SECTION 002000 – FURNITURE SPECIFICATION

PART 1 - GENERAL

1.1 SUMMARY

A. This section includes procurement, delivery, and installation services for furniture for the New College of Engineering Building and the renovated Bliss Hall Building at the University of Rhode Island's Kingston Campus.

B. Included in this bid package are furniture specifications and furniture plans.

1.2 Proposed Schedule

1.	Mandatory Site visit:	September 18, 2018
2.	Questions due:	September 21, 2018
3.	Submit substitutions - "Or Equal" requests:	September 21-October 05, 2018
4.	Addenda issued with allowed "Or Equal" substitutions	October 12, 2018
5.	Installation period for requested mock-ups:	October 15-November 12, 2018
6.	Final addenda issued with approval of "Or Equal" substitutions and mockup comments	November 19, 2018
7.	Bids Due:	December 06, 2018
8.	Award Bid:	December 10, 2018
9.	Furniture Install- Phase 1 New College of Engineering Building:	May 13-June 24, 2019
10.	Punch List- Phase 1 New College of Engineering Building:	June 24-July 15, 2019
11.	Furniture Install- Phase 2 Bliss Hall:	November 15-December 06, 2019
12.	Punch List- Phase 2 Bliss Hall:	December 06-20, 2019

1.3 The successful bidder(s) shall obtain and pay for all necessary permits and fees associated with the furniture installation. The Work shall conform to all applicable state building and fire codes.

PART 2 - SCOPE OF WORK

2.1 Scope of Work

A. This specification section includes a brief summary of the miscellaneous furnishings specified for the New College of Engineering and Bliss Hall:

- Café tables and seating.
- Classroom tables and chairs.
- Classroom Millwork AV lecterns.
- Capstone tables and chairs.
- Computer Lab benching, seating and storage.
- Lab Chairs

- Lounge soft seating, occasional tables, tables and chairs.
- Conference room tables, seating and credenzas.
- Faculty office desks, work stations, seating, bookshelves and storage.
- Dean's office desks, seating, bookshelves and storage.
- Staff workstations, seating and storage.
- Graduate student and student seating, desking and storage.
- Miscellaneous furniture & accessories.

B. Coordination Requirements
   1. Provide coordination with owner's contractor under a separate contract for the following:
      a. AV subcontractors, to coordinate clearances and cutouts for AV racks and cable cubby devices provided by others and installed by furniture vendor.
      b. Electrical subcontractor to coordinate furniture power and connection requirements.
      c. Telecommunications subcontractor to coordinate sizes of wire ways and verify telecommunication terminations.

C. Any interpretation, correction or change to the specification will be made by addendum to this bid as documented by the Architect and issued by the State of Rhode Island Department of Administration Division of Purchases. Oral interpretations will not be binding unless confirmed in writing.

D. The University of Rhode Island is tax exempt.

E. There will be no prevailing wage requirements for this project.

2.2 Establishing Qualified Substitutions, "Or Equals":

A. Where indicated in the furniture specification sheets, the University has established a "Basis of Design" for the furniture products to be used on this project. For firms requesting the substitution of "Or Equal" products, other than those items specified, requests as an "Or Equal" product must be submitted by **October 05, 2018** by 4:00 PM to the State of Rhode Island Department of Administration Division of Purchases. Bidders are advised that they may submit on the scheduled specified item or an "Or Equal" submission. Only **ONE** item per furniture code item will be allowed and considered for each bidder. Failure to follow the instructions contained herein will eliminate the products from consideration. To establish an "Or Equal" product, the furniture will be required to be evaluated and approved following the guidelines outlined below. The "Or Equal" substitution shall maintain the level of quality and continuity with the building finishes as outlined in the product specification sheets.

B. The submitting Vendor must clearly address, in writing, each of the following items below in their submission of "Or Equal" products. Failure to clearly address these items could result in disqualification of the product item from consideration. If the line items below are not clearly and appropriately addressed by the Furniture Vendor/ Manufacturer, the submitted "Or Equal" product will not be considered.

