

***REQUESTS FOR QUALIFICATIONS***  
***for***  
**FURNITURE, FIXTURES & EQUIPMENT**  
***for***  
**SCHOOL FACILITIES PROJECTS**

**Contract No.: GP-0169-F01**

**Issued: Thursday, April 28, 2011**

**Due Date: Thursday, May 26, 2011**

**FURNITURE, FIXTURES & EQUIPMENT  
REQUEST FOR QUALIFICATIONS (“RFQ”)**

**INTRODUCTION**

The New Jersey Schools Development Authority (the “NJSDA”), is seeking Qualified Manufacturing Firms (“QMFs”) to manufacture furniture, fixtures and equipment for School Facility Projects which will be constructed or renovated by the NJSDA. The QMFs or their subcontractors will need to deliver and install the furniture, fixtures and equipment at designated school sites within the State of New Jersey.

The furniture, fixtures and equipment requirements for the School Facility Projects have been divided into seventeen (17) categories (“Lots”) which are listed in Attachment A. Any Bidder responding to this RFQ may submit a response for any or all Lots for which the Bidder seeks to be considered for inclusion as a QMF.

This RFQ is the first of a two-step process outlined below:

1. Request for Qualification (RFQ). A Bidder must first submit the forms contained in the RFQ at Attachment A-1, RFQ Response, setting forth the firm information as well as the materials that can be delivered and installed pursuant to this RFQ. A Bidder shall identify the type of product required, the sample item required, warranty information, and delivery time periods. Based upon this information, the NJSDA will create a pool of QMFs.

2. Request for Proposal (RFP). The NJSDA will issue a Request for Proposal to the pool of QMFs determined pursuant to this RFQ. The RFP will contain a Scope of Services that will fully explain and set forth any technical specifications, warranties and delivery and installation requirements. In addition, a QMF will be required to fabricate a SAMPLE ITEM for each Lot as part of the Request for Proposals. SAMPLE ITEMS are identified in Attachment A-2, Lot Specifications. By submitting a response to this RFQ, a Bidder agrees to provide Sample Items for all Lots on which the Bidder is responding. Failure to do so will result in rejection of the Bidder’s entire bid for that particular lot.

QMFs will be eligible to provide Furniture, Fixtures and Equipment, in conformance with the RFP and specifications. Selection of Furniture, Fixtures and Equipment to be used at any specific School Facilities Project will be performed by the NJSDA and the School District which will operate each School. The NJSDA and the School Districts will select Furniture, Fixtures and Equipment which meets their needs, fulfills all educational requirements and conforms with the budget contained within each School Charter. Items selected will be purchased by NJSDA via purchase order to the QMF whose items have been chosen.

A QMF awarded a contract shall be required to provide all required labor, materials, equipment and supervision for the complete delivery and installation of the awarded Lot(s). The NJSDA may, at its sole discretion: 1) award multiple contracts to multiple QMF’s pursuant to the RFP; and 2) reserve the right not to issue an RFP as to some or all of the Lots.

The total Not to Exceed amount for this contract, including all awardees, is Twelve Million Dollars (\$12,000,000). It is impossible to determine the dollar amount that each QMF will realize from the Contract, since the amount of Furniture, Fixtures and Equipment purchased from the QMFs is subject to the requirements and preferences for each project.

The Contract shall be a term contract for a period of three (3) years, unless otherwise terminated by the NJSDA. The Contract term may be extended for one (1) additional year, if such extension is permissible by existing regulations at the time of extension.

This RFQ consists of the following:

1. Request for Qualifications
2. Attachment A-  
A-1 - RFQ Response  
A-2 - Lot Specifications

Responses to this RFQ must be received by the NJSDA by **5:00 p.m. on Thursday, May 26, 2011** as follows:

**If submitting by hand or overnight delivery, at the:**

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
Procurement & Contract Services  
1 West State Street – 1st Floor  
Trenton, New Jersey 08625-0991**  
**Attention: Megan Cox, Division of Procurement**  
**Subject: Furniture, Fixtures & Equipment Proposal – GP-0169-F01**

**If submitting by U.S. Mail, address packages to:**

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
Procurement & Contract Services  
P.O. Box 991  
Trenton, New Jersey 08625-0991**  
**Attention: Megan Cox, Division of Procurement**  
**Subject: Furniture, Fixtures & Equipment Proposal – GP-0169-F01**

Submissions received after the date and time listed above will not be reviewed.

**Faxed or e-mailed submissions shall not be accepted.**

**RFQ SUBMITTAL**

1. Request for Qualifications

These documents must be read in their entirety, as they describe responsibilities of the Bidder and the NJSDA. A Bidder responding to this Request for Qualifications (“RFQ”) must be thoroughly familiar with the RFQ and all its attachments. A Bidder shall submit a **complete and accurate** Response to the RFQ (“RFQ Response”).

An RFQ Response shall consist of a completed Attachment A-1 (which includes Bidder’s Information and Bidder’s Qualifications). If a Bidder fails to provide all the requested information for a particular Lot for which it submits an RFQ Response, including a copy of the proposed warranty, the Bidder will not be included

in the pool of Qualified Manufacturing Firms and will not be eligible to submit a response to the Request for Proposals for that particular Lot.

