



County of Prince George
FINANCE DEPARTMENT
P.O. BOX 68
6602 Courts Drive
PRINCE GEORGE, Virginia 23875
(804) 722-8710 Fax (804) 732-1966

Invitation For Bid

IFB # 18-0621-1

Furniture – Prince George Courthouse Lower Level

This procurement is governed by the Virginia Public Procurement Act and all terms and conditions of the Act are hereby adopted and are made a part of this notice.

Contact Information:

Questions concerning sealed bids should be in writing addressed to:

Betsy Drewry
Finance Director
Prince George County
Finance Department

6602 Courts Drive
P.O. Box 68
Prince George, VA 23875

(804) 722-8710 Fax (804) 732-1966

or

E-Mail: bdrewry@princegeorgecountyva.gov

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PURPOSE

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Finance Department, Prince George County Administration Building, Third Floor, until, but no later than **11:00 a.m.** local time prevailing July 19, 2018 and then publicly opened and read aloud for:

PURPOSE

The purpose of this Invitation to Bid (IFB) is to solicit bids to establish a contract through competitive sealed bidding for the purchase of furniture for the newly renovated Prince George County Courthouse lower level.

To be considered, your bid must be submitted on a copy of this Invitation for Bid. Bidder shall sign this form in the space provided on the Terms and Signature Sheet and return bid documents to: Prince George County Finance Department, Administration Building - Third Floor, 6602 Courts Drive, P. O. Box 68, Prince George, VA 23875 in a sealed envelope. **Mark outside of your envelope with Invitation for Bid No. IFB # 18-0621-1**

Bids, to include addenda or changes to a response, shall not be accepted via Fax machine or by Internet E-mail, orally, or by telephone.

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the Prince George County Finance Department.

Nothing herein is intended to exclude any responsible vendor, his/her product or service, or in any way restrain, or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.

Quoted prices shall be F.O.B. to Prince George, Virginia, unless otherwise noted.

Unless otherwise agreed to at the time of award, payment terms are Net 30.

NO Pre-Bid Conference:

There will be NO pre-bid conference or site walk through prior to submission of bids. Building plans are included in the Furniture Specifications (Attachment 1). ***Upon award, the successful bidder*** may arrange a time to visit the site by contacting our Director of General Services, Mike Purvis at mpurvis@princegeorgecountyva.gov or (804) 722-0775 or (804) 892-0971.

Questions & Clarifications:

All questions must be in written form and directed to Betsy Drewry, Finance Director, by email to bdrewry@princegeorgecountyva.gov. Verbal questions and questions by phone will not receive a response. Questions will be answered in the form of a written addendum which will be posted to the County's website for the benefit of all prospective bidders. **The final deadline for submission of written questions is July 12, 2018 2:00PM local prevailing time.**

1.0 SCOPE OF WORK

The County is seeking a vendor to provide, deliver and install furniture for the newly renovated Prince George County Courthouse lower level area.

The specifications of the furniture on which vendors are to provide bids are outlined in the attached **Furniture Specifications** (Attachment 1).

2.0 STANDARD TERMS AND CONDITIONS

2.1 APPLICABLE LAWS AND COURTS:

This solicitation and any resulting contract shall be governed in all respects by the laws of the County of Virginia and any litigation with respect thereto shall be brought in the courts of the County. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

2.2 ANTI-DISCRIMINATION:

By submitting their bids, bidders certify to the County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2.3 ETHICS IN PUBLIC CONTRACTING:

By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

The Bidder shall identify any actual or potential conflicts of interest that exist, or which may arise if the Bidder is recommended for award, and propose how such conflicts might be resolved.

By his/her signature on the proposal documents submitted, each Bidder attests that her/his agents and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor has he/she colluded with anyone for and on behalf of the Bidder, or itself, to gain any favoritism in the award of this IFB.

2.4 IMMIGRATION REFORM AND CONTROL ACT OF 1986:

By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

2.5 ANTITRUST:

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the County of Prince George all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the County of Prince George, relating to the particular goods or services purchased or acquired by the County of Prince George under said contract.

2.6 CLARIFICATION OF TERMS:

If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

Any necessary additions or corrections to this IFB will be made by addenda, and issued to all Bidders of record. Addenda become part of the IFB, and must be acknowledged by each Bidder; failure to acknowledge any addenda shall not relieve Bidders of compliance with the terms thereof. The County assumes no responsibility for oral instructions.

2.7 QUALIFICATIONS OF BIDDERS:

The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to

inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The County further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

2.8 CHANGES TO THE CONTRACT:

Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The County may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the County a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the County's right to audit the contractor's records and/or to determine the correct number of units independently; or

2.9 DEFAULT:

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.

