

**\*\*\* PUBLIC ANNOUNCEMENT \*\*\***

July 31, 2015

The United States District Court for the District of Arizona is conducting a lowest priced, technically acceptable procurement action from the FSS/GSA Schedule for furniture and furnishings for Suite 130 in the Sandra Day O'Connor U.S. Courthouse located at 401 W. Washington Street in Phoenix, AZ. All specifications and details are provided in RFP # USAZDC.2015.731

Individuals or entities interested in obtaining a copy of the procurement package can retrieve and download it from the District's internet page: [www.azd.uscourts.gov](http://www.azd.uscourts.gov).

Questions may be directed to the Contracting Officer's Representative (COR) at the phone number or E-mail address provided below.

Contracting Officer Representative: Kayla Griggs, Space & Facility Specialist

Phone: (602) 322-7133

E-mail Address: [kayla\\_griggs@azd.uscourts.gov](mailto:kayla_griggs@azd.uscourts.gov)

All quotes in response to this RPF must be received by the Contracting Officer (Brian Schweda) no later than 5:00 p.m. (local / Arizona time) on Friday, August 21, 2015.

Proposals may be sent electronically to: [brian\\_schweda@azd.uscourts.gov](mailto:brian_schweda@azd.uscourts.gov)

Proposals may also be faxed to: (602) 322-7129

Proposals sent via mail/delivery service or hand carried may be sent/delivered to:

Brian Schweda, Procurement Specialist  
United States District Court – District of Arizona  
Sandra Day O'Connor U.S. Courthouse  
401 W. Washington Street, Suite 145, SPC 5  
Phoenix, AZ 85003-2119

**United States District Court  
District of Arizona**

**Request for Proposal – USAZDC.2015.731  
FSS/GSA Schedule  
Lowest Price, Technically Acceptable**

Request Date: July 31, 2015

RFP Number:	USAZDC.2015.731
Reply via e-mail to:	brian_schweda@azd.uscourts.gov
Reply via fax to:	(602) 322-7129, Attn: Brian Schweda
Response deadline:	August 21, 2015 (5:00 p.m. MST)

The United States District Court, District of Arizona is conducting a procurement action for proposals to prepare a finalized furniture layout/design, deliver, and install furniture and fixtures in three office areas within Suite 130 located in the Sandra Day O'Connor U.S. Courthouse, 401 W. Washington Street in Phoenix, AZ 85003.

This will be a **FSS/GSA Schedule lowest price, technically acceptable** procurement.

**An award from this RFP will be made based on the lowest priced, technically acceptable offer from the FSS/GSA Schedule.** Lowest cost shall include all fees, installation, and delivery. Pricing is to be submitted on GSA contract for all furniture and furnishings needed on this project. Open Market components are acceptable to be included as everything may not be on contract. Pricing that is provided on this quote shall be guaranteed valid until December 31, 2015.

All items should be quoted **F.o.b. Destination, Within Consignee's Premises.**

Requirements are noted on the following pages.

Proposals may be faxed or e-mailed to the listed address. If you decide not to submit a proposal, please submit a "no bid" response.

Any questions regarding this RFP should be addressed to the Contracting Officer Representative:

Kayla Griggs  
Space & Facility Specialist  
401 W. Washington Street, Suite 145, SPC 5  
Phoenix, AZ 85003-2118  
(602) 322-7133  
Kayla\_Griggs@azd.uscourts.gov

Your proposals should be submitted to the Contracting Officer:

Brian Schweda  
Procurement Specialist/Contracting Officer  
401 W. Washington Street, Suite 145, SPC 5  
Phoenix, AZ 85003-2118  
(602) 322-7121  
Brian\_Schweda@azd.uscourts.gov

Sincerely,

Brian Schweda  
Procurement Specialist/Contracting Officer

**United States District Court  
District of Arizona**

**Request for Proposal – USAZDC.2015.731  
FSS/GSA Schedule  
Lowest Price, Technically Acceptable**

The District of Arizona is seeking offerors to submit a proposal to provide a finalized design, installation, and delivery of furniture and designated fixtures for the Phoenix Finance, Operations, and CJA office space. A concept design of the three areas is provided as Attachment A (Finance), B (Operations), and C (CJA); offerors are responsible for verifying the existing building dimensions and feasibility of the concept layout. Additionally, the concept design with the accompanying primary furniture and furnishing requirements listed below are also provided in Attachments A, B, and C.

The finalized design for the Finance office space MUST include the following:

See Attachment A-1 & A-2.

<b>Furniture Item Number</b>	<b>Quantity</b>	<b>Brief Description</b>
1	1	30" x 60" table with laminate surface and edge finish, 4-leg base with metallic finish, and a CPU holder and cable management tray mounted at bottom of surface.
2	2	24" x 60" electric height-adjustable work surface with laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
3	2	18" to 24" x 78" desk return. The return unit should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
4	2	24" x 48" table with four metallic legs, four carpet casters, and laminate surface with rounded corners. Two casters need to be lockable.
5	1	guest chair with upholstered seat, four leg metallic base with carpet glides, and no arms. Should match the look of the stools specified in keynote #11.
6	1	36" three drawer lateral file with laminate work surface top.
7	1	18" to 24" x 78" desk return. The return unit should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture - maximum shelving and drawer space is desirable. The storage above will be open shelving and/or a lockable bin. Include a tack board and task light.
8	1	48" three drawer lateral file with laminate work surface top and 48" length of slatted wall mounted on the panel above, include 4 paper trays and 4 binder holder accessories for the slatted wall.
9	1	24" x 60" electric height-adjustable work surface with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.

10	1	36" x 72" counter-height (approx. 41" tall) table with pedestal base(s), square corners, laminate finish, and a laminate edge.
11	4	Height-adjustable stools with metallic 5 star base, hard floor casters, and no arms. Should match the look of the guest chair specified in keynote #5.
12	1	24" x 108" length of counter-height (approx. 41" tall) work surface with laminate surface and edge, metallic base, (1) 30" wide storage cabinet underneath, and cable management tray mounted at bottom of work surface.
13	3	locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.
14	1	door opening with sliding frosted glass door. Door should have a metal frame (approx. 4"). Assume middle-grade frame finish. This door will have a pull handle and a cylinder lock with a key on one side and a thumb turn on the other. Refer to drawing for approximate door location.
15	1	Ceiling height (8'-10") demountable wall, lower panels (from floor to approx. 42"-48") shall be solid (opaque), middle panels (from 42"-48" to approx. 84") shall be clear glass, and top panels (from approx. 84" to the ceiling) shall be solid (opaque). This wall will need power and data. See drawing for approximate dimensions. This wall is a floor to ceiling demountable wall product. The height adjustable desks need to be below the window panels when they are fully raised. "Solid (opaque)" indicates a wall tile that is a solid color or non-translucent material (not glass); steel or painted tiles are okay – assume middle-grade finishes for pricing.
16	3	24"long x approx. 72"tall partition panels (not demountable wall), not electrified.
17	2	Various lengths of approx. 72" tall partition panels, electrified with power and data outlets. Refer to drawing for approximate lengths.
18	1	Ceiling height (8'-10") demountable wall, lower panels (from floor to approx. 42"-48") shall be solid (opaque), middle panels (from 42"-48" to approx. 84") shall be frosted glass, and top panels (from approx. 84" to the ceiling) shall be solid (opaque). This wall does NOT need power and data. See drawing for approximate dimensions. This wall is a floor to ceiling demountable wall product. The height adjustable desks need to be below the window panels when they are fully raised. "Solid (opaque)" indicates a wall tile that is a solid color or non-translucent material (not glass); steel or painted tiles are okay – assume middle-grade finishes for pricing.
19	3	various lengths of approx. 36"to 42" tall partition panels, electrified with power and data outlets. Refer to drawing for approximate lengths.

