsible for leaving the work area clean and free of any debris resulting from the furniture delivery and installation.
 - (6) Storage of incoming orders is to be at NO CHARGE for up to 60 days. Furniture will be invoiced as if delivered.
- F. Vendor shall maintain the County's Haworth furniture spare parts inventory at its warehouse.
 - (1) Vendor shall generate an inventory report, listing the manufacturer, part number, part description, and quantity on hand of all parts in inventory. This report shall be updated on a monthly basis, or less often as indicated by the County.

(2) Vendor shall protect product while in storage against marks, stains, dirt, and other damage.

II. PRICING

- A. The vendor shall provide volume discount pricing and within what project cost range (based on list price of components) that volume pricing shall be applicable. If no volume discount pricing is available, vendor shall state such in the proposal response.
- B. The vendor shall provide a listing of any additional charges (i.e.; supervisor, truck, etc.) not requested for consideration by the County for inclusions into this contract. Any additional charges not shown on the contract will not be honored and charges will be removed from the invoice.
- C. The vendor shall provide any and all available value added services they would like considered as additional services on this contract.
- D. The vendor shall provide complete list prices for all product lines.

PRODUCT PRICE MATRIX

Haworth Products	Proposed Equal (list manufacturer and product line name)	Standard Lead Time (days/ weeks)	Rush Lead Time (days/ weeks)	Discount (Off Manufacturer List Price)			
				Standard Lead \$1 - \$300,000	Standard Lead \$300,001 - \$500,000	Standard Lead \$500,001 +	Rush Lead
Unigroup NW/WT							
Places NW/WT							
Premise Systems NW/WT							
Accolade Seating							
Monaco Seating							
System 12							
Improv Seating							
Lateral Files 950 Series							
Places FS Steel NW/WT							
Race							
Kinetics							
Tempo							
Tactics							
Jump Stuff							
Places Wood Casegoods							

Haworth Products	Proposed Equal (list manufacturer and product line name)	Standard Lead Time (days/ weeks)	Rush Lead Time (days/ weeks)	Discount (Off Manufacturer List Price)			
				Standard Lead \$1 - \$300,000	Standard Lead \$300,001 - \$500,000	Standard Lead \$500,001 +	Rush Lead
Varia							
Forenze							
Orlando							
Tripoli							
Vancouver							
Zoey Chu Seating							
Architectural Interiors – Enclose- Walls-C							
Architectural Interiors –Tekcrete- raised floor							
Architectural Interiors – Lifespace – Walls							
Very Seating							
Ungroup Too							
Compose Systems NW							
Adaptable Components NW							
Zody Seating							
York							
Tally Seating							
X – 99 Seating							
Look Seating							
Composites Wood Seating							
Candor Seating							
Hello Seating							
To Do Seating							
Prescott Seating							
Masters							
X – Series Files & Storage							
X - Series Casegoods							
V – Series Files & Storage							
V – Series Casegoods							
Planes Tables							
Brazo Light							
Castelli for Haworth							

INSTALLATION PRICE MATRIX

Installation	Rate Per Hour	Days/Times This Rate Applies
Non-Union – Regular Hours		
Non-Union – Overtime		
Union – Regular Hours		
Union – Overtime		
Union – Double Time		

DESIGN FEES

Design	Rate Per Hour	Days/Times This Rate Applies
Design – Regular Hours		
Design – Overtime		

OPERATIONS SERVICES

Warehouse	Rate	Description
Monthly Storage Rate		
Inventory Maintenance		

III. EVALUATION

1. Manufacturer's Information
 - A. What is the location of the nearest manufacturer's business/sales/support office?
 - B. Is there a showroom at this location?
 - C. How large (square footage) is the showroom?
 - D. Approximately how many product lines are represented?
 - E. How often and to what extent is the product display changed or updated?
 - F. Are sample products available for on-site testing and evaluation at our facilities?

- G. How quickly would you anticipate being able to deliver a sample product to our location?
- H. Do you have finish material samples/swatches at this location that would be available for our use?
- I. Please outline your manufacturer's warranty program.

NOTE: The County will verify and analyze that financial data which is available to us about your company. A score will be entered in this evaluation based on our analysis.

2. Dealership, General Information

- A. How long have you been a dealership/sales representative of this manufacturer's product?
- B. What is the location of your business offices/showroom?
- C. What is the location of your installation operation and warehouse facility?
- D. How large (square footage) is your showroom?
- E. Approximately how many product lines are represented?
- F. How often, and to what extent, is the product display changed or updated?
- G. Are sample products available for on-site testing and evaluation at our facilities?
- H. How quickly would you anticipate being able to deliver a sample product to our location?
- I. Experience/References: Please provide a maximum of three references for each of the following scenarios:
 - (1) One-time project with a furniture budget of at least \$1,000,000 in the private sector.
 - (2) One-time project with a furniture budget of at least \$1,000,000 for a governmental, educational, or institutional client.
 - (3) Ongoing annual contract contractpurchase agreement, or service contract, in the private sector.
 - (4) Ongoing annual contract, contractpurchase agreement, or service contract with a governmental, educational, or institutional client.

- J. Please outline any dealer-provided product warranty or guarantee, (beyond that provided by the manufacturer) that you may offer.

3. Dealership Financial Information

- A. Please describe the status of your financial situation with your manufacturer. Is there any aspect of this situation that could delay or otherwise hinder the product procurement process?
- B. Please indicate your annual sales volume of this manufacturer's product for the last three years.

NOTE: The County will verify and analyze that financial data which is available to us about your company. A score will be entered in this evaluation based on our analysis.

4. Dealership, Installation and Warehousing Information

- A. Are your installation and warehouse personnel company employees, sub-contractors, or a combination? Please describe.
- B. List the installation and warehouse personnel from your company and/or installation sub-contractor who would be involved in servicing our contract. For each, provide the following information:
 - (1) Educational background.
 - (2) Training or certification related to this manufacturer/product.
 - (3) Professional affiliations.
 - (4) Professional experience, including number of years, types of projects worked on, and types of clients worked for.
- C. Describe the quality assurance measures you take throughout the receiving, storage, warehousing, transportation, and installation process.
- D. What is the size of your (or your sub-contracted) warehouse facility (square footage)?
- E. Does this facility provide a temperature and humidity-controlled environment?
- F. Is this facility protected by fire alarm and suppression?

5. Dealership, Sales, Design, and Project Management Information

- A. List the sales, design, and project management personnel from your company who would be involved in servicing our contract. For each, provide the following information:
 - (1) Educational background.
 - (2) Training or certification related to this manufacturer/product.
 - (3) Professional affiliations.
 - (4) Professional experience, including number of years, types of projects worked on, and types of clients worked for.
 - B. Describe the quality assurance measures you take throughout the proposal, design ordering, order-tracking, and invoicing process.
 - C. What CAD software does your design staff use?
 - D. What version(s) or release(s) of this software is currently used?
 - E. Do you have finish material samples/swatches for this manufacturer/product at your location that would be available for our use?
6. Sample Design Proposal "A."
1 new private office, 16 new workstations, and 19 chairs.