   1. Submit a line by line comparison of the substituted "Or Equal" product clearly addressing each line item set in the Basis of Design description on the furniture specification sheet that is being submitted on for "Or Equal" approval. The comparison shall also provide the following:

a. Submit all product data, clearly showing a written line by line comparison illustrating where the product is in fact an "equal" product in terms of quality, material and construction. If this information is not clearly delineated in written form, the product will not be considered.
b. Include photographic documentation that clearly depicts the product and shows that it does not vary from the style and aesthetics set by the basis of design.
c. Any and all deviations from the furniture specifications must be attached in a format similar to the furniture specification sheets clearly indicating where the proposed furniture piece delineates from the project specifications.
d. The burden of proof on substituted products as an "Or Equal" is placed upon the Furniture Vendor/ Manufacturer making the submission. It will be up to the sole discretion of the University of Rhode Island and the Architect to determine if the product complies with the project requirements. Failure to clearly delineate the required "Or Equal" information as indicated above could result in disqualification of the product item from consideration.
e. If the product is deemed an "Equal" and if deemed necessary by the University, the Furniture Vendor/ Manufacturer shall be prepared to submit a physical sample and/ or mock-up of the substituted product for review and approval.

2. "Or Equal" substitutions shall maintain the level of quality and continuity with the building finishes and take into consideration the following:

   a. Product Quality/ Craftsmanship / Construction
   b. Material Quality / Durability
   c. Comfort/ Ergonomics
   d. Appearance/ Functionality
   e. Wire/ cable management where applicable

3. "Or Equal" Mock-ups: If deemed necessary by the University, provide a furniture mock-up (in a location to be determined on campus by the University) of the substituted "Or Equal" product(s) for further evaluation. The mock-up is to show that that the substitution does not vary from the set style and criteria called for by the documents.

   a. The furniture specifications and drawings indicate the minimum quality and standards expected for the project. The furniture can be enhanced further if so desired by the vendor to exceed the project requirements. Any enhancements provided in a mock-up are to be included in the written documentation provided by the bidder and are to be included in the bidder's base bid.

   b. Evaluation criteria includes, but is not limited to the following:
      1) Product Quality/ Craftsmanship
      2) Comfort/ Ergonomics
      3) Appearance/ Functionality
      4) Wire/ cable management
      5) The specified color, fabric and finishes shall be maintained.

   c. It is the responsibility of the Furniture Vendor to install the furniture mock-ups in a complete and operational manner. All parts and pieces should be in place and in working order by the specified mock-up completion date. The mock-up is to be evaluated on the "evaluation criteria" indicated above. The "Or Equal" mockup, at a minimum, must address all line items described by the basis of design furniture specification sheet(s) for the submitted product(s). The overall installation of the product(s) will also be evaluated, so care and thought should be given by the

Vendor to the overall product appearance and finish installation. Failure to provide a complete mock up will detract from the overall weight given to the product(s) evaluation and could eliminate the product(s) from further consideration.

2.3 Mock-ups, General

A. Mock-ups:
1. Where requested or required, the Vendor's/ Furniture Manufacturer's will be given until **November 12, 2018** to coordinate with the University and complete the installation of their mock-up(s) for evaluation. The University has determined that the furniture mock-ups are to be located in rooms 102 and 114 at 95 Upper College Hill Road. Bidders should make themselves familiar with the areas designated for mock-ups in regards to the delivery and installation of the mock-ups. All costs for such work are to be borne by the Vendor.
2. All packaging materials, from the furniture mock-up installations, are to be removed from the site and disposed of by the Vendor in a legal manner.
3. The furniture mock-ups are to remain on site for a two (2) week time period after which the furniture Vendor will be responsible for coordinating the removal of all furniture and equipment from their installed mock-up. All costs for such work are to be borne by the Vendor.
4. The University will not be responsible for any damages to the installed mock-up furniture installed on site for evaluation.
5. As part of the mock-up installation process on-site, insurance certificates will be required meeting the University of Rhode Island standard requirements. A certificate of insurance identifying the insurer and limits must be provided to the University prior to the commencement of the requested on-site mock-ups

B. Faculty Office Mock-ups
1. The University has requested that each vendor submitting a bid on furniture package No.6, Office Case Goods, shall provide a mock-up of office type **PO1** "Option A" for evaluation by the University and Design Team.

2.4 Criteria for Award

A. The Vendor/ Furniture Manufacturer's qualifications must show their ability to meet the project requirements identified in this request for bid.

