



REQUEST FOR BID
Date: 07/11/11
Bid 11-25DS

RETURN BY OPENING TIME TO:
Purchasing Division
RM 100 City Hall
411 West 1st Street
Duluth, MN 55802

Police Headquarters Furniture

Buyer: Dennis Sears
Phone: 218-730-5003
Fax: 218-730-5922

BID OPENING, RM 100 AT 2:00 PM ON TUESDAY, AUGUST 2, 2011

Note: All bids must be written, signed, and transmitted in a sealed envelope, plainly marked with the bid number, subject matter, and opening date. The City of Duluth reserves the right to split award where there is substantial savings to the city, waive informalities and to reject any and all bids. Sales tax is not to be included in the unit price. Bidder to state freight charges if, proposal is F.O.B. shipping point, freight not allowed. Low bid will not be the only consideration for award of bid. All pages must be signed or initialed by authorized bidder's representative as indicated at the bottom of the page(s) of the request for bid.

OFFICIAL SEALED BID

Designated F.O.B. Point

Tax: Federal Excise Tax Exemption
Account No. 41-74-0056 K

Item No.	Qty	U/OM	Description	Unit Price	Total Price
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Please provide quotes for Police Headquarters systems furniture workstations, private office furniture, and seating per the attached and specifications and drawings.

Vendor E-mail Address _____ Freight Charges FOB

Name _____

Total Bid Price _____
(To include any additional pages)

Addr _____

Payment Terms _____

By: _____

F.O.B. Point Duluth

(print title)

Delivery Date _____

(signature) (tele#)

All lot prices to include delivery and handling, and installation. The City of Duluth reserves the right to inquire about other pricing available for additional furniture once the bid award is made.

Bidders are to supply all back-up information on products bid, including product data, maintenance data and warranty.

A furniture reference floor plan is provided for location of specified furniture and additional furniture to be bid at a later date. The new Duluth Police Department Headquarters building where this furniture will be installed is currently under construction.

Lot #1: Private Office and Systems Furniture

Includes specified private office furniture and systems furniture workstations including storage.

Materials _____

Installation _____

Total Cost _____

Warranty period Year(s) _____

Lot #2: Task and Conference Room Seating

Includes specified task chairs (arm and armless) and conference room chairs.

Materials _____

Installation _____

Total Cost _____

Warranty period Year(s) _____

Lot #3: Multipurpose Seating

Includes specified multipurpose chairs.

Materials _____

Installation _____

Total Cost _____

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Warranty period Year(s) _____

Lot #4: Design Services

Fee for design services, if applicable.
Define design services included in Bid.

Total Cost _____

Total Cost - All Lots _____
(carry to front page)

If bidding other than specified base manufacturer, please provide complete product data from the manufacturer illustrating compliance with technical specifications. The City of Duluth will determine if substituted product equally meets function, quality and warranty as designated product. Further documentation may be requested from Bidder.

Questions regarding any lots or product specifications should be directed to: LHB, Kiiri Schoenberg at 218-279-2410.

Questions pertaining to the bid documents should be directed to: Dennis Sears, Purchasing Agent, at 218-730-5003.

initials



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DULUTH POLICE DEPARTMENT - FURNITURE SUMMARY OF WORK

DATE: July 11, 2011

Project Contacts

1. The Project:
 - a. Duluth Police Headquarters - Furniture
 - b. LHB Project Number: 080321.01 Furniture

2. The Owner (hereinafter referred to as Owner):
 - a. City of Duluth Police Department
City Hall
411 West 1st Street
Duluth, MN 55802-1185
 - b. Phone: 218-730-5020
 - c. Contact: DC Robin Roeser, 218-730-5672
 - d. E-Mail: RRoeser@duluthmn.gov
 - e. Contact: LT Kerry Kolodge, 218-730-5639
 - f. E-Mail: KKolodge@duluthmn.gov

3. The Interior Designer (hereinafter referred to as Designer):
 - a. LHB
21 West Superior Street
Suite 500
Duluth, MN 55802
 - b. Phone: 218-727-8446
 - c. Fax: 218-727-8456
 - d. Contact: Kiiri Schoenberg, 218-279-2410
 - e. Title: Certified Interior Designer (State of Minnesota)
 - f. E-Mail: Kiiri.Schoenberg@LHBcorp.com

4. Project Site:
 - a. New Police Headquarters building currently under construction, connected to the St. Louis County Public Safety Building.
 - b. Address: 2030 North Arlington Avenue, Duluth, MN 55811

Project Scope

1. Furniture Bid Package:

- a. The purpose of this furniture bid is to select a dealership and product lines for the furniture to be installed in the new Duluth Police Headquarters. This bid package does not list all furniture to be included in the final furniture order. Additional miscellaneous furniture will be added to the order, roughly 20%, with the assistance of the Designer and awarded dealer. These additional items are identified within the contract documents included in this package.
- b. Questions regarding the Bid should be directed to Dennis Sears, 218-730-5003 with City of Duluth, Purchasing Division.
- c. Bids are to include the following products, as specified herein and shown in drawings:
 - 1) Typical systems furniture workstation configurations, including storage.
 - 2) Typical private office furniture and storage.
 - 3) Task seating and conference room seating.
 - 4) Multi-purpose seating.
- d. Bids are to include the following information for the products specified herein:
 - 1) Manufacturer's product cut sheets and/or drawings for each product included in the bid.
 - 2) Total cost for each Lot identified in the Request for Bid.
 - 3) Total Bid Amount of all Lots, broken down by cost of product and cost of installation for each Lot.
 - 4) Pricing to include all charges including labor, materials, delivery, installation, project management and any tools and equipment necessary for installation. Sales Tax is excluded.
 - 5) Warranty period for all products, maintenance services and associated costs or fees.
 - 6) Projected timeline and process for assembly and installation of furniture to meet or exceed timeline specified in Instructions to Bidders.
 - 7) Number of anticipated site visits and meetings planned with Owner and Designer.
 - 8) Certification of installers.
 - 9) Additional services available to City of Duluth during and after the contract timeline.

2. Furniture Contract:

- a. The successful Bidder will be awarded the final furniture contract for the furniture bid package and any additional furniture products not included in the bid package. A Furniture Plan is provided for reference, keyed for various types of seating and miscellaneous furniture. The final furniture contract will include, but is not limited to, the following products:
 - 1) Systems furniture workstations and configurations, including storage and miscellaneous worksurfaces.
 - 2) Private office furniture and storage in offices, including tables.
 - 3) Task and conference room seating.
 - 4) Multi-purpose seating.

- 5) Specialty seating (stools, lounge seating, waiting room chairs, recliners).
- 6) Training tables (flip top and standard top) with electrical and data outlets, technology channel and plug-in cables.
- 7) Podiums.
- 8) Accessories and task lighting.
- b. The awarded Bidder must provide design services, working with Designer and Owner to complete the furniture bid package and provide a final bid for the furniture contract. Scope of design services to include:
 - 1) Review proposed systems furniture and private office furniture layouts and suggest modifications that improve performance, functionality, durability and/or cost.
 - 2) To evaluate all manufacturers and products, making recommendations that may improve performance, functionality, durability, service, warranty and/or cost.
 - 3) Review warranties with Owner.
 - 4) Provide a budgeting tool for Owner to analyze comparative costs and prioritize products, features and options.
 - 5) Keep track of current furniture order lead times and notify Designer at once if they impact the project schedule.
 - 6) Prepare descriptive documentation for Owner to present to the City Council to gain approval to Award the Furniture Contract, upon recommendation of the Owner (i.e. place the orders).

Instructions to Bidders

1. Bid Submission: As per City of Duluth, Request for Bid number 11-25DS, dated 07/11/11, and as follows:
 - a. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer.
2. Intent:
 - a. The intent of this Bid request is to obtain an offer to perform the Work for a Stipulated Sum contract, in accordance with the Contract Documents.
 - b. Invited bidders will be evaluated based on the bid amount, statement of qualifications, warranties, design process and services offered to finalize the furniture package, and long-term services available.
3. Project Schedule:
 - a. Commence design work immediately upon receipt of Letter of Intent to Award from City of Duluth, by August 12, 2011.
 - b. Complete final contract documents for submittal to Owner October 10, 2011.
 - c. Final Contract administered after approval of bid by the Duluth City Council (upon recommendation by the Owner) no later than October 30, 2011.

- d. Order furniture for delivery before Substantial Completion of the Duluth Police Headquarters Relocation construction project, currently scheduled for January 21, 2012.
- e. Perform the installation work in 14 calendar days after Substantial Completion of the Duluth Police Headquarters Relocation construction project.
- f. Provide post-installation services to remedy issues arising during installation and warranty issues after final completion.

Bid Documents and Contract Documents

1. Definitions:

- a. The word "product" herein means any new material, equipment, assembly, manufacturer, brand, trade name, elements, item or similar description as applicable. Wherever a product is named on the Drawings or in the Specifications, the phrase "or acceptable substitute" in the opinion of the Designer shall be implied throughout the Specification, whether or specifically noted or not.
- b. The word "Bidder" herein means all bidders.
- c. The word "Contractor" herein means the bidder to be awarded a contract for the Work.

2. Inquiries / Addenda:

- a. Direct questions regarding the Contract Documents to Kiiri Schoenberg (LHB), Certified Interior Designer, telephone 218-279-2410, e-mail kiiri.schoenberg@lhbcorp.com.
- b. Addenda may be issued during the bidding period. All Addenda will become part of the Contract Documents. Include resultant costs in the Bid Amount.
- c. Verbal answers are not binding on any party.
- d. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum.

3. Product Substitutions:

- a. Where the Bid Documents stipulate a particular manufacturer and product, substitutions will be considered up to 10 days before receipt of bids for equal products.
- b. When a request to substitute a product is made and approved by Owner, Designer will issue an Addendum.
- c. Owner reserves the right to accept or reject proposed deviations in design, function, construction, or similar differences that will affect design intent or quality.
- d. A request for substitution constitutes a representation that the submitter:
 - 1) Has investigated proposed product and determined that it meets or exceeds the design/features, quality level and functionality of the specified product as described in the contract document.
 - 2) Will provide the same warranty for the substitution as for the specified product.

- 3) Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
 - 4) Waives claims for additional costs or time extensions which may subsequently become apparent.
 - e. The submission shall provide sufficient information to determine acceptability of such products. The following items must be included:
 - 1) Manufacturer.
 - 2) Product name.
 - 3) Product model number.
 - 4) Cut sheet or product data sheet.
 - 5) Product specifications, including options.
 - 6) Furniture layout drawings (where applicable).
 - 7) Warranty.
 - 8) Finishes available for all surfaces where a finish and/or color selection must be made.
 - f. Provide products as specified unless substitutions are submitted in this manner and accepted by Owner.
4. Coordination:
- a. Bidder must provide complete delivery and installation and electrical and/or mechanical connections, regardless of the number of visits, until Work is at final completion.
 - b. Bidder must provide off-site storage of product until installation. Staging area within the building during installation will be available.

Offer Acceptance / Rejection

1. Duration of Offer:
 - a. Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.
2. Acceptance of Offer:
 - a. Owner reserves the right to accept or reject any or all offers.
 - b. After acceptance, Owner will issue to the Contractor a written Letter of Intent to Award with a notice to proceed with the Work.
 - c. Contractor to verify final installation date with Owner due to possible extensions to construction completion timeline.
 - d. Contractor agrees to sell additional FF&E products to Owner at Bid price for 90 days after final completion.

Information Available to Bidder

1. Construction Documents and Site Conditions:
 - a. Construction Document drawings for building construction (architecture, structural, mechanical and/or electrical) are available from LHB in PDF format for reference.
 - b. Approximate wall junction box locations for systems furniture power and data feeds. Locations will need to be field verified by Bidder prior to furniture orders. Coordinate access to construction site with Site Superintendent.
 - c. Approximate locations for floor poke-thru devices and floor boxes for power and data feeds. Locations will need to be field verified by Bidder prior to furniture orders. Coordinate access to construction site with Site Superintendent.