As part of your proposal, provide the following:

- A. Layout plan.
 - B. Proposal, using your standard format, including component list and sell pricing (based on discount you've provided in this bid for standard lead time delivery).
 - C. Installation pricing (based on rates you've provided in this bid) for non-union crew, during normal business hours.
 - D. Sample swatches of all finish materials.
7. Sample Design Proposal "B."
Mirror existing four workstation grouping.

As part of your proposal, provide the following:

- A. Layout plan.
- B. Proposal, using your standard format, including component list and sell pricing (based on discount you've provided in this bid for standard lead time delivery).
- C. Installation pricing (based on rates you've provided in this bid) for non-union crew, during normal business hours.
- D. Sample swatches of all finish materials.

8. Sample Design Proposal "C"
Demountable wall conference room.

As part of your proposal, provide the following:

- A. Layout plan.
- B. Proposal, using your standard format, including component list and sell pricing (based on discount you've provided in this bid for standard lead time delivery).
- C. Installation pricing (based on rates you've provided in this bid) for non-union crew, during normal business hours.

SAMPLE A: SPECIFICATIONS (HAWORTH)

Revised 8-4-04

Item	Part Number	Part Description
1	BSSP-2418-N (N) ,TR- 00J ,TR- 00J ,TR- 0LE	IF,SMALL STORAGE CART,PAINTED,18"H W/O DOORS SURFACE 1 GRAPHITE SURFACE 2 GRAPHITE SURFACE 3 IF SILVER
2	EFN-242-B (B) ,FX- 010 ,FX- 010 ,TR- 00J ,TR- 00J	STRAIGHT FABRIC PANEL NO-POWER 24" X 42" POWER BASE VINES GRADE B ARBOR VINES GRADE B ARBOR SURFACE 3 GRAPHITE SURFACE 4 GRAPHITE
3	EFN-4242-B (B) ,FX- 010 ,FX- 010 ,TR- 00J ,TR- 00J	STRAIGHT FABRIC PANEL NO-POWER 42" X 42" POWER BASE VINES GRADE B ARBOR VINES GRADE B ARBOR SURFACE 3 GRAPHITE SURFACE 4 GRAPHITE
4	EFP-242-B (B) ,FX- 010 ,FX- 010 ,TR- 00J ,TR- 00J	STRAIGHT FABRIC PANEL POWER 24" X 42" POWER BASE VINES GRADE B ARBOR VINES GRADE B ARBOR SURFACE 3 GRAPHITE SURFACE 4 GRAPHITE

Item	Part Number	Part Description
5	EFP-4262-B (B) ,FX- 010 ,FX- 010 ,TR- 00J ,TR- 00J	STRAIGHT FABRIC PANEL POWER 42" X 62" POWER BASE VINES GRADE B ARBOR VINES GRADE B ARBOR SURFACE 3 GRAPHITE SURFACE 4 GRAPHITE
6	FDRV-42 () ,HC- 03E ,TR- 00J ,TR- 00E	REG FLIPPER DOOR - VINDENE 42" WITH LOCK HIGH PRESSURE LAMINATE SMOKE SURFACE 2 GRAPHITE SURFACE 3 SMOKE
7	FPFC-42-B (B) ,FX- 010 ,TR- 00J ,TR- 00J	90 DEG FABRIC FINISH POST 42" _____ POWER BASE VINES GRADE B ARBOR SURFACE 2 GRAPHITE SURFACE 3 GRAPHITE
8	FPFS-42-B (B) ,FX- 010 ,TR- 00J ,TR- 00J	180 DEG FABRIC FINISH POST 42" _____ POWER BASE VINES GRADE B ARBOR SURFACE 2 GRAPHITE SURFACE 3 GRAPHITE
9	HCC-0001 ,TR- 00E ,TR- 00E	D-TOP SINGLE-LEG BASE, ADJUSTABLE HEIGHT 26"-30" SURFACE 1 SMOKE SURFACE 2 SMOKE

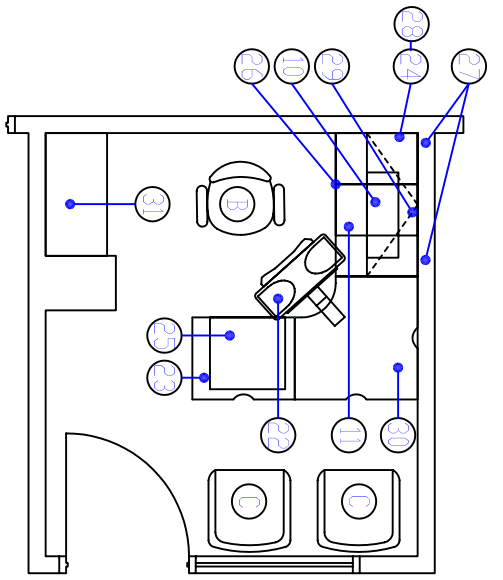
Item	Part Number	Part Description
10	HTL-0042-O (O) ,TR- 00E	TASK LIGHT 42" _____ OCTIC SURFACE 1 SMOKE
11	PDX-24-HLN (HLN) ,TR- 00E	FIXED PEDESTAL DRAWER 24" 6/6/12 W/LOCK SURFACE 1 SMOKE
12	PDX-24-JLN (JLN) ,TR- 00E	FIXED PEDESTAL DRAWER 24" 12/12 W/LOCK SURFACE 1 SMOKE
13	SRS-42 .0V- 03E ,TR- 00E ,TR- 00E	REGULAR SHELF 42" VIDENE SMOKE SURFACE 2 SMOKE SURFACE 3 SMOKE
14	WS-4224 () ,0h- 021 ,TR- 00J ,TR- 00J	REGULAR WORK SURFACE 42" X 24" W/O GROMMET LAMINATE WHITE SPEX SURFACE 2 GRAPHITE SURFACE 3 GRAPHITE
15	WS-6624 () ,0H- 021 ,TR- 00J ,TR- 00J	REGULAR WORK SURFACE 66" X 24" W/O GROMMET LAMINATE WHITE SPEX SURFACE 2 GRAPHITE SURFACE 3 GRAPHITE

Item	Part Number	Part Description
16	EFP-262-B (B) ,FX- 010 ,FX- 010 ,TR- 00J ,TR- 00J	STRAIGHT FABRIC PANEL POWER 24" X 62" POWER BASE VINES GRADE B ARBOR VINES GRADE B ARBOR SURFACE 3 GRAPHITE SURFACE 4 GRAPHITE
17	WWLE-24-R (R) ,0H- 021 ,TR- 00J ,TR- 00J	LMNT WORKSURFACE - CURVED 24" X 24" RIGHT (OR LEFT) LAMINATE WHITE SPEX SURFACE 2 GRPAHITE SURFACE 3 GRAPHITE
18	HTB-4216 () ,R5- A6L	TACKBOARD 42" X 16" FOR ACOUSTICAL PANEL ZINGER ONION UNDECIDED COLOR
19	BFN-1-B (B)	BASE FEED MODULE,HARDWIRE POWER BASE
20	PRD-3-B (B) ,TR- 00J	DUPLEX RECEPTACLES (BOX OF 6) POWER BASE SURFACE 1 GRAPHITE
21	LSET-6 ,LX- 0BP	STANDARD LOCK PLUG & KEY LOCK SET (QTY 6) LOCK COLOR CHROME
22	AKPM-23-5FM (SFM)	ADJUSTABLE KEYBOARD PAD W/SWIVEL MOUSE PAD, 23" SWIV. PAD, FL ADJ., MOUSE CVR.

