

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

**Contract No.: GP-0223-F01**

**Issue Date: May 22, 2015**

**Due Date: June 10, 2015**

**PREPARED BY:**

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
32 EAST FRONT STREET  
PO BOX 991  
TRENTON, NEW JERSEY 08625-0991**

**REQUEST FOR QUALIFICATIONS  
FOR  
FURNITURE, FIXTURES & EQUIPMENT**

**INTRODUCTION**

The New Jersey Schools Development Authority (the “NJSDA” or “Authority”), is seeking manufacturing firms to manufacture and deliver furniture, fixtures and equipment for School Facility Projects which will be constructed or renovated by the NJSDA. The manufacturing firms or their subcontractors will need to deliver and install the Furniture, Fixtures and Equipment (“FF&E”) at designated school sites within the State of New Jersey.

The FF&E requirements for the School Facility Projects have been divided into twenty-one (21) categories (“Lots”) which are listed in Attachment A-2. Through this procurement, the NJSDA desires to create a pool of manufacturing firms to supply, on a purchase order basis, FF&E for each of the identified Lots. Any manufacturing firm responding to this Request for Qualifications (hereinafter an “Interested Firm”) may submit a response with reference to a single Lot or multiple Lots that it proposes to supply and install.

This Request for Qualifications (“RFQ”) consists of the following:

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

An Interested Firm responding to this RFQ shall be thoroughly familiar with the terms and conditions of these documents. These documents shall be read in their entirety as they describe responsibilities of an Interested Firm and the NJSDA, as well as define the methodology for responding to this RFQ.

Responses to this RFQ must be received by the NJSDA by **4:30 p.m. on June 10, 2015** as follows:

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

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
32 East Front Street  
Trenton, New Jersey 08625-0991  
Attention: Dave Kutch, Sr. Procurement Analyst  
Subject: Furniture, Fixtures & Equipment Proposal – GP-0223-F01**

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

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
P.O. Box 991  
Trenton, New Jersey 08625-0991  
Attention: Dave Kutch, Sr. Procurement Analyst  
Subject: Furniture, Fixtures & Equipment Proposal – GP-0223-F01**

**Submissions received after the date and time listed above will not be reviewed. Faxed or e-mailed submissions will not be accepted.**

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

1. Request for Qualifications. An Interested Firm must first complete and submit the RFQ Response form, Attachment A-1, RFQ Response, setting forth the requested information regarding the products it proposes to deliver and install pursuant to this RFQ. An Interested Firm shall identify the type of product(s) to be supplied, the required sample item(s) to be supplied, the required warranty information including attaching a sample form of warranty, and the proposed delivery time periods. Based upon this information, the NJSDA will create a pool of qualified manufacturing firms (“QMFs”) comprised of the Interested Firms that satisfy all requirements of this RFQ.

2. Request for Proposals (“RFP”). The NJSDA will issue an RFP to the pool of QMFs determined in response to this RFQ. The RFP will contain a Scope of Services that will set forth any technical specifications, warranties and delivery and installation requirements. In addition, each QMF, as a component of its technical proposal submission will be required to fabricate and submit a Sample Item for each Lot that the QMF proposes to provide, supply and deliver. The required Sample Items for the various Lots are identified in Attachment A-2, Lot Specifications. For example, the Sample Item for the Classroom Furniture Lot is the Combination Desk, therefore, at the RFQ stage, an Interested Firm must first determine whether it already does manufacture, or will manufacture, the Combination Desk in accordance with the required specifications. By submitting a response to the RFP, a QMF agrees to provide Sample Items for all Lots on which it is responding. Failure to supply the required Sample Items for a given Lot will result in rejection of the QMF for that Lot.

The highest technically ranked QMFs for each Lot that are determined by the NJSDA to have satisfied all the requirements of the RFP with respect to a particular Lot will be awarded a supply contract for such Lot and thus will be considered a “Supplying Manufacturer,” eligible to supply the FF&E, on a purchase order basis, in conformance with the RFP and specifications.