2. Electronic Backgrounds:
 - a. After the successful Bidder receives a notice to proceed from the Owner, electronic format backgrounds will be available from LHB. However a release of liability form will be required of any Bidder request for AutoCAD files.
 - b. Files will be provided in AutoCAD version 2007 unless requested otherwise. Compatibility with the Bidder's software beyond that is the responsibility of the Bidder.



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DULUTH POLICE DEPARTMENT - FURNITURE ADMINISTRATIVE AND EXECUTION REQUIREMENTS

DATE: July 11, 2011

Contractor's Use of Site

1. Arrange use of site to allow:
 - a. Work by Others.
 - b. Work by Owner.
 - c. Use of existing building and premises by St. Louis County and the public.
2. Provide access to and from site as required by law and by Owner:
 - a. Do not block emergency building exits. Maintain a minimum 48" wide path of egress to emergency exits at all times.
 - b. Do not obstruct garage doors and driveways used by St. Louis County patrol and emergency response vehicles.
 - c. Do not obstruct roadways, sidewalks or other public ways without a permit
3. Existing building spaces may not be used for storage prior to installation.
4. Utility Outages and Shutdown:
 - a. Limit disruption of utility services to hours the existing building is mostly unoccupied. Arrange at least 24 hours in advance with Owner.
 - b. Prevent accidental disruption of utility services to other facilities.

Project Coordination

1. Project Coordinator/Owner: DC Robin Roeser, 218-730-5672.
2. Weekly teleconference call meetings with the Designer for progress updates and to get questions answered.
3. Minimum of two meetings with the Owner in Duluth to prepare, review and gain approval for the final furniture contract documents.
4. Cooperate with the Project Coordinator/Owner in allocation of mobilization areas of site, for building access, traffic, and parking facilities.
5. Coordinate installation schedule and processes with Owner prior to beginning the Work.

6. Contract with a State of Minnesota licensed electrician to make electrical connections to systems furniture for power distribution
7. Owner to coordinate installation of data cables in systems furniture, conference tables, training tables and podiums.

Submittals

1. Contractor must submit the following for review prior to the final bid for the furniture contract:
 - a. Product data.
 - b. Furniture installation drawings or shop drawings, sheet size not larger than 11x17 inches.
 - c. Order forms.
 - d. Finish / surfaces material samples for verification.
 - e. Warranties.
 - f. Furniture installation schedule.
2. Submit two copies of each submittal to Designer for review with the Owner.
3. Schedule submittals to expedite the Project.

Transportation and Handling

1. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
2. Transport and handle products in accordance with manufacturer's instructions.
3. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
4. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.
5. Arrange for the return or recycling of packing materials, such as wood pallets, blanket wraps, cardboard boxes where economically feasible.

Storage and Protection

1. Store and protect products in accordance with manufacturers' instructions.
2. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
3. Provide off-site storage and protection.
4. Prevent contact with material that may cause corrosion, discoloration or staining.

5. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage
6. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

Examination

1. Verify that all existing site conditions and finished surfaces are acceptable for subsequent work. Start of Work means acceptance of existing conditions.
2. Verify that existing substrate and blocking (where provided) is capable of structural support or attachment of furniture products.
3. Take field measurements before confirming product orders or beginning manufacture, to minimize waste due to over-ordering or misfabrication.

Installation

1. Install products in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
2. Make vertical elements plumb and horizontal elements, level, unless otherwise indicated.
3. Install equipment and accessories plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.

Waste Removal

1. Remove all waste from site.
2. Materials that can be recycled or reused must be stored in suitable non-combustible containers while on-site. Locate containers outside the structure in a location approved by the authorities having jurisdiction.

Protection of Installed Work

1. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
2. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects by protecting with durable sheet goods.

3. Prohibit traffic from landscaped areas.
4. Remove protective coverings when no longer needed. Reuse or recycle plastic coverings if possible.

Adjusting, Cleaning and Repairs

1. Adjust operating products and equipment to ensure smooth and unhindered operation.
2. Remove all labels that are not permanent. Do not cover fire test labels or nameplates on electrical equipment.
3. Clean all furniture and equipment to a sanitary condition after installation with cleaning materials appropriate to the surface and material being cleaned, using cleaning materials that are nonhazardous and low VOC.
4. Repair or replace any damaged materials or products.
5. Vacuum or clean floors and wipe down walls after installation of furniture as needed to return areas to their original condition.
6. Repair damage caused by furniture installation to floors, walls, and/or ceiling finishes, or other building items, to return facility to its original condition.

Closeout Procedures

1. Provide Designer with preliminary punch list including items noted by Contractor during installation.
2. Notify Designer when Work is considered ready for punch list walk through with Owner and Designer.
3. Notify Designer when punch list items have been completed.

Closeout Submittals

1. Project record documents; record actual revisions to the Work.
 - a. Drawings.
 - b. Specifications.
 - c. Addenda.
 - d. Change Orders and other modifications to the Contract.
 - e. Reviewed furniture installation drawings, product data, and samples.
 - f. Manufacturer's instructions for assembly, installation and adjusting
2. Operation and maintenance data for each product, applied material and finish:
 - a. Provide product data with catalog number, size, color and finish.
 - b. Information for reordering custom manufactured products.

- c. Manufacturer's instructions for care and maintenance of products, including recommended cleaning agents and methods and recommended schedule for cleaning and maintenance.
- 3. Warranties:
 - a. Obtain warranties executed in duplicate by manufacturers and suppliers, within ten days after completion of the applicable item of Work
 - b. Date of beginning of time of warranty to be Date of Substantial completion of furniture Work.



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July11, 2011

PRIVATE OFFICE FURNITURE SPECIFICATIONS



Figure 1 - Herman Miller, Canvas Office Landscape, Private Office

1. Bid Products:

- Include the following quantities of private office furniture in the Bid Amount, as defined below and shown in drawings, sheets FN01 and FN02. Only bid typical layouts and quantities provided, not all offices and deviations shown on reference furniture plan FN07.
- Quantities:
 - **FN01**- DC/LT Office Typical Furniture: **8 offices.**
 - **FN02** - SGT Office Typical Furniture: **11 offices.**
- Task seating, side chairs and round tables **are not** to be included in Bid Amount for Furniture Lot.
- Refer to Sheet FN07 for reference furniture plan.

2. Manufacturers and Private Office Furniture Product:

- Base Manufacturer: Herman Miller
- Basis of Design/Product: Canvas Office Landscape™ - Private Office
- Approved Manufacturer: Steelcase
- Approved Manufacturer: Haworth

3. Product Description - Worksurfaces:

- Surface: Attached to various support components or hangs from wall strips, with 1 inch gap at back of surface for standard plug head and cord passage.
- Squared-Edge Rectangular Surface:
 - Right End Support: Surface-Attached Pedestal.
 - Left End Support: Closed Support Leg, 12" deep (at joint with extended corner surface).
- Squared-Edge Extended Corner Surface, Round End:
 - Stiffener
 - Short End Support: Closed Support Leg
 - Extended End Support: Thick post to support half modesty panel (inset)
 - Leg Position: Inset
- Size: Various sizes; as shown in drawings.
- Finish: Wood-grain plastic laminate with vinyl edge.
- Color: Light brown walnut.
- Grommet: Grommet kit for each surface, standard finish.
- Hardware: Attachment and support hardware included.

4. Product Description - Pedestal File:

- Tu Q-pull Surface-Attached Pedestal: Box/box/file configuration, smooth steel body and drawers, integrated base; used to support one end of the rectangular surface.
- Height: 27"
- Width: 15"
- Depth: 20"
- Finish: Standard smooth painted.
- Pulls: Applied metal arc.
- Lock: Keyed alike within each office.
- Hardware: Attachment and support hardware included.
- Leveling glides.
- Options: Drawer divider in box drawers, (2) file converters in file drawer.

5. Product Description - Overhead Storage Cabinet, Open:

- Open laminate storage cabinet, wall mounted. Cabinet accepts a task light.
- Height: 15"
- Width: 36"
- Depth: 15"
- Finish: Wood-grain plastic laminate, vertical grain.
- Color: Light brown walnut.

6. Product Description - Overhead Storage Cabinet, Fully Enclosed:

- Fully enclosed laminate storage cabinet, wall mounted. Cabinet accepts a task light.
- Height: 15"
- Width: 48"
- Depth: 15"
- Doors: (2) Laminate hinged doors.
- Finish: Wood-grain plastic laminate, vertical grain.
- Color: Light brown walnut.
- Lock: Keyed alike within each office.

7. Product Description - Lateral File:

- Steel lateral file cabinet with painted drawer fronts, laminate top, 2-1/4"H base, positive interlock system that permits only (1) drawer to open at a time, full extension ball-bearing slides, and counterweight.
- Height: 26"
- Width: 36"
- Depth: 20"
- Case: Painted steel, standard smooth finish
- Top: 3/8" thick plastic laminate top, wood-grain pattern.
- Color: Light brown walnut.
- Lock: Keyed alike within each office.
- Pulls: Applied metal arc.
- Locks: Keyed alike within each office.
- Leveling glides.

8. Product Description - Vertical Storage Cabinet:

- Tu Q-Pull Storage Tower: Freestanding smooth steel storage cabinet with wardrobe, (2) file drawers and storage case, smooth steel body, doors and drawers, integrated base.
- Height: 68"
- Width: 24"
- Depth: 24"
- 9"W wardrobe (left or right side) with coat rod.
- 15"W storage case with (2) adjustable shelves, hinged door.
- (2) file drawers, with full-extension ball bearing slides, holds letter-size front-to-back hanging files.
- Finish: Standard smooth painted.
- Pulls: Applied metal arc.
- Locks: Keyed alike within each office.
- Leveling glides.

9. Product Description - Other:

- Tackboard:
 - Wall mounted, fabric-covered tackboard.
 - Size: 23"H x 36"W x 1/2"D.
 - Fabric: Tackable, Price Group 4.
- Slatwall Panel:
 - Wall mounted slatboard.
 - Size: 23"H x 42"W.
 - Paper manager accessories, as shown on drawings.
- Metal Pencil Drawer: Mounts under work surface, 22"W x 19"D.
- Hardware: Attachment and support hardware included.

10. Warranty:

- 12 Year - 3 Shift

11. Environmental:

- Canvas Office Landscape™ - Private Office
 - 13% recyclable and manufactured using 67% recycled content
 - MBDC Cradle to Cradle® Silver Certified product
 - GREENGUARD Certified product
- Tu™ Filing and Storage
 - 100% recyclable and manufactured using 29% recycled content
 - GREENGUARD Certified product



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July11, 2011

SYSTEMS FURNITURE SPECIFICATIONS



Figure 1 - Herman Miller, Canvas Office Landscape, Workstation

1. Bid Products:

- Include the following quantities of panel system workstations in the Bid Amount, as defined below and shown in drawings, sheets FN03, FN04, FN05 and FN06. Only bid typical workstation layouts and quantities provided, not all workstations and deviations shown on reference furniture plan FN07.
- Quantities:
 - **FN03**- Systems Furniture #1, 6-Workstation Group: **5 groups** (30 workstations total).
 - **FN04** - Systems Furniture #2, Small Workstation: **11 workstations** total (price as isolated workstations).
 - **FN05** - Systems Furniture #3, DPD SGTS Workstation: **8 workstations** total (in room layout shown on drawing) **and (2)** 36"W 5-high metal **lateral file cabinets** to coordinate with systems furniture.
 - **FN06** - Systems Furniture #4, Report Writing Carrel: **14 carrels** total (price as two groups of 7 carrels each, furniture plan for reference only).
- Task seating **is not** to be included in Bid Amount for Furniture Lot.
- Refer to Sheet FN07 for reference furniture plan.