## 2. Attachment A

In Attachment A-1, RFQ Response, the Bidder must provide all the requested information for each Lot for which it chooses to compete. If the space provided on Attachment A-1 is insufficient for a Bidder's response, then additional sheets may be added. Attachment A-2, Lot Specifications, lists all seventeen (17) categories of lot specifications and identifies the sample item required for each Lot.

### 2.1 Ability to manufacture the Lot's required products

Listed in Attachment A-2, Lot Specifications, are the required products for each Lot. To be successful, a Bidder must affirm that it can manufacture all the required products that comprise a Lot, including, but not limited to any color and/or finish and/or materials requirement(s). Bidders selected pursuant to an RFP must have all the required products available for purchase by the NJSDA at the agreed upon price and delivery date.

If a Bidder intends to have a subcontractor manufacture any required products under any Lots, the Bidder must list the subcontractor's name in the manufacturer column on Attachment A-1, RFQ Response, specifically identifying the product such subcontractor would manufacture.

### 2.2 Ability to meet the required specification of Sample Items

Each Lot has a designated "SAMPLE ITEM". The Sample Item is a product that the Bidder will be responsible to provide as part of its responses to the Request for Proposals. Each Sample Item has required specifications which are set forth in Attachment A-2, Lot Specifications. The Sample Items represent products expected to be the high-volume purchases within each Lot. In order for a Bidder to be included in the pool of Qualified Manufacturing Firms, in response to this RFQ, a Bidder must represent that it can provide the Sample Item, in accordance with the required specifications for each Lot in which the Bidder would like to be considered.

### 2.3 Warranty for the Lots required product and its duration

A Bidder must attach a sample warranty to a complete Attachment A-1, RFQ Response. This sample warranty must be representative of the warranty that would be submitted in response to an RFP. The warranty must be transferable from the NJSDA to the school district that will use the furniture, fixtures and/or equipment.

### 2.4 Delivery time periods for the Lot

The NJSDA requires that a Qualified Manufacturing Firm provide the materials within sixty (60) days from the receipt of a purchase order. If the Bidder can provide delivery of the Lot within a shorter time period, the Bidder shall write that time period, in days, in section (e) of Attachment A-1, RFQ Response. Any Bidders who fail to provide additional information in this section will be deemed to accept the sixty (60) day delivery requirement.

3. Business Registration

Pursuant to N.J.S.A. 52:32-44, as amended by P.L. 2004, c. 57, each proposing Bidder must provide proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the “Division of Revenue”), in its RFQ Submission.

Firms may obtain New Jersey Business Registration assistance by going on-line to [www.state.nj.us/treasury/revenue/gettingregistered.htm](http://www.state.nj.us/treasury/revenue/gettingregistered.htm), or by calling the New Jersey Department of Treasury at (609) 292-1730. Please be advised, however, that business registrations are mailed generally within seven to ten days, so firms should plan accordingly.

## SELECTION PROCEDURES

1. RFQ Review

Each Response to the RFQ will be reviewed for responsiveness. Non-responsive RFQ submissions will be rejected without evaluation. The RFQ Responses will be evaluated based upon the information provided by the Bidder in response to the RFQ, including a review of Attachment A-1, RFQ Response. If a Bidder fails to submit the required documentation, the entire RFQ submission will be rejected. If a Bidder submitted a complete RFQ Response, including all required documents, the Bidder will be approved for each responsive Lot. If the Bidder failed to provide information on certain Lots, the NJSDA reserves the right to accept the RFQ Response for only those lots that were properly completed.

Following RFQ reviews, each successful Bidder will be notified that it is included in the pool of Qualified Manufacturing Firms for each Lot. If the NJSDA, in its sole discretion, determines to seek responses to RFPs for any or all Lots, the NJSDA will issue RFP(s) to the pool of Qualified Manufacturing Firms, seeking Technical and Fee Proposals, for each Lot. Each RFP will designate the Lot(s) on which recipients of the RFP may bid.

Notwithstanding anything to the contrary in the above, the NJSDA has no obligation to make an award and reserves the right to waive any non-material defects, reject all RFQ submissions for any reason and terminate the selection process at any time, with respect to one or all Lots, all in accordance with law.

2. Request for Proposals

The NJSDA will issue a Request for Proposal to the pool of QMFs determined pursuant to this RFQ. The RFP will contain a Scope of Services that will fully explain and set forth any technical specifications, warranties and delivery and installation requirements.

Each Technical Proposal submitted in response to a RFP will be reviewed to determine responsiveness. Non-responsive Technical Proposals will be rejected without evaluation. Responsive Technical Proposals will be evaluated by a Selection Committee (“Committee”) established for this purpose. Evaluations will be based on the evaluation criteria defined in the RFP. The RFP will also fully describe the scope of services and will further describe the requirements of each Lot.