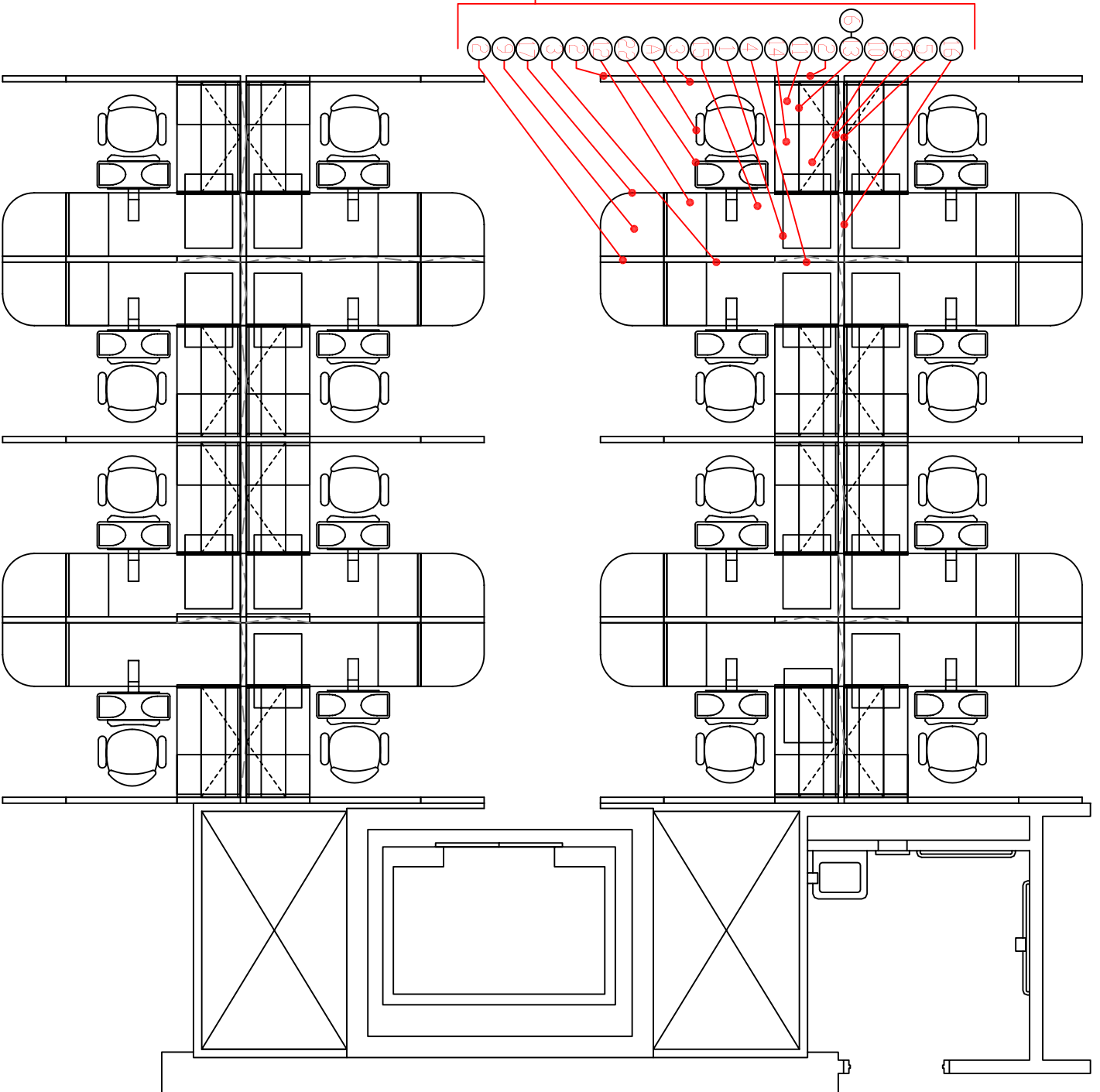
Item	Part Number	Part Description
23	60548 LN2 ,0H 021 (1) ,TR- 00J ,TR- 00E ,TR- 00J	RH TRANSITION RETURN 24X30 FULL MOD LAMINATE WHITE SPEX TRIM EDGE EDGE GRAPHITE BASE/PED SMOKE GROMMET GRAPHITE
24	SRS-42 ,0V- 03E ,TR- 00E ,TR- 00E	REGULAR SHELF 42" VIDENE SMOKE SURFACE 2 SMOKE SURFACE 3 SMOKE
25	SCD-19	STEEL CENTER DRAWER
26	STQ8-2442-0L (0L) (2) ,0h- 021 (1) ,TR- 00J ,TR- 00E ,TR- 00J	TRANSITIONAL DESK - 24" X 42" W/GROMMETS - NO VSU-3/4 MOD NO PEDESTAL LEFT HAND RETURN LAMINATE TOP LAMINATE WHITE SPEX TRIM EDGE TRIM - WK SURF GRAPHITE BASE/PED SMOKE GROMMET GRAPHITE
27	WT-60 ,TR- 00E ,TR- 00E	WALL TRACK 60" SURFACE 1 SMOKE SURFACE 2 SMOKE

Item	Part Number	Part Description
28	FDRV-42	REG. FLIPPER DOOR - VIDENE 42"
	() ,HC-03E ,TR-00J ,TR-00E	WITH LOCK HIGH PRESSURE LAMINATE SMOKE SURFACE 2 GRAPHITE SURFACE 3 SMOKE
29	HTB-4216	TACKBOARD 42" X 16"
	() ,R5-A6L	FOR ACOUSTICAL PANEL ZINGER ONION
30	SKQ6-2436	CNVRGNT WRKSRF - CORNER - 3/4 MODESTY-W/GROMMETS 24" X 36"
	(2) ,OH-021 (1) ,TR-00J ,TR-00E ,TR-00J	LAMINATE TOP LAMINATE WHITE SPEX TRIM EDGE TRIM - WK SURF GRAPHITE BASE/PED SMOKE GROMMET GRAPHITE
31	LBR-436	4-HIGH BOOKCASE - 36" RADIUS CASE
	() ,TR-00J	STANDARD VERSION SURFACE 1 GRAPHITE
A	M245-4W42	RB S.E.,PLA,HA,3D ARM W/VNL, HARD CASTERS, W/O BACK LOCK
	,3F-001 ,WO-001 ,TR-00F	INTERVAL GRADE A/1 MINK KNITTED COVERING - IMROV SE BLACK PAINT/PVC BLACK