Note that the choice of particular FF&E to be used at any specific School Facilities Project will be solely within the discretion of the NJSDA and the School District which will operate each School. For each School Facilities Project, the NJSDA and the School District will select FF&E which meets their needs, fulfills the educational requirements and conforms to the project budget. Items selected will be purchased by NJSDA via purchase order to the Supplying Manufacturer whose items have been chosen. A Supplying Manufacturer issued a purchase order shall be required to provide all required labor, materials, equipment and supervision for the complete delivery and installation of the purchased FF&E.

In its sole discretion, the NJSDA may award supply contracts to multiple Supplying Manufacturers pursuant to the RFP, but NJSDA reserves the right not to issue a supply contract as to some or all of the Lots. It is NJSDA’s goal to award supply contracts to seven (7) Supplying Manufacturers per Lot, but in the event that there are less than seven (7) responsive QMFs identified for a particular Lot, the number of Supplying Manufacturers awarded a supply contract for that particular Lot will be determined by the NJSDA by considering fair and reasonable pricing among other factors.

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 Supplying Manufacturer will realize from the supply contract, since the amount of FF&E purchased from the Supplying Manufacturers is subject to the specific requirements and preferences for each project.

The term of any supply contract awarded to a Supplying Manufacturer shall be for a period of three (3) years, or until all obligations of the Supplying Manufacturer to deliver goods and/or services pursuant to any existing Purchase Orders have been performed to the satisfaction of the Authority, whichever is later. The supply contract term may be extended for one (1) additional year at the NJSDA's sole discretion with no price escalation.

Below is the list of the NJSDA's current Capital Portfolio projects expected to be impacted by this contract.

School District-School Name	Project Type
Bridgeton-Buckshutem Road ES	Addition/Renovation
Bridgeton Quarter Mile Lane ES	Addition/Renovation
Camden-Camden HS	TBD
East Orange-GW Carver ES	New School
Elizabeth-Academic HS	New School
Elizabeth-New ES at PS #22 Halloran Site	New School
Garfield-James Madison ES	New School
Gloucester City ES/MS	New School
Harrison-New PK-1 ES	New School
Irvington-Madison Avenue ES	New School
Jersey City-New ES 3	New School
Keansburg New Caruso ES	New School
Keansburg Port Monmouth Road	Addition/Renovation
Millville HS	Addition/Renovation
New Brunswick-Paul G. Robeson Community ES	Addition/Renovation
Newark South St ES	New School
Orange-Cleveland Street ES	Addition/Renovation
Orange-High School	Addition/Renovation
Passaic-Dayton Ave. Educational Complex	New School
Passaic City-Leonard Place ES	New School
Paterson-Marshall Street ES	New School
Paterson-PS 16	New School
Pemberton-Denbo/Crichton ES	TBD
Perth Amboy-Seaman Avenue ES	New School
Phillipsburg-New HS	New School
Trenton Central HS	New School
Vineland New MS	New School

**Note: The above list is for informational purposes only and is subject to change.**

## **SELECTION PROCEDURES**

### 1. Request for Qualifications

Each Interested Firm's 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 Interested Firm in response to the RFQ, including a review of Attachment A-1, RFQ Response. If an Interested Firm submits a complete RFQ Response, including all required documents (Attachment A-1 in its entirety), the Interested Firm will be considered for inclusion within the pool of QMFs eligible to receive the RFP.

Following RFQ reviews, each successful Interested Firm will be notified that it is included in the pool of QMFs eligible to receive and respond to the RFP with respect to a particular Lot or Lots. If the NJSDA, in its sole discretion, determines to seek RFP Responses for any or all Lots, the NJSDA will issue an RFP to the pool of QMFs, seeking Technical and Fee Proposals. The RFP will designate the Lot or Lots on which recipients of the RFP may bid.

### 2. Request for Proposals

The NJSDA will issue an RFP to the pool of QMFs determined pursuant to this RFQ. The RFP will contain a Scope of Services that will set forth technical specifications, warranties and delivery and installation requirements. The RFP will require the simultaneous submission of a Technical Proposal and a Fee Proposal.