Following the final technical ranking, the Fee Proposals will be opened and evaluated by the NJSDA's staff. The Fee Proposal for each Lot will consist of the Qualified Manufacturing Firm's pricing for the Sample Item for the Lot in question. The Fee Proposal shall provide a list price, a discount from list price and a final price for purchase, delivery and installation of the Sample Item. For each Lot, the Fee Proposals will be ranked from lowest (least expensive) to highest (most expensive). Negotiations with the highest technically ranked QMF(s) may ensue. The NJSDA staff shall then select Qualified Manufacturing Firm(s) for each Lot whose Proposal is most advantageous to the NJSDA, price and other factors considered. Through this process, the NJSDA expects to select multiple firms for each Lot.

The agreed upon price for the Sample Item shall represent a percentage discount off the Qualified Manufacturing Firm's catalog list price. This percentage discount will be applied to the QMF's catalog list price for all products in the winning QMF's product catalog that comprise the same Lot as the particular Sample Item. For example, the Sample Item for the Classroom Furniture Lot is the Combination Desk, so a Bidder must first determine at the RFQ stage that it does or will manufacture the product in accordance with the required specifications. Then, if the Bidder is selected to receive the RFP, its Fee Proposal for the Classroom Furniture Lot will be based upon the Combination Desk. If the QMF is awarded a Term Contract, then the agreed upon discount from list price for the Sample Item will also be applied as the discount for all products in the winning QMF's catalog that comprise the Classroom Furniture Lot.

Notwithstanding anything to the contrary in the above, the NJSDA has no obligation to make an award and reserves the right to waive any non-material defects, reject all Proposals for any reason and terminate the selection process at any time, with respect to one or all Lots.

## 2.1 List of Projects

Details on the NJSDA's Capital Program can be found on our website, [www.njsda.gov](http://www.njsda.gov). This list is for informational purposes only. It is the NJSDA's intent to review the Capital Program annually.

## 2.2 Moral Integrity Questionnaire

**As part of the Response to the RFP**, Qualified Manufacturing Firms **must** also submit to the NJSDA one (1) original (and no copies) of a completed questionnaire for submission to the New Jersey State Police. The NJSDA shall hold all Questionnaires submitted, unopened, until all firms are ranked, unless special circumstances warrant otherwise. At such time, staff will forward the Questionnaire of the top-ranked firm to the State Police for review. **Moral Integrity approval is a prerequisite for contract award.**

## 2.3 Supplier (QMF) Evaluation Report

Each QMF will be required to submit a recent Dun & Bradstreet (D&B) Supplier Evaluation Report (SER). Reports must be dated **not earlier than January 1, 2011, however, submission of your most recently run SER is requested.** DNB contact information is listed below to register with D&B if your firm doesn't already subscribe to this service. All charges will be the supplier's responsibility.

Marc Messer, Credit Advisor  
Dun and Bradstreet Credibility Corp  
(800) 999-3867, ext. 7660

## AWARD REQUIREMENTS

**DO NOT SUBMIT THE FOLLOWING DOCUMENTS WITH RFQ SUBMISSIONS.**

**\*At this time, this section is for informational purposes only.**

After determination of the highest ranked firm(s), the NJSDA shall request the following information prior to the award of the contract:

1. Political Contributions. P.L. 2005, c. 51 amended and supplemented N.J.S.A. 19:44A-20.1 *et seq.*, and superseded Executive Order 134 (2004), addresses the effect of political contributions on State contracting. Accordingly, a selected firm will be required to respond in a timely fashion to certification and disclosure requirements that will be stated in the Notice of Award issued by the NJSDA. Additionally, Executive Order No. 117, which is designed to enhance New Jersey's efforts to protect the integrity of government contractual decisions and increase the public's confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 ("Chapter 51"), which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

2. Anti-Discrimination Requirements. In addition, the Consultant shall not discriminate in employment and shall abide by all anti-discrimination laws including those contained within N.J.S.A. 10:5-1 *et seq.* and all rules and regulations issued there under, including N.J.A.C. 17:27-1 *et seq.* **Accordingly, in a notice of award, a firm shall be required to submit to the NJSDA, with its executed Agreement, one of the following three documents:**

- (1) appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program;
- (2) a certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- (3) an initial employee information report (Form AA302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4.

**\*The original of this document shall be provided to the New Jersey Department of Treasury.**

Please see following link for details.

[http://www.state.nj.us/treasury/contract\\_compliance/pdf/aa302ins.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf)

3. Firm's Proposal for SBE Set-Aside Targets (NJSDA SBE Form B). The NJSDA may only recognize firms duly registered with the NJ Department of Treasury, Division of Revenue as SBEs. There are three categories of SBE comparative sizes based upon average annual revenue for purposes of professional service contracts;

**Category 1:** firms with gross revenue not exceeding \$500,000

**Category 2:** firms with gross revenue not exceeding \$5,000,000

**Category 3:** firms with gross revenue not exceeding \$12,000,000

Firms shall be required to meet set-aside targets of 5% for Category 1, 5% for Category 2, 5% for Category 3 and the remaining 10% for any combination of Categories 1, 2 and 3. These targets may be met by means of a FFE RFQ GP-0169-F01

4/28/11

firm's own SBE registration and the registration of subcontracted firms.