Item	Part Number	Part Description
B	M231-1W42	MB H.E.,PNEU,HA,3D ARM W/VNL, HARD CASTERS,W/O BACK LOCK
	,3H- 001 ,TR- 00F	ESOTERIA GRADE A/1 CRYPTIC PAINT/PVC BLACK
C	M600-2310	4-LEG STACKER,ARMS,WOOD BACK
	() ,3F- 001 ,TR- 00F ,KP- CAD	STANDARD VERSION INTERVAL GRADE A/1 MINK SURFACE TWO BLACK MAPLE (KINETICS) MEDIUM CHERRY ON MAPLE



TYPICAL COMPONENTS



SAMPLE A:
 LAYOUT AND SPECIFY THIS FURNITURE,
 INCLUDING: (1) PRIVATE OFFICE, (16)
 WORKSTATIONS, AND (19) CHAIRS TO
 MATCH THE GIVEN HAWORTH SPECIFICATIONS
 AS CLOSELY AS POSSIBLE USING YOUR
 MANUFACTURER'S PRODUCT

SAMPLE B: SPECIFICATIONS (HAWORTH)

Revised 8-4-04

Item	Part Number	Part Description
1	EFN-142-B (B) ,SF- 0AP ,SF- 0AP ,TR- 00E ,TR- 00E	STRAIGHT FABRIC PANEL NO-POWER 12" X 42" POWER BASE VERONA GRADE B CIAO VERONA GRADE B CIAO SURFACE 3 SMOKE SURFACE 4 SMOKE
2	EFN-242-B (B) ,SF- 0AP ,SF- 0AP ,TR- 00E ,TR- 00E	STRAIGHT FABRIC PANEL NO-POWER 24" X 42" POWER BASE VERONA GRADE B CIAO VERONA GRADE B CIAO SURFACE 3 SMOKE SURFACE 4 SMOKE
3	EFP-266-B (B) ,SF- 0AP ,SF- 0AP ,TR- 00E ,TR- 00E	STRAIGHT FABRIC PANEL POWER 24" X 66" POWER BASE VERONA GRADE B CIAO VERONA GRADE B CIAO SURFACE 3 SMOKE SURFACE 4 SMOKE
4	EFP-166-B (B) ,SF- 0AP ,SF- 0AP ,TR- 00E ,TR- 00E	STRAIGHT FABRIC PANEL POWER 12" X 66" POWER BASE VERONA GRADE B CIAO VERONA GRADE B CIAO SURFACE 3 SMOKE SURFACE 4 SMOKE

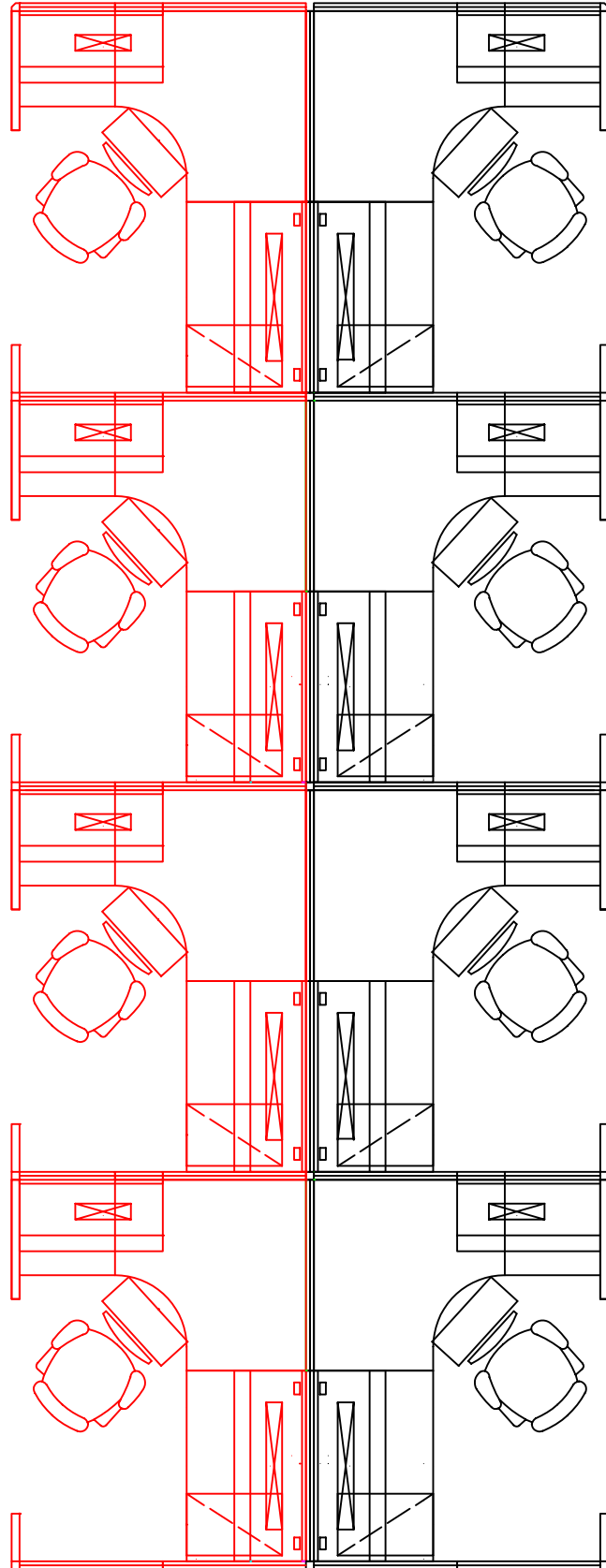
Item	Part Number	Part Description
5	EFP-366-B (B) ,SF- 0AP ,SF- 0AP ,TR- 00E ,TR- 00E	STRAIGHT FABRIC PANEL POWER 36" X 66" POWER BASE VERONA GRADE B CIAO VERONA GRADE B CIAO SURFACE 3 SMOKE SURFACE 4 SMOKE
6	EFP-466-B (B) ,SF- 0AP ,SF- 0AP ,TR- 00E ,TR- 00E	STRAIGHT FABRIC PANEL POWER 48" X 66" POWER BASE VERONA GRADE B CIAO VERONA GRADE B CIAO SURFACE 3 SMOKE SURFACE 4 SMOKE
7	FPFC-66-B (B) ,SF- 0AP ,TR- 00E ,TR- 00E	90 DEG. FABRIC FINISH POST 66" ____POWER BASE VERONA GRADE B CIAO SURFACE 2 SMOKE SURFACE 3 SMOKE
8	FPFS-66-B (B) ,SF- 0AP ,TR- 00E ,TR- 00E	180 DEG. FABRIC FINISH POST 66" ____POWER BASE VERONA GRADE B CIAO SURFACE 2 SMOKE SURFACE 3 SMOKE
9	HORS-48 ,TR- 00E	AOSU W/BACKET 48"W, PLACES SURFACE 1 SMOKE