B. The University has established a "Basis of Design" by selecting an open line product for each of the furniture items to be used on this project. These products and their criteria are indicated in the furniture specification sheets directly following this specification section. Where indicated, substitutions of "Or Equal" products will be considered on this project; however, they need to first be accepted as an "Or Equal" through the process indicated by section 2.2 Establishing Qualified substitutions, "Or Equals". Failure to receive this approval first will result in a disqualification of the bid in which the product section/ grouping is present in.

C. Based upon the Vendor's qualifications, specified furniture products and the approved "Or Equal" furniture products to be determined, the University of Rhode Island will award this contract taking into consideration the Furniture Vendor's ability to present and meet the criteria in parts A. and B. of this section, 2.3 Criteria for Award. The criteria in parts A. and B. will be part of the evaluation in helping to determine the lowest responsive and responsible bid price. The Vendor/ Furniture

Manufacturer should clearly address the project criteria outlined in parts A. and B. in their proposal, failure to do so will result in the disqualification of their bid.

D. Discount Structure, Competitive Pricing and Installation Cost Criteria:

1. The furniture specifications and bid form are broken down into multiple packages. Ideally firms bidding should bid on all packages, but it is understood that the diversity of the packages may prohibit this. As such, firms bidding can bid on individual packages; however, all items within that package must be priced and submitted on. Those bidders that do not completely bid and submit on a package in its entirety will be disqualified from eligibility for that section/ package.

2. Submit your proposed bid filling out the provided electronic Furniture Pricing Spreadsheet, with your final bid submitted on a printed copy of the Furniture Pricing Spreadsheet found in Appendix D and those provided by the State of Rhode Island Department of Administration Division of Purchases if required. Do **NOT** use any other alternate bid worksheets. Failure to use the electronic Bid Form in Appendix D and any other State required bid form could lead to the disqualification of your bid. An electronic copy of the Furniture Pricing Spreadsheet is included as part of the download from the State of Rhode Island Department of Administration Division of Purchases website as part of the documents for this solicitation for bid

   a. Pricing and discount included in the proposal must be guaranteed for 90 days from the award of bid.

E. The State of Rhode Island Department of Administration Division of Purchases and the University of Rhode Island Reserves the right to award the bid based upon the best interest of the University as determined by the State of Rhode Island Department of Administration Division of Purchases and the University's Purchasing Department. It is the intent to award a minimum of one furniture package, but as many as all of the furniture packages, based upon the lowest priced responsive and responsible bid to the Furniture Vendor(s) complying with the project's criteria for selection. The State of Rhode Island Department of Administration Division of Purchases and the University of Rhode Island reserves the right to accept or to reject any and all proposals based on a Vendor's/ Furniture Manufacturer's ability to provide and install products in a timely manner, and provide continuity in finishes, including color, wood species and other criteria that maintains the quality, craftsmanship and product durability expected for this project.

2.5 Scope of Services Required and Basis for Compensation

Your bid submission must address all of the following tasks and services:

A. Procurement

1. Pricing:
   a. Identify List Price for each item code identified in Appendix D.
   b. Identify Discount and Sell Price (discounted list price) for each item code identified in Appendix D.
   c. Identify overall Unit Price for each item code identified in Appendix D.
      1) Shipping, delivery, installation, assembly and administrative costs must be integrated into the overall unit pricing cost of each product.

d. Quantities of furniture items to be bid upon are based upon the furniture specification sheets in Appendix A in conjunction with the keyed furniture layouts on the furniture plans in Appendix E. Bidders are responsible for quantifying all furniture items.

e. Items and quantities for Future Furniture items are identified in the Furniture Specification Sheets in Appendix A. The Base Bid should not include any extended cost for Future Furniture items, but should include the List, Sell and Unit cost prices for each of these furniture pieces identified in the Appendix D Furniture Pricing Spreadsheet with quantities listed as "0" zero.

f. Faculty Offices: It is the intent of the University to allow the Faculty to select from (5) Five slightly varying typical office furniture layouts as indicated by Appendix B. The most costly specified Faculty Office **PO1** furniture option is to be carried by the bidder at this phase of the project in their base bid, with the intent that the University will give final office type counts for the Faculty Offices when the initial order and request for shop drawings is made.