2. Manufacturers and Panel System:

- Base Manufacturer: Herman Miller
- Basis of Design/Product: Canvas Office Landscape™ - Wall-Based
- Approved Manufacturer: Steelcase
- Approved Manufacturer: Haworth

3. Product Description - Frames:

- Frame and Tile Panel Wall System: 3" thick.
- Application: Open office workstations.
- Base Frames - 68"H, various widths, light seal; as shown in drawings.
- Base Covers - 4"H, without knockouts (except at power and data panel feed locations).
- Stacking Frames - 22"H, various widths, light seal; locations as shown in drawings (total height 90").
- Top Caps and Finished Ends - Standard painted metal, light seal
- Connectors - Standard painted metal, light seal.
- Acoustical Insert - Used in all panel frames, except behind power/data tiles.
- Powered Panels - Cable/energy barrier, harnesses, cable trays, frame grommets and other components as needed; UL listed.
- Power Entry - External direct connect, 4-circuit, UL listed; from wall or floor junction boxes as shown in drawings.
- Power Receptacles - Beltline-height, UL listed duplex receptacles; isolated ground 4-circuit, 20 Amp receptacles where shown in drawings. All other duplex outlets standard 15 Amp.
- Communication Port Cutouts and Faceplates - Reducer or Extender as needed.



Figure 2 - Herman Miller, Canvas Office Landscape, Power/Data Receptacles

4. Product Description - Tiles:

- Various heights and styles, standard and extended widths; as shown in drawings.
- Tackable Fabric: Price Group 4.
- Painted Metal: Standard paint finish
- Slatwall - Standard color, with paper management accessories, as shown on drawings.
- Power/Data Tiles - Lower and Extended-Width Lower Tiles, fabric covered.
- Hardware: Attachment hardware included.

5. Product Description - Systems Worksurfaces:

- Surface: Hangs from frame or wall strips, with 1 inch gap at back of surface for standard plug head and cord passage.
- Styles: Rectangular and Square-Edge Curvilinear Surfaces.
- Size: Various sizes; as shown in drawings.
- Finish: Wood-grain plastic laminate with vinyl edge; color light brown walnut.
- Hardware: Attachment and support hardware included.

6. Product Description - Height-Adjustable Worksurfaces:

- Everywhere™ Tables: Square-Edge rectangular plastic laminate surface with vinyl edge.
- Base: Height-adjustable base with standard electric height adjustment (19" range); adjustment mechanism placed at the front edge of the table.
- Size: 48"W x 30"D.
- Finish: Wood-grain plastic laminate with vinyl edge; color light brown walnut.
- Power Requirements: 110v.

7. Product Description - Systems Storage:

- B-Style Flipper Door Unit: 13"D, standard paint finish, lockable, hangs from frame or wall strips (on- or off-module). Underside of shelf accepts a task light.
- B-Style Shelf: 15-1/2" high shelf, standard paint finish, hangs from frame or wall strips (on- or off-module). Underside of shelf accepts a task light.
- Metal Pencil Drawer: Mounts under work surface, 22"W x 19"D.
- Hardware: Attachment and support hardware included.
- Lock: Keyed alike within each workstation.

8. Product Description - Lateral Files:

- Tu Q-Pull Freestanding Lateral File: Smooth steel case, integrated base, positive interlock system that permits only (1) drawer to open at a time.
- Height: 27"
- Width: 42"
- Depth: 19"
- (2) lateral file drawers, with full-extension ball bearing slides, letter-size front-to-back hanging files.
- Finish: Standard smooth painted.
- Pulls: Applied metal arc.
- Locks: Keyed alike within each workstation.
- Leveling glides.

9. Product Description - Pedestal File:

- Tu Q-pull Surface-Attached Pedestal: Box/box/file configuration, smooth steel body and drawers, integrated base; used to support one end of the rectangular surface.
- Height: 27"
- Width: 15"
- Depth: 20"
- Finish: Standard smooth painted.
- Pulls: Applied metal arc.
- Lock: Keyed alike within each office.
- Hardware: Attachment and support hardware included.
- Leveling glides.
- Options: Drawer divider in box drawers, (2) file converters in file drawer.

10. Product Description - Vertical Storage Cabinet:

- Tu Q-Pull Storage Tower: Freestanding smooth steel storage cabinet with wardrobe, (2) file drawers and storage case, smooth steel case, doors and drawer fronts, integrated base.
- Height: 68"
- Width: 24"
- Depth: 24"
- 9"W wardrobe (left or right side) with coat rod.
- 15"W storage case with (2) adjustable shelves, hinged door.
- (2) box drawers and (1) file drawer with full-extension ball bearing slides, letter-size front-to-back hanging files.
- Finish: Standard smooth painted.
- Pulls: Applied metal arc.
- Locks: Keyed alike within each workstation.
- Leveling glides.
- Options: Drawer divider in box drawers.

11. Warranty:

- 12 Year - 3 Shift

12. Environmental:

- Canvas Office Landscape™ - Private Office
 - 69% recyclable and manufactured using 54% recycled content.
 - GREENGUARD Certified product.
- Tu™ Filing and Storage
 - 100% recyclable and manufactured using 29% recycled content
 - GREENGUARD Certified product



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July7, 2011

SEATING SPECIFICATIONS

Bid Products:

- Include the following quantities of seating in the Bid Amounts for each seating Lot. Seating as defined below and referenced on drawing sheet FN07.
- Quantities:
 - **CH1**- Task Chair, with Arms: 110 chairs
 - **CH2**- Task Chair, Armless: 26 chairs
 - **CH3**- Conference Chair, with Arms: 38 chairs
 - **CH4**- Multipurpose Chair, Armless: 208 chairs

CH1 - Task Chair, with Arms



Figure 1 - Aeron Work Chair (with arms and PostureFit support)

1. Manufacturers and Chair Style:

- Base Manufacturer: Herman Miller
- Basis of Design/Product: Aeron Work Chair (AE11-3-A-W-B-PJ-G1-BB-BK-3D01)
- Approved Manufacturer: Izzy
- Approved Manufacturer: All Seating

2. Product Description:

- Mesh seat and back
- Five star base
- Height adjustable
- Tilt limiter and seat angle adjustments
- Fully adjustable arms (height, width and angle) with nonupholstered arm pads
- Seat width (size b): 20.25" wide
- Adjustable PostureFit support
- 2 1/2" hard caster for carpet
- Finish: Graphite/black base finish with standard mesh seat and back

3. Warranty:

- 12 Year - 3 Shift Warranty (24/7 Use)

4. Environmental:

- 94% recyclable and made from 64% recycled content
- GREENGUARD Certified product

CH2 - Task Chair, Armless



Figure 2 - Aeron Work Chair (With PostureFit support but without arms as shown in photo)

1. Manufacturers and Chair Style:

- Base Manufacturer: Herman Miller
- Basis of Design/Product: Aeron Work Chair (AE11-3-N-W-B-PJ-G1-BB-BK-3D01)
- Approved Manufacturer: Izzy
- Approved Manufacturer: All Seating

2. Product Description:

- Mesh seat and back
- Five star base
- Height adjustable
- Tilt limiter and seat angle adjustments
- Armless
- Seat width (size b): 20.25" wide
- Adjustable PostureFit support
- 2 1/2" hard caster for carpet
- Finish: Graphite/black base finish with standard mesh seat and back

3. Warranty:

- 12 Year - 3 Shift Warranty (24/7 Use)

4. Environmental:

- 94% recyclable and made from 64% recycled content
- GREENGUARD Certified product

CH3 - Conference Chair, with Arms



Figure 3 - Aeron Conference Chair (with arms, but without Lumbar Support in photo)

1. Manufacturers and Chair Style:

- Base Manufacturer: Herman Miller
- Basis of Design/Product: Aeron Work Chair (AE11-1-A-W-B-N2-G1-BB-BK-3D01)
- Approved Manufacturer: Izzy
- Approved Manufacturer: All Seating

2. Product Description:

- Mesh seat and back
- Five star base
- Height adjustable
- Standard tilt
- Fully adjustable arms (height, width and angle) with nonupholstered arm pads
- Seat width (size b): 20.5" wide
- 2 1/2" hard caster for carpet
- Finish: Graphite/black base finish with standard mesh seat and back

3. Warranty:

- 12 Year - 3 Shift Warranty (24/7 Use)

4. Environmental:

- 94% recyclable and made from 64% recycled content
- GREENGUARD Certified product

CH4 - Multipurpose Chair, Armless



Figure 4 - Caper Chair (armless) and black stacking cart

1. Manufacturers and Chair Style:

- Base Manufacturer: Herman Miller
- Basis of Design/Product: Caper Chair (WC4-10-N-BK-BK-Y7)
- Approved Manufacturer: Allsteel
- Approved Manufacturer: Knoll

2. Product Description:

- Armless stack chair
- Seat and Back Material: Molded contoured from standard colors
- 4-leg tubular steel frame with carpet glides
- Finishes: Black steel frame, molded contoured back and seat that is from the standard colors available
- Stackable chair - 6 high on floor, 15 high on cart

3. Warranty:

- 12 Year - 3 Shift Warranty

4. Environmental:

- 100% recyclable and made from 25% recycled content
- GREENGUARD Certified product

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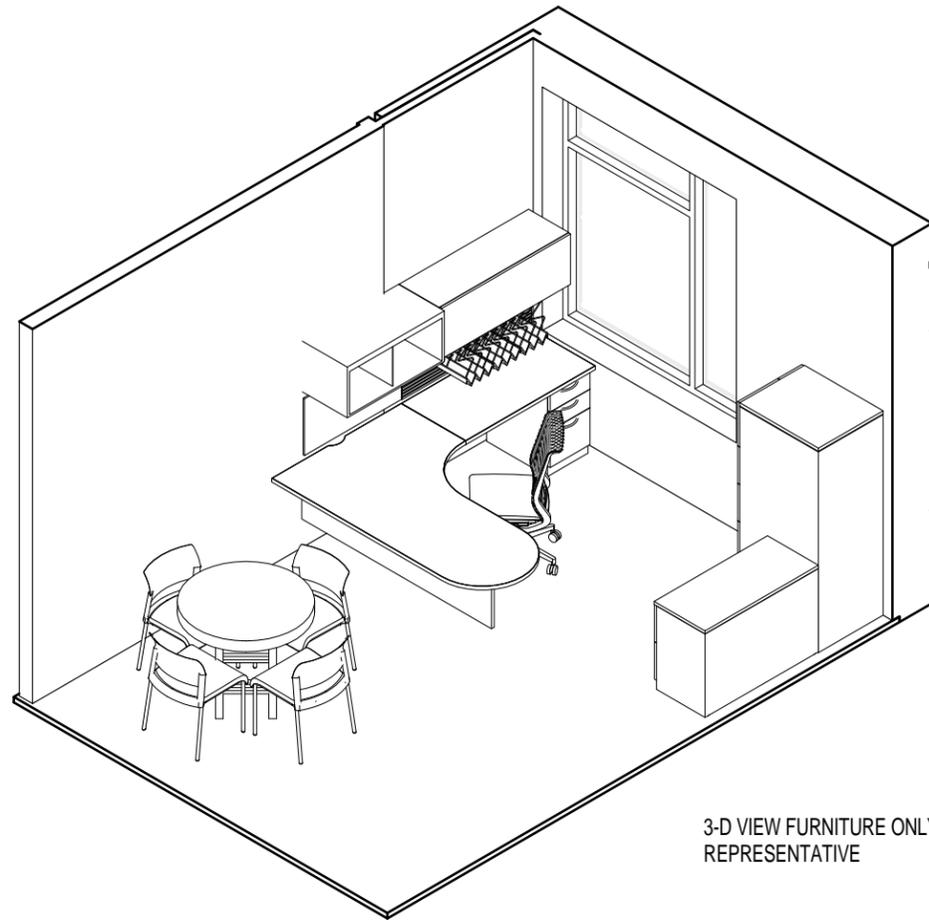
07-11-11 ISSUED FOR BID
 NO DATE REVISION