2.10 TAXES:

Sales to the County are generally exempt from federal excise and local and state sales and use taxes. State sales and use tax certificates of exemption will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. Sales tax, however, is paid by the County of Prince George on materials and supplies that are installed by a contractor and become a part of real property. Contractors are not exempt from paying taxes on these categories, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid. The County's excise tax exemption registration number is 54-6001528.

2.11 INSURANCE:

By signing and submitting a bid or proposal under this solicitation, the bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder further certifies that the contractor and any subcontractors will maintain these insurance

coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the County of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The County of Prince George must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

2.12 DRUG-FREE WORKPLACE:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

2.13 NONDISCRIMINATION OF CONTRACTORS:

A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or

disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

2.14 AUDIT:

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the County of Prince George, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

2.15 AVAILABILITY OF FUNDS:

The continuation of the terms, conditions, and provisions of any resulting contract beyond June 30 of any year, the end of the County's fiscal year, are subject to approval and ratification by The County of Prince George Board of Supervisors and appropriation by them of the necessary money to fund said contract for each succeeding year. It is understood and agreed between the parties herein that the County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

2.16 CONTRACT DOCUMENTS:

- (a) The contract entered into by the parties shall consist of the Invitation for Bids, the bid submitted by the contractor; General Terms and Conditions, these Additional Terms and Conditions; the Special Terms and Conditions; the drawings, if any; the specifications; and all modifications and addenda to the foregoing documents, all of which shall be referred to collectively as the contract documents.
- (b) All time limits stated in the contract documents, including but not limited to the time for completion of the work, are of the essence of the contract.
- (c) Anything called for by one of the contract documents and not called for by the others shall be of like effect as if required or called for by all, except that a provision clearly designed to negate or alter a provision contained in one or more of the other contract documents shall have the intended effect.
- (d) By submitting a bid or proposal, the successful bidder agrees to enter into a contract satisfactory to the County that contains only those provisions that are acceptable to the County and are consistent with the Bid documents. A 'form' contract generated by corporate headquarters, agent, or attorney for the bidder will not be acceptable to the County.

2.17 LAWS AND REGULATIONS:

- (a) The contractor shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work and shall give all notices required thereby.
- (b) This contract and all other contracts and subcontracts are subject to the provisions of Articles 3 and 5, Chapter 4, Title 40.1, *Code of Virginia*, relating to labor unions and the "right to work." The

contractor and its subcontractors, whether residents or nonresidents of the County of Virginia, who perform any work related to the project shall comply with all of the said provisions.

- (c) The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the County of Virginia and as issued by the Department of Labor and Industry under Title 40.1 of the *Code of Virginia* shall apply to all work under this contract. Inspectors from the Department of Labor and Industry shall be granted access to the work for inspection without first obtaining a search warrant from the court.
- (d) All bids submitted shall have included in their price the cost of any business and professional licenses, permits, or fees required by The County of Prince George or the County of Virginia.

2.18 WITHDRAWAL OR MODIFICATION OF BIDS:

Prior to bid opening, bids may be withdrawn or modified by written notice received from bidders prior to the deadline fixed for bid receipt. The withdrawal or modification may be made by the person signing the bid or by an individual(s) who is authorized by him/her on the face of the bid. Written modifications may be made on a separate document. Written modifications must be signed by the person making the modification or withdrawal.

No bid shall be altered or amended after the specified time for opening.

After the deadline fixed for bid receipt, A bidder for a public contract may request withdrawal of his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of the bid and which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may request withdrawal of his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid and which shall be clearly shown by objective evidence drawn from inspection of original work papers documents and materials used in the preparation of the bid sought to be withdrawn. In order for work papers, documents and materials submitted with the notice of withdrawal to be deemed trade secret or proprietary information pursuant to Code of Virginia, subdivision F of 2.2-4342, a bidder must expressly invoke the aforementioned statute in the notice of withdrawal and specifically state the reasons why protection under 2.2-4342-F is necessary.

If the County denies the withdrawal of a bid, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.

2.19 RECEIPT AND OPENING OF BIDS:

- (a) It is the responsibility of the bidder to assure that his/her bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. Bids received after the time designated for receipt of bids will not be considered.

- (b) Bids will be opened at the time and place stated in the advertisement, and their contents made public for the information of bidders and others interested who may be present either in person or by representative. The officer or agent of the owner, whose duty it is to open them, will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a proposal not properly addressed and identified.
- (c) The provisions of § 2.2-4342 of the Code of Virginia, as amended, shall be applicable to the inspection of bids received.
- (d) In the event that The County of Prince George is closed due to inclement weather and/or emergency situations prior to or at the time set aside for the published bid opening, the bid opening date will default to the next open business day at the same time.