Item	Part Number	Part Description
10	HTB-3616 () ,3A- 019	TACKBOARD 36" X 16" FOR ACOUSTICAL PANEL TELLURE GRADE A/1 NAVY
11	HTB-4816 () ,3A- 019	TACKBOARD 48" X 16" FOR ACOUSTICAL PANEL TELLURE GRADE A/1 NAVY
12	STL-0036-O (O) ,TR- 00E	AOSU TASK LIGHT 36"W ____OCTIC SURFACE 1 SMOKE
13	STL-0048-O (O) ,TR- 00E	AOSU TASK LIGHT 48"W ____OCTIC SURFACE 1 SMOKE
14	M231-1G41 ,3A- 019 ,TR- 00F	MC H.E.,PNEU,HA,FLIPPER W/VNL,HARD CASTERS,BACK TELLURE GRADE A/1 NAVY PAINT/PVC BLACK
15	NAK-5P	EXT TILTING KEYBOARD PAD W/PALM REST
16	PDX-24-HLN (HLN) ,TR- 00E	FIXED PEDESTAL DRAWER 24" 6/6/12 W/LOCK SURFACE 1 SMOKE
17	TFM-6-B (B) ,TR- 00E ,TR- 00E	TOP FEED MODULE 68" FOR PANEL HEIGHT 64" & 68" ____POWER BASE SURFACE 1 SMOKE SURFACE 2 SMOKE

Item	Part Number	Part Description
18	WS-224-G (G) ,0H- 0EA ,TR- 00E ,TR- 00E	REGULAR WORK SURFACE 24" X 24" W/GROMMET LAMINATE ROBIN NEST SURFACE 2 SMOKE SURFACE 3 SMOKE
19	WS-430-G (G) ,0H- 0EA ,TR- 00E ,TR- 00E	REGULAR WORK SURFACE 48" X 30" W/GROMMET LAMINATE ROBIN NEST SURFACE 2 SMOKE SURFACE 3 SMOKE
20	WWLC-4832 ,0H- 0EA ,TR- 00E ,TR- 00E	WRAP-AROUND CORNER- LAMINATE 30"L/24"R X 48" LAMIANTE ROBIN NEST SURFACE 2 SMOKE SURFACE 3 SMOKE
21	EAG-124-F (F) ,SK- 01C ,TR- 00E	ADD-ON GLASS PANEL 12" X 24" FABRIC ATTACHED PLEXIGLAS CLEAR TRIM SMOKE
22	EAG-224-F (F) ,SK- 01C ,TR- 00E	ADD-ON GLASS PANEL 24" X 24" FABRIC ATTACHED PLEXIGLAS CLEAR TRIM SMOKE
23	PCSS-3-B (B)	STRAIGHT SPAN POWER CONNECTOR POWER BASE

Item	Part Number	Part Description
24	PRD-3-B (B) ,TR- 00E	DUPLEX RECEPTACLES (BOX OF 6) POWER BASE SURFACE 1 SMOKE
25	LSET-3 ,LX- 0BP	STANDARD LOCK PLUG & KEY LOCK SET (QTY 3) LOCK COLOR CHROME
26	HORS-36 ,TR- 00E	AOSU W/BRACKET 36"W, PLACES SURFACE 1 SMOKE
27	LABOR	RECEIVE, DELIVER & INSTALL

← NEW | EXIST. (HAWORTH) →



SAMPLE B:

PROVIDE LAYOUT AND SPEC
TO MIRROR EXISTING HAWORTH
(4) STATION GROUPING. MATCH EXISTING
AS CLOSELY AS POSSIBLE USING YOUR
PRODUCT. KEEP IN MIND THAT EXISTING
AND NEW WILL SIT SIDE-BY-SIDE

Bill of Materials

Sold to

Company name:
Contact Person:
Contact Phone:
Contact Fax:

Distributor

Company name:
Salesman:
Salesman Phone:
Salesman Fax:

Description	Options
Haworth	
9/16" T-BAR AND LAY-IN TILE CLIP	
90° 2-WAY CLOSED SM INTERSECTION CEILING TRACK SPLINE	
90° 2-WAY CLOSED SYSTEM MODULE INTERSECTION	
INTERSECTION FINISH: METAL FINISH	PC
METAL FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
ADJUSTABLE STARTER	
INTERSECTION FINISH SIDE "A": METAL FINISH	PC
METAL FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
INTERSECTION FINISH SIDE "B": METAL FINISH	PC
METAL FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
LATERAL BRACING: LATERAL BRACING NOT REQUIRED	N
DOUBLE, SLIDING DOOR FRAME ASSEMBLY	
FLOOR DETAIL: CARPET	C
LATERAL BRACING: LATERAL BRACING NOT REQUIRED	N
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
DOUBLE, SLIDING DOOR FRAME	
FRAMING FINISH: RECTILINEAR METAL	RA
METAL FRAME FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
DOOR HAND: RIGHT HAND REVERSE - ACTIVE DOOR	RHR
LEFT SLIDING DOOR TRACK LENGTH: LEFT SLIDING DOOR TRACK LENGTH	1879.6
DOUBLE, GLASS SLIDING DOOR	
GLASS DOOR FINISH: TEMPERED (10MM), GRADE 1	1G-03C
FUNCTION: PASSAGE	PA
GLASS DOUBLE SLIDING DOOR HARDWARE	
LOCK TYPE: NON-LOCKING (PASSAGE)	NLP
LOCK HAND (ACTIVE DOOR): RIGHT HAND REVERSE	RHR
FUNCTION: PASSAGE	PA
LEVER: TUBULAR D-PULL	TDP
LEVER FINISH: 625 BRIGHT CHROME w/ SATIN INSERT	U2-625
CHIMNEY FINISH: NOT APPLICABLE	NA
STRIKE FINISH: NOT APPLICABLE	NA
SLIDING DOOR TRACK FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~