PROJECT NAME:
**DULUTH POLICE
 HEADQUARTERS -
 FURNITURE**

DRAWING TITLE:
**DC/LT OFFICE
 TYPICAL FURNITURE**

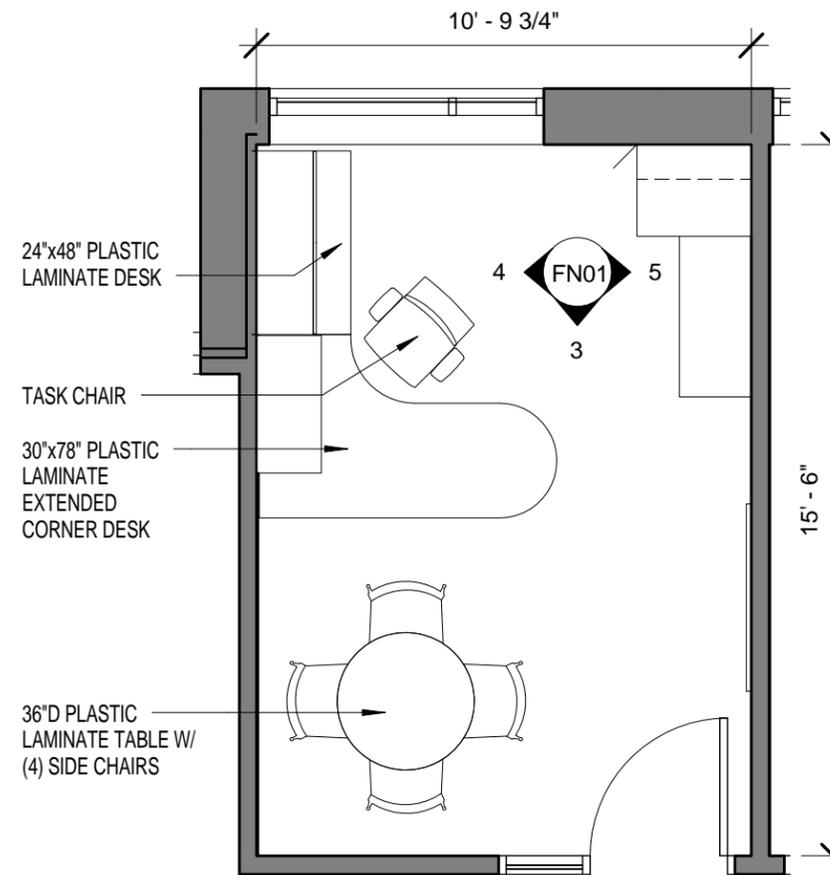
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 CHECKED BY: CIP
 PROJ. NO: 080321
 DRAWING NO:

FN01

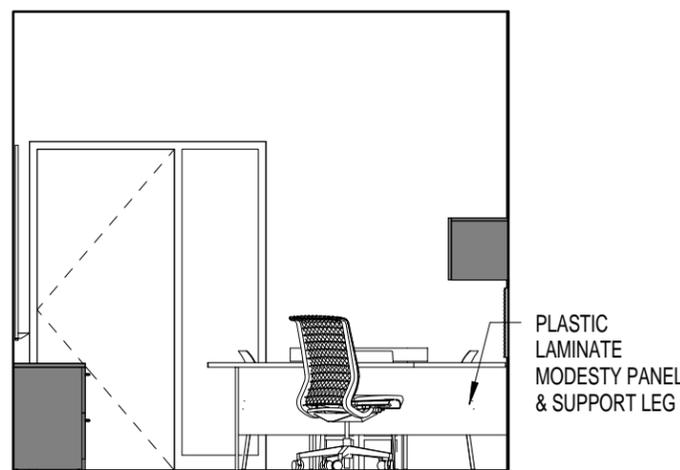


3-D VIEW FURNITURE ONLY
 REPRESENTATIVE

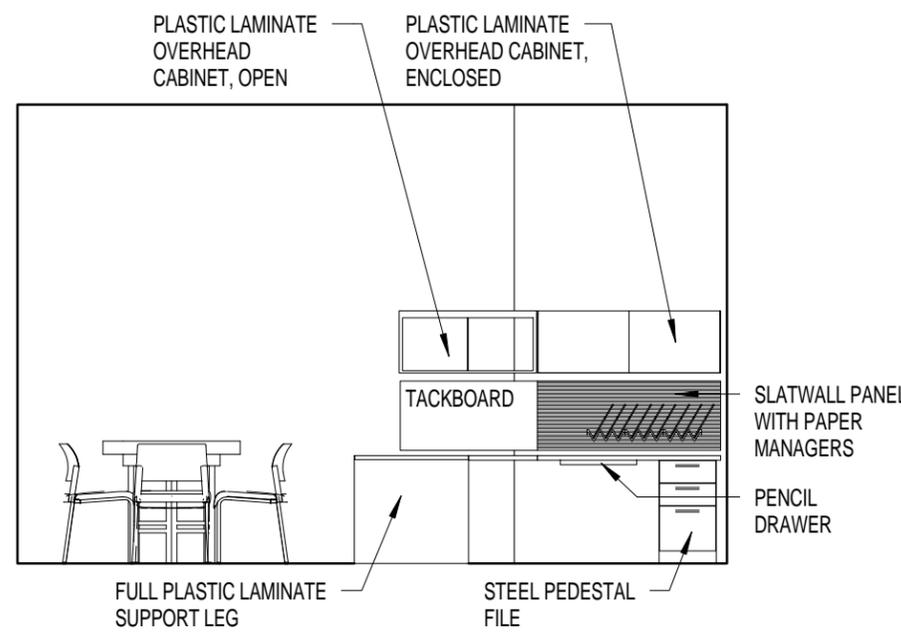
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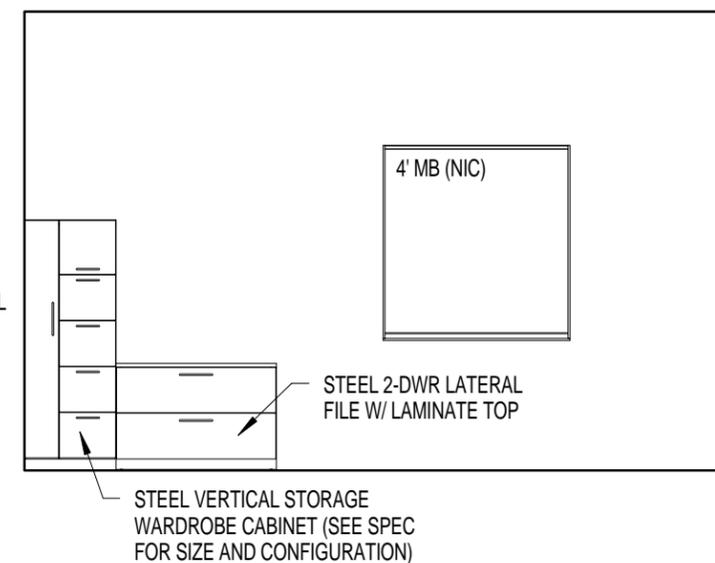
2 DC-LT OFFICE FURNITURE PLAN
 1/4" = 1'-0"



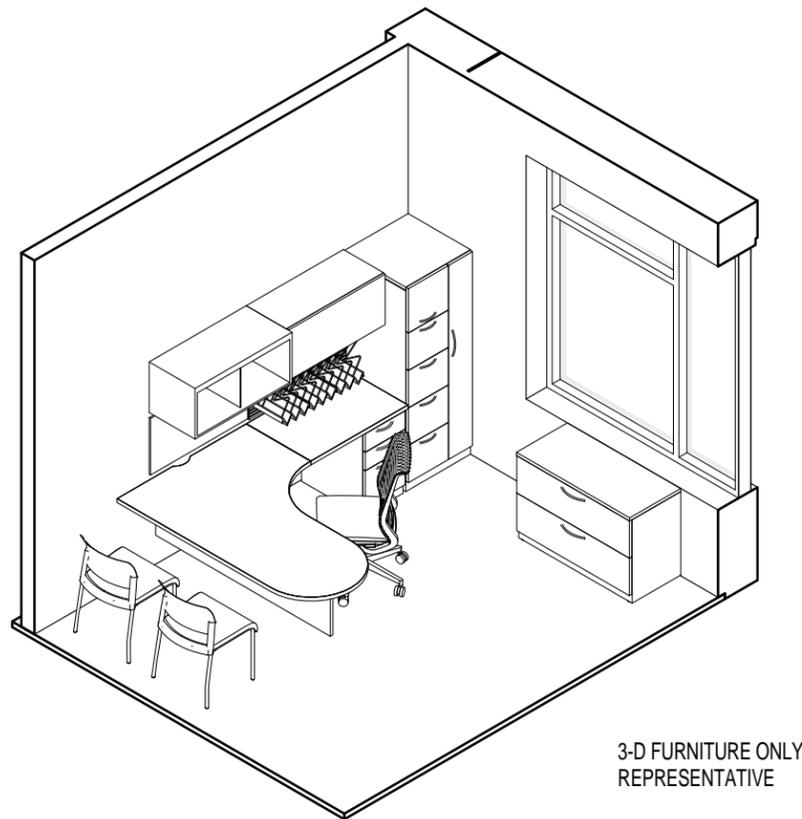
3 DC - LT Office Typical 01 - A
 1/4" = 1'-0"