2.20 PROPRIETARY INFORMATION:

Section 2.2-4342-F of the Code of Virginia states: Trade secrets or proprietary information submitted by a bidder, Bidder, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

2.21 BID ACCEPTANCE PERIOD:

Any bid in response to this solicitation shall be valid for 60 days. At the end of the 60 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

2.22 SUBCONTRACTS:

- (a) The contractor shall as soon as practicable after the signing of the contract, notify the owner in writing of the names of subcontractors proposed for the principal parts of the work. The contractor shall not employ any subcontractor that the owner may, within a reasonable time, object to as unsuitable. The owner will not direct the contractor to contract with any particular subcontractor unless provided in the specifications or bid form.
- (b) The owner shall, on request, furnish to any subcontractor, if practicable, the amounts of payments made to the contractor, the Schedule of Values and Requests for Payment submitted by the contractor, and any other documentation submitted by the contractor which would tend to show what amounts are due and payable by the contractor to the subcontractor.
- (c) The contractor agrees that he is as fully responsible to the owner for the acts and omissions of his subcontractors, suppliers, and invitee upon the site of the project and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

2.23 TAXES:

The contractor shall, without additional expense to the owner, pay all applicable federal, state, and local taxes, fees, and assessments except the taxes, fees, and assessments on the real property comprising the site of the project.

2.24 INSPECTION:

- a. All material and workmanship shall be subject to inspection, examination, and test by the owner and its project inspector at any and all times during construction. The project inspector shall have authority to reject defective material and workmanship and require its correction. Rejected workmanship shall be satisfactorily corrected and rejected material shall be satisfactorily replaced with proper material without charge therefore, and the contractor shall promptly segregate and remove the rejected material from the premises. If the contractor fails to proceed at once with replacement of rejected material and/or the correction of defective workmanship, the owner may, by contract or otherwise, replace such material and/or correct such workmanship and charge the cost to the contractor, or may terminate the right of the contractor to proceed, the contractor and surety being liable for any damages.
- b. Job-site inspections, tests conducted on site or tests of materials gathered on site, which the contract requires to be performed by independent testing entities, shall be contracted and paid for by the owner. Examples of such tests are the testing of cast in-place concrete, foundation materials, soil compaction, pile installations, caisson bearings, and steel framing connections. Although conducted by independent testing entities, the owner will not contract and pay for tests or certifications of materials, manufactured products, or assemblies which the contract, codes, standards, etc. require to be tested and/or certified for compliance with industry standards such as Underwriters Laboratories, Factory Mutual, or ASTM. If there are any fees to be paid for such tests and certifications, they will be paid by the contractor. The contractor shall also pay for all inspections, tests, and certifications which the contract specifically requires him to perform or pay, together with any inspections and tests which he chooses to perform for his own quality control purposes. The contractor shall promptly furnish, without additional charge, all reasonable facilities, labor, and materials necessary and convenient for making such tests. Except as provided in (c) below, whenever such examination and testing finds defective materials, equipment, or workmanship, the contractor shall reimburse the owner for the cost of re-examination and retesting.
- c. Should it be considered necessary or advisable by the owner at any time before final acceptance of the entire work to make an examination of any part of the work already completed, by removing or tearing out portions of the work, the contractor shall on request promptly furnish all necessary facilities, labor and material to expose the work to be tested to the extent required. If such work is found to be defective in any respect, due to the fault of the contractor or his subcontractors, he shall defray all the expenses of uncovering the work, of examination and testing, and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the contract, the actual cost of the contractor's labor and material necessarily involved in uncovering the work, the cost of examination and testing, and contractor's cost of material and labor necessary for replacement shall be paid to the contractor and he shall, in addition, if completion of the work has been delayed thereby, be granted a suitable extension of time.
- d. The project inspector will recommend to the owner that the work be suspended when in his judgment the drawings and specifications are not being followed. Any such suspension shall be continued only until the matter in question is resolved to the satisfaction of the owner. The cost of any such work stoppage shall be borne by the contractor unless it is later determined that no fault existed in the contractor's work.
- e. The project inspector has no authority to and shall not:
 - (1) Authorize deviations from the contract documents;

- (2) Enter into the area of responsibility of the contractor's superintendent;
- (3) Issue directions relative to any aspect of construction means, methods, techniques, sequences or procedures, or in regard to safety precautions and programs in connection with the work;
- (4) Authorize or suggest that the owner occupy the project, in whole or in part;
- (5) Issue a certificate for payment.