The finalized design for the Operations office space MUST include the following:

See attachment B-1 to B-6.

<b>Furniture Item Number</b>	<b>Quantity</b>	<b>Brief Description</b>
20	1	24" x 60" table with laminate surface and edge finish, 4 leg base with metallic finish, and a CPU holder and cable management tray mounted at bottom of surface.
21	12	24" x 60" electric height-adjustable work surfaces with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray

		mounted at bottom of work surface
22	11	18" to 24" x 78" desk returns. The return units should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
23	1	24" x 60" electric height-adjustable work surface with laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
24	1	24" x 120" length of counter-height (41" high) work surface with laminate surface and edge, metallic base, (1) 42" wide storage cabinet underneath, cable management tray mounted at bottom of work surface, and a 42" length of slat wall above the lateral file. Include 12 paper tray accessories for the slat wall.
25	1	Ottoman sized to seat 1-2 people.
26	12	Locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.
27	2	36" three drawer lateral file with laminate work surface top.
28	1	42" three shelf storage cabinet with laminate work surface top.
29	4	Height-adjustable stools with metallic 5 star base, carpet casters, and no arms.
30	1	60" x 84" 'L' shaped counter-height (approx. 41" tall) surface with 24" deep laminate surfaces and laminate edges and (3) 30" wide 3-shelf storage cabinets underneath.
30a	3	30" wide 3-shelf storage cabinets underneath.
31	2	Upholstered lounge seats with arms.
32	1	side table, approximately 18"x24".
33	3	Ottomans each sized to seat 1-2 people.
34	8	24" x 60" electric height-adjustable work surfaces with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
35	8	18" to 24" x 78" desk returns. The return units should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
36	1	36" three drawer lateral file with laminate work surface top.
37	8	42" three drawer lateral files with laminate work surface tops
38	8	Locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.
39	1	36" three shelf storage cabinet with laminate work surface top.
40	1	24" x 48" table with four metallic legs, four carpet casters, and laminate surface with rounded corners. Two casters need to be lockable.
41	1	36" x 72" counter-height (approx. 41" tall) table with pedestal base(s), square corners, laminate finish, and a laminate edge.
42	14	Locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be

		incorporated into the individual workstations within the cost ceilings.
43	1	42" three shelf storage cabinet with laminate work surface top.
44	1	24" x 48" table with four metallic legs, four carpet casters, and laminate surface with rounded corners. Two casters need to be lockable.
45	12	24" x 60" electric height-adjustable work surfaces with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
46	14	18" to 24" x 78" desk returns. The return units should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
47	6	24" x 24" surface between desks to hold a shared printer. Surface will have a laminate surface and edge finish.
48	1	42" three drawer lateral file with laminate work surface top.
49	1	24" x 48" surface to hold a shared printer. Surface will have a laminate surface and edge finish.
50	2	24" x 60" electric height-adjustable work surface with laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
51	1	24" x 108" length of counter-height (41" tall) work surface with laminate surface and edge, metallic base
51a	1	42" wide storage cabinet underneath, cable management tray mounted at bottom of work surface
51b	20	paper tray accessories for the slat wall
52	2	Ottomans each sized to seat 1-2 people.
53	1	Upholstered lounge-type seat for 2 people.
54	2	Side tables, approximately 18"x24".
55	2	Upholstered lounge seats with arms.
56	3	Various lengths of approx. 72" tall partition panels (not demountable wall), electrified with power and data outlets. Refer to drawing for approximate lengths
57	5	Various lengths of approx. 72" tall partition panels (not demountable wall), will NOT be electrified. Refer to drawing for approximate lengths.
58	3	Partial height demountable walls, lower panels (from floor to approx. 42"-48") shall be solid (opaque), top panels (from 42"-48" to approx. 84") shall be clear glass. These walls will need power and data. See drawing for approximate dimensions. The height adjustable desks need to be below the window panels when they are fully raised. "Solid (opaque)" indicates a wall tile that is a solid color or non-translucent material (not glass); steel or painted tiles are okay – assume middle-grade finishes for pricing. Partial height means that the demountable wall does not touch the ceiling. The walls need to be tall enough to accommodate a 7' door. The top of this wall cannot exceed 7'-4" (18" from the ceiling).
59	1	Sliding clear glass door. Door should have a metal frame (Approx. 4"). Assume middle-grade frame finish. This door will have a pull handle and does not require a lock. Refer to drawing for approximate door location.
60	4	Partial height demountable walls, lower panels (from floor to approx. 72") shall be solid (opaque), top panels (from approx. 72" to approx. 84") shall be clear glass. This wall will need power and data. See drawing for approximate dimensions. "Solid (opaque)" indicates a wall tile that is a solid color or non-translucent material (not

		glass); steel or painted tiles are okay – assume middle-grade finishes for pricing. Partial height means that the demountable wall does not touch the ceiling. The wall should be the same height as the walls specified in keynote #58. The top of this wall cannot exceed 7'-4" (18" from the ceiling).
61		There will need to be enough power entering this demountable wall to support 2 full-size refrigerators, 1 microwave, 5 computers (each with 2 monitors), 1 multifunction copier, and 1 treadmill/walking station. Multiple circuits will be required.

The finalized design for the CJA office space MUST include the following:

See attachment C-1 & C-2.

Furniture Item Number	Quantity	Brief Description
62	2	36" three drawer lateral file with laminate work surface top.
63	1	36" x 102" continuous counter-height (approx. 41" tall) surface with (2) 36" three drawer lateral files below and attached to the surface.
64	4	Height-adjustable stools with metallic 5 star base, carpet casters, and no arms.
65	1	24" x 84" length of counter-height (approx. 41" tall) work surface with laminate surface and edge, metallic base, and (1) 36" wide three shelf storage cabinet underneath and attached.
66	6	24" x 60" electric height-adjustable work surfaces with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface
67	6	18" to 24" x 78" desk returns. The return units should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
68	1	24" x 60" length of counter-height (approx. 41" tall) work surface with laminate surface and edge, metallic base, and (1) 30" wide three shelf storage cabinet underneath and attached.
69	6	Locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.

In addition to the items specified above, if there are any additional components that are required to complete the design, specifically connector pieces, bases, or any other extra pieces, these must all be included in the submitted proposal. **The submitted proposal must provide a comparable work space as outlined in the provided attachments.** {Please note that the court will provide dual monitor arms for installation on each adjustable height work surface.}

All laminate, metal, and fabric furniture finishes should be mid-grade finishes. For example, if there are seven levels of finishes, the quote should be for level four. Final laminate, metal, and fabric finishes shall be specified after award of project.

Additionally, cost ceilings exist for some judiciary furniture and furnishings. The following cost ceilings cannot be exceeded:

Staff systems furniture work station including design (excluding tax, delivery, and installation)	\$ 4,000
Supervisory systems furniture work station including design (excluding tax, delivery, and installation)	\$ 5,900
Staff side chairs	\$ 500
Supervisory side chairs	\$ 550
Table	\$ 1,300
Lateral File/Storage Cabinet (Three-High)	\$ 500
Lateral File/Storage Cabinet (Two High)	\$ 450

The conceptual design provided in the attachments includes complete systems work stations for staff and one supervisory work station (in the Finance office area).

Installation will be completed in three phases. Our tentative plan would include:

- (1) Finance office
- (2) Operations section
- (3) CJA office

Installation must occur in three phases in the sequence outlined above. Delivery and installation can occur during regular business hours. **Please include a detailed installation schedule in the proposal.**

There are dock height restrictions at the Sandra Day O'Connor U.S. Courthouse. The delivery truck cannot exceed 12 feet in height.

AutoCAD files of the office space are available upon request.