The successful firm must submit a completed NJSDA Form SBE B, identifying all SBE firms proposed for use on the engagement to meet (or exceed) the set-aside targets. Please note that any firm identified as an SBE must be registered as such with the Division of Revenue when the firm submits its proposal, in the revenue category specified. In the event that a proposing firm names a subcontractor for SBE purposes, and the subcontractor is not registered as an SBE with the Division of Revenue at the time of proposal, the proposing firm must disclose that fact and explain how and when the lack of registration shall be cured.

**If a firm fails to show that it will meet SBE subcontracting targets, it must document its good faith efforts to meet the targets, in accordance with the provisions of N.J.A.C. 12A:10-4.**

A firm shall not be permitted to remove or substitute any firms listed on NJSDA Form SBE B without prior written approval from the NJSDA.

For more information on statewide listing of firms certified as small, woman and minority owned business enterprises and to learn more about the Standards of Eligibility to become registered as a "Small Business" contact the Business Services Call Center at 1-866-534-7789, or visit New Jersey's business web portal: <http://www.nj.gov/njbusiness/contracting>

The NJSDA may request additional information as required under the Agreement, policies, procedures or law.

4. Insurance Certificate

A QMF shall provide proof of insurance (including but not limited to the following: general liability, worker's compensation, and auto) at the coverage levels specified in the forthcoming RFP.

ATTACHMENT A

A-1 - RFQ Response  
A-2 - Lot Specifications

**Please provide the following:**

Name of the Manufacturer	
Address	
Address	
City	
State	
Zip Code	
Contact person to receive RFP	
Contact person telephone #	
Contact person fax #	
Contact person e-mail	

I SWEAR AND AFFIRM that all statements contained in the Request for Qualifications for Furniture and Equipment and this Affidavit are true and correct; and all such statements have been made with full knowledge that the NJSDA and the State of New Jersey rely upon the truth of the statements contained in this Affidavit. Sworn and subscribed to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public of \_\_\_\_\_

My commission expires: \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Title

Lot #	Lot Name	Manufacturer's Name	(a) REQUIRED PRODUCTS		(b) REQUIRED SPECIFICATIONS		(c) WARRANTY INFORMATION		(d) NUMBER OF YEARS IN BUSINESS		(e) DELIVERY TIMES		
			Can your firm provide all required products in the Lot?	Yes	No	Does your product meet the required specifications of the Sample Item?	Yes	No	Minimum warranty requirement on all components	Manufacturer's Warranty	Minimum requirement	Manufacturer's # of years in business	Maximum delivery time after receipt of order
1	Classroom Furniture							7 years		5 years		60 days	
2	Early Childhood Furniture							10 years		5 years		60 days	
3	Office Furniture-Wood Veneer							7 years		5 years		60 days	
4	Office Furniture-Systems							10 years-metal components; 5 years fabric		5 years		60 days	
5	Office Furniture-Metal							10 years		5 years		60 days	
6	Seating-Upholstered Library/Lounge							7 years except fabric 3 years		5 years		60 days	
7	Furniture							5 years		5 years		60 days	
8	Music Furniture and Equipment							3 years		5 years		60 days	
9	Cafeteria Furniture							10 years		5 years		60 days	
10	Art/Technology Furniture							1 year		5 years		60 days	
11	Art Room Pottery Equipment							2 years		5 years		60 days	
12	Medical Furniture & Equipment							3 years		5 years		60 days	
13	Science Tables							5 years		5 years		60 days	
14	Computer Tables- various styles							7 years		5 years		60 days	
15	Folding Tables & Chairs							5 years		5 years		60 days	
16	Movable Casework - Wood Veneer							5 years		5 years		60 days	
17	Movable Casework - Plastic Laminate							5 years		5 years		60 days	

All products bid must meet or exceed current, applicable ANSI/BIFMA safety and performance standards to include, but not be limited to:
ANSI/BIFMA X5.1 Tests for General Purpose Office Chairs
ANSI/BIFMA X5.3 Tests for Vertical Files
ANSI/BIFMA X5.4 Tests for Lounge Seating
ANSI/BIFMA X5.5 Tests for Desk Products
ANSI/BIFMA X5.6 Tests for Panel Systems
ANSI/BIFMA X5.9 Tests for Storage Units
Office furnishings with electrical components must meet the Underwriters Laboratories (UL) requirements for safety and flammability. When applicable, compliance to the UL requirements shall be indicated by a label on the product.

## Attachment A-2 LOT SPECIFICATIONS

### LOT #1 Classroom Furniture - Must include, but not be limited to the following:

- Thermoset, "hard plastic" furniture: student desks, teacher chairs, stools, student chairs (in various heights for early childhood thru 12<sup>th</sup> grade).
- Thermoplastic, "lightweight plastic" furniture: student chairs with integral seat and back (in various heights for early childhood thru 12<sup>th</sup> grade).
- Activity/Project tables: high-pressure plastic laminate top with vinyl edge. (Fixed height and adjustable height options.)

### SAMPLE ITEM: COMBINATION DESK

#### Specifications for Combination Desk:

- Without bookrack.
- Chrome frame.
- Fixed height.
- Minimum 5/8" thick.
- Molded hard plastic seat, back and top (Top size: 18" x 24").
- Hard plastic to be manufactured by companies such as Melsur, or equal.

