

10th Floor Furniture

Date of Issue:	June 14, 2024
Applications must be received no later than:	2:00 p.m. July 8, 2024
Submit all RFP-related questions to:	Hans Leach hans.leach@phila.gov

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:
WOMEN, MINORITY INDIVIDUALS AND PEOPLE WITH
DISABILITIES ARE ENCOURAGED TO RESPOND

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1. PROJECT OVERVIEW

1.1. Introduction/Statement of Purpose

Community Behavioral Health (CBH) is issuing this request for proposals (RFP) to contract with a qualified commercial furniture dealer for the purchase, delivery, and installation of their new 801 Market Street, 10th floor furniture. The CBH Facilities Management Department and Thriven Design will be managing the contract.

1.2. Project Background

The purpose of this RFP is to solicit proposals from all interested commercial furniture dealers possessing expertise in the services established within the guidelines herein. All requirements are specified in the scope of work section (Section 2.1.).

1.3. Requests for Proposal

CBH anticipates selecting one commercial furniture dealer to provide all services specified in this RFP.

1.4. General Disclaimer

This RFP does not commit CBH to award a contract. This RFP and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of CBH and may be subject to public disclosure by CBH.

2. SCOPE OF WORK

2.1. Provided Services/Required Tasks

The awarded commercial furniture dealer will be responsible for the supply, delivery, and installation of the furniture outlined in the RFP.

2.1.1. Furnishings:

Please refer to [Section 5](#) for complete BOD Detailed Furniture Specifications.

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1. Furniture specification manufacturers and models are a Basis of Design (BOD) for this project. Dealers are welcome to submit alternatives. Any alternates must meet or exceed the specifications of the product listed.
2. Wherever a brand name, trademark, or manufacturer's name is used it is understood that this designation is used for clarification of description only, and that an equal product may be proposed.
3. All materials should be new and unused. Any used, demonstrators/samples, obsolete, seconds, or discontinued items are unacceptable.
4. **All vendors are required to provide documentation to certify they are authorized dealers of the products submitted.**
5. **Freight Damages:** Immediately upon the delivery of product by the carrier, the awarded vendor shall inspect the outside of all containers for dents, tears, crushing, or any other indication of damage and shall note any findings on the carrier's delivery ticket. The vendor shall open all containers, inspect contents, process, and remedy all freight claims and damages.
6. Vendor shall replace all damaged items at their own expense.
7. Formaldehyde off gassing rates on all wood construction to be less than .03 milligrams per square foot of surface per hour, in accordance with ASTM D511690.
8. All proposed alternates must, at a minimum, include the following for thorough evaluation:
 - » Written statement of the product specifications including but not limited to:
 - Manufacturer specifications sheet
 - Applicable product brochures
 - Model number
 - Product cut sheet with graphic representation
 - Dimensions
 - Warranties
 - Finish/accessory options
 - » Flammability Certification as described below, as applicable.

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- » CBH, along with Thriven Design, will determine whether any proposed equals are equal in construction, quality, and aesthetic.
- » CBH, along with Thriven Design, shall have the right to accept alternatives in any order or combination.
- » All substitutions must be clearly identified as such on the bid sheets.

9. Furniture Flammability Labeling: All upholstered furniture must meet flammability certification.

- » All seating furniture will be required to be labeled that the furniture's components meet California Technical Bulletin 133.
- » Documentation will be accepted in lieu of labeling:
 - Acceptable documentation includes a letter from the manufacturer certifying that the specific furniture meets or exceeds the requirements in California Technical Bulletin 133. The letter must indicate the model number, specific foam, filling, interior liner, and fabric used to construct the furniture.
- » Cut sheets alone are not acceptable. Provide a written document of compliance as stated above.
- » If labels are to be attached to furniture items, labels must include the following (labels must be a minimum of 2" x 3" in size):
 - NOTICE: ONLY THE RESILIENT FILLING MATERIALS CONTAINED IN THIS ARTICLE MEET CALIFORNIA BUREAU OF HOME FURNISHINGS FLAMMABILITY REQUIREMENTS. CARE SHOULD BE EXERCISED NEAR OPEN FLAME OR WITH BURNING CIGARETTES.