g. Overall bid costs:
   1) The overall bid will represent a maximum price for the project. Based upon the furniture options specified in the documents and the final selections made by the University for Faculty Office types; the final cost paid may be less than the maximum price submitted for the bid price.
   2) Provide all supervision, labor, materials, tools and installation items which are necessary for the completion of the project. All such items shall be included in the cost of the work.

h. Price Protection:
   1) Provide a minimum of 90 days notice of all price increases.
   2) **Unit pricing** for furnishings is to be held throughout the duration of the project and is to continue to be held for 1 year after the completion date of the project.
   3) **Discounting** is to be held for 2 years after the completion date of the project.

i. Future Purchases:
   1) Where noted by the furniture specification sheets in Appendix A, the University may make future purchases of additional furniture items where indicated on the furniture specification sheets. It is the intent that the "unit" price in the bid form be used to purchase up to the identified quantity of the indicated item.

j. Final Quantities:
   1) **Overall furniture quantities may change at any time during the duration of the project with no repercussions to the State of Rhode Island Department of Administration Division of Purchases and the University of Rhode Island.**

B. Coordination

1. Coordinate furniture order.

2. Field Verification of Dimensions
   a. The Furniture Vendor shall be responsible for field verification of all room dimensions to assure the furniture systems fit as specified. Deviations shall be reported immediately to both the Architect and Owner in writing.

3. Shop Drawings shall be provided indicating furniture layouts and coordination requirements with building infrastructure including all blocking requirements and power and data interface requirements.

4. Coordinate delivery and installation with the University of Rhode Island Project Manager.
   a. Provide coordination with furniture subcontractors and consultants as required.
   b. Provide furniture coordination drawings to and coordination meetings with the University of Rhode Island Project Manager to coordinate your work.

C. Communication

1. The Vendor is to forward to the Architect and the University of Rhode Island Project Manager:

   a. Order acknowledgment review.
   b. Weekly order tracking reports, which will begin one month from the date of order placement.
   c. Delivery and installation schedules.
   d. Furniture installation drawings.

D. Delivery and Installation:

1. Coordinate delivery and installation with the project manager of the University of Rhode Island; review and adhere to the requirements of the University of Rhode Island as outlined in the project manual. Follow all rules and regulations.

   a. Deliveries shall be via a designated route. The winning bidder(s) are to submit trucking delivery routes through campus to the University for review and approval by the University at the time of award. A more detailed mapping and coordination will be required at a later date.
   b. Schedule deliveries in conjunction with URI to avoid conflicts with other activities occurring on campus. A detailed coordination of deliveries will be required for both phases of this project. The furniture vendor shall coordinate and schedule all deliveries through the Owner's Project Manager who will coordinate site activities with the Construction Manager and the other University activities. Specific morning, afternoon or after hours delivery times will be required to be scheduled for this project. No deliveries can occur the week of URI graduation.

2. The Furniture Vendor and Installer shall make themselves familiar with the site constraints and the available prescribed loading points into the building as part of this proposal process. There will be an elevator on site as designated by the University, which will be made available for use in loading the building. Tables 120" in length and under are indicated to be one piece tops and may require the use of stairs for delivery and installation.

3. A Vendor representative is to be present at all times during delivery and installation of this project. It is the sole responsibility of the Furniture Vendor's installers to unload trucks. Should a delivery be made without the representative and the man power on site to unload, the delivery will be denied and sent back.

4. Provide and maintain the necessary supervisory field and home office staff for the planning, scheduling, coordination and total supervision of the work for a project of this magnitude. Any Changes in the project Team shall require prior approval by the Owner.

5. The Vendor shall submit the name and qualifications of the installation company which will be considered on this project. The University of Rhode Island reserves the right to reject the proposed installer. In the event that the proposed installer is rejected by The University of Rhode Island, the Vendor shall provide an alternate installer that is acceptable to both parties, at no change in the contract price.

    a. Provide sufficient experienced labor to receive, inspect, and install all items as per the installation plans and specifications.

6. Protection: Provide protective materials during installation as required to avoid damage to the floor, door frames, walls, installed furniture components, etc. All egress paths to be maintained.
    a. The Vendor Awarded this package or any part thereof, shall be prepared to provide this protection as part of their base cost.

7. Cleaning: Each Furniture Vendor shall vacuum the carpet and clean all areas and products installed upon the completion of its work each day. This cleaning shall include product interiors, exteriors and work surfaces.
    a. The Vendor Awarded this package or any part thereof, shall be prepared to provide this cleaning as part of their base cost.