If you would like to make an on-site visit, please also contact the Contracting Officer Representative Kayla Griggs to coordinate a date and time for any on-site visit.

**UNITED STATES DISTRICT COURT**  
**DISTRICT OF ARIZONA**  
**FSS/GSA SCHEDULE PROCUREMENT**  
**Provisions and Clauses**

**Clause B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

**Clause B-3, Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

Clause Number	Clause Title	Date
1-10	Gratuities or Gifts	JAN 2010
1-15	Disclosure of Contractor Information to the Public	AUG 2004
2-35	F.o.b. Destination, Within Judiciary's Premises	JAN 2003
2-45	Packaging and Marking	AUG 2004
2-60	Stop-Work Order	JAN 2010
3-3	Provisions, Clauses, Terms and Conditions	JUN 2014
3-115	Facsimile Offers	JAN 2003
6-20	Insurance – Work On or Within a Judiciary Facility	APR 2011
7-1	Contract Administration	JAN 2003
7-5	Contracting Officer's Representative	APR 2013
7-10	Contractor Representative	JAN 2003
7-15	Observance of Regulations/Standards of Conduct	JAN 2003
7-20	Security Requirements	APR 2013
7-25	Indemnification	AUG 2004
7-30	Public Use of the Name of the Federal Judiciary	JUN 2014
7-35	Disclosure or Use of Information	APR 2013

7-40	Judiciary- Contractor Relationships	JAN 2003
7-60	Judiciary-Furnished Property or Services	JAN 2003
7-65	Protection of Judiciary Buildings, Equipment, and Vegetation	APR 2013
7-70	Judiciary Property Furnished "As Is"	APR 2013
7-130	Interest (Prompt Payment)	JAN 2003
7-200	Judiciary Delay of Work	JAN 2003
7-210	Payment for Emergency Closures	APR 2013
7-235	Disputes	JAN 2003

**Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)**

1. (a) Definitions.

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041, 6041A](#), and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): \_\_\_\_\_

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

- government entity (federal, state or local);
- foreign government;
- international organization per [26 CFR 1.6049-4](#);
- other

(f) Contractor representations.

The offeror represents as part of its offer that it is [\_\_\_], is not [\_\_\_] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected then one sub-type is required)
  - Black American Owned
  - Hispanic American Owned
  - Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
  - Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
  - Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
  - Individual/concern, other than one of the preceding.

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**Vendor's Name**

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**Vendor's Phone Number / Fax Number / E-Mail**

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**Vendor's Street & Mailing Address**

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**Vendor's City, State, and Zip Code**

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**Signature of Person Authorized to Sign Quote**

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**Date**

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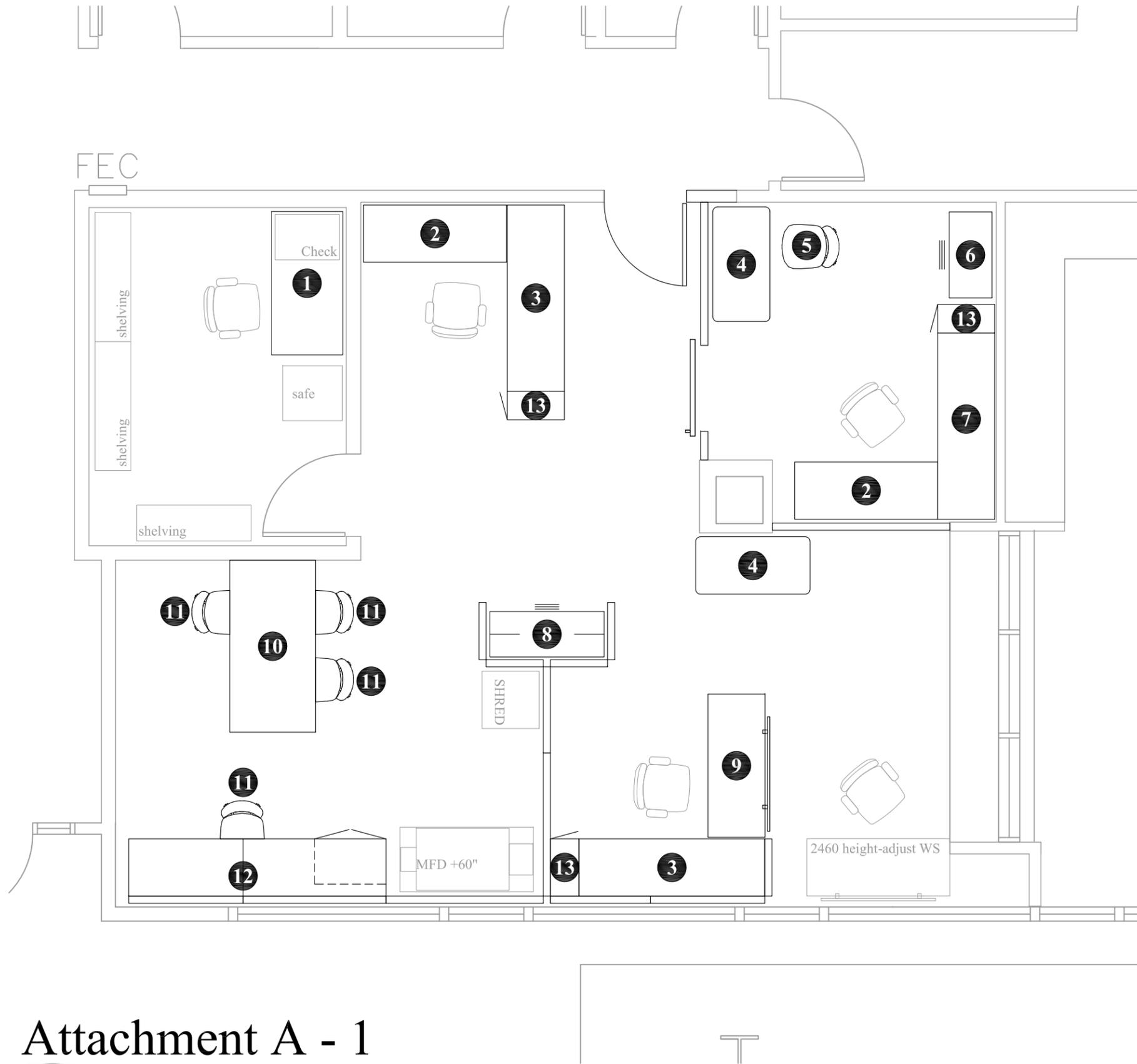
**Printed or Typed Name of Signator**

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**Discount Terms?**

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**Tax Identification Number**