2.25 SUPERINTENDENCE BY CONTRACTOR:

- a. The contractor shall have a competent foreman or superintendent, satisfactory to the owner, on the job site at all times during the progress of the work. The contractor shall be responsible for all construction means, methods, techniques, sequences, and procedures for coordinating all portions of the work under the contract except where otherwise specified in the contract documents, and for all safety and worker health programs and practices. The contractor shall notify the owner, in writing, of any proposed change in superintendent including the reason therefore prior to making such change.
- b. The contractor shall, at all times, enforce strict discipline and good order among the workers on the project, and shall not employ on the work any unfit person, anyone not skilled in the work assigned to him, or anyone who will not work in harmony with those employed by the contractor, the subcontractors, the owner or the owner's separate contractors and their subcontractors.
- c. The owner may, in writing, require the contractor to remove from the work any employee the owner deems to be incompetent, careless, not working in harmony with others on the site, or otherwise objectionable.
- d. The owner may remove immediately from the site any employee for inappropriate or other disruptive conduct with written follow-up after removal.

2.26 WARRANTY OF MATERIALS AND WORKMANSHIP:

- a. The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, in first class condition, and in accordance with the contract documents. The contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades.
- b. Work not conforming to these warranties shall be considered defective.
- c. This warranty of materials and workmanship is separate and independent from and in addition to any of the contractor's other guarantees or obligations in this contract.

2.27 USE OF PREMISES AND REMOVAL OF DEBRIS:

- a. The contractor shall:

- (1) Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor;
 - (2) Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
 - (3) Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
- b. The contractor expressly undertakes, either directly or through his subcontractor(s), to effect all cutting, filling, or patching of his work required to make the same conform to the drawings and specifications, and, except with the consent of the owner, not to cut or otherwise alter the work of any other contractor. The contractor shall not damage or endanger any portion of the work or premises, including existing improvements, unless called for by the contract.
- c. The contractor expressly undertakes, either directly or through his subcontractor(s), to clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly, and workmanlike appearance. No such refuse, rubbish, scrap material, and debris shall be left within the completed work nor buried on the building site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law.
- d. The contractor expressly undertakes, either directly or through his subcontractor(s), before final payment, to remove all surplus material, false work, temporary structures, including foundations thereof, plants of any description and debris of every nature resulting from his operations and to put the site in a neat, orderly condition; to thoroughly clean and leave reasonably dust free all finished surfaces including all equipment, piping, etc., on the interior of all buildings included in the contract; and to thoroughly clean all glass installed under the contract including the removal of all paint and mortar splatters and other defacements. If a contractor fails to clean up at the completion of the work, the owner may do so and charge for costs thereof to the contractor.

2.28 PROTECTION OF PERSONS AND PROPERTY:

- a. The contractor expressly undertakes, both directly and through its subcontractor(s), to take every precaution at all times for the protection of persons and property which may come on the building site or be affected by the contractor's operation in connection with the work.
- b. The contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- c. The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the County of Virginia, issued by the Department of Labor and Industry under Title 40.1 of the *Code of Virginia* shall apply to all work under this contract.
- d. The contractor shall continuously maintain adequate protection of all his work from damage and shall protect the owner's property from injury or loss arising in connection with this contract. He shall make good any such damage, injury, or loss, except such as may be directly due to errors in the contract documents or caused by agents or employees of the owner. He shall adequately

protect adjacent property to prevent any damage to it or loss of use and enjoyment by its owners. He shall provide and maintain all passageways, guard fences, lights, and other facilities for protection required by public authority, local conditions, any of the contract documents or erected for the fulfillment of his obligations for the protection of persons and property.

- e. In an emergency affecting the safety or life of persons or of the work, or of the adjoining property, the contractor, without special instruction or authorization from the owner, shall act, at his discretion, to prevent such threatened loss or injury. Also, should he, to prevent threatened loss or injury, be instructed or authorized to act by the owner, he shall so act immediately, without appeal. Any additional compensation or extension of time claimed by the contractor on account of any emergency work shall be determined as provided by paragraph O, of the General Terms and Conditions.

2.29 TERMINATION BY OWNER FOR CONVENIENCE:

- a. Owner may terminate this contract at any time without cause, in whole or in part, upon giving the contractor notice of such termination. Upon such termination, the contractor shall immediately cease work and remove from the project site all of its labor forces and such of its materials as owner elects not to purchase or to assume in the manner hereinafter provided. Upon such termination, the contractor shall take such steps as owner may require to assign to the owner the contractor's interest in all subcontracts and purchase orders designated by owner. After all such steps have been taken to owner's satisfaction, the contractor shall receive as full compensation for termination and assignment the following:
 - (1) All amounts then otherwise due under the terms of this contract,
 - (2) Amounts due for work performed subsequent to the latest Request for Payment through the date of termination,
 - (3) Reasonable compensation for the actual cost of demobilization incurred by the contractor as a direct result of such termination. The contractor shall not be entitled to any compensation for lost profits or for any other type of contractual compensation or damage other than those provided by the preceding sentence. Upon payment of the forgoing, owner shall have no further obligations to the contractor of any nature.
- b. In no event shall termination for the convenience of the owner terminate the obligations of the contractor's surety on its payment and performance bonds.