### LOT #2 Early Childhood Furniture - Must include, but not be limited to the following:

- Chairs (hardwood; in various heights for different grade levels).
- Tables (with high-pressure laminate top with round corners and hardwood legs in various heights, shapes and styles).
- Big book storage.
- Learning centers.

### SAMPLE ITEM: TABLE

#### Specifications for Table:

- High-pressure laminate top.
- Table with rounded corners.
- Hardwood legs.
- Fixed height, 24"w x 48"l x 24"h.

**LOT #3 Office Furniture - Wood Veneer - Must include, but not be limited to the following:**

- Various sizes of desks, returns, bridges, overhead storage, credenza, bookcases, occasional tables, and accessory items.
- Guest/Side chairs that are all-wood with upholstery added.
- All products must have matching styles (traditional, contemporary, etc.) and finishes.

**SAMPLE ITEM: 36" x 72" DOUBLE PEDESTAL DESK**

**Specifications for 36" x 72" Double Pedestal Desk:**

- Top: Wood veneer top & end panels.
- Pedestals: ¾ height ("box/file" on both sides), Full extension file drawers must accept hanging files either by high-sided drawers or frames/rails designed for the product bid. Pedestals must lock; either central locking or individual locking pedestals.
- Ball bearing suspension.
- Leveling guides: allowing installation on uneven floors.
- Grommets: 2 (one at each corner).

**LOT #4 Office Furniture- Systems - Must include, but not be limited to the following:**

- Panels: in a variety of widths, heights and styles (tackable/acoustical and non-tackable acoustical panels with and without power), metal frames, metal top caps and metal base plate. Levelers on panels for vertical adjustment. Connection of the panels to one another shall utilize metal to metal connection. Panels must have adjustable slots built into them to mount worksurface, overhead storage units, etc.
- Worksurface: in various sizes, shapes and styles. High-pressure laminate with backer sheet. Edge to be either laminate edge or color vinyl edge which matches the top surface.
- Panel hung components including overhead storage/shelving, task lights constructed of metal in variety of sizes.
- Pedestals.
- All compatible components and assembly hardware.
- System must be able to be configured/reconfigured easily with commonly available tools.

**SAMPLE ITEM: "TYPICAL" WORKSTATION**

**Specifications for "typical" workstation:** A drawing of a "typical" workstation is provided as part of this Attachment A-2 to the RFQ. The workstation must include, but not be limited to the following:

- 36"W x24"D worksurface wrapped with 40-44" high tackable/acoustical panel with horizontal wire management section located at bottom of the panel, without power.
- Worksurface: High-pressure laminate with backer sheet. Edge to be either a laminate edge or color vinyl edge, which matches the top surface.

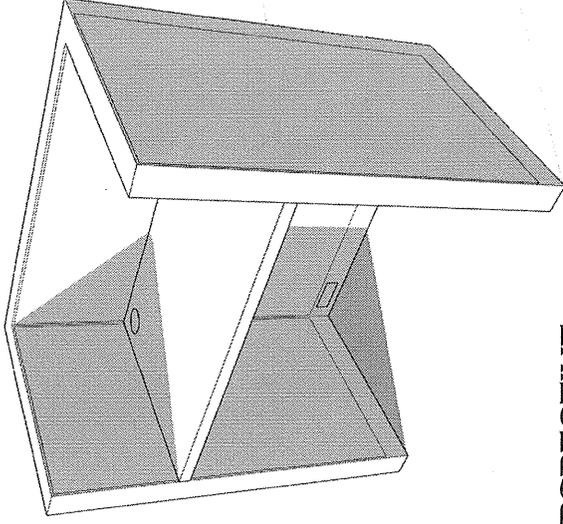


New Jersey Schools  
Development  
Authority

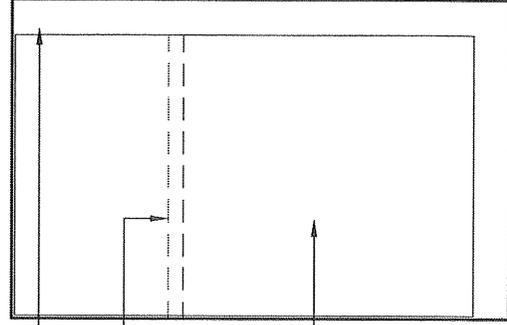
# TYPICAL WORKSTATION

SCALE:

3/4" = 1'