**GENERAL NOTES:**

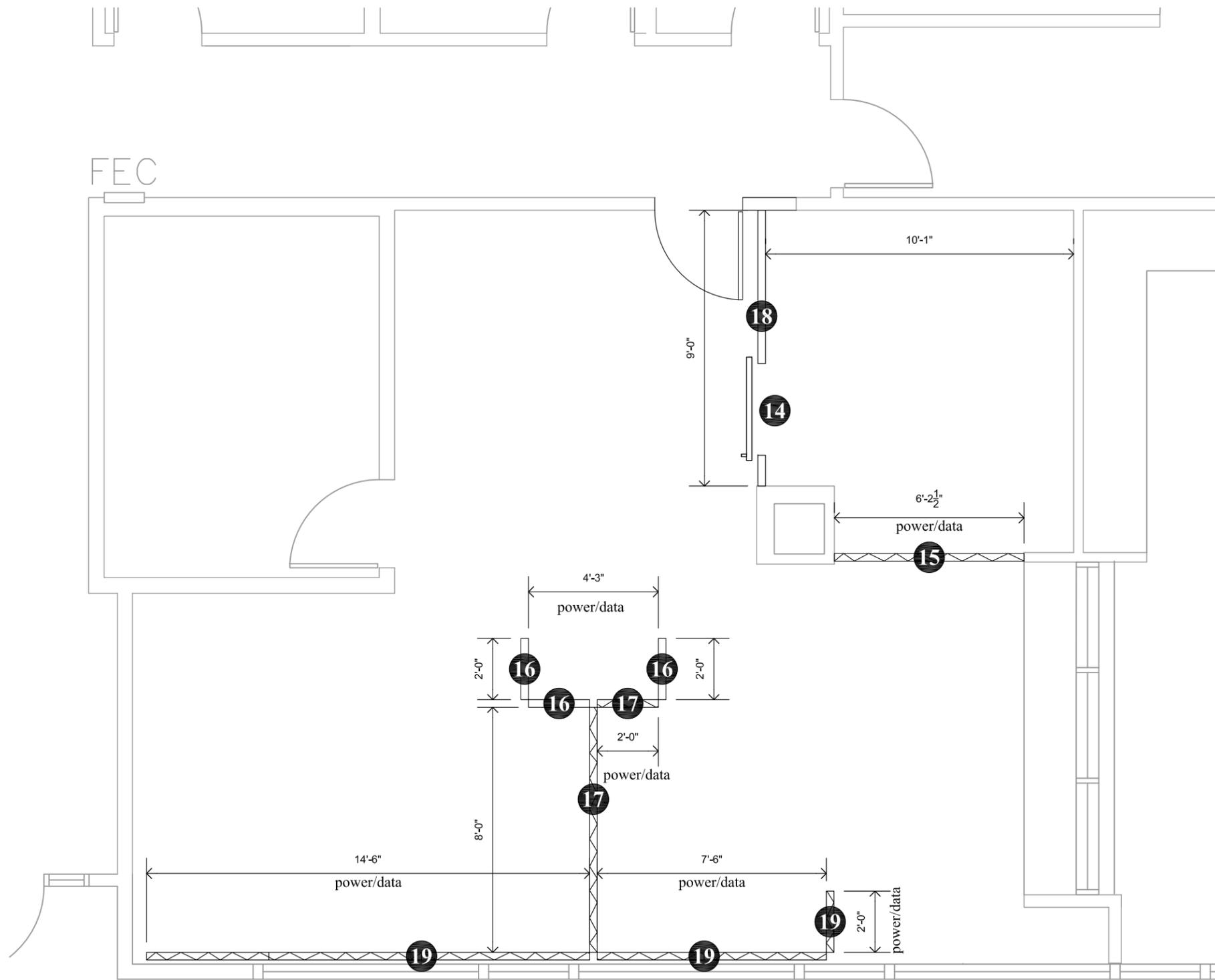
- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

**FURNITURE KEYNOTES:**

- 1 (1) 30" x 60" table with laminate surface and edge finish, 4-leg base with metallic finish, and a CPU holder and cable management tray mounted at bottom of surface.
- 2 (2) 24" x 60" electric height-adjustable work surface with laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
- 3 (2) 18" to 24" x 78" desk return. The return unit should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
- 4 (2) 24" x 48" table with four metallic legs, four carpet casters, and laminate surface with rounded corners. Two casters need to be lockable.
- 5 (1) guest chair with upholstered seat, four leg metallic base with carpet glides, and no arms. Should match the look of the stools specified in keynote #11.
- 6 (1) 36" three drawer lateral file with laminate work surface top.
- 7 (1) 18" to 24" x 78" desk return. The return unit should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture - maximum shelving and drawer space is desirable. The storage above will be open shelving and/or a lockable bin. Include a tack board and task light.
- 8 (1) 48" three drawer lateral file with laminate work surface top and 48" length of slatted wall mounted on the panel above, include 4 paper trays and 4 binder holder accessories for the slatted wall.
- 9 (1) 24" x 60" electric height-adjustable work surface with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of worksurface.
- 10 (1) 36" x 72" counter-height (approx. 41" tall) table with pedestal base(s), square corners, laminate finish, and a laminate edge.
- 11 (4) Height-adjustable stools with metallic 5 star base, hard floor casters, and no arms. Should match the look of the guest chair specified in keynote #5.
- 12 (1) 24" x 108" length of counter-height (approx. 41" tall) work surface with laminate surface and edge, metallic base, (1) 30" wide storage cabinet underneath, and cable management tray mounted at bottom of worksurface.
- 13 (3) locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.

# Attachment A - 1





**GENERAL NOTES:**

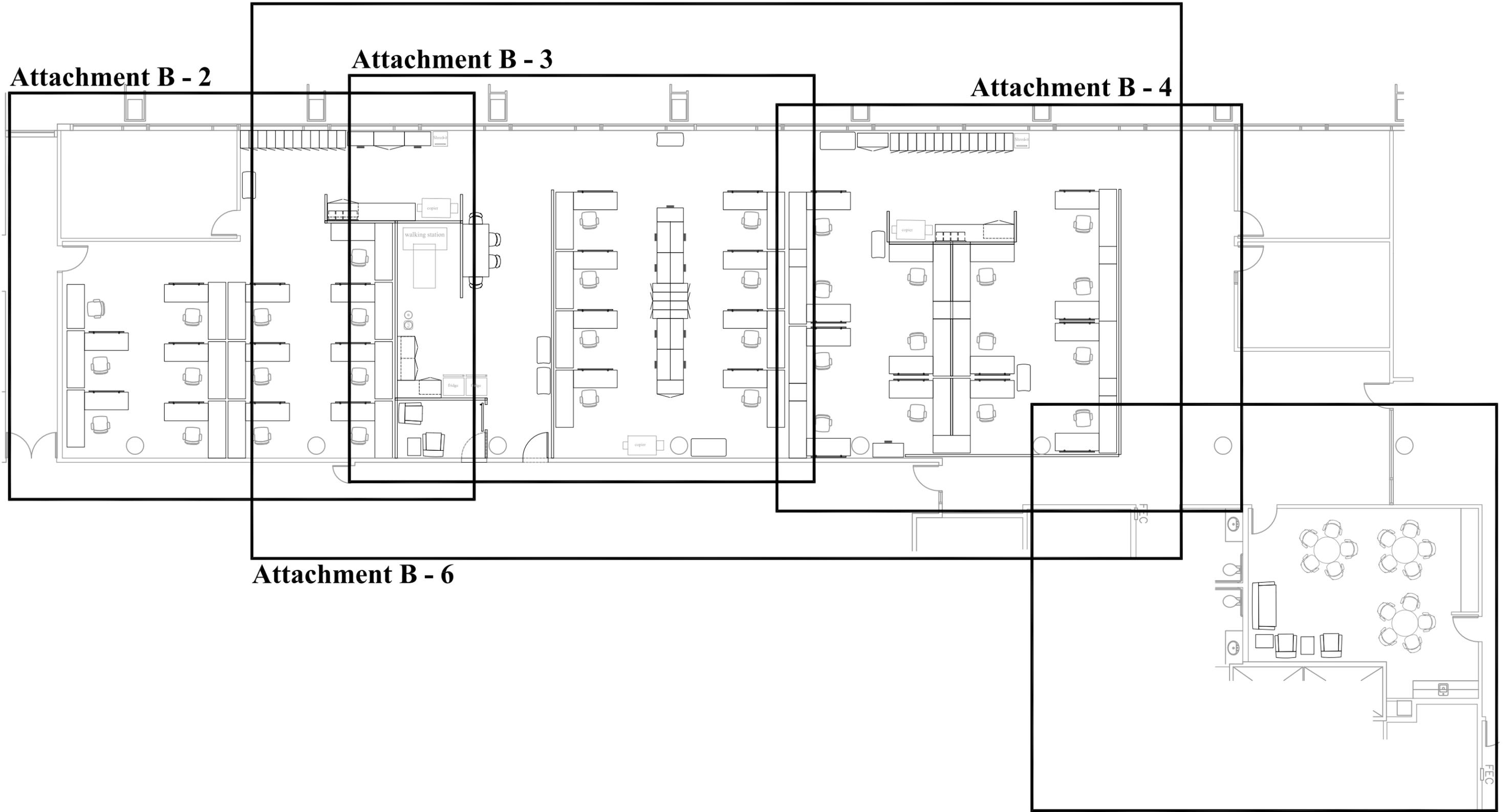
- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