8. Trash Disposal: Installation shall include the removal and legal disposal of all packing materials from product and rubbish removal for all furniture related debris daily.

9. Review site conditions prior to installation and provide a complete report of any existing damages to the building and grounds. The list shall be reviewed with the University of Rhode Island and agreed upon prior to delivery. Any damages reported during and after the completion of the furniture delivery that do not appear on the list, will be the responsibility of the Vendor.

10. Should the Vendor damage the building's finishes or systems, the furniture vendor shall procure the services of the original installing contractor to correct the damage to a level equal to that prior to the damage. No self performance of the work shall be allowed to correct the damage to the building and its systems caused by the furniture vendor. The furniture vendor is encouraged to video document conditions prior to the mobilization of work so that evidence exists of pre-existing conditions to minimize claims of damage.

11. Provide a complete Furniture Installation in working order:
    a. The power at walls and floors will be provided under the base building contract, however, the furniture vendor is responsible for any and all appurtenant fittings and connections required from the floor or wall to interface into the furniture for a complete working system. The furniture vendor will need to provide prewired plug type connections for electrical, data and telecom connections with in-leg feed cables within their furniture to support the number of data, telecom and power drops indicated to be provided by the furniture specifications.
    b. Provide all components necessary for installation of work, i.e.: brackets, connectors, grommet covers, electrical feeders, wire management, etc. are to be included in the final cost.
    c. Provide coordination as required with the Owner's AV components to assure that the furniture will work properly and not hinder the use of any AV components housed within furnishings.

12. Provide a detailed list of all items not received and/or in damaged condition to the Architect and the University of Rhode Island Project Manager within one week of delivery.

13. Issue punch list of items to the Architect and the University of Rhode Island Project Manager. Resolve all punch list items in accordance with the agreed upon schedule.

E. Schedule

1. The Vendor shall identify the number of days required to complete the installation of all furnishings and equipment contained in these specifications. Assume furniture delivery and installation to be performed during normal business hours, Monday through Friday. Night and weekend work, however, is allowed if necessary to meet the project schedule.

2. Delay and off-site storage, warehousing capabilities, and inventory control:

   a. The Building Construction for the New Engineering Building is scheduled for substantial completion by **July 19, 2019.** Furniture installation is anticipated to begin on or about **May 13, 2019**.

   b. The Building Construction for Bliss Hall Building is scheduled for substantial completion by **January 10, 2020.** Furniture installation is anticipated to begin on or about **November 15, 2019**.

   c. The Vendor shall provide storage for all furniture free of charge for the first 30 days beyond the anticipated date of installation. In the event that further delay may occur, please provide a monthly rate for storage beyond the first month.

F. Insurance

1. Insurance for this project must meet the State of Rhode Island Department of Administration Division of Purchases and the University of Rhode Island standard requirements. A certificate of insurance identifying the insurer and limits must be provided by the winning bidder(s) to the University prior to the commencement of their work and notice to proceed.

G. Workmanship:

1. All work shall be carried out in an orderly, progressive and uninterrupted manner in conformance with established and published industry standards and procedures. Any workman or installer not performing up to the approved standards shall be replaced at the Furniture Vendor's expense if so requested by the Owner.

H. Warranty

1. Provide a Two year warranty for all installed items with regard to installation and service.
2. Post-Occupancy Services
   a. Provide warranty and guarantee information on all furniture.
   b. Describe maintenance and service offerings.
   c. Provide installation personnel familiar with this project during the College of Engineering move-in and as required after the move, to assist in replacing missing or damaged product and to complete all punch list items.

I. Training

1. Provide training to the College of Engineering staff on the use and adjustment options for products provided.

J. Incurring Costs

1. The Owner is not liable for any costs incurred by Proposers in the preparation of proposals and mock-ups. This includes any and all travel expenses associated with site visits and any work performed prior to the execution of a contract or an official notice to proceed with work.

2.6 Submittals

A. The Furniture Dealer is to provide to the Architect a sample of each fabric, metal and wood finish for approval prior to production of furniture items.