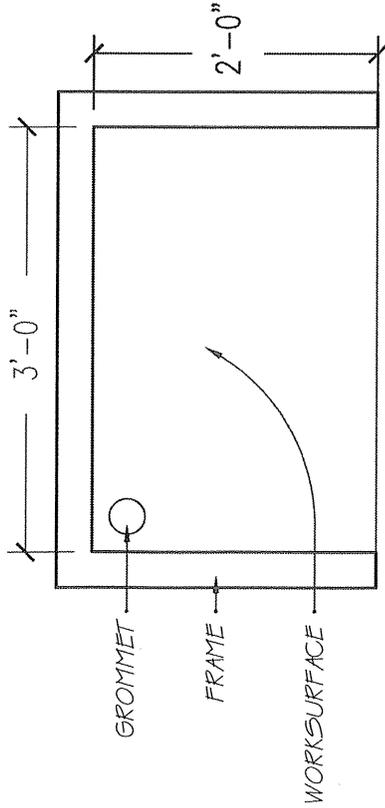


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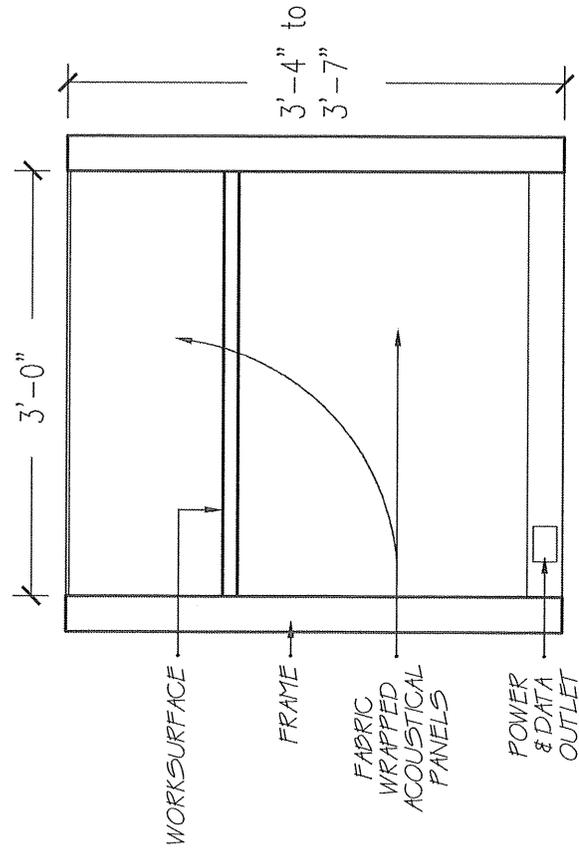


FRAME  
WORKSURFACE  
BEHIND END  
PANEL  
FABRIC  
WRAPPED  
ACOUSTICAL  
PANEL

SIDE ELEVATION



PLAN



FRONT ELEVATION

**LOT #5 Office Furniture-Metal** - Must include, but not be limited to the following:

- Metal desks with high-pressure laminate top (various sizes of desks, returns, bridges, overhead storage credenza and accessory items)
- Free Standing Vertical Files, **NOT** a combination unit (2, 3, and 4 drawer models)
- Lateral files (2, 3, 4, and 5 drawer models and widths of 30", 36", and 42")
- Bookcases
- Storage/wardrobe cabinets
- Tables with high-pressure plastic laminate tops for conference, work, and all-purpose uses in a variety of shapes, styles and sizes including round, square, rectangular, boat shape, racetrack and flip top.

**SAMPLE ITEM: 30" x 60" DOUBLE PEDESTAL DESK**

**Specifications for 30" x 60" Double Pedestal Desk:**

- Steel: side, back panels, pedestal, modesty panel and miscellaneous base components.
- Top: High-pressure laminate top with backing sheet.
- Pedestals: ¾ height ("box/file" on both sides), full extension file drawers must accept hanging files either by high-sided drawers or frames/rails designed for the product bid. Pedestals must lock; either central locking or individual locking pedestals.
- Built-in wire management: provide a "hidden" route for cables and electrical cords for vertical and horizontal management. To include a total of two wire access holes with covers on the top of the desk (one at each corner near the modesty panel) and wire tray(s) for horizontal management.
- Leveling guides: allowing installation on uneven floors.

**LOT #6 Seating- Upholstered** - Must include, but not be limited to the following:

- Various types of seating: executive, management, general task, conference, stools.
- Side chairs: 4- leg, metal frame arm chairs with upholstered seat and back (non- upholstered arms).
- Stacking chairs: Sled base, stacking, solid steel rod frame, molded polypropylene seat and back. Polypropylene seat and back to be two (2) separate units (**NOT** a one piece, polypropylene shell). Seat to have a waterfall front.
- For matching purposes, all items in this lot must have the same upholstery and finish choices available that would be able to be affixed to all chairs in the lot.

**SAMPLE ITEM: SIDE CHAIRS**

**Specifications for Side Chairs:**

- 4-leg, metal frame with painted finish.
- Stacking.
- Non-upholstered open arms, upholstered waterfall seat and upholstered back.
- Chair to be a “wallsaver” design- in which the back of chair does **NOT** touch the wall, instead only the bottom portion of the leg touches the baseboard trim, saving on the wear and tear of the wall.

**LOT #7 Library/Lounge Furniture** - All items must have matching styles and finishes and **must include**, but not be limited to the following:

- Book stacks.
- Atlas/dictionary/stand.
- Miscellaneous displays/racks/stands for newspaper and magazine, etc.
- Circulation desk.
- Music/book/video display.
- Study/listening/computer carrels or stations.
- Reading/study tables and chairs.
- Lounge furniture: Sofa, loveseat, chairs and matching occasional tables.
- Children’s library furniture (tables, chairs, etc.)
- Book Cart/Truck.