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Description	Options
PATCH FINISH: NOT APPLICABLE	NA
RAIL/HANGER FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
ENCLOSE CEILING TRACK (10FT)	
ENCLOSE CEILING TRACK TAPE (1 ROLL)	
END CAP	
INTERSECTION FINISH: METAL FINISH	PC
METAL FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
GLASS WALL PANEL, NO TR ASSEMBLY	
FLOOR DETAIL: CARPET	C
LATERAL BRACING: LATERAL BRACING NOT REQUIRED	N
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
GLASS PANE COUNT: 1 GLASS PANE	1
GLASS WALL PANEL, NO TR	
FRAMING PROFILE: RECTILINEAR METAL	RA
METAL FRAME FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
MONOLITHIC GLASS PANE	
GLASS PANE TYPE: MONOLITHIC GLASS PANE	MONOCCG
GLASS PANE LOCATION: POSITION 1	P1
GLASS PANE FINISH: UNDECIDED GLAZING FINISH, BASE GRADE 0	1G-00~
FINISHED SIDE: SIDE "A"	A
GLASS WALL PANEL, NO TR ASSEMBLY	
FLOOR DETAIL: CARPET	C
LATERAL BRACING: LATERAL BRACING NOT REQUIRED	N
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
GLASS PANE COUNT: 1 GLASS PANE	1
GLASS WALL PANEL, NO TR	
FRAMING PROFILE: RECTILINEAR METAL	RA
METAL FRAME FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
MONOLITHIC GLASS PANE	
GLASS PANE TYPE: MONOLITHIC GLASS PANE	MONOCCG
GLASS PANE LOCATION: POSITION 1	P1
GLASS PANE FINISH: UNDECIDED GLAZING FINISH, BASE GRADE 0	1G-00~
FINISHED SIDE: SIDE "A"	A
GLASS WALL PANEL, NO TR ASSEMBLY	

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Description	Options
FLOOR DETAIL: CARPET	C
LATERAL BRACING: LATERAL BRACING NOT REQUIRED	N
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
GLASS PANE COUNT: 1 GLASS PANE	1
GLASS WALL PANEL, NO TR	
FRAMING PROFILE: RECTILINEAR METAL	RA
METAL FRAME FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
MONOLITHIC GLASS PANE	
GLASS PANE TYPE: MONOLITHIC GLASS PANE	MONOCG
GLASS PANE LOCATION: POSITION 1	P1
GLASS PANE FINISH: UNDECIDED GLAZING FINISH, BASE GRADE 0	1G-00~
FINISHED SIDE: SIDE "A"	A
REMOVABLE TILE/GLASS COMBINATION WALL PANEL FRAME, NO TR ASSEMBLY	
FLOOR DETAIL: CARPET	C
LATERAL BRACING: LATERAL BRACING NOT REQUIRED	N
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
ELECTRICAL: NO POWER	NA
POWER AMPERAGE: NOT APPLICABLE	NA
VOLTAGE: NOT APPLICABLE	NA
LOCATION COUNT: 0 POWER LOCATION	0
GLASS PANE COUNT: 1 GLASS PANE	1
TILE COUNT SIDE "A": BASE RACEWAY COVER + 1 TILE	R1
TILE COUNT SIDE "B": BASE RACEWAY COVER + 2 TILES	R2
REMOVABLE TILE/GLASS COMBINATION WALL PANEL FRAME, NO TR	
COMBINATION TRANSITION HEIGHT: 88.59"	2250.2
FRAMING PROFILE: RECTILINEAR METAL	RA
METAL FRAME FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
USER DEFINED COMBINATION TRANSITION HEIGHT: USER DEFINED COMBINATION TRANSITION HEIGHT	2101.8
DRYWALL MID REMOVABLE TILE, NO ACCESS CO	
TILE TYPE: MID REMOVABLE TILE	MOD
TILE LOCATION 80: SIDE "A" POSITION 2	A2
TILE FINISH: DRYWALL	DWL
WALL COVERING FINISH: UNDECIDED WALL COVERING FINISH, GRADE 1	1A-00~
DRYWALL MID REMOVABLE TILE, NO ACCESS CO	
TILE TYPE: MID REMOVABLE TILE	MOD
TILE LOCATION 32: SIDE "B" POSITION 2	B2

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Distributor

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Salesman:
Salesman Phone:
Salesman Fax:

Description	Options
TILE FINISH: DRYWALL	DWL
WALL COVERING FINISH: UNDECIDED WALL COVERING FINISH, GRADE 1	1A-00~
LAMINATE MID REMOVABLE TILE, NO ACCESS CO	
TILE TYPE: MID REMOVABLE TILE	MOD
TILE LOCATION 56: SIDE "B" POSITION 3	B3
TILE FINISH: PARTICLE BOARD	PD
LAMINATE FINISH: WHITEBOARD, GRADE 1	0H-00W
BASE RACEWAY COVER, NO ACO	
TILE TYPE: BASE RACEWAY COVER	RACE
TILE POSITION: SIDE "A" POSITION 1	A1
TILE FINISH: METAL	METAL
METAL FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
BASE RACEWAY COVER, NO ACO	
TILE TYPE: BASE RACEWAY COVER	RACE
TILE POSITION: SIDE "B" POSITION 1	B1
TILE FINISH: METAL	METAL
METAL FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
TOP GLASS PANE (BH-TOWP)	
GLASS PANE TYPE: TOP GLASS PANE (BH-TOWP)	SGCMNCG
GLASS PANE LOCATION: POSITION 1	P1
GLASS PANE FINISH: UNDECIDED GLAZING FINISH, BASE GRADE 0	1G-00~
FINISHED SIDE: SIDE "A"	A
REMOVABLE TILE/GLASS COMBINATION WALL PANEL FRAME, NO TR ASSEMBLY	
FLOOR DETAIL: CARPET	C
LATERAL BRACING: LATERAL BRACING NOT REQUIRED	N
STANDING DETAIL: CEILING HIGH	CH
CEILING DETAIL: CEILING CONNECT	CC
ELECTRICAL: NO POWER	NA
POWER AMPERAGE: NOT APPLICABLE	NA
VOLTAGE: NOT APPLICABLE	NA
LOCATION COUNT: 0 POWER LOCATION	0
GLASS PANE COUNT: 1 GLASS PANE	1
TILE COUNT SIDE "A": BASE RACEWAY COVER + 1 TILE	R1
TILE COUNT SIDE "B": BASE RACEWAY COVER + 2 TILES	R2
REMOVABLE TILE/GLASS COMBINATION WALL PANEL FRAME, NO TR	
COMBINATION TRANSITION HEIGHT: 88.59"	2250.2
FRAMING PROFILE: RECTILINEAR METAL	RA
METAL FRAME FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~