B. The Furniture Dealer is to provide furniture installation shop drawings for each floor level for review and approval.

C. The Furniture Dealer is to provide a parts and pieces list for each room to verify furniture quantities and finishes.

2.7 Project Closeout

A. Coordinate post completion activities and submit the following documentation in a bound format as well as electronic PDF format prior to the final application for payment. Submit one (1) hard copy and two (2) electronic formatted PDF copies of the following information (one electronic PDF copy for delivery to the Architect and the Hard copy and other electronic PDF copy for delivery to the Owner).
   1. Furnishings manuals for the Owner's final acceptance, including product documentation and samples of the final fabric and finish materials selected for each piece of furniture.
   2. Product warranty certificates including the contact information for the warranty servicing provider.
   3. Project record documents, in both paper and electronic format, indicating the installed furniture layouts and coding.

B. All submissions must contain the following information: Building Project or Facility name, OCP Project number, submission date and specific content index.

PART 3 - PROPOSAL SUBMISSION

3.1 Project Questions:

A. Please direct questions to the State of Rhode Island Department of Administration Division of Purchases by the date and time noted on the solicitation to Bid. Questions will be forwarded along to the Design Team. The Bid Number MUST be referenced on all correspondence.

3.2 Proposal submission:

A. One (1) original bid proposal must be returned by the submission date and time indicated on the Bid Cover Page or as modified by written Addendum, to the State of Rhode Island Department of Administration Division of Purchases. The bid is to be submitted in a sealed envelope with the bid number clearly marked on the envelope and all items sealed within. The Proposal submission is to include the following items:

1. A signed Bid Cover Sheet.
2. A completed and signed University of Rhode Island Bidder Certification Form.
3. A completed and signed Bid Form and Printed copy of the Furniture Pricing Summary Worksheet.
4. A completed Furniture Pricing Summary Worksheet in both electronic Excel file and PDF format, on a thumb drive, providing the pricing summary by item code and package. *The Excel file electronic pricing summary spreadsheet is provided as part of the solicitation for bid information.*
5. Manufacturers' lead-times for all items listed.
6. General information and references of your firm.
7. Vendor Qualifications - Vendors/ Furniture manufacturers must address the following:
   a. Proposed Team and previous experience completing a project of this type and size (based upon your anticipated bid on furniture sections/ packages).
      1) Relevant experience with a project of this type. (Must demonstrate the experience of at least 2 other projects of this scope, installation and size of the package(s) being bid).
      2) List project manager and key personnel.
      3) Proposed project managements structure and communication flow.
      4) Qualifications of furniture installer. (Must demonstrate 3 years of experience and demonstrate the experience of at least 2 other projects of this type and size of the package(s) being bid).
8. Project Schedule
   a. Show the project Vendor's and Furniture Manufacturer's ability to meet the project schedule.
   b. Provide schedule of tasks highlighting key dates in the procurement and installation process.
   c. Indicate who from the project Team will be responsible for scheduling the project and what techniques are planned to assure that the schedule will be met.
9. If qualified "Or Equal" substitutions are provided in your bid package(s), include the back-up paperwork and images submitted under the evaluation process that clearly delineates that the submitted furniture meets or exceeds the project's established product basis of design requirements.
10. Provide detailed information and images of each product to be provided for each furniture package bid. If necessary, provide additional drawings detailing further information on the products being provided.
11. Warranty/ Quality Assurance
    a. Identify what methods are employed by the manufacturer and installer to assure the quality of workmanship.
    b. Identify how warranty repairs on furniture will be administered and who will be responsible for these measures.
12. Note: * Bids received from RI Correctional industries are not required to comport with the insurance, bid security and tax requirements per R.I.G.L. 13-7-8 should items be available from Correctional Industries and if the cost is the most competitive price for an entire section or sections of the bid as defined here-in.

PART 4 - SUPPLEMENTAL INFORMATION

4.1 APPENDIX A: FURNITURE SPECIFICATION SHEETS

4.2 APPENDIX B: FACULTY OFFICE OPTIONS

4.3 APPENDIX C: WOOD VENEER FACED ARCHITECTURAL CABINETS | LECTERNS

4.4 APPENDIX D: HARDCOPY OF FURNITURE PRICING SPREADSHEET

4.5 APPENDIX E: NEW COLLEGE OF ENGINEERING BUILDING & BLISS HALL FURNITURE PLANS

END OF SECTION