The Technical Proposal submitted by each QMF 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. The Committee shall consist of no fewer than three (3) NJSDA staff members. Evaluations of the Technical Proposals will be made based upon the information provided by the QMF in response to the RFP, and any necessary verification thereof. The Committee members will independently score each QMF's Technical Proposal for each Lot the QMF seeks to be considered for, in accordance with the following evaluation criteria:

<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>
Range of Product Lines Offered for Lot	5
Key Team Member Experience	15
Approach to Providing the Scope of Services	25
Delivery Control Tools	10
Warranty	15
Quality of Sample Item	30
<b>TOTAL:</b>	<b>100</b>

Following the final technical ranking, the fee proposals (“Fee Proposal(s)”) submitted by the QMFs will be opened and evaluated by NJSDA staff. The Fee Proposal shall consist of the QMF’s pricing for the Sample Item for the Lot in question. The Fee Proposal shall provide a list price, a percentage discount off the list price and a final price for purchase, inclusive of delivery and installation of the Sample Item. NJSDA will then engage in negotiations with the QMFs ranked highest in Technical Proposal evaluation criteria for each Lot, in order to establish fair and reasonable pricing. Upon reaching fair and reasonable pricing for the Sample Items, NJSDA staff will recommend award of supply contracts to seven (7) QMFs for each Lot whose RFP Response is most advantageous to the NJSDA, price and other factors considered. Note: In the event that there are less than seven (7) responsive QMFs identified for a particular Lot, the number of Supplying Manufacturers awarded a supply contract for that particular Lot will be determined by the NJSDA by considering fair and reasonable pricing among other factors.

The agreed-upon price for the Sample Item shall represent a percentage discount off the Supplying Manufacturer’s catalog list price. This percentage discount will be applied to the Supplying Manufacturer’s catalog list price for all products in the winning Supplying Manufacturer’s product catalog that comprise the same Lot as the particular Sample Item. As previously noted, the Sample Item for the Classroom Furniture Lot is the Combination Desk, therefore, a Fee for the Classroom Furniture Lot will be based upon the list price of the Combination Desk. Following negotiation of a discount from list price for the Combination Desk and award of a supply contract for the Classroom Furniture Lot, the Supplying Manufacturer’s agreed-upon discount from list price for the Combination Desk will also be applied as the discount for all other products in the winning Supplying Manufacturer’s catalog that comprise the Classroom Furniture Lot.

Notwithstanding anything above to the contrary, the NJSDA, in accordance with all applicable laws, has no obligation to make an award and reserves the right to waive any non-material defects in any Technical or Price Proposal submitted, reject all Proposals for any reason and/or terminate the selection process at any time, with respect to any or all Lots referenced in the procurement.

### **RFQ SUBMITTAL REQUIREMENTS**

An Interested Firm shall address the following requirements in its RFQ Response:

1. Request for Qualifications

An RFQ Response shall consist of a completed Attachment A-1 (which includes the Interested Firm’s Information and Qualifications). If an Interested Firm fails to provide all the requested information for a particular Lot for which it submits an RFQ Response, **including a copy of the proposed form of warranty**, the Interested Firm will not be included in the pool of QMFs 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 Interested Firm 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 an Interested Firm’s response, then additional sheets may be attached. Attachment A-2, Lot Specifications, lists all twenty-one (21) categories of Lot specifications and identifies the sample item required for each Lot.

## 2.1 Manufacturing

Listed in Attachment A-2, Lot Specifications, are the required products for each Lot. To be successful, an Interested Firm must affirm, utilizing Attachment A-1, RFQ Response, 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). Interested Firms 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 an Interested Firm intends to have a subcontractor manufacture any required products under any Lots, the Interested Firm 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 Sample Items

Each Lot has a designated "SAMPLE ITEM". The Sample Item is a product that the Interested Firm will be required 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 to be included in the pool of QMFs, in response to this RFQ, an Interested Firm must represent that it can provide the Sample Item, utilizing Attachment A-1, RFQ Response, in accordance with the required specifications for each Lot in which the Interested Firm would like to be considered.

## 2.3 Warranty

An Interested Firm must attach a sample form of warranty to a completed Attachment A-1, RFQ Response. This sample form of 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 FF&E.