10. Warranties:

- » All vendors must submit/include any/all warranty information with submissions whether it is expressed or implied.
- » Vendor shall guarantee the original purchase for a period of not less than one year from the date of first installation. Acceptance by owner, that vendor will replace or repair any product which become defective during the guarantee period, excluding any item which has been subjected to accident, alterations, abuse, misuse or neglect by the CBH or its employees or that is caused by normal wear and tear.

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- » Any standard manufacturer guarantee or warranty for a period longer than one year shall not be nullified by the above general guarantee.

2.1.2. Delivery and Installation:

1. Awarded vendor shall deliver and install all items furnished under this contract no later than September 2024 to the following location: 801 Market Street, 10th Floor Philadelphia, PA 19107.
2. If you are unable to meet the above-mentioned delivery date, please indicate the next possible date of delivery.
3. Delivery and installation are the responsibility of the awarded vendor and must be incorporated in bid pricing and paid for by the awarded vendor.
4. Installation to be supervised by a dedicated foreman who will coordinate all delivery and installation directly with CBH and Thriven Design.
5. Any changes (structural, electrical, mechanical, or plumbing) that are essential to the normal installation of the equipment to be furnished shall be clearly delineated in the bid submission.
 - » These changes shall be clearly outlined in a layout plan submitted with each copy of the bid submission.
 - » All changes must have prior written approval of CBH and Thriven Design. Bidders shall be responsible for verification of all conditions and dimensions prior to submitting bids.
6. Vendor shall deliver, unload distribute, uncrate, and dispose of all crating, packing materials off site for all items supplied under this scope.
7. Vendor will not be allowed to use any trash receptacles or construction dumpsters on site that were not supplied by them or allowed by CBH.
8. **Installation:**
 - » The Vendor shall not enter or have access to any space in the building to perform the work without first having given timely notice to the CBH so that the necessary arrangements may be made to enter or to have access to such space.
 - » In entering, passing through, or working on any such space in the building in the performance of the work, the vendor shall at all times furnish and maintain proper protection for the floor, ceilings, walls, fixtures, equipment, furniture, and/or other property of the CBH including interior finishes.

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- » The Vendor shall maintain their areas free of debris and follow all related safety codes and regulations.
- » The Vendor shall cover and protect furnishings from any damage during transportation, storage, and installation.
- » If any loss or damage occurs prior to final acceptance by the CBH, the vendor shall promptly repair or replace the part or parts lost or damaged, as directed, at no cost to the CBH.
- » All protective coverings are to be removed from items once all installation is completed and all items are to be wiped clean.
- » CBH will not provide dumpsters for debris. The removal and disposal of debris shall be the responsibility of the awarded vendor(s).

2.1.3. Liquidated Damages

\$500 per day beyond the install date

2.1.4. Post Award

1. All data should be processed through and in accordance with the bidding instructions. Vendor shall verify that product numbers reflect product descriptions and quantities in specifications, and coordinate with quantities and locations on plans, and notify CBH and Thriven Design of any discrepancies prior to ordering.
2. Verify all customer's own materials (COM) yardage requirements with manufacturer and notify CBH and Thriven Design of any problems.
3. Verify the availability of all fabrics and notify CBH and Thriven Design of any potential problems.
4. Notify CBH and Thriven Design of any discrepancies in specifications prior to placing orders.
5. **Submittals:**
 - » flammability certification of upholstery
 - » manufacturer's maintenance instructions for each fabric type
 - » If the awarded vendor has offered the products as described in the bid, these copies will be required after award but prior to the order to manufacture.

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6. Field Verification:

- » Prior to delivery of furniture, the vendor shall inspect the project premises and verify the status of the building and site construction is suitable for delivery and installation.
- » The vendor shall determine and coordinate with CBH and Thriven Design the best access for delivery trucks, unloading, and staging.
- » Any conditions the vendor finds that would impede the ability of the vendor to perform the work shall be brought to the attention of CBH and Thriven Design immediately.
- » The vendor shall field verify all measurements.