**FURNITURE KEYNOTES:**

- 14 (1) door opening with sliding frosted glass door. Door should have a metal frame (approx. 4"). Assume middle-grade frame finish. This door will have a pull handle and a cylinder lock with a key on one side and a thumb turn on the other. Refer to drawing for approximate door location.
- 15 (1) Ceiling height (8'-10") demountable wall, lower panels (from floor to approx. 42"-48") shall be solid (opaque), middle panels (from 42"-48" to approx. 84") shall be clear glass, and top panels (from approx. 84" to the ceiling) shall be solid (opaque). This wall will need power and data. See drawing for approximate dimensions. This wall is a floor to ceiling demountable wall product. The height adjustable desks need to be below the window panels when they are fully raised. "Solid (opaque)" indicates a wall tile that is a solid color or non-translucent material (not glass); steel or painted tiles are okay – assume middle-grade finishes for pricing.
- 16 (3) 24"long x approx. 72"tall partition panels (not demountable wall), not electrified.
- 17 (2) Various lengths of approx. 72" tall partition panels, electrified with power and data outlets. Refer to drawing for approximate lengths.
- 18 (1) Ceiling height (8'-10") demountable wall, lower panels (from floor to approx. 42"-48") shall be solid (opaque), middle panels (from 42"-48" to approx. 84") shall be frosted glass, and top panels (from approx. 84" to the ceiling) shall be solid (opaque). This wall does NOT need power and data. See drawing for approximate dimensions. This wall is a floor to ceiling demountable wall product. The height adjustable desks need to be below the window panels when they are fully raised. "Solid (opaque)" indicates a wall tile that is a solid color or non-translucent material (not glass); steel or painted tiles are okay – assume middle-grade finishes for pricing.
- 19 (3) various lengths of approx. 36"to 42" tall partition panels, electrified with power and data outlets. Refer to drawing for approximate lengths.

# Attachment A - 2





# Attachment B - 1



CLERK'S OFFICE  
 Operations Administrative Area Reconfiguration - Proposed Furniture Plan (Key Plan)  
 Sandra Day O'Connor U.S. Courthouse - First Floor - Rooms 1323, 1325, & 1326

# Attachment B - 5



**GENERAL NOTES:**

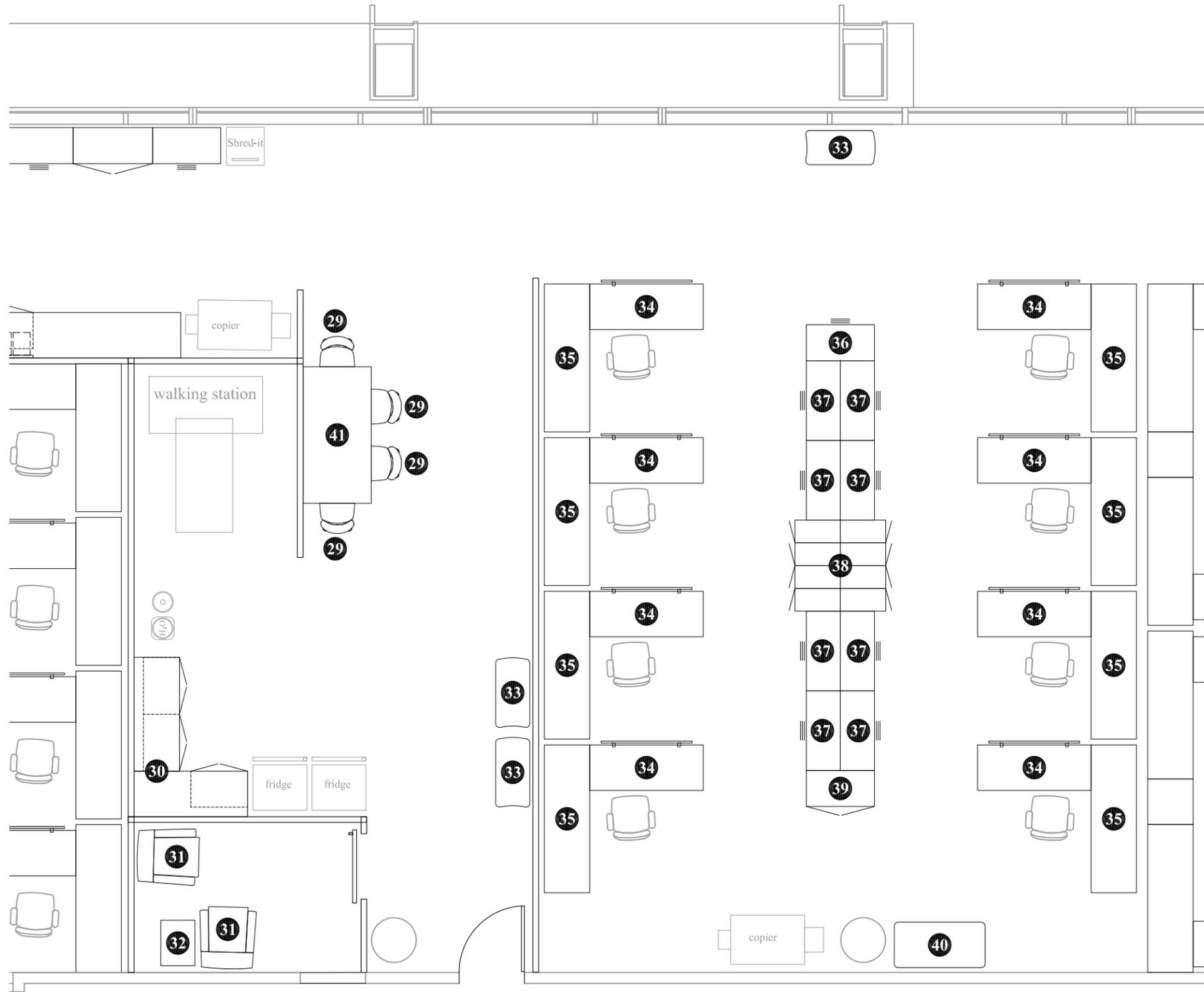
- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

**FURNITURE KEYNOTES:**

- 20 (1) 24" x 60" table with laminate surface and edge finish, 4 leg base with metallic finish, and a CPU holder and cable management tray mounted at bottom of surface.
- 21 (12) 24" x 60" electric height-adjustable work surfaces with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
- 22 (11) 18" to 24" x 78" desk returns. The return units should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
- 23 (1) 24" x 60" electric height-adjustable work surface with laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
- 24 (1) 24" x 120" length of counter-height (41" high) work surface with laminate surface and edge, metallic base, (1) 42" wide storage cabinet underneath, cable management tray mounted at bottom of work surface, and a 42" length of slat wall above the lateral file. Include 12 paper tray accessories for the slat wall.
- 25 (1) Ottoman sized to seat 1-2 people.
- 26 (12) Locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.
- 27 (2) 36" three drawer lateral file with laminate work surface top.
- 28 (1) 42" three shelf storage cabinet with laminate work surface top.