Bill of Materials

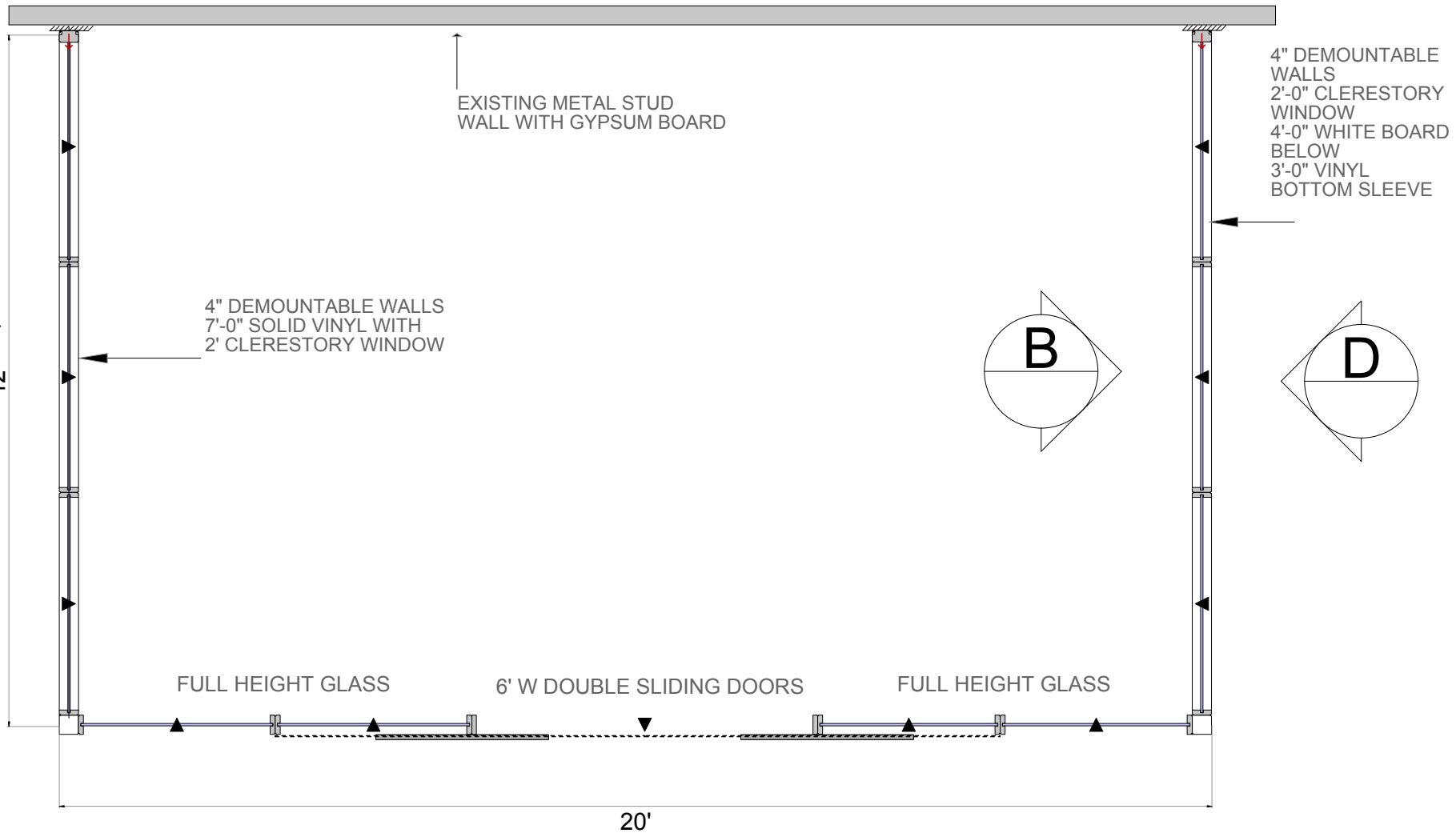
Sold to

Company name:
Contact Person:
Contact Phone:
Contact Fax:

Distributor

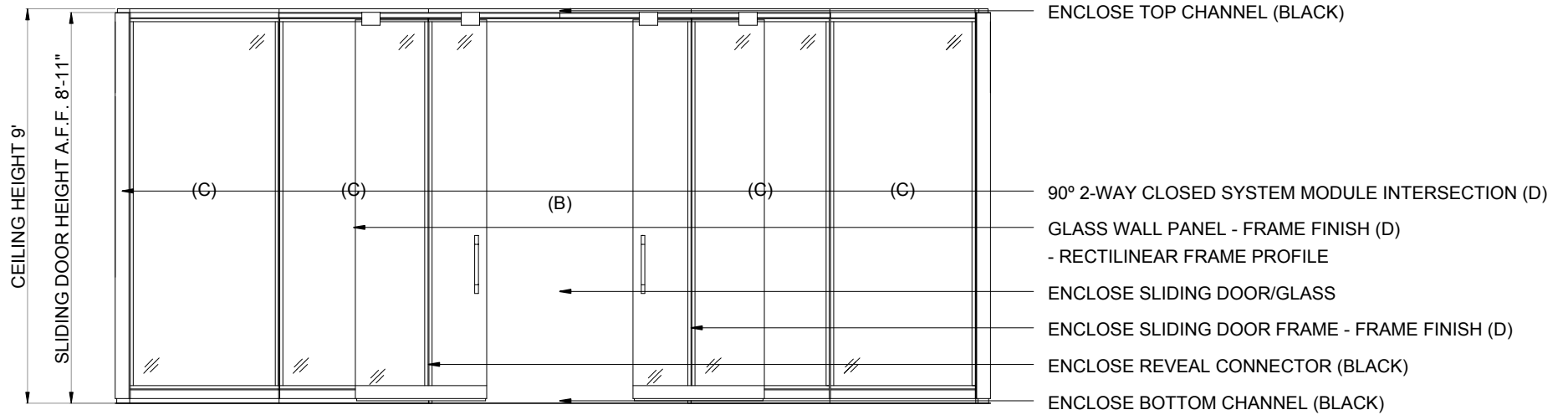
Company name:
Salesman:
Salesman Phone:
Salesman Fax:

Description	Options
USER DEFINED COMBINATION TRANSITION HEIGHT: USER DEFINED COMBINATION TRANSITION HEIGHT	2101.8
DRYWALL MID REMOVABLE TILE, NO ACCESS CO	
TILE TYPE: MID REMOVABLE TILE	MOD
TILE LOCATION 80: SIDE "A" POSITION 2	A2
TILE FINISH: DRYWALL	DWL
WALL COVERING FINISH: UNDECIDED WALL COVERING FINISH, GRADE 1	1A-00~
DRYWALL MID REMOVABLE TILE, NO ACCESS CO	
TILE TYPE: MID REMOVABLE TILE	MOD
TILE LOCATION 32: SIDE "B" POSITION 2	B2
TILE FINISH: DRYWALL	DWL
WALL COVERING FINISH: UNDECIDED WALL COVERING FINISH, GRADE 1	1A-00~
LAMINATE MID REMOVABLE TILE, NO ACCESS CO	
TILE TYPE: MID REMOVABLE TILE	MOD
TILE LOCATION 56: SIDE "B" POSITION 3	B3
TILE FINISH: PARTICLE BOARD	PD
LAMINATE FINISH: WHITEBOARD, GRADE 1	0H-00W
BASE RACEWAY COVER, NO ACO	
TILE TYPE: BASE RACEWAY COVER	RACE
TILE POSITION: SIDE "A" POSITION 1	A1
TILE FINISH: METAL	METAL
METAL FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
BASE RACEWAY COVER, NO ACO	
TILE TYPE: BASE RACEWAY COVER	RACE
TILE POSITION: SIDE "B" POSITION 1	B1
TILE FINISH: METAL	METAL
METAL FINISH: UNDECIDED METAL FINISH, BASE GRADE 0	TR-00~
TOP GLASS PANE (BH-TOWP)	
GLASS PANE TYPE: TOP GLASS PANE (BH-TOWP)	SGCMNCG
GLASS PANE LOCATION: POSITION 1	P1
GLASS PANE FINISH: UNDECIDED GLAZING FINISH, BASE GRADE 0	1G-00~
FINISHED SIDE: SIDE "A"	A
REVEAL CONNECTOR (11FT)	