7. Delivery:

- » All items shall be ordered and delivered on schedule unless directed otherwise.
- » Any product delays should be brought to the attention of CBH and Thriven Design immediately.
- » Verify delivery dates in conjunction with projected schedule with CBH and Thriven Design
- » The awarded vendor shall provide CBH and Thriven Design with a schedule indicating projected manufacturer ship dates, order acknowledgements and any other documentation including shipping dates and schedules.
- » Within a minimum of (2) weeks' time prior to delivery, the vendor shall coordinate and agree upon a schedule with CBH and Thriven Design for access to the unloading facilities and building for delivery and installation.
- » No revision of delivery date shall be made by CBH or Thriven Design without notice to the vendor in advance of thirty days prior to previously agreed upon delivery date.
- » The project shall be considered complete when all items are in position as indicated on the floor plan and specifications and the interiors are in ready condition for occupancy.
- » Items must be fully and correctly assembled and cleaned, with all parts in working order.
- » A period of sixty (60) days will be given to correct any portion of the installation and will be considered incomplete by CBH and Thriven Design, whether arising from damage, improper installation, defective parts, mis-ordering, or non-delivery.

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8. The vendor shall be responsible for the work until it is accepted by CBH and Thriven Design.

3. PROPOSAL FORMAT, CONTENT, AND SUBMISSION REQUIREMENTS; SELECTION PROCESS

3.1. Required Proposal Format

3.1.1. Format Structure

3.1.1.1. Proposal Cover Sheet

The cover sheet (see Attachment A) should be completed with the Applicant's information and included as the first page of the proposal.

3.1.1.2. Table of Contents

A table of contents should be included as the second page of the proposal with each section of the proposal included and with a page number for the first page of each section.

3.1.1.3. Format Requirements

Proposals must be prepared simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFP. Each proposal must provide all the information detailed in this RFP using the format described below. The narrative portion of the proposal must be presented in print size of 12, using a Times New Roman font, single spaced on 8.5" by 11" sheets of paper with minimum margins of 1". For each section where it is required, the Applicant must fully answer all of the listed questions in the outline form in which they are presented in the RFP. Answers to each question must be numbered and correspond to the numbered questions in this RFP. Failure to number the questions or to respond to all questions may result in the proposal being considered non-responsive. Each attachment, appendix or addendum must reference the corresponding section or subsection number.

Applicants are required to limit their narrative responses to 25 single-spaced pages. This page limit includes sections 3.1.2.1. – 3.1.2.3. below. There are no limitations for the cost proposal and operation documentation requirements, sections 3.1.2.4. and 3.1.2.8. If you have responded to a requirement in another part of your proposal, refer to that section and do not repeat your response. Applicants whose narrative exceeds 25 single spaced pages may have their proposals considered non-responsive and be disqualified.

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3.1.2. Proposal Content

The proposal should follow the format below. Information should be complete and demonstrate that the consultant can perform the required work in a professional manner.

3.1.2.1. Applicant Profile/Statement of Qualification/Relevant Experience (Includes Introduction/Executive Summary/Project Understanding)

- ➔ Provide company contact information, including how long you have been in business, and the specific services you provide.
- ➔ Please provide a brief narrative description of the purpose, corporate status (profit or non-profit), and organizational structure of the company. Organizational charts may be used to support appropriate aspects of this narrative and included as an attachment to your proposal.
- ➔ Identify and briefly describe related work completed in the last three years.
- ➔ Describe only work related to the proposed effort and include any examples of similar work in governmental, non-profit, or human services related organizations.
- ➔ Include evidence of satisfactory and timely completion of similar work performed for past projects.

3.1.2.2. Personnel

- ➔ Identify key personnel who will be assigned to this work.
- ➔ Detail their experience in work related to the proposed assignment.
- ➔ Specify the Project Manager who will serve as a contact person.
- ➔ Provide resumes and job descriptions for all individuals proposed to participate in the project.
- ➔ Provide copies of certifications of any individual whose job description requires a certification.
- ➔ While on CBH property:
 - » All personnel shall observe all rules and regulations in effect at CBH and DMAHS governing safety and personal conduct.
 - » Vendor employees shall be subject to control of CBH, but under no circumstances, shall such persons be deemed employees of CBH.
- ➔ Vendor personnel shall not represent themselves or be considered as employees of CBH.