## 2.4 Delivery

The NJSDA requires that a Supplying Manufacturer provide the materials within sixty (60) days from the receipt of a purchase order. If an Interested Firm can provide delivery of the Lot within a shorter time period, it shall write that time period, in days, in section (e) of Attachment A-1, RFQ Response. Any Interested Firm that fails 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, each Interested Firm shall provide proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the "Division of Revenue"). Interested Firms may obtain New Jersey Business Registration assistance by visiting <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>. Please be advised, however, that business registrations are mailed generally within seven to ten days, so Interested Firms should plan accordingly.

## **RFP SUBMITTAL REQUIREMENTS**

**\*\*INFORMATIONAL ONLY\*\***

### **DO NOT SUBMIT THE FOLLOWING DOCUMENTS WITH THE RFQ SUBMISSION.**

In addition to all other submittal requirements to be outlined in the forthcoming RFP, the NJSDA will require the following information be included with a QMF's RFP Response:

1. Moral Integrity Questionnaire

Each QMF will be required to submit a completed moral integrity questionnaire ("Questionnaire") for submission to the New Jersey State Police. The NJSDA shall hold all Questionnaires submitted, unopened, until all QMFs are ranked, unless special circumstances warrant otherwise. At such time, NJSDA staff will forward the Questionnaire of the top-ranked QMFs to the New Jersey State Police for review. **Moral Integrity approval is a prerequisite for a supply contract award.**

2. Disclosure of Investment Activities in Iran Form

Each QMF will be required to submit a completed Disclosure of Investment Activities in Iran Form, pursuant to Public Law 2012. C. 23 (codified at N.J.S.A. 52:32-55 et. seq.) (the "Act"). Pursuant to the Act, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the New Jersey Schools Development Authority must complete a Certification which states that the person or entity, or one of the persons or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. **Failure to submit such Certification will result in the disqualification of the bid and rejection of the Technical and Fee Proposals.**

3. Ownership Disclosure Form

Each QMF will be required to submit a completed Ownership Disclosure form pursuant to N.J.S.A. 52:25-24.2.

## **PRE-AWARD SUBMITTAL REQUIREMENTS**

**\*\*INFORMATIONAL ONLY\*\***

### **DO NOT SUBMIT THE FOLLOWING DOCUMENTS WITH THE RFQ SUBMISSION.**

After determination of the proposed Supplying Manufacturers, the NJSDA shall request the following information prior to the award of a supply 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 Supplying Manufacturer 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 Authority. 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.

Requirements for Supplying Manufacturers. A Supplying Manufacturer will receive a Notice of Award that will, among other things, notify it that it must submit a Certification and Disclosure of Political Contributions form and Business Entity Disclosure form as provided by the Authority. Failure to submit these forms in a timely fashion shall be cause for rejection of the Supplying Manufacturer.

2. Supplying Manufacturer's Continuing Obligation to Comply with P.L. 2005, c. 51. A Supplying Manufacturer is required, on a continuing basis, to disclose and report to the Authority any political contributions made during the supply contract term on forms provided by the Authority, at the time it makes the contribution.

3. Political Contributions Disclosure. A Supplying Manufacturer is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission ("ELEC"), pursuant to N.J.S.A. 19:44A-20.18 and 19:44A-20.19 (P.L. 2005, c. 271, section 3), in the event it receives contracts in excess of \$50,000 from a public entity in a calendar year. It is a Supplying Manufacturer's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

4. Anti-Discrimination Requirements. In addition, a Supplying Manufacturer shall not discriminate in employment and shall comply with 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 Supplying Manufacturer shall be required to submit to the NJSDA, with its executed Contract one of the following three documents:

- (1) appropriate evidence that the firm is operating under an existing Federally approved or sanctioned affirmative action program; or
- (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 firm 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)

5. A Supplying Manufacturer's SBE Set-Aside Targets (NJSDA SBE Form B and SBE Form C). A Supplying Manufacturer shall be required to make good faith efforts to ensure that small business enterprises ("SBEs") have the maximum practicable opportunity to participate in the performance of this procurement. A 25% target has been established pursuant to N.J.A.C.12A:10-1.1.et seq. and Executive Order 71 (2003).