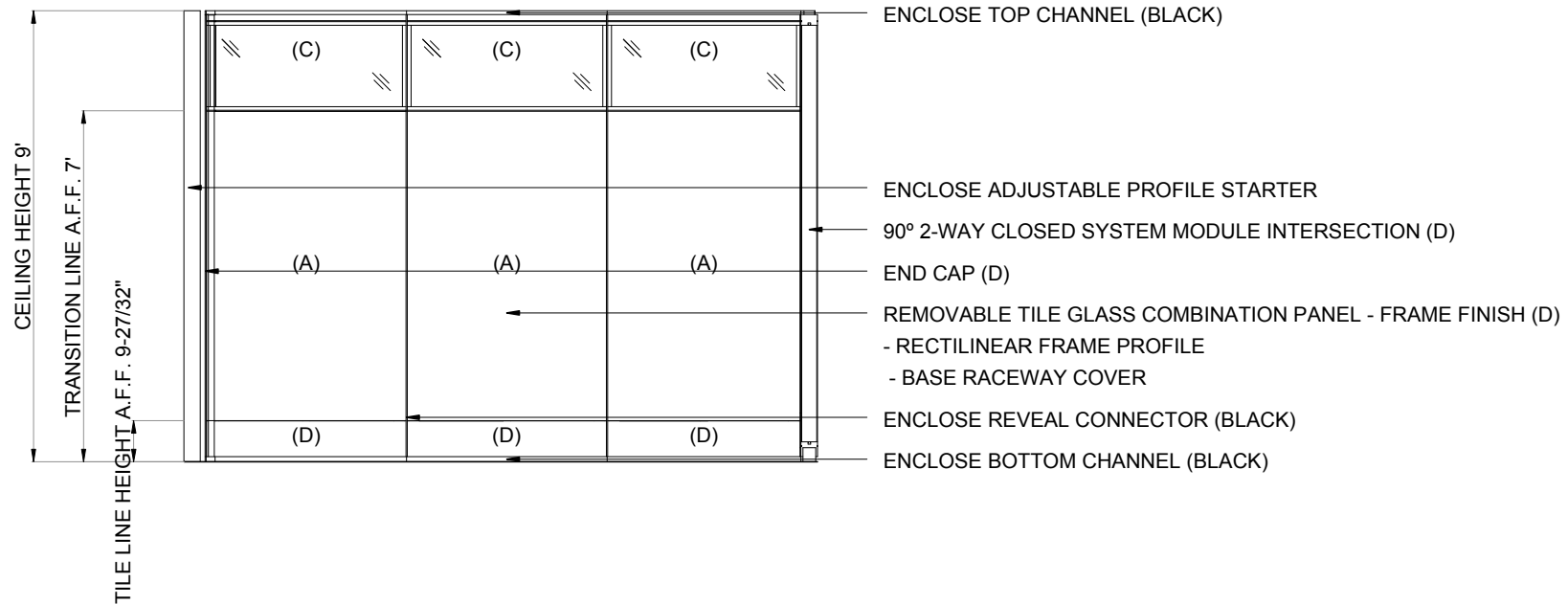


SAMPLE C:
 PROVIDE A PLAN AND SPEC FOR THE DEMOUNTABLE
 WALL CONFERENCE ROOM. MATCH THE GIVEN
 SPECIFICATIONS AS CLOSELY AS POSSIBLE USING
 YOUR MANUFACTURER'S PRODUCT.

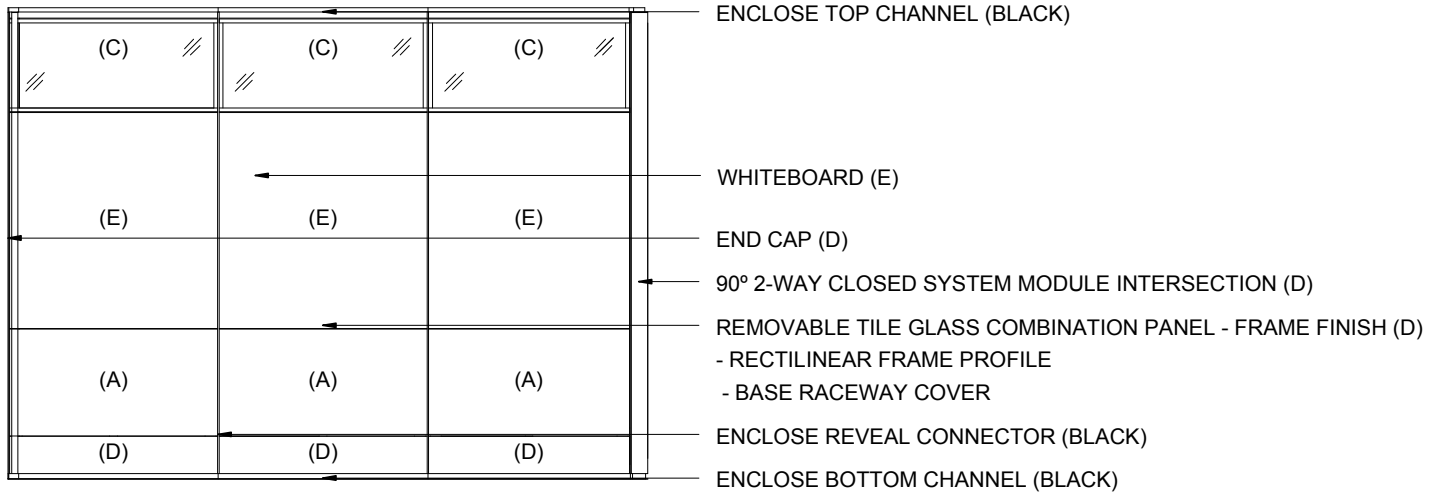
Elevation A



Elevation B



Elevation C



Elevation D