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- ➔ **Criminal background checks are mandatory for all personnel performing work at CBH.**
Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat. Failure to comply with this requirement may result in immediate termination of any award or contract.
- ➔ The proposer shall be solely responsible for all damage or unauthorized destruction to any CBH equipment, premises or facilities; lease, lent, or in the care, custody or control of the CBH or State.
- ➔ The vendor shall remove from the CBH workplace, any of its employees who are found to be unacceptable by CBH. Such requests will not be unreasonable.
- ➔ At all times, vendor personnel shall be in professional attire with clear identification of the company's name, logo, and person's name.

In this section, also state the intention, if that is the case, to utilize subcontractors to perform any of the work for this project. For each subcontractor, provide the name and address of the subcontractor, a description of the work the subcontractor will provide, and whether the subcontractor will assist in fulfilling the goals for inclusion of minority, woman, or disabled owned businesses.

3.1.2.3. References

Please include references with contact information from at least three organizations that have used your organization's services in the past three years and have been customers for a minimum of 12 months.

3.1.2.4. Cost Proposal

Please provide a cost proposal based upon your best understanding of the scope of the project and the services to be delivered. This cost proposal should include the total estimated cost for this project, itemized by the expected project deliverables detailed in section 2.1.

- ➔ Base bid must include all labor, materials, equipment, supervision, coordination efforts, services, filing fees, security, insurance and all other associated or related items specified herein that are necessary to complete the work.
- ➔ No bid may be withdrawn for 90 days.
- ➔ All costs associated with the successful competition of this project must be included in the base bid on the proposal page.
- ➔ Prices provided must remain in effect for the dates noted on the proposal form.
- ➔ Proposals shall include labor and price plus costs as indicated on the proposal page.

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- ➔ Payments for labor and services, under this contract, shall be made on an hourly flat rate basis, and limited to the work performed on any job/projects.
 - » Costs included in flat hourly rate: benefits, normal travel time, insurance, taxes, vehicles (company and/or employee), and other overhead, profit, and other miscellaneous cost

Although CBH may begin contract negotiations based on the submitted proposal, CBH reserves the right to have discussions with those Applicants falling within a competitive range and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

3.1.2.5. Term of Contract

1. Contract period will be for the amount of time necessary to complete all the requirements of this RFP as determined by the documents and contract provided by CBH.
2. In the event that CBH terminates services, written notice will be provided 14 days in advance of the termination date.

3.1.2.6. Procedural Requirements and Amendments

1. The awarded vendor will comply with all procedural instructions that may be issued from time to time by CBH or Thriven Design.
2. During the contract period, no change is permitted in any of its conditions and specifications unless the awarded vendor receives written approval from CBH or Thriven Design
3. Vendors must supply CBH with any/all applicable warranty information, whether expressed or implied.
4. Should the awarded vendor find at any time that existing conditions make modification in requirements desirable; it shall promptly report such matters to CBH and Thriven Design for consideration and decision.
5. During the period of contract or any extension thereof, CBH or Thriven Design reserves the right to add or delete specific devices.
6. CBH may make changes in the general scope of the contract services provided by the vendor by written notice. The vendor shall promptly comply with the notice and shall bring all subsequent services in conformance with the notice.
7. If any such changes cause a material increase or decrease in the vendor's cost of operation or the time required for attainment of required service levels, an equitable adjustment in the contract cost or time allotted for fulfillment of the contract shall be negotiated and the contract modified

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accordingly. Any change, alteration or modification of any contract will be valid and binding only if a submittal of a proposal, vendor hereby agrees to negotiate on good faith.

8. The awarded vendor's engagement partner and/or manager might be required to meet periodically with the Contracting officer or her representatives to discuss services.