# Attachment B - 2





**GENERAL NOTES:**

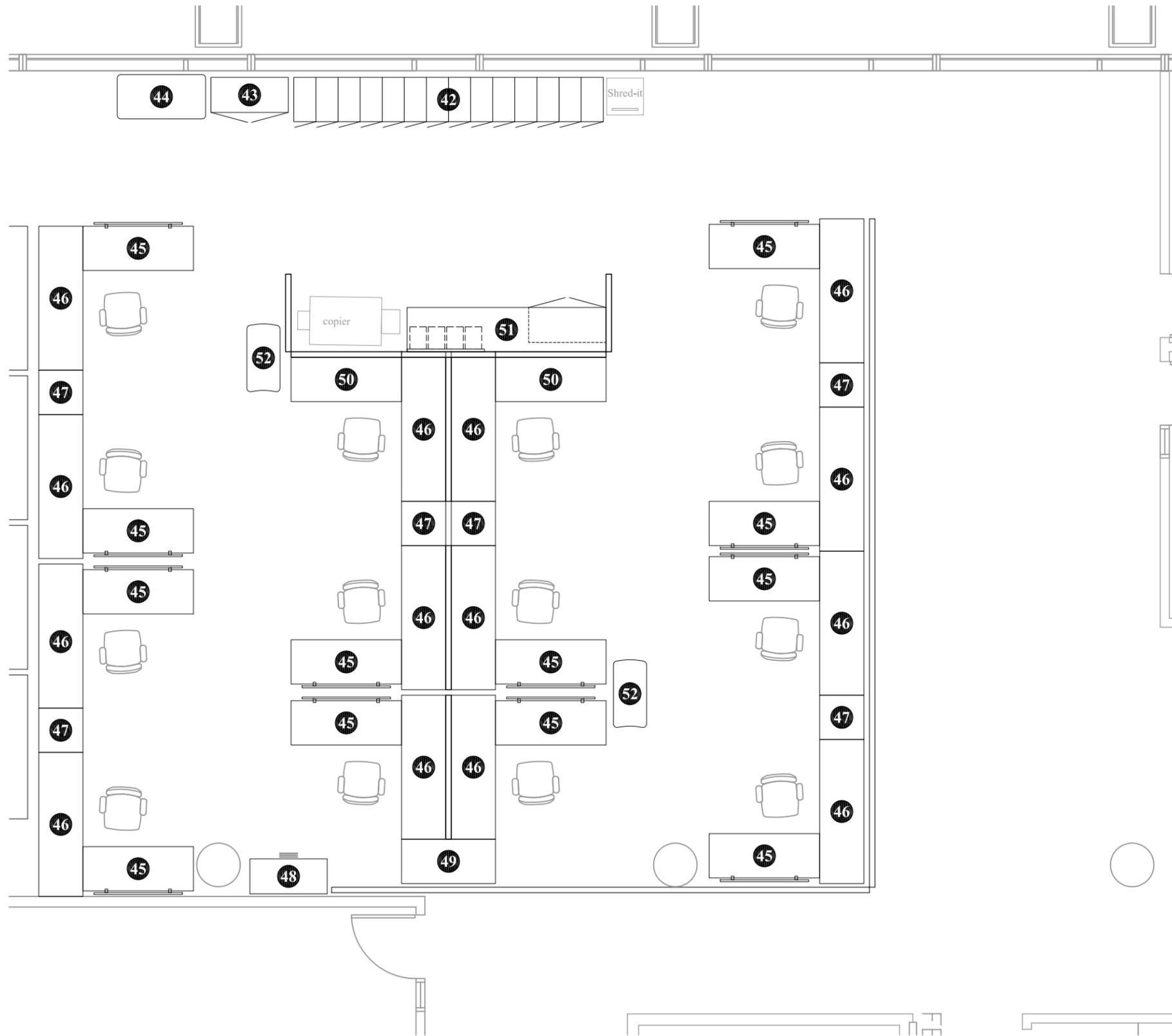
- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

**FURNITURE KEYNOTES:**

- 29 (4) Height-adjustable stools with metallic 5 star base, carpet casters, and no arms.
- 30 (1) 60" x 84" 'L' shaped counter-height (approx. 41" tall) surface with 24" deep laminate surfaces and laminate edges and (3) 30" wide 3-shelf storage cabinets underneath.
- 31 (2) Upholstered lounge seats with arms.
- 32 (1) side table, approximately 18"x24".
- 33 (3) Ottomans each sized to seat 1-2 people.
- 34 (8) 24" x 60" electric height-adjustable work surfaces with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
- 35 (8) 18" to 24" x 78" desk returns. The return units should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
- 36 (1) 36" three drawer lateral file with laminate work surface top.
- 37 (8) 42" three drawer lateral files with laminate work surface tops.
- 38 (8) Locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.
- 39 (1) 36" three shelf storage cabinet with laminate work surface top.
- 40 (1) 24" x 48" table with four metallic legs, four carpet casters, and laminate surface with rounded corners. Two casters need to be lockable.
- 41 (1) 36" x 72" counter-height (approx. 41" tall) table with pedestal base(s), square corners, laminate finish, and a laminate edge.

# Attachment B - 3





**GENERAL NOTES:**

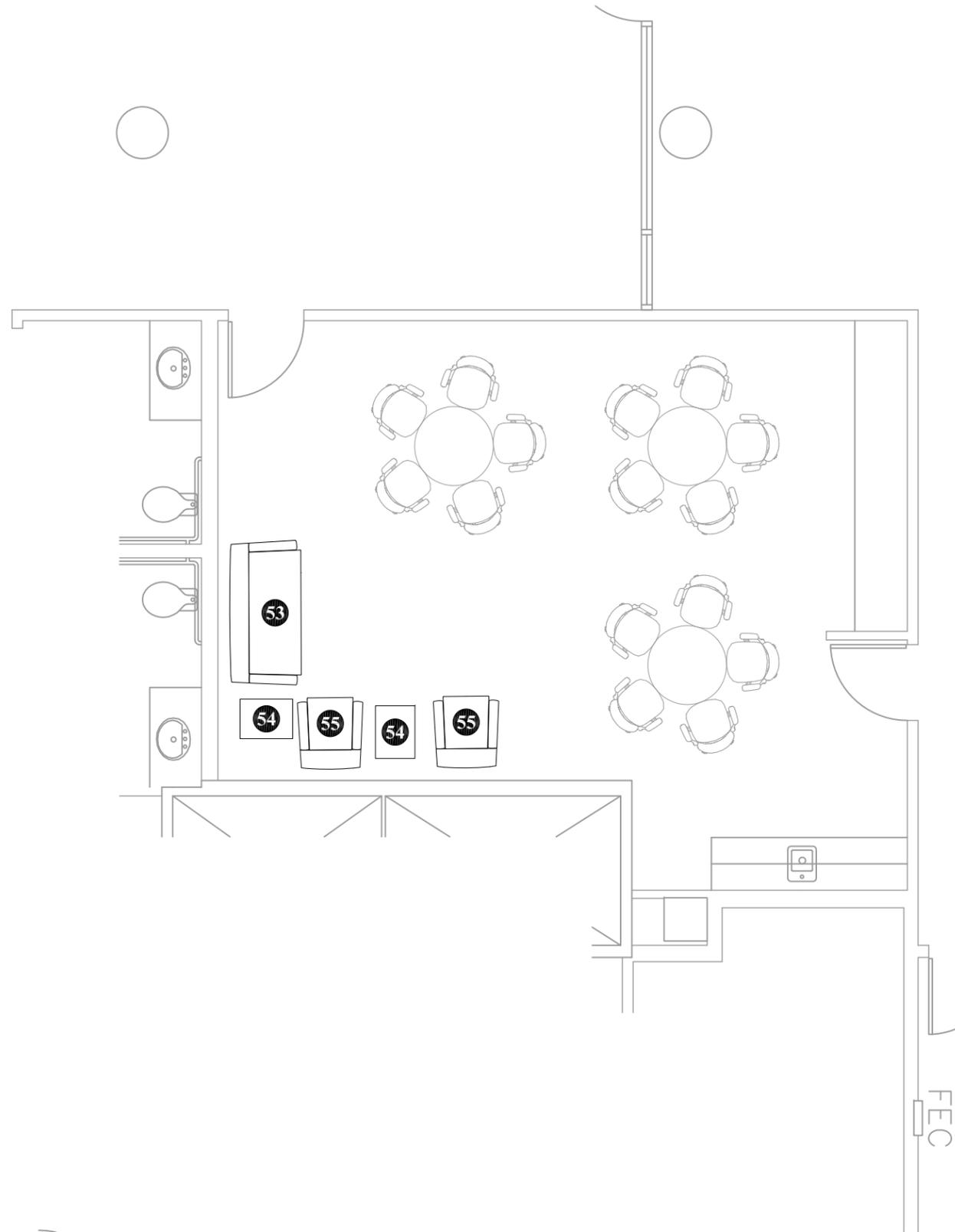
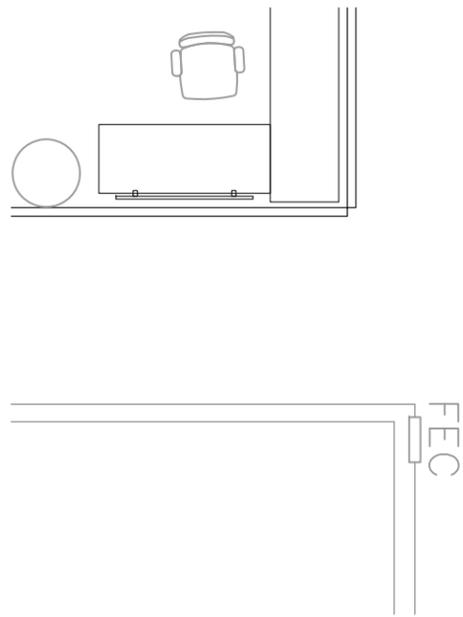
- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