**SAMPLE ITEM: READING/STUDYING TABLES**

**Specifications for Reading/Studying Tables:**

- 30” X 60” high-pressure plastic laminate top and backer sheet.
- Hardwood edge band.
- Hardwood legs.

**LOT #8 Music Furniture & Equipment** - **Must include**, but not be limited to the following:

- Music chairs
- Music lab workstations.
- Risers (portable choral, stage and seated risers in various size and heights, carts and accessories).

**SAMPLE ITEM: MUSIC CHAIR**

**Specifications for Music Chair:**

- 4-leg chair with glides.
- Plastic seat and back.
- Approximately 17" high.
- Specially designed to provide correct posture while playing an instrument.

**LOT #9 Cafeteria Furniture - Must include, but not be limited to the following:**

- Cafeteria tables- mobile with castors, folding, with or without attached seats/benches in various sizes and shapes

**SAMPLE ITEM: MOBILE, FOLDING, CAFETERIA TABLE WITH ATTACHED BENCHES**

**Specifications for Mobile, folding, cafeteria table with attached benches:**

- High-pressure plastic laminate top and bench.
- Steel frame.
- Approximate dimensions: 12' long x 30" wide x 29" high.
- Edge to be bonded to tabletop offering resistance to moisture forming a seal against bacterial formation from trapped food elements.

**LOT #10 Art/Technology Furniture - Must include, but not be limited to the following:**

- Drafting/drawing/art/planning/craft tables.

**SAMPLE ITEM: ART TABLE**

**Specifications for Art Table:**

- 42" x 60" table.
- 1 1/4" thick, plastic laminate top with vinyl "T" edge.
- Maple base with mortise and tenon joints.

**LOT #11 Art Room Pottery Equipment - Must include, but not be limited to the following:**

- Pottery wheels and accessories.

**SAMPLE ITEM: POTTERY WHEEL**

**Specifications for Pottery Wheel:**

- Electric.
- Splash pan.
- Variable speed with remote foot pedal.
- Metal construction.
- Minimum 14" head able to be centered with up to 50 pounds of clay.

**LOT #12 Medical Furniture & Equipment - Must include, but not be limited to the following:**

- Exam and treatment tables.
- Recovery lounges and couches
- Medical stools.
- Accessories.

**SAMPLE ITEM: TREATMENT TABLE**

**Specifications for Treatment Table:**

- Approximately 72"l x 27"w x 31"h.
- Vinyl covered, foam top.
- Without storage below.

**LOT #13 Science Tables – Must include, but not be limited to the following:**

- Tops must be available in a variety of materials including, but not limited to chemical resistant in a variety of sizes

**SAMPLE ITEM: WOOD SCIENCE TABLE**

**Specifications for Wood Science Table:**

- Chemical resistant, resin top.
- 24"x 60".
- Hardwood legs and apron.
- Adjustable glides.
- Without drawers or compartments.

**LOT #14 Computer Tables-various styles - Must include**, but not be limited to the following:

- Variety of styles of computer/utility tables, but not limited to top access “flip open” door for wire management.
- High-pressure laminate top.
- Steel legs.
- Wire management trays.
- All accessories (keyboards trays, CPU storage racks, etc.)

**SAMPLE ITEM: COMPUTER TABLE**

**Specifications for Computer Table:**

- 30” x 60”.
- 1 ¼’ thick, high-pressure plastic laminate top with two (2) grommets
- Vinyl “T” edge.
- Steel, adjustable legs.
- Horizontal wire management chase.

**LOT #15 Folding Tables & Chairs - Must include**, but not be limited to the following:

- “Banquet style” folding tables. (“Lightweight ABS” type and plywood core type with high-pressure plastic laminate top).
- Includes folding, metal chairs and transport equipment.

**SAMPLE ITEM: FOLDING TABLE**

**Specifications for Folding table:**

- 30” x 96”.
- High-pressure plastic laminate top with backing sheet.
- ¾”plywood core with vinyl “T” edge.
- Metal folding legs.

**LOT #16 Movable Casework- Wood Veneer - Must include**, but not be limited to the following:

- Base cabinets, wall cabinets.
- Mail sorter, storage/wardrobe units, worksurfaces, counters with tops, reception desks.
- Accessory items.
- Variety of sizes and widths, with and without doors.

### **SAMPLE ITEM: MOVABLE CASEWORK – WOOD VENEER**

**Specifications for Movable Casework – Wood Veneer - 3 Drawer File Pedestal:** A drawing of a 3 drawer file pedestal is provided as part of this Attachment A-2 to the RFQ. The file pedestal must include, but not be limited to the following:

- Wood plain sliced veneer on plywood/wood frame.
- 15” wide x 22” deep x 28” high.
- Drawer body to be knot free solid wood.
- High-pressure plastic laminate top on 1 1/8” water resistant plywood with heavy gauge backing sheet.
- Edgebanding shall be 3mm thick hardwood to match face veneer.
- Factory Finish shall be AWI Premium Grade.
- Metal wire pulls on 4” centers.
- Standard drawer slides shall be self-closing design, epoxy powder coated, captive nylon rollers, front and rear. Minimum 100 lb. (45 kg) dynamic load rating.
- File Drawers: epoxy powder coated, progressive opening slide, minimum 100 lb. (45 kg) dynamic load rating.
- Provide body mounted molded rails for hanging file system.
- Locks: disc tumbler with removable core, available keyed alike and Master keyed; finish to match wire pulls.
- Casters: Hooded twin wheel, friction ring or threaded stem, color: black.
- No exposed fasteners.