3.1.2.7. *Submission Requirements*

1. Submissions should provide a straightforward and concise delineation of the Applicant proposal and commitment to satisfy the requirements of the RFP.
2. Vendor's submissions should include all information noted in the sections above and on the Required Procurement Documents page of this document as well as the following information.
3. Any and all information designated in the project manual and accompanying documents.
4. Proposals submitted in any other format other than as listed below will be considered informal and may be rejected.
5. Dealer to submit pricing organized by room number with description of each item including but not limited to, manufacturer, item name, model number, size, any options provided, and finish/fabric grades.
6. Dealer to provide an image of each item bid (does not need to have actual finishes shown) along with warranty information.
7. Dealer to provide a rendering (furniture only) for the desking layouts.
8. A furniture plan with actual sizes of furniture priced shall be provided with the final quote for approval.
9. The RFP should be concise and shall be organized in a manner so the selection committee may quickly access pertinent information. Every effort should be made to avoid duplicating the information presented in the RFP.
10. Conditional proposals will not be considered.
11. Proposals shall not contain URLs (Uniform Resource Locators) or web addresses. The internet contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid's content changes as the referenced web page changes. Electronic submission is the official submission of CBH and will be treated as such.

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12. Addenda: If applicable

Post Award: Following the notification of award, Vendor(s) may receive a contract along with a request to review terms, deliverables, costs and CBH's expectations in general. You will be able to address any post award questions or concerns at this time.

- ➔ Selected dealer may be asked to provide samples of a few small items, such as task chairs, stack chairs, training tables, and conference seating to test out prior to purchase
- ➔ Thriven Design will work with dealer to select graded in materials for all products
- ➔ Minor revisions may be made by the client prior to sign off

3.1.2.8. Operational Documentation and Requirements

Please make sure to include completed and signed (where applicable) attachments with your submission:

- ➔ Attachment: [CBH RFP Response Cover Sheet](#)
- ➔ Attachment: [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#)
- ➔ Attachment: [City of Philadelphia Disclosure Forms](#)
- ➔ Attachment: [City of Philadelphia Disclosure of Litigation Form](#)
- ➔ Attachment: [CBH Vendor Procurement Terms and Conditions/Acknowledgement Form](#)
- ➔ Attachment: [Contractor Bid Form](#)

4. PROPOSAL ADMINISTRATION

4.1. Procurement Schedule

The anticipated procurement schedule is as follows:

RFP Event	Deadline Date
RFP Issued	June 14, 2024
Deadline to Submit Questions	2:00 p.m. ET on June 21, 2024
Answers to Questions on Website	July 1, 2024

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Application Submission Deadline	2:00 p.m. ET on July 8, 2024
Applicants Identified for Contract Negotiations	July 19, 2024

CBH reserves the right to modify the schedule as circumstances warrant.

This RFP is issued on June 14, 2024. To be considered for selection, all applications must be delivered to the e-mail address below no later than 2:00 p.m. EST on July 8, 2024.

- ➔ Application emails should be titled “10th Floor Furniture RFP”
- ➔ Applications submitted by any means other than submission to the email below will not be accepted.
- ➔ Applicants must submit an electronic version of the application prepared as a PDF document. Please email to hans.leach@phila.gov.
- ➔ Applications submitted after the deadline date and time will be returned.
- ➔ The individual Applicant or an official of the submitting agency, authorized to bind the agency to all provisions noted in the application, must sign the cover sheet of the application (See Attachment A).

4.2. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to Hans Leach at hans.leach@phila.gov by 2:00 PM EDT on June 21, 2024. CBH will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question.

Responses will be posted on the CBH website by July 1, 2024. Responses posted on this website become part of the RFP upon posting. CBH reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any CBH employee or agent shall be binding on CBH or in any way considered to be a commitment by CBH.

Contact regarding this RFP with CBH or related staff other than the individual named above, is not permitted and failure to comply with this restriction could result in disqualification.