The Authority may only recognize SBEs that are duly registered with the Department of Treasury, Division of Revenue and Enterprise Services 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

Supplying Manufacturers 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 Supplying Manufacturer's own SBE registration and the registration of subcontracted firms.

The Supplying Manufacturer must submit a completed NJSDA Form SBE B, identifying all SBE firms proposed for use on the supply contract 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 and Enterprise Services when the firm submits its proposal, in the revenue category specified. All SBE subcontractors must submit a completed Authority SBE Form C, which shall be submitted by the Supplying Manufacturer.

In the event that a Supplying Manufacturer names a subcontractor for SBE purposes, and the subcontractor is not registered as an SBE with the Division of Revenue and Enterprise Services, the firm must disclose that fact and explain how and when the lack of registration shall be cured.

**If a Supplying Manufacturer 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. 17:13-1.1 et seq.**

A Supplying Manufacturer 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>

6. Subcontractor Business Registration Certification. Proof of valid Business Registration with the Division of Revenue and Enterprise Services of the New Jersey Department of the Treasury for all subcontractors must be provided to the Authority.

7. Insurance and Indemnification. A Supplying Manufacturer shall provide proof of insurance including, but not limited to, general liability, worker's compensation, and automobile at the coverage levels specified in the forthcoming RFP.

8. Additional Information. The NJSDA, at its discretion, may request additional information as required under the supply contract or pursuant to applicable policies, procedures or law.

## ATTACHMENT A

A-1 - RFQ Response

A-2 - Lot Specifications

1. Typical Workstation Diagram (Lot 4)
2. Typical File Pedestal Diagram (Lots 16 & 17)

**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\_\_\_\_.

\_\_\_\_\_  
(Name of Firm)

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

## Attachment A-1 - RFQ Response

Lot #	Lot Name	Manufacturer's Name	(a)		(b)		(c)		(d)		(e)	
			REQUIRED PRODUCTS		REQUIRED SPECIFICATION		WARRANTY INFORMATION		NUMBER OF YEARS IN BUSINESS		DELIVERY TIMES	
			Can your firm provide all required products in the Lot?		Does your product meet the required specifications of the Sample Item?		Minimum warranty requirement on all components	Manufacturer's Warranty	Minimum requirement	Manufacturer's # of years in business	Maximum delivery time after receipt of order	Manufacturer's delivery time after receipt of order
Yes	No	Yes	No									
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						7 years; 3 years fabric		5 years		60 days	
7	Library/Lounge Furniture						5 years		5 years		60 days	
8	Music Furniture & Equipment						3 years		5 years		60 days	
9	Cafeteria Furniture						10 years		5 years		60 days	
10	Technology Storage Cabinet/Carts						5 years		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	
18	Vocational/Shop Furniture-Power Shop Equipment						5 years		5 years		60 days	
19	Glassless Portable Mirrors						5 years		5 years		60 days	
20	Portable Dance Barres						5 years		5 years		60 days	
21	Art Room Tables						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 Public 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
ANSI/BIFMA X6.1 Educational Seating
HCF 8.1 Health Care Furniture
Tex 4.1 2005 Woven Textile Characteristics
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.

**In order for the NJSDA to better understand the reach of our advertisement, please advise how you heard about this RFQ from the NJSDA?**

**Please check all that apply:**

<input type="checkbox"/>	NJSDA website
<input type="checkbox"/>	Trenton Times
<input type="checkbox"/>	Newark Star Ledger
<input type="checkbox"/>	School Planning and Management
<input type="checkbox"/>	EdMarket.com
<input type="checkbox"/>	Monday Morning Quarterback
<input type="checkbox"/>	Internet search
<input type="checkbox"/>	Other (please specify)

## **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, smoothly curved edges, 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 with smoothly curved edges.
- 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 work surface, 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, with power and data outlets.
- Worksurface: High-pressure laminate with backer sheet. Edge to be either a laminate edge or color vinyl edge, which matches the top surface.