**FURNITURE KEYNOTES:**

- 42 (14) Locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.
- 43 (1) 42" three shelf storage cabinet with laminate work surface top.
- 44 (1) 24" x 48" table with four metallic legs, four carpet casters, and laminate surface with rounded corners. Two casters need to be lockable.
- 45 (12) 24" x 60" electric height-adjustable work surfaces with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of worksurface.
- 46 (14) 18" to 24" x 78" desk returns. The return units should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
- 47 (6) 24" x 24" surface between desks to hold a shared printer. Surface will have a laminate surface and edge finish.
- 48 (1) 42" three drawer lateral file with laminate work surface top.
- 49 (1) 24" x 48" surface to hold a shared printer. Surface will have a laminate surface and edge finish.
- 50 (2) 24" x 60" electric height-adjustable work surface with laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of work surface.
- 51 (1) 24" x 108" length of counter-height (41" tall) work surface with laminate surface and edge, metallic base, (1) 42" wide storage cabinet underneath, cable management tray mounted at bottom of work surface, and a 42" length of slat wall above the lateral file. Include 20 paper tray accessories for the slat wall.
- 52 (2) Ottomans each sized to seat 1-2 people.

# Attachment B - 4





**GENERAL NOTES:**

- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

**FURNITURE KEYNOTES:**

- 53 (1) Upholstered lounge-type seat for 2 people.
- 54 (2) Side tables, approximately 18"x24".
- 55 (2) Upholstered lounge seats with arms.