### **LOT #17 Movable Casework- Plastic Laminate - Must include, but not be limited to the following:**

- Base cabinets, wall cabinets.
- Mail sorter, storage/wardrobe units, worksurfaces, counters with tops, reception desks.
- Accessory items.
- Variety of sizes and widths, with and without doors.

**SAMPLE ITEM: MOVABLE CASEWORK – PLASTIC LAMINATE**

**Specifications for Movable Casework – Plastic Laminate – 3 Drawer File Pedestal:** A drawing of a 3 drawer file pedestal is provided as part of this Attachment A-2 to the RFQ. The file pedestal must include, but not be limited to the following:

- High pressure decorative plastic laminate on plywood/wood frame.
- 15” wide x 22” deep x 28” high.
- Drawer body to be knot free solid wood.
- High-pressure plastic laminate top on 1 1/8” water resistant plywood with heavy gauge backing sheet.
- Edgebanding shall be 3 mm thick PVC/ABS solid, high-impact, purified, color-thru.
- Factory Finish shall be AWI Premium Grade.
- Metal wire pulls on 4” centers.
- Standard drawer slides shall be self-closing design, epoxy powder coated, captive nylon rollers, front and rear. Minimum 100 lb. (45 kg) dynamic load rating.
- File Drawers: epoxy powder coated, progressive opening slide, minimum 100 lb. (45 kg) dynamic load rating.
- Provide body mounted molded rails for hanging file system.
- Locks: disc tumbler with removable core, available keyed alike and Master keyed; finish to match wire pulls.
- Casters: Hooded twin wheel, friction ring or threaded stem, color: black.
- No exposed fasteners.

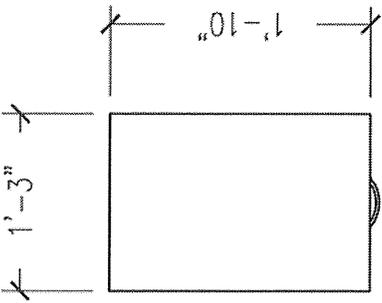


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# TYPICAL FILE PEDESTAL

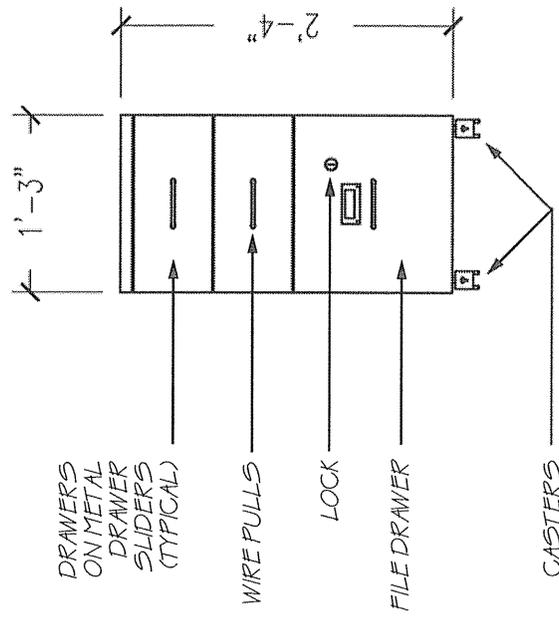
SCALE:

3/4" = 1'

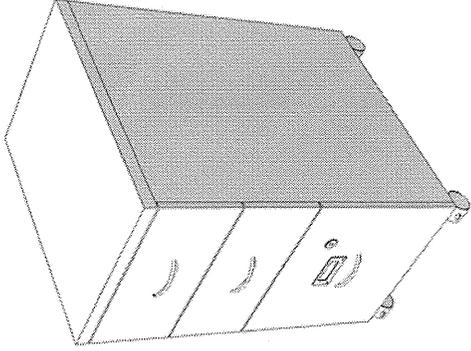


**PLAN**

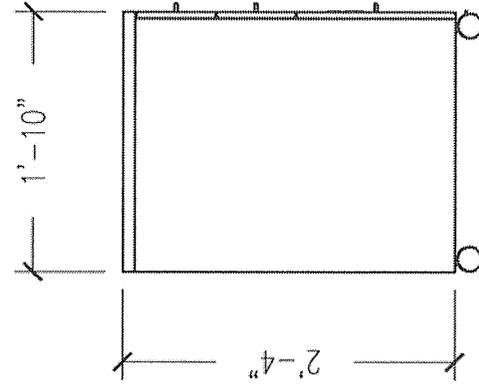
SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION



**FRONT ELEVATION**



**PERSPECTIVE**



**SIDE ELEVATION**