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4.3. Interviews/Presentations

Applicants may be required to make an oral presentation concerning various aspects of their application to CBH. Such presentations provide an opportunity for Applicants to clarify their application to ensure a thorough and mutual understanding. CBH will schedule such presentations on an as-needed basis.

5. BOD DETAILED FURNITURE SPECIFICATIONS

The following specifications are numbered according to plans and BOD images. The 10th floor plans have also been attached:

- ➔ Attachment: [10th Floor Plan \(PDF\)](#)
- ➔ Attachment: [10th Floor Plan \(DWG; You will need AutoCad to open this file\)](#)

1. Benching Workstations						
Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Work Surface	Surface Size: 66" x 24"	Laminate: Maple	Knoll Dividends Horizon	89	1000 Open Office	qty 30 to be installed on existing sit to stand base
Sit to Stand Base	Surface Size: 66" x 24"	Metal: Black	Workrite Fundamentals LX	59	1000 Open Office	
Workstation Gallery Panels	Panel Size: 36" x 48H"	Laminate: Grade 1 Paint: Grade 1	Knoll Dividends Horizon	10	1000 Benching End Panels	
Powered Workstation Panels	Panel Size: 66"x48H"	Upholstery: Grade 1 Paint: Grade 1	Knoll Dividends Horizon	50	1000 Benching Center Spline	1 duplex and 1 data each
Workstation Gallery Panels	Panel Size: 66" x 48H"	Laminate: Grade 1 Paint: Grade 1	Knoll Dividends Horizon	16	1000 Benching End Panels	
Task Chair Mesh Mid Back		5 Star Adjustable Height Base with Casters; Adjustable Seat Depth; Adjustable Lumbar; Syncro Tilt; Adjustable Arms, Height, and Width; Fabric: Grade 2	Knoll Regeneration	89	1000 at all Work Surfaces	

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1. Benching Workstations

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Clip-On Worksurface Dividers	Divider Size: 24" x 18"H	Upholstery: Grade 1		134	1000 at Benching	

2. Group Tables

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Tabletop Dividers	Divider Size: 24" x 12"H	Upholstery: Grade 1		6	1000 at Group Tables	
Tabletop Dividers	Divider Size: 48" x 12"H	Upholstery: Grade 1		6	1000 at Group Tables	
Group Table	Surface Size: 108" x 48"	Laminate: Maple Paint: Grade 1 Power: Left and Right Ends	OFS Eleven	3	1000 at Group Tables	
Task Chair Mesh Mid Back		5-Star Adjustable Height Base with Casters; Adjustable Seat Depth; Adjustable Lumbar; Syncro Tilt; Adjustable Arms, Height, and Width; Fabric: Grade 2	Knoll Regeneration	12	1000 at Group Tables	

3. Window Tables

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Work Surface (Powered)	Surface Size: 66" x 24"	Laminate: Maple Leg: 34"H Metal O leg Leg Finish: Grade 1		2	1000 Near Window and Outdoor Patio 1	2 legs per surface
Counter Height Stool		Leg: Metal leg, Grade 1 Upholstery: Single Fabric, Grade 2		4	1000 Near Window and Outdoor Patio 1	for 34"H Work Surface

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4. Conference Rooms

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Guest Chairs		Upholstery: Single Fabric, Grade 2 Arms and Casters	OFS Harpin Chair	28	(8)1014, (10)1017, (10)1018	
Credenza	Size: 20" x 60"	Laminate: Grade 1	OFS Rowen Storage Credenza	2	(1) 1014, (1) 1017	
Meeting Table (Powered)	Top: 48" x 96" Metal Base For 30"H Table	Paint: Grade 1 Soft Square Flat Edge High Pressure Laminate Laminate: Grade 1	Image BOD: OFS Aptos Conference Table	1	1014	
Meeting Table (Powered)	Top: 36" x 60" Metal Base For 30"H Table	Paint: Grade 1 Flat Edge High Pressure Laminate Laminate: Grade 1	Image BOD: OFS Aptos Conference Table	2	1017	
Meeting Table (Powered)	Top: 48" x 120" Metal Base For 30"H Table	Paint: Grade 1 Flat Edge High Pressure Laminate Laminate: Grade 1	Image BOD: OFS Aptos Conference Table	1	1018	