# Attachment B - 5

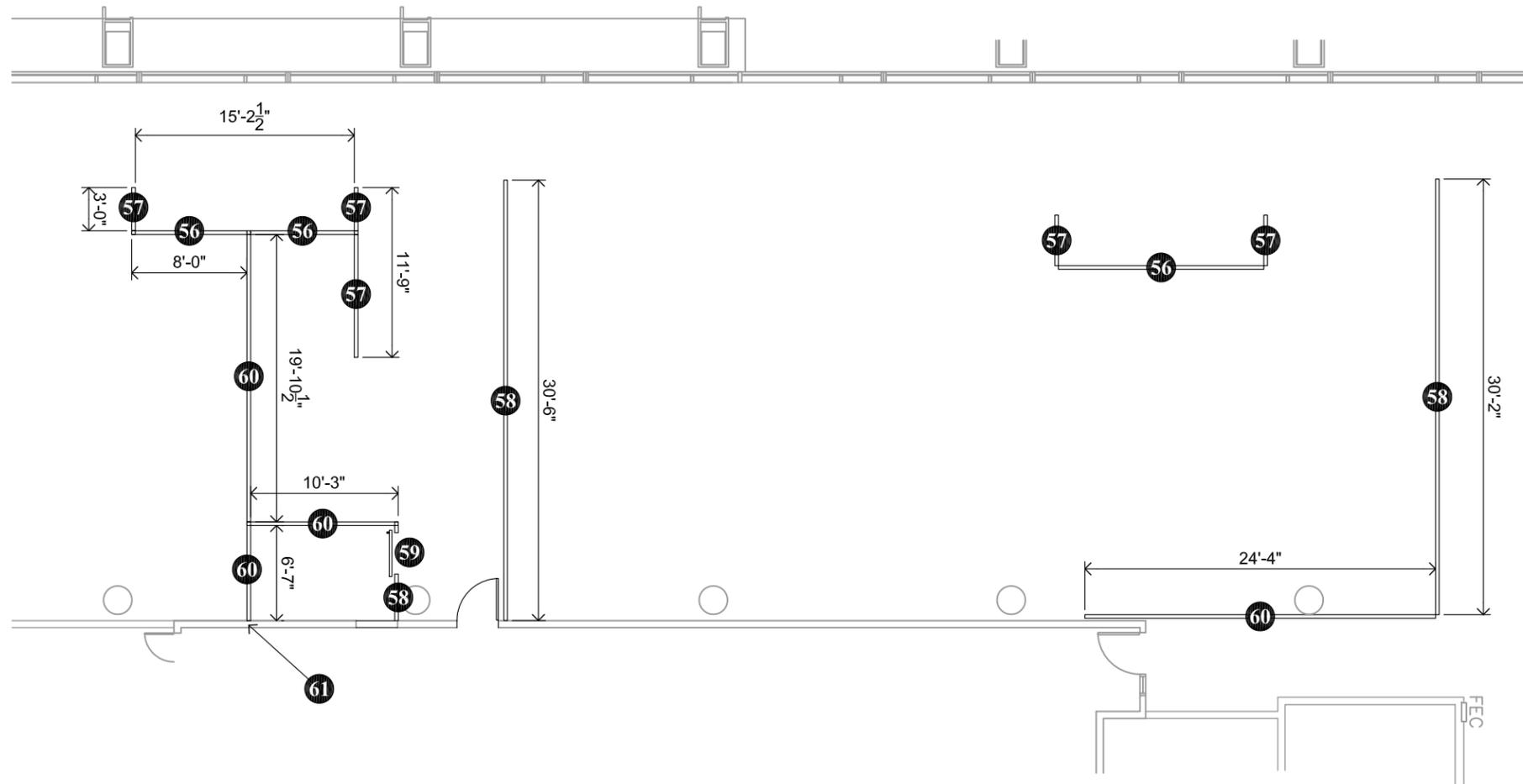


**GENERAL NOTES:**

- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

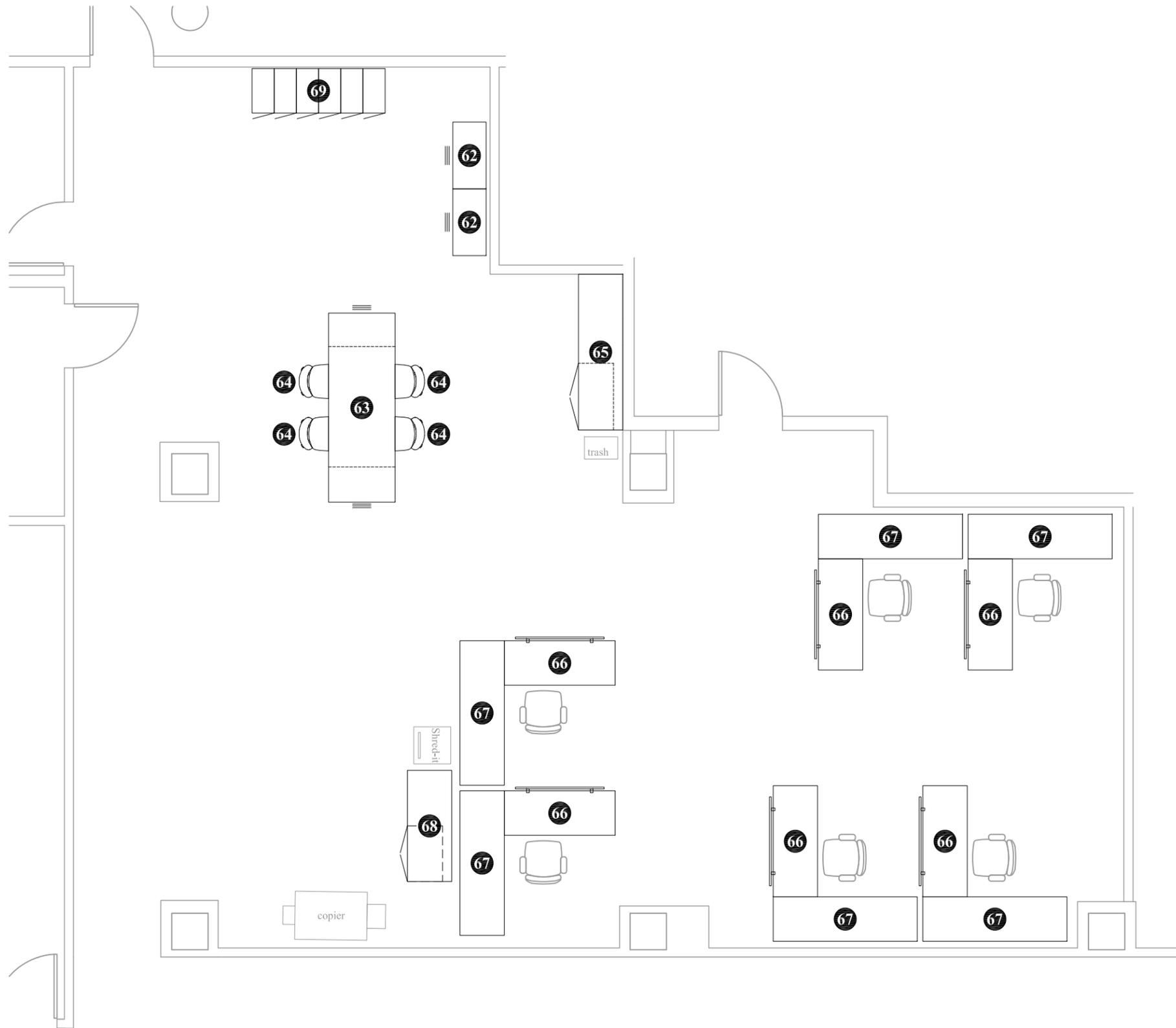
**FURNITURE KEYNOTES:**

- 56 (3) Various lengths of approx. 72" tall partition panels (not demountable wall), electrified with power and data outlets. Refer to drawing for approximate lengths.
- 57 (5) Various lengths of approx. 72" tall partition panels (not demountable wall), will NOT be electrified. Refer to drawing for approximate lengths.
- 58 (3) Partial height demountable walls, lower panels (from floor to approx. 42"-48") shall be solid (opaque), top panels (from 42"-48" to approx. 84") shall be clear glass. These walls will need power and data. See drawing for approximate dimensions. The height adjustable desks need to be below the window panels when they are fully raised. "Solid (opaque)" indicates a wall tile that is a solid color or non-translucent material (not glass); steel or painted tiles are okay – assume middle-grade finishes for pricing. Partial height means that the demountable wall does not touch the ceiling. The walls need to be tall enough to accommodate a 7' door. The top of this wall cannot exceed 7'-4" (18" from the ceiling).
- 59 (1) Sliding clear glass door. Door should have a metal frame (Approx. 4"). Assume middle-grade frame finish. This door will have a pull handle and does not require a lock. Refer to drawing for approximate door location.
- 60 (4) Partial height demountable walls, lower panels (from floor to approx. 72") shall be solid (opaque), top panels (from approx. 72" to approx. 84") shall be clear glass. This wall will need power and data. See drawing for approximate dimensions. "Solid (opaque)" indicates a wall tile that is a solid color or non-translucent material (not glass); steel or painted tiles are okay – assume middle-grade finishes for pricing. Partial height means that the demountable wall does not touch the ceiling. The wall should be the same height as the walls specified in keynote #58. The top of this wall cannot exceed 7'-4" (18" from the ceiling).
- 61 There will need to be enough power entering this demountable wall to support 2 full-size refrigerators, 1 microwave, 5 computers (each with 2 monitors), 1 multifunction copier, and 1 treadmill/walking station. Multiple circuits will be required.



# Attachment B - 6





**GENERAL NOTES:**

- 1) Proposed furniture and demountable walls are shown as black, existing structure and existing furniture items are shown as gray.
- 2) All laminate, metal, and fabric furniture finishes shall be specified after project has been awarded. Middle grade finishes shall be assumed for pricing unless otherwise specified.
- 3) Furniture vendor to field verify existing dimensions to ensure that all proposed demountable walls and furniture can be accommodated by the existing facility without modifications to the building.
- 4) Proposed furniture shall support an open office concept and all lockers, files, and storage units shall be lockable.

**FURNITURE KEYNOTES:**

- 62 (2) 36" three drawer lateral file with laminate work surface top.
- 63 (1) 36" x 102" continuous counter-height (approx. 41" tall) surface with (2) 36" three drawer lateral files below and attached to the surface.
- 64 (4) Height-adjustable stools with metallic 5 star base, carpet casters, and no arms.
- 65 (1) 24" x 84" length of counter-height (approx. 41" tall) work surface with laminate surface and edge, metallic base, and (1) 36" wide three shelf storage cabinet underneath and attached.
- 66 (6) 24" x 60" electric height-adjustable work surfaces with mounted privacy screen and modesty panel that move in conjunction with the work surface, laminate surface and edge finish, metallic base finish, and a CPU holder and cable management tray mounted at bottom of worksurface.
- 67 (6) 18" to 24" x 78" desk returns. The return units should include personal storage for a jacket and storage for files (with pencil drawer insert for a top drawer). Return unit must have a wire management feature. Cost ceilings will dictate the options for this unit of furniture but maximum shelving and drawer space is desirable. If cost ceilings permit, the storage above can be open shelving and/or a lockable bin.
- 68 (1) 24" x 60" length of counter-height (approx. 41" tall) work surface with laminate surface and edge, metallic base, and (1) 30" wide three shelf storage cabinet underneath and attached.
- 69 (6) Locker-type storage units (not to exceed 48" in height) with individual locks to match the locks at the individual workstations. These lockers will not be necessary and should not be included in the proposal if adequate coat storage/personal storage can be incorporated into the individual workstations within the cost ceilings.

# Attachment C - 1