4 DC - LT Office Typical 01 - B
 1/4" = 1'-0"

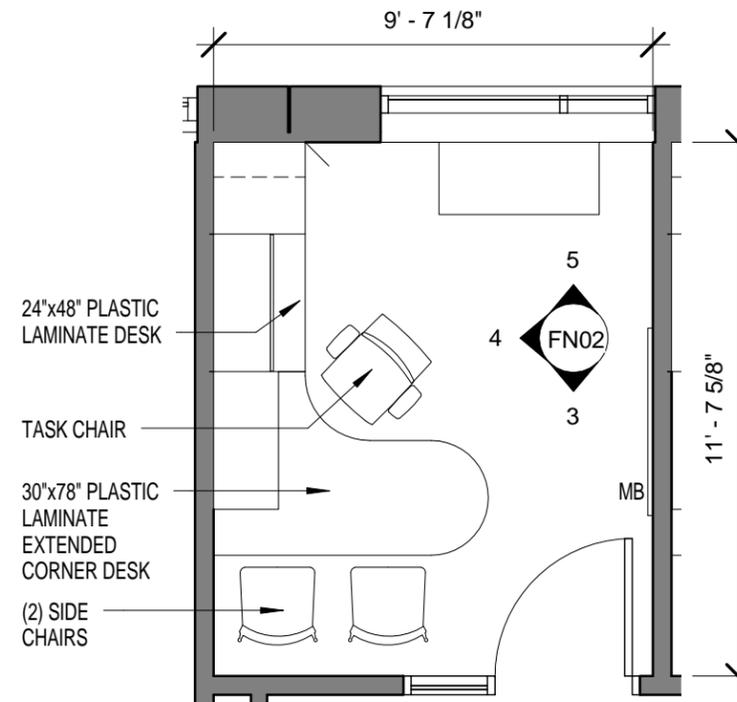


5 DC - LT Office Typical 01 - C
 1/4" = 1'-0"

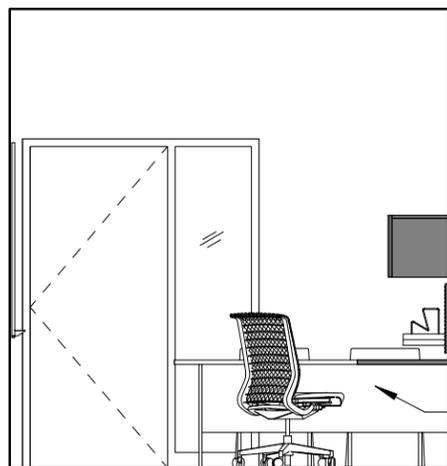


3-D FURNITURE ONLY REPRESENTATIVE

1 SGT OFFICE - 3D

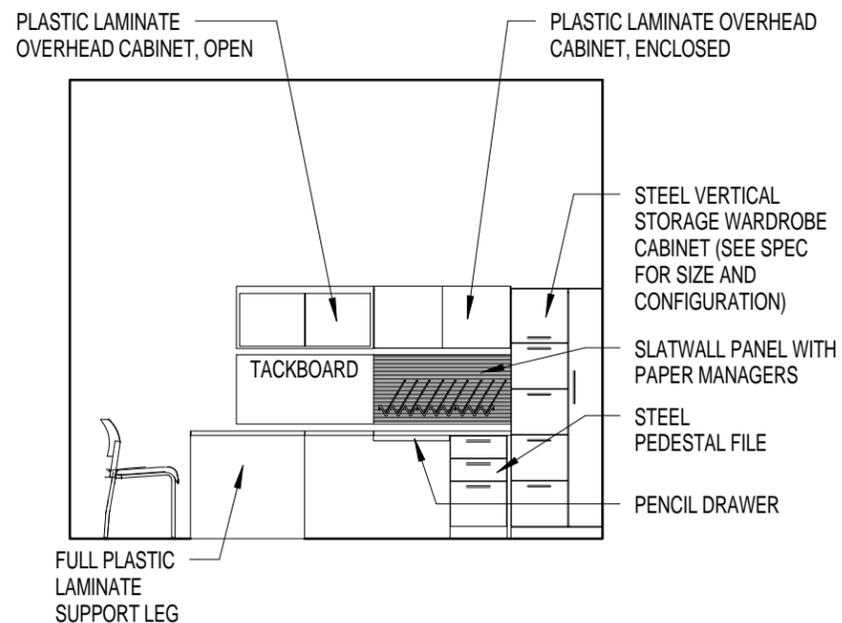


2 SGT OFFICE FURNITURE PLAN
1/4" = 1'-0"

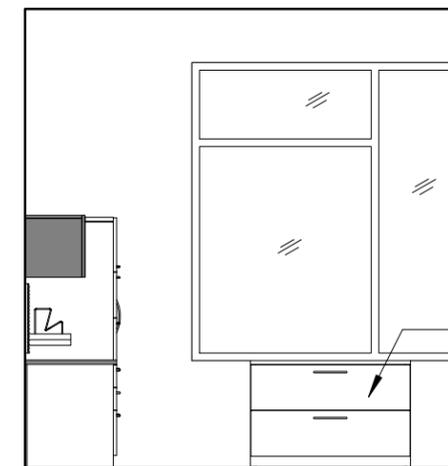


PLASTIC LAMINATE MODESTY PANEL & SUPPORT LEG

3 SGT OFFICE - A
1/4" = 1'-0"



4 SGT OFFICE - B
1/4" = 1'-0"



STEEL 2-DWR LATERAL FILE W/ LAMINATE TOP

5 SGT OFFICE - C
1/4" = 1'-0"

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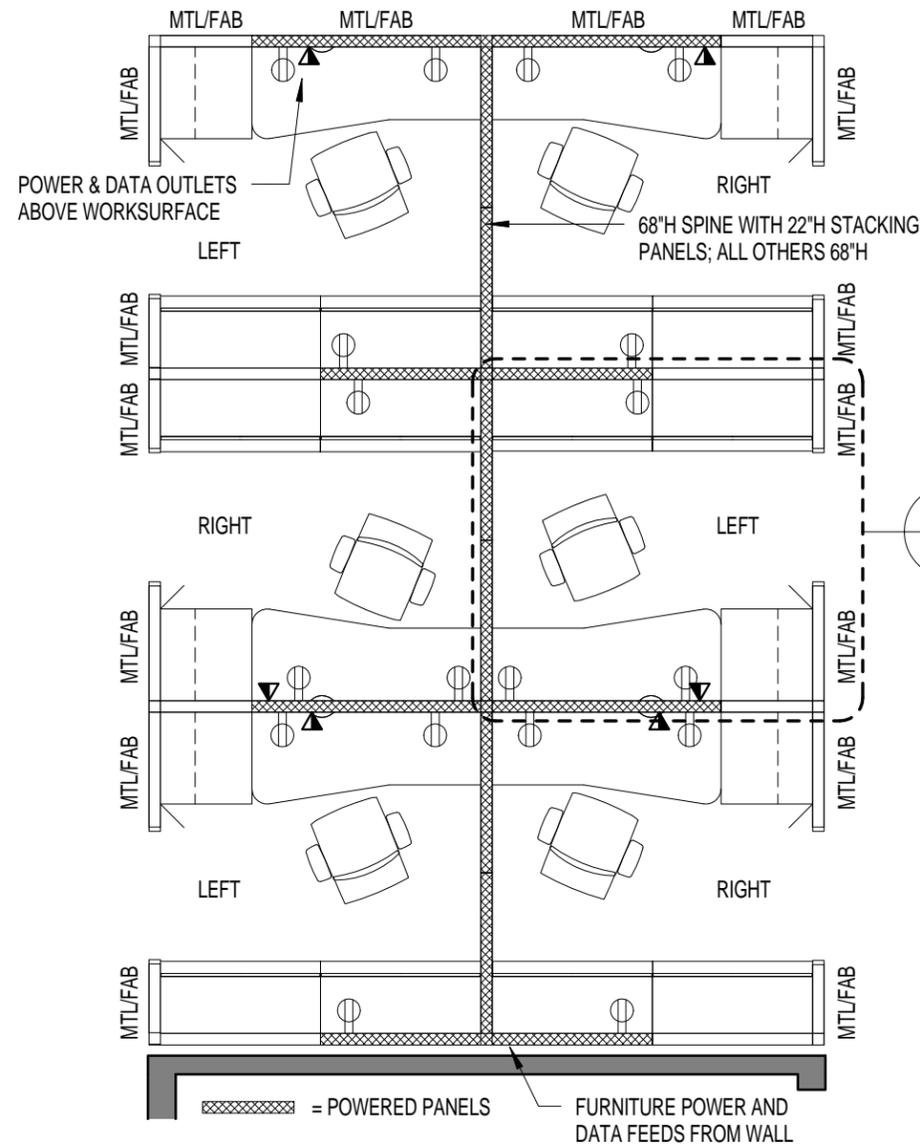
07-11-11 ISSUED FOR BID
NO DATE REVISION

PROJECT NAME:
DULUTH POLICE HEADQUARTERS - FURNITURE

DRAWING TITLE:
SGT OFFICE TYPICAL FURNITURE

FILE: 080321 Duluth DP Furniture.rvt
DRAWN BY: KJS
CHECKED BY: CIP
PROJ. NO: 080321
DRAWING NO:

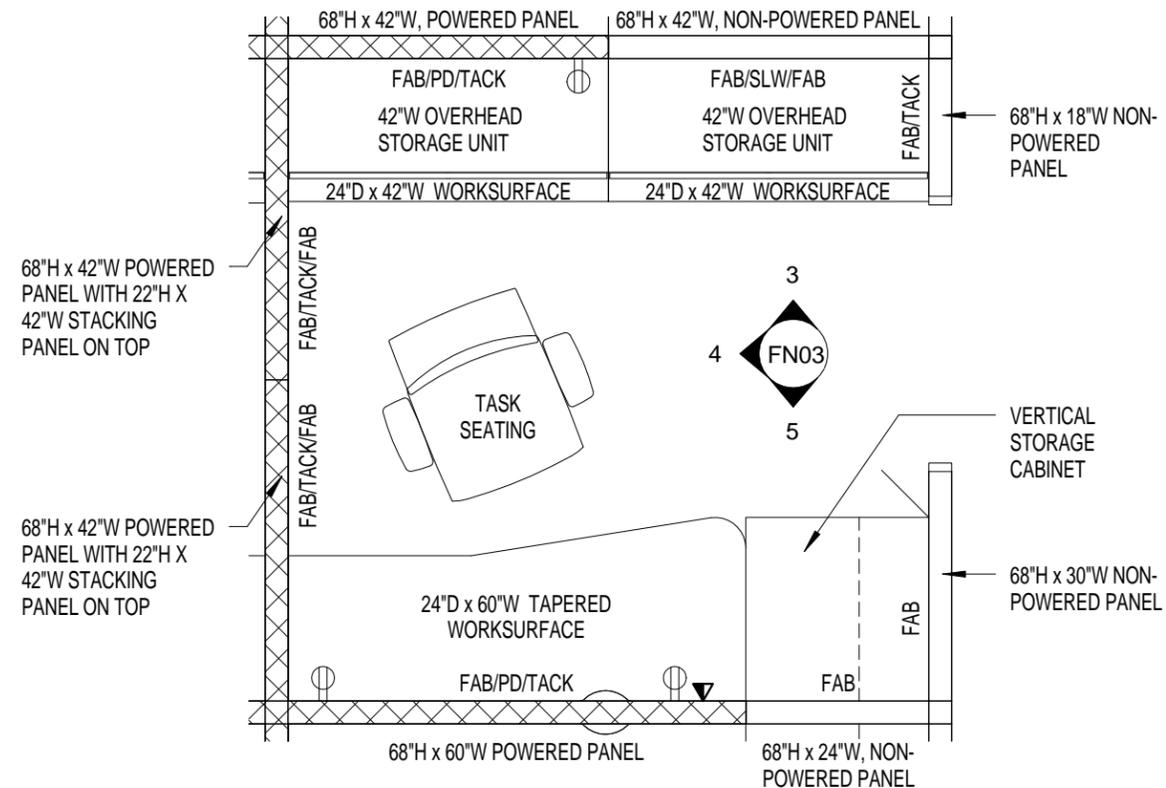
FN02



PANEL TILE KEY

LOWER/UPPER TILES IF MULTIPLE KEYS

FAB = FABRIC
MTL = PAINTED METAL
PD = POWER/DATA
SLW = SLATWALL
TACK = TACKABLE FABRIC



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PROJECT NAME:

DULUTH POLICE HEADQUARTERS - FURNITURE

DRAWING TITLE:

SYSTEMS FURN. #1 PLANS

FILE: 080321 Duluth DP Furniture.rvt

DRAWN BY: KJS

CHECKED BY: CIP

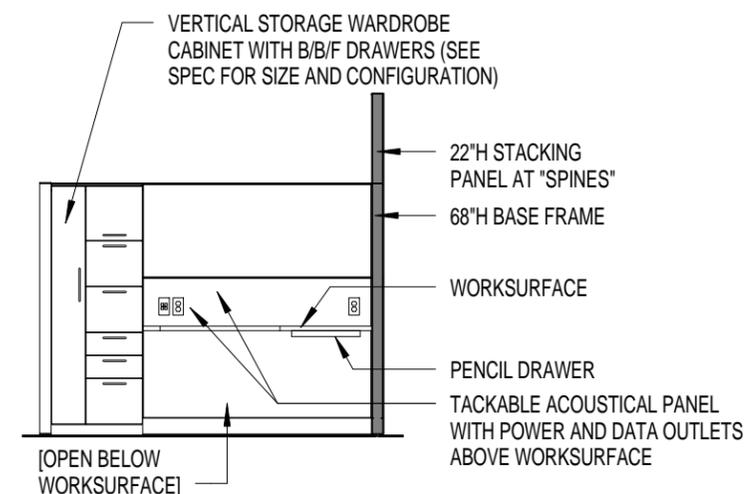
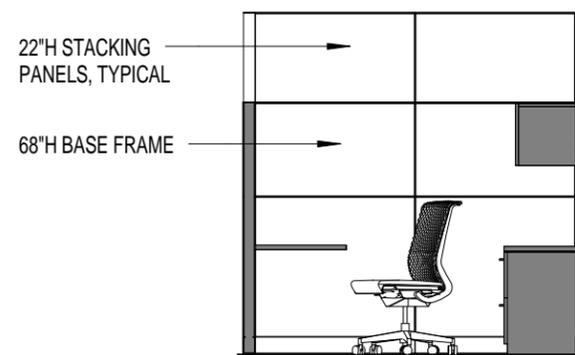
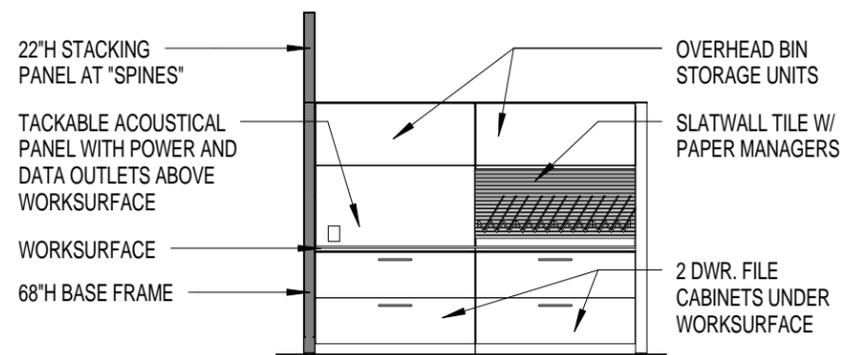
PROJ. NO: 080321

DRAWING NO:

FN03

1 SYSTEMS FURN. #1 - PLAN, (6) WORKSTATIONS
1/4" = 1'-0"

2 SYSTEMS FURN. #1 - TYPICAL WORKSTATION
1/2" = 1'-0"



3 TYP WORKSTATION - A
1/4" = 1'-0"

4 TYP WORKSTATION - B
1/4" = 1'-0"

5 TYP WORKSTATION - C
1/4" = 1'-0"

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 NO DATE REVISION

PROJECT NAME:
 DULUTH POLICE
 HEADQUARTERS -
 FURNITURE

DRAWING TITLE:
 SYSTEMS FURNITURE
 TYPICAL #2

FILE: 080321 Duluth DP Furniture.rvt
 DRAWN BY: KJS
 CHECKED BY: CIP
 PROJ. NO: 080321
 DRAWING NO:

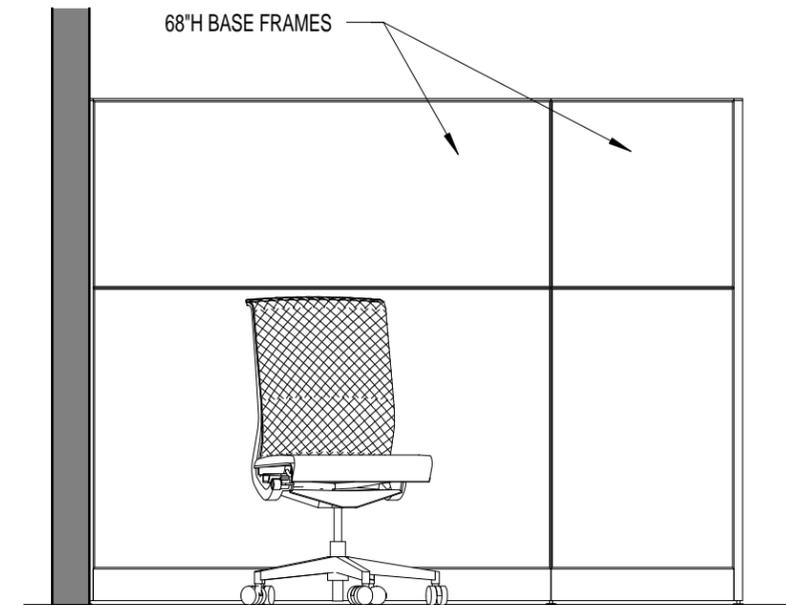
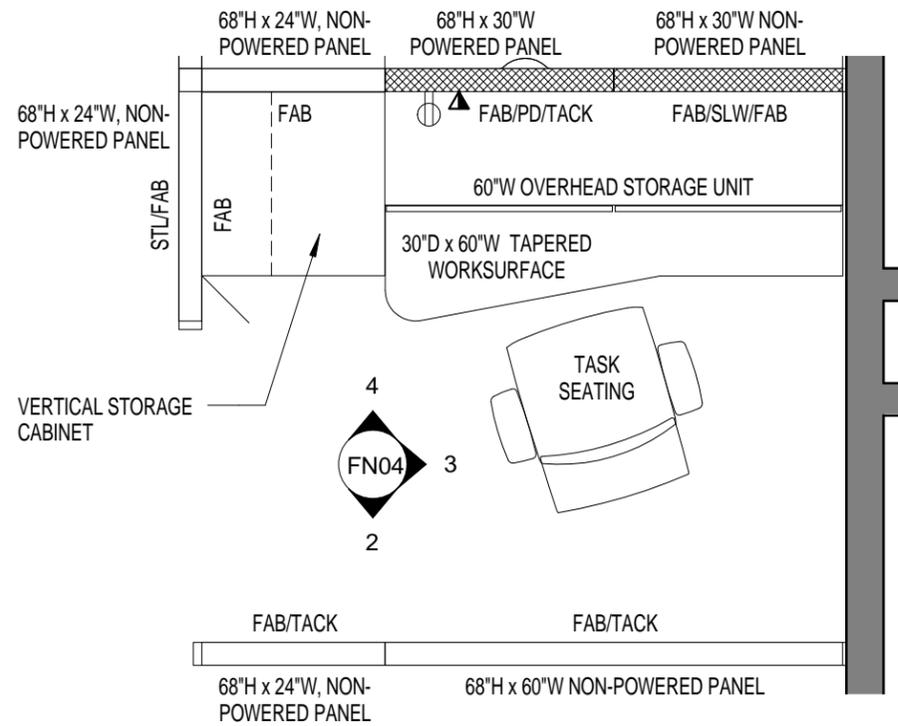
FN04

PANEL TILE KEY

LOWER/UPPER TILES IF MULTIPLE KEYS

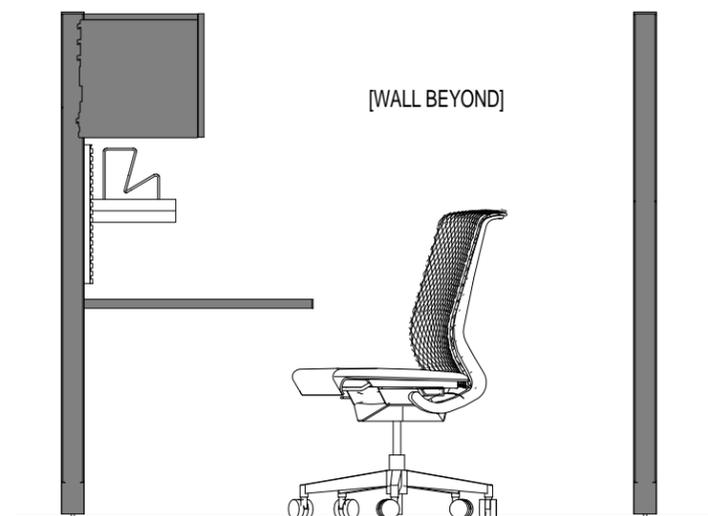
FAB = FABRIC
 MTL = PAINTED METAL
 PD = POWER/DATA
 SLW = SLATWALL
 TACK = TACKABLE FABRIC

ONLY INCLUDE TILES WITHIN THE
 WORKSTATION AND ON THE ISLE IN BID
 AMOUNT. TYPE AS INDICATED WITH KEY
 NOTES.