**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

**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.

in the lot.

**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).
- Music Stands

**SAMPLE ITEM: MUSIC CHAIR**

**Specifications for Music Chair:**

- 4-leg chair with glides.
- Ergonomic 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-Technology Storage Cabinet/Carts** - **Must include**, but not be limited to the following: laptop cart, tablet cart, laptop cabinet, tablet cabinets, large enough to fit technology like Chromebooks, Ultra books, eReaders, Smartphones, Netbooks and Laptops and flexible enough to secure, and transport graphing calculators, document cameras.

**Specifications for Cabinets/Carts:**

- Metal or hard sturdy plastic for security
- Lockable
- Front and rear doors
- Ability to charge/sync technology

**SAMPLE ITEM: Vertical Technology Storage Cabinet/Carts**

**Specifications for Vertical Storage Cabinet/Carts:**

- Space saving vertical cabinet with approximately measurements of: Height 40"-45" x Width 24" -31" x Depth 20"-27"
- Deep front user area to support devices up to 13" screen and some with 14" screen.
- Adjustable shelves so store devices on their long side, in landscape orientation, or on their short side, in portrait orientation, as dictated by device size and the position of the power inlet and on/off button.
- Adjustable bay dividers to supports devices of any thickness, with and without cases.
- Locking IT area with 20 power outlets and bins to hold power adapters and cord bundles.
- External outlets to power peripherals plus an on/off switch and indicator lights.
- Keyed locks
- Four 4" casters

**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:**

- Foot Pedal
- Splash pan.
- 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, work surfaces, 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 bodies to be knot free solid wood.
- High-pressure plastic laminate top on 1 1/8” water resistant plywood with heavy gauge backing sheet.
- Edge banding 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, work surfaces, 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 bodies to be knot free solid wood.
- High-pressure plastic laminate top on 1 1/8” water resistant plywood with heavy gauge backing sheet.
- Edge banding 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.

**LOT #18-Vocational/Shop Furniture – Power Shop Equipment** - **Must include**, but not be limited to saws (table, band, radial arm), jointer, planer, shaper, lathers and sanders, drill press and other large power machinery and accessories to be used in the various shops throughout a school. Motors must be available in both single and three phase with various horsepower and must be able to be attached to a dust collection system (this requirement does not pertain to power hand tools).

**SAMPLE ITEM: TABLE SAW WITH SAW FENCE EXTENSION TABLE**

**Specifications for Table Saw with saw fence extensions table:** All-purpose saw used in the school shops for instruction in areas such as ripping and cross cutting. Motor: Single phase, 5 horse power. Tilting, 10” diameter blade includes miter gauge, overall dimensions – 34” high with 38” – 50” fence. (All measurements are approximate)

**LOT #19-Glassless Portable Mirrors** - **Must include**, but not be limited to the following:

- Shatter resistant hard coat acrylic glassless mirror
- Must be impact resistant and have similar impact strength compared to tempered glass

**SAMPLE ITEM: PORTABLE MYLAR DANCE MIRROR**

**Specifications for Dance Mirror:**

- 4' ft x 6ft high Mylar Mirrors Vertical with wheels
- 98% of possible distortions must be eliminated
- Must be UL classified, File #E5467 and Flammability rating of 94HB
- Must meet ANSI Z97.1 for Safety Glazing Materials used in Buildings

**LOT #20-Portable Dance Barres** - Must include, but not be limited to the following:

**Specifications for Dance Barres:**

- 4, 6, 8, 10 Ft Free Standing Ballet Dance Barre. 2 Barres with two 1.75" diameter Wood Barres on both sides and sturdy chrome plated steel uprights with non-marring foot pads. Two independently adjustable barres to allow dancers on opposite sides to have a barre set at their own height (31" to 45"). Barre must be able to be taken apart without tools for transport and storage. Two independently adjustable barres, one on each side
- • Barre is made of hand sanded, unfinished, wood with a 1.75" diameter
- • Frame is made of chrome-plated steel
- • Frame height: 41"
- • Foot Base: 30.5"
- • Each bar height adjustable from 31" to 45"
- • Cross stabilizer bars for increased sturdiness and with no wobble.
- • Quickly assembles and disassembles without tools for storage or transportation.