5. Conference Rooms (Booth Type)

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Meeting Table (Powered)	Top: 36" x 108" Duce Base Height for 30"H Table	Flat Edge High Pressure Laminate Laminate: Grade 1 Paint: Grade 1	OFS Intermix	2	(1)1015, (1)1016	
White Glass Board	Size: 36" x 48"	Magnetic Surface, Box Tray Marker Holder	Clarus Float Wood	2	(1)1015, (1)1016	
Booth		Fully Upholstered, Two Fabrics, Grade 3 Leg: Wood, Grade 1	OFS Rowen Armless Sofa 82.5"	4	(2)1015, (2)1016	
Guest Chairs		Upholstery: Single Fabric, Grade 2 Leg: Metal Paint: Grade 1	OFS Bistro Guest Chair	6	(3)1015, (3)1016	

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6. Privacy Lounge Chairs

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Lounge Chairs		Fully Upholstered, Two Fabrics, Grade 3 Legs: Metal Paint: Grade 1 Attached Laminate Tablet: Grade 1 Acoustical Side and Overhead Panels	OFS Heya Lounge – Surround Lounge Chair	4	1000 Open Office	

7. Meeting Room (Lounge)

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
White Glass Board	Size 36" x 48"	Magnetic Surface, Box Tray Marker Holder	Clarus Float Wood	2	(1)1019A, (1)1019B	
High Back Lounge Chair	Size: 30" x 32" x 44"	Wood Base, Swivel Base with Return to Center Upholstery: Single Fabric, Grade 5	Global Drift	4	(2)1019A, (2)1019B	
Round Table	Top: 26" Diameter Metal Base: 16"H	High Pressure Laminate Laminate: Grade 1	Global Drift Table	2	(1)1019A, (1)1019B	
Ottoman		Upholstery: Single Fabric Fabric: Grade 2	Global Drift	2	(1)1019A, (1)1019B	

8. Group Meeting Booths

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Booth Against Wall		Fully Upholstered, Two Fabrics, Grade 3 Leg: Wood, Grade 1	Heya Collaborative	6	1000 Open Office	
Booth Table (Powered)	Size: 36" x 72"	Soft Edges Laminate: Grade 1 Leg: Single Leg Wood, Grade 1	OFS Heya Collaborative	3	1000 Open Office	
Booth Freestanding with Table (Powered)	Size: 36" x 72"	Soft Edges Fully Upholstered, Two Fabrics, Grade 3 Leg: Wood, Grade 1 Laminate: Grade 1 Leg: Single Leg Wood, Grade 1	OFS Heya Collaborative	3	1000 Open Office	

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9. Open Booth Seating

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Booth Modular		Fully Upholstered, Two Fabrics, Grade 3 Leg: Wood, Grade 1	OFS Rowen 76.5"	5	1000 Open Office	
Chair		Upholstery: Single Fabric, Grade 2 Leg: Metal 4 Leg, Grade 1	OFS Harpin Chair	5	1000 Open Office	
Table	Top: 36" Diameter Circular Base 30"H	High Pressure Laminate Laminate: Grade 1 Leg: Metal Leg Finish: Grade 1	OFS Intermix	5	1000 Open Office	

10. Lounge Seating

Item	Dimensions	Descriptors	BOD	Qty	Location	Notes
Loveseat		Upholstery: Two Fabrics, Grade 5 Leg: Wood, Grade 1	OFS Rowen 58.5"	5	1000 Open Office	
Coffee Tables – Nesting	Top: 24"-26" Diameter	Metal Base: 2 height and sized nesting tables Metal Finish: Grade 1 High Pressure Laminate Laminate: Grade 1	JSI Trail Nesting Tables	2	1000 Open Office	Set of 2 different nesting heights and sizes for a total of 4 tables
Lounge Chair	Size: 30" x 32" x 44"	Wood Swivel Base with Return to Center Medium Back Upholstery: Single Fabric, Grade 5	Global Drift	4	1000 Open Office	