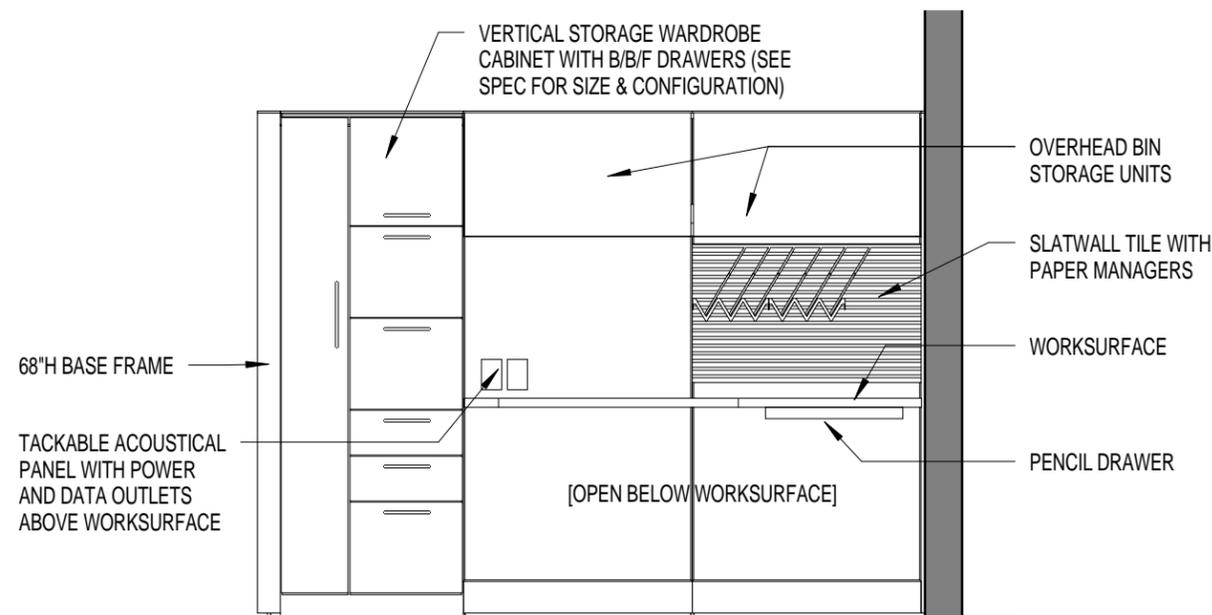


1 SYSTEMS FURN. #2 - SMALL WORKSTATION
 1/2" = 1'-0"

2 SMALL WORKSTATION - A
 1/2" = 1'-0"



3 SMALL WORKSTATION - B
 1/2" = 1'-0"



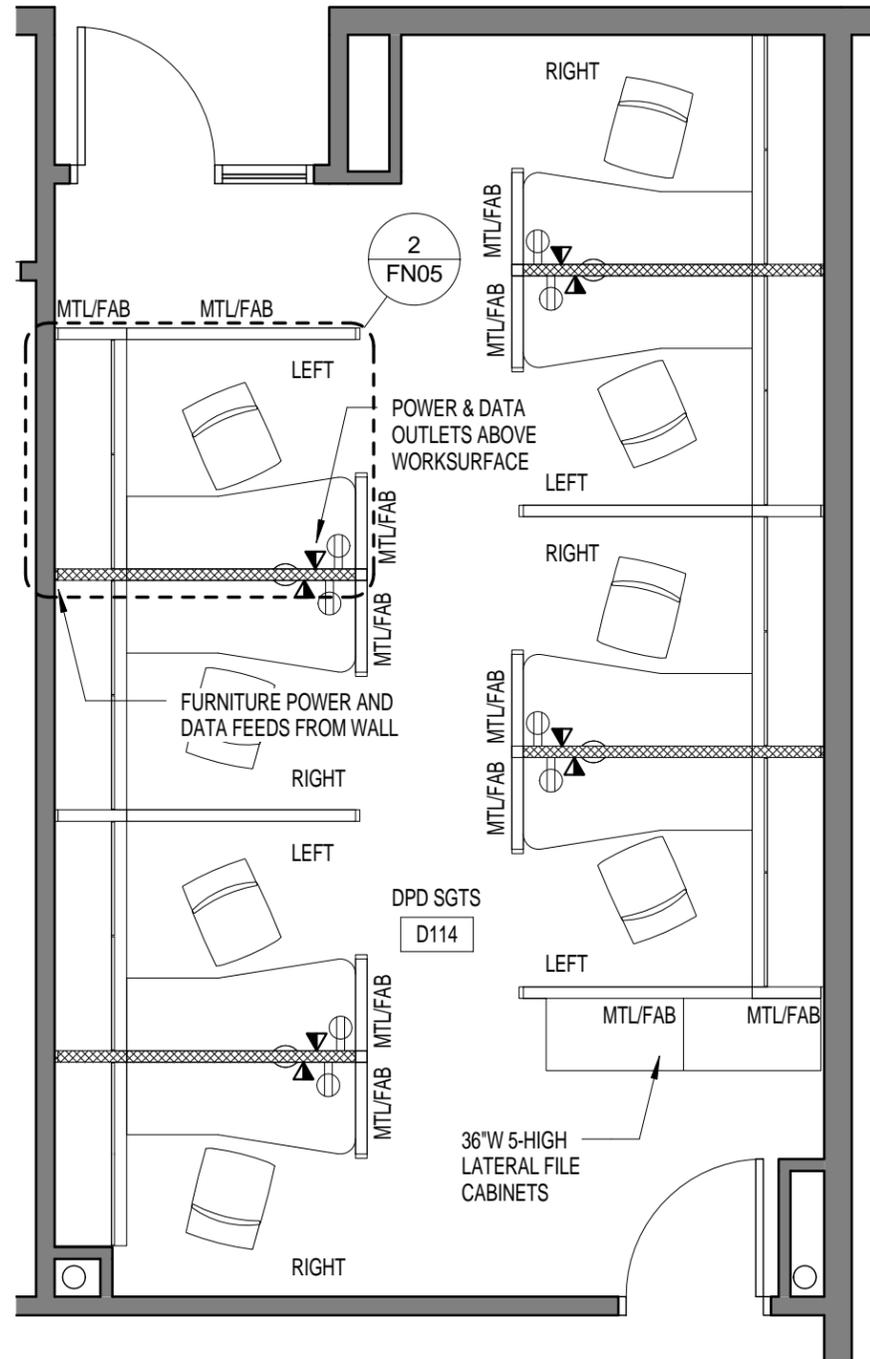
4 SMALL WORKSTATION - C
 1/2" = 1'-0"

PANEL TILE KEY

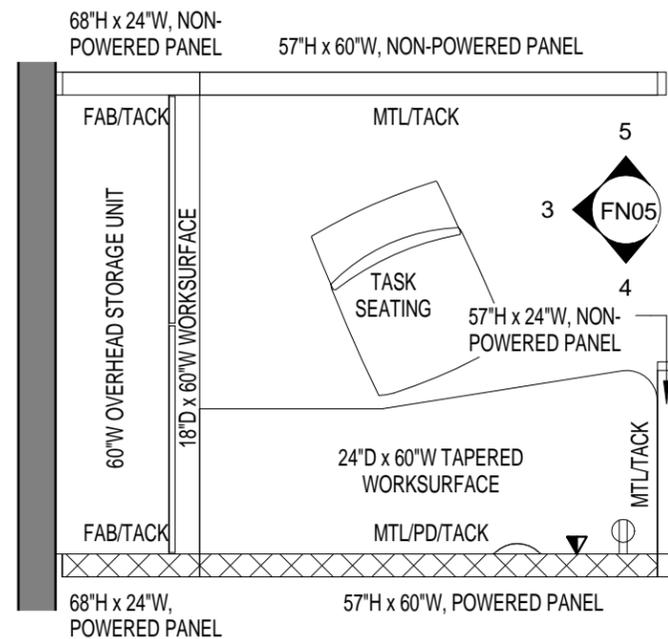
LOWER/UPPER TILES IF MULTIPLE KEYS

FAB = FABRIC
 MTL = PAINTED METAL
 PD = POWER/DATA
 SLW = SLATWALL
 TACK = TACKABLE FABRIC

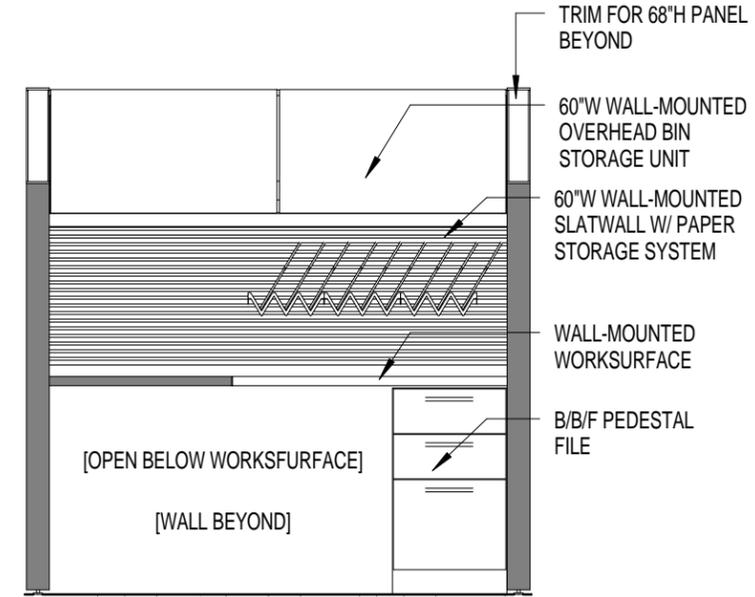
= POWERED PANELS



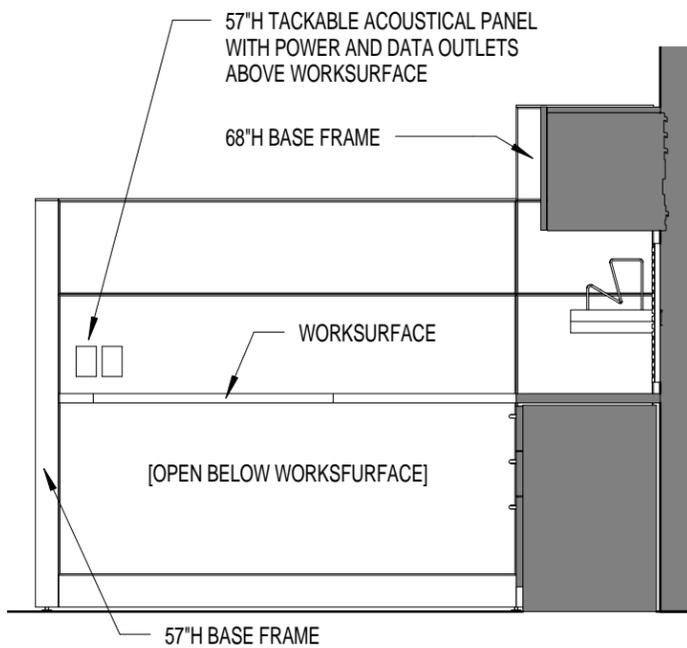
1 D114 DPD SGTS - OFFICE PLAN
 1/4" = 1'-0"



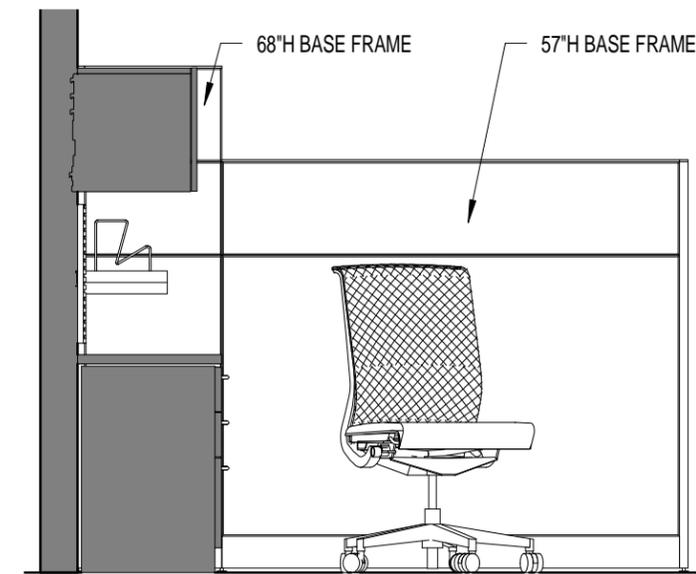
2 DPD SGT WORKSTATION
 1/2" = 1'-0"



3 DPD SGTS WKSTN - A
 1/2" = 1'-0"



4 DPD SGTS WKSTN - B
 1/2" = 1'-0"



5 DPD SGTS WKSTN - C
 1/2" = 1'-0"

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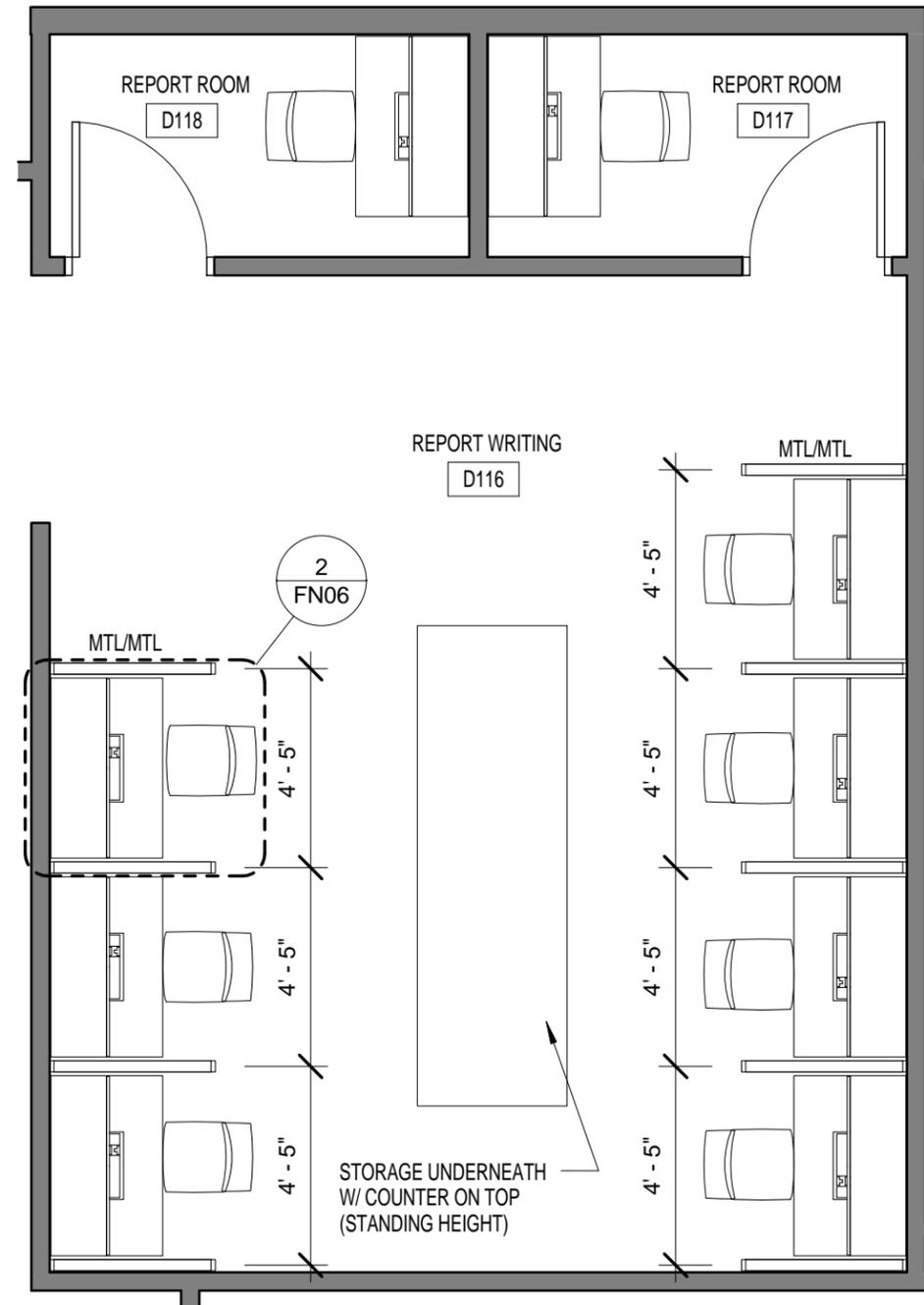
07-11-11 ISSUED FOR BID
 NO DATE REVISION