**SAMPLE ITEM: PORTABLE DANCE BARRE**

**Specifications for Portable Dance Barre:**

4 ft. Free Standing Ballet Dance Barre. 2 Bars with two 1.75" diameter Wood Bars on both sides and sturdy chrome plated steel uprights with non-marring foot pads. Barre must be able to be taken apart without tools for transport and storage. Two independently adjustable bars, one on each side

**LOT #21 Art Room Tables** - Must include, but not be limited to the following:

- Art Room, drawing, planning and crafts

**SAMPLE ITEM: Art Room Table**

**Specifications for Art Room Table**

- 42" x 60"
- Top: 1 ¼" thick plastic laminate top with PVC 3mm vinyl edge
- Fully welded metal legs

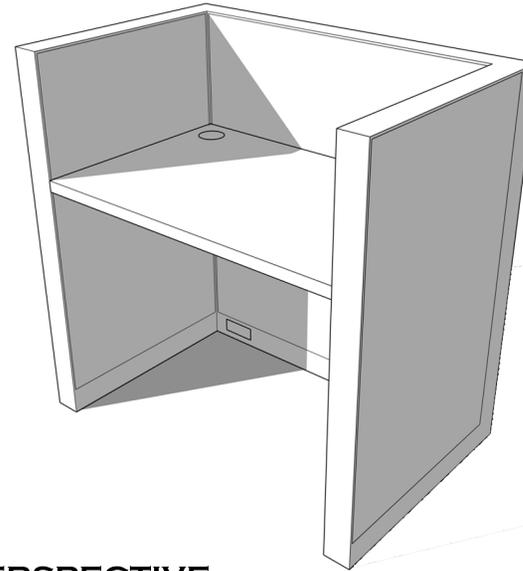


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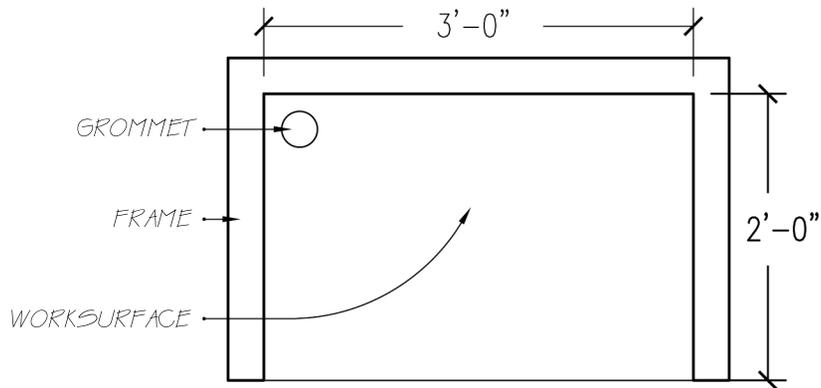
# TYPICAL WORKSTATION

SCALE:

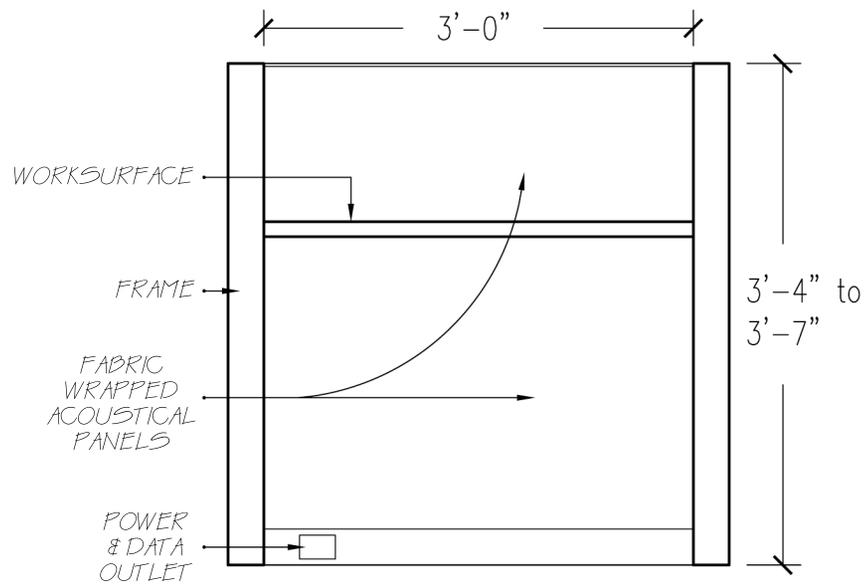
3/4" = 1'



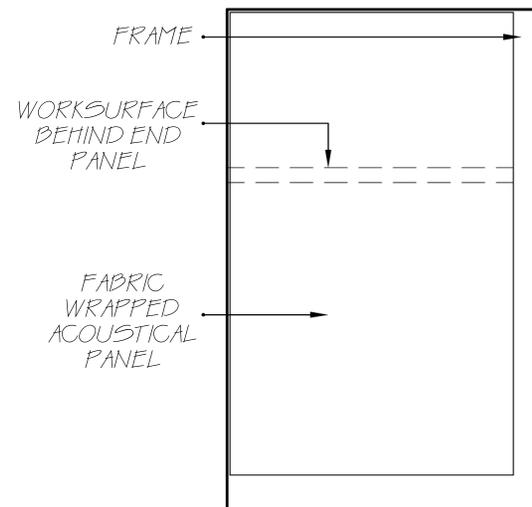
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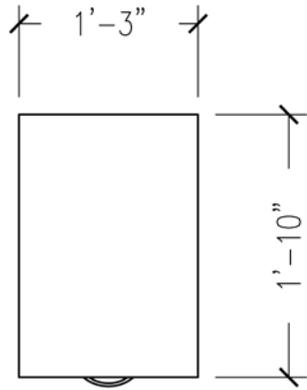
PLAN



FRONT ELEVATION



SIDE ELEVATION

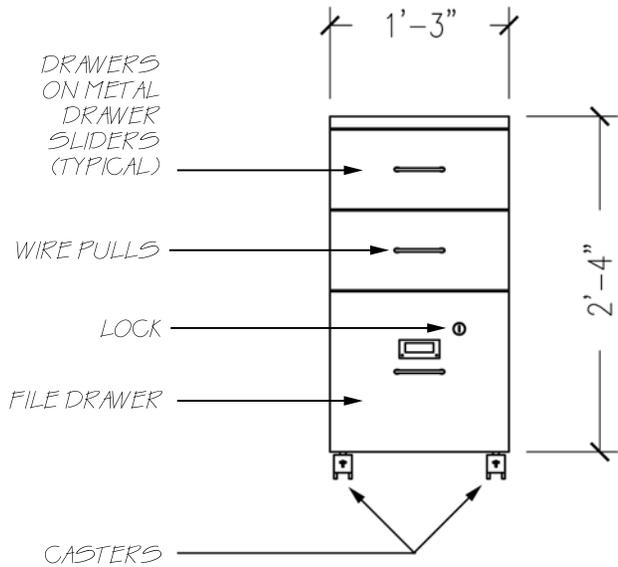


**PLAN**

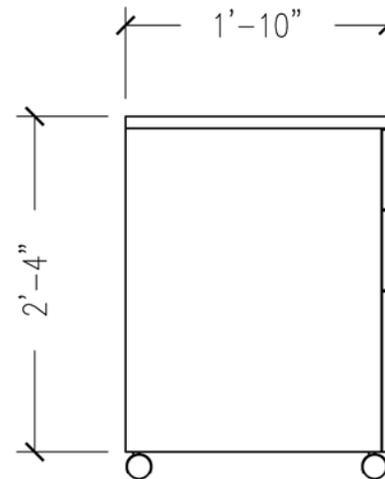


**PERSPECTIVE**

*SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION*



**FRONT ELEVATION**



**SIDE ELEVATION**



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**TYPICAL FILE PEDESTAL**

SCALE:

**3/4" = 1'**