PROJECT NAME:
DULUTH POLICE HEADQUARTERS - FURNITURE

DRAWING TITLE:
SYSTEMS FURNITURE TYPICAL #3

FILE: 080321 Duluth DP Furniture.rvt
 DRAWN BY: KJS
 CHECKED BY: CIP
 PROJ. NO: 080321
 DRAWING NO:

FN05



1 REPORT WRITING - FURNITURE PLAN
1/4" = 1'-0"

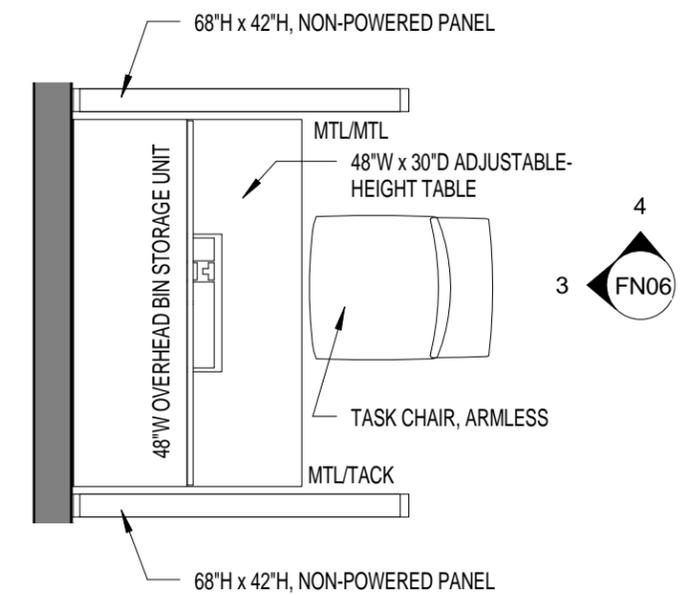
PANEL TILE KEY

LOWER/UPPER TILES IF MULTIPLE KEYS

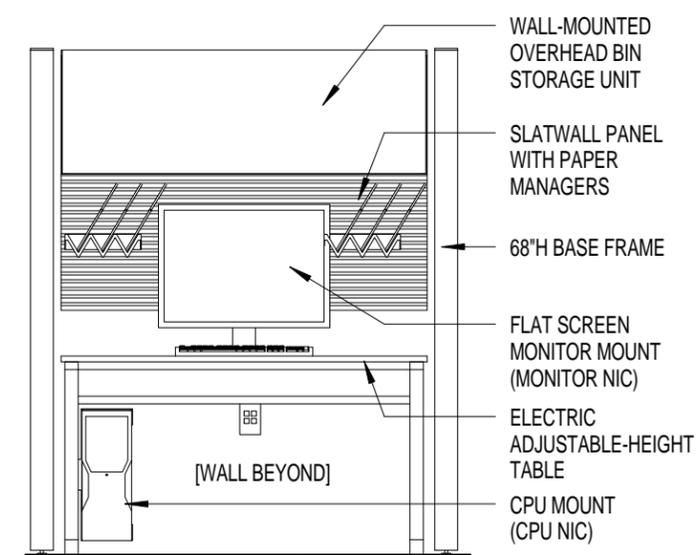
- FAB = FABRIC
- MTL = PAINTED METAL
- PD = POWER/DATA
- SLW = SLATWALL
- TACK = TACKABLE FABRIC

REPORT WRITING FURNITURE
PLAN SHOWN FOR REFERENCE
ONLY FOR THIS BID.

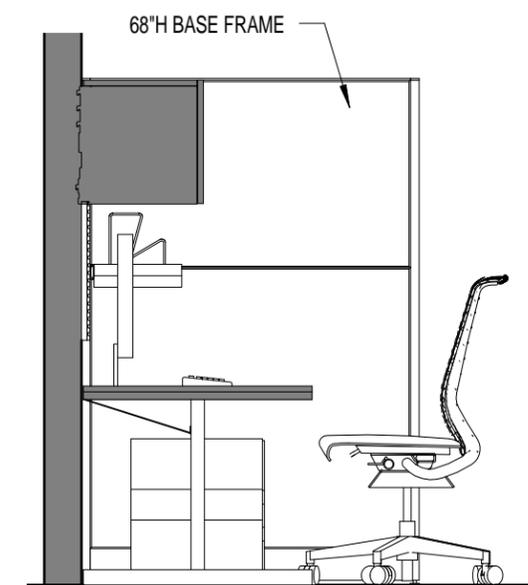
PRICE TWO GROUPS OF (7)
CARRELS EACH, SIMILAR TO
REPORT WRITING D116



2 REPORT WRITING CARREL - PLAN
1/2" = 1'-0"



3 REPORT WRITING CARREL - W
1/2" = 1'-0"



4 REPORT WRITING CARREL - N
1/2" = 1'-0"

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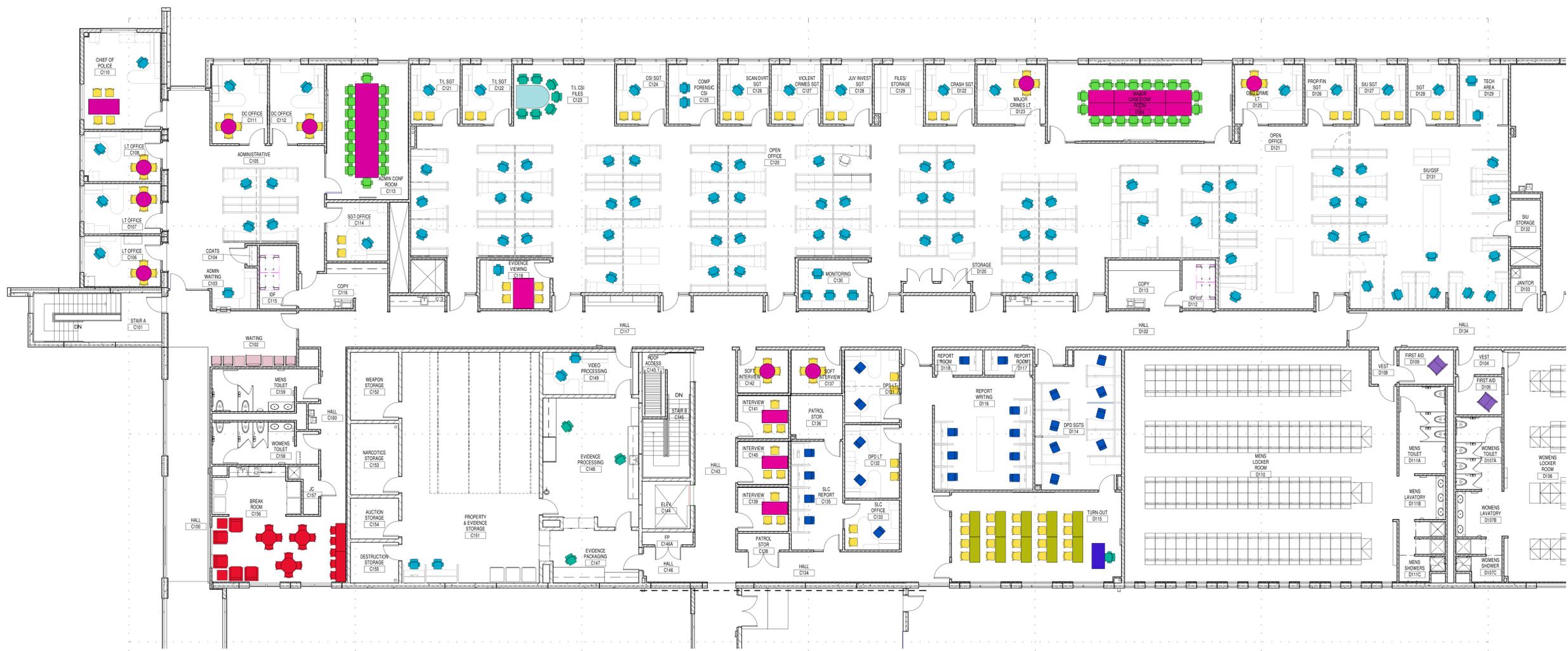
07-11-11 ISSUED FOR BID
NO DATE REVISION

PROJECT NAME:
**DULUTH POLICE
HEADQUARTERS -
FURNITURE**

DRAWING TITLE:
**SYSTEMS FURNITURE
TYPICAL #4**

FILE: 080321 Duluth DP Furniture.rvt
DRAWN BY: KJS
CHECKED BY: CIP
PROJ. NO: 080321
DRAWING NO:

FN06



1 FURNITURE PLAN - SEATING GENERAL
 1/8" = 1'-0"

KEY - SEATING: WORK & CONFERENCE		KEY - FUTURE MISCELLANEOUS FURNITURE TO BE INCLUDED IN ORDER	
	= CH1: WORK CHAIR		= LAMINATE TABLES IN VARYING SIZES
	= CH2: ARMLESS WORK CHAIR		= 2'X1' LAMINATE TRAINING TABLE W/ RUBBERIZED EDGE AND WIRE MANAGEMENT
	= CH3: CONFERENCE CHAIR		= 5'X2' 6" LAMINATE PODIUM W/ ELECTRONIC STORAGE TOWERS
NOTE: REFER TO SPECIFICATION FOR PRODUCT DESCRIPTIONS			= WAITING AREA GUEST SEATING, BARIATRIC SEATING & SIDE TABLES
KEY - SEATING: STACK & SIDE CHAIR, STOOL & SLEEP CHAIR			= BREAK ROOM LOUNGE SEATING, TABLES, CHAIRS & STOOLS
	= CH4: MULTIPURPOSE CHAIR		= STEELCASE MEDIA SCAPE CONFERENCE TABLE & COMMUNICATION SYSTEMS
			= WORK STOOL
			= SLEEPER CHAIR
NOTE: THE FURNITURE LISTED ABOVE IS NOT INCLUDED WITH SEATING LOT BID.			



2 FURNITURE PLAN - SEATING TRAINING ROOM AND WAITING
 1/8" = 1'-0"

CLIENT:
CITY OF DULUTH

THIS SQUARE APPEARS 1/2"X1/2" ON FULL SIZE SHEETS

NO.	DATE	ISSUED FOR
1	07/01/11	ISSUED FURN. SPECIFICATION
NO.	DATE	REVISION

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PROJECT NAME:
DULUTH POLICE HEADQUARTERS

DRAWING TITLE:
SEATING & MISCELLANEOUS FURNITURE

FILE: 080521
 DRAWN BY: AJP
 CHECKED BY: KLS
 PROJ. NO.: 080521
 DRAWING NO.: **FN07**