2.30 GUARANTEE OF WORK:

- a. Except as otherwise specified, all work shall be guaranteed by the contractor against defects resulting from the use of inferior materials, equipment, or workmanship for one (1) year from the date of final acceptance of the entire project by the owner in writing. Equipment and facilities, which have seasonal limitations on their operation, shall be guaranteed for one (1) full year from the date of seasonally appropriate tests and acceptance, in writing, by the owner.
- b. If, within the guarantee period, defects are noticed by the owner which require repairs or changes in connection with the guaranteed work, those repairs or changes being in the opinion of the owner rendered necessary as the result of the use of materials, equipment or workmanship, which are

defective, or inferior or not in accordance with the terms of the contract, then the contractor shall, promptly upon receipt of notice from the owner, such notice being given not more than two weeks after the guarantee period expires, and without expense to the owner:

- (1) Place in satisfactory condition in every particular all of such guaranteed work and correct all defects therein;
 - (2) Make good all damage to the structure, site, equipment, or contents thereof, which is the result of the use of materials, equipment, or workmanship which are inferior, defective, or not in accordance with the terms of the contracts; and
 - (3) Make good any work, materials, equipment, contents of structures, and/or disturbance of the site in fulfilling any such guarantee.
- c. In any case, where in fulfilling the requirements of the contract or any guarantee embraced in or required thereby, the contractor disturbs any work guaranteed under contract, he shall restore such work to a condition satisfactory to the owner and guarantee such restored work to the same extent as it was guaranteed under such other contract.
- d. If the contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the owner may have the defects corrected and the contractor and his surety shall be liable for all expense incurred.
- e. All special guarantees applicable to definite parts of the work that may be stipulated in the specifications or other papers forming a part of the contract shall be subject to the term of this section during the first year of the life of such special guarantee.
- f. Nothing contained in this section shall be construed to establish a period of limitation with respect to any other obligation which the contractor might have under the contract documents, including liability for defective work under Warranty of Materials and Workmanship section of these additional terms and conditions. This paragraph relates only to the specific obligation of the contractor contained in this section to correct the work and does not limit the time within which his obligation to comply with the contract documents may be sought to be enforced, nor of the time within which proceedings may be commenced to establish the contractor's liability with respect to his other obligations under this contract.
- g. In the event the work of the contractor is to be modified by another contractor, either before or after the final inspection, the first contractor shall remain responsible in all respects under the guarantee of work and under any other warranties provided in the contract or by law. However, the contractor shall not be responsible for any defects in material or workmanship introduced by the contractor modifying its work. Both the first contractor and the contractor making the modifications shall each be responsible solely for the work done by each. The contractor modifying the earlier work shall be responsible for any damage to or defect introduced into the work which he is modifying. If any contractor shall claim that another contractor has introduced defects of materials and/or workmanship into the work of the first, it shall be the burden of the contractor making the claim to clearly demonstrate the nature and extent of such introduced defects and the responsibility of the other contractor. Any contractor modifying the work of another shall have the same burden if he asserts defects to have been caused by the contractor whose work he is modifying.

3.0 SPECIAL TERMS AND CONDITIONS

3.1 AWARD OF CONTRACT:

3.1.1 AWARD:

An award will be made to the lowest responsive and responsible bidder and shall be based on GRAND TOTAL. Unit prices, extensions and grand total must be shown and **must be submitted** on the Pricing Summary (Attachment 2). The bidder shall make every reasonable effort to insure their submission is free of arithmetic errors. Attachment 2 will be provided in Excel format to minimize risk of errors. In case of arithmetic errors, the unit price will govern.

The County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award. Bid results will be publicly announced, but winner will not be announced at bid opening. Staff will need sufficient time to insure that bids are free of error and are responsive. Any municipal or cooperative pricing used shall be documented on Pricing Summary (Attachment 2) as requested. Any substitutions shall be noted on the Pricing Summary (Attachment 2) as Requested. Full product details, to include pictures and descriptions for all substitutions shall be provided with bids. Any bids not following these specifications can be deemed non-responsive.

In the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the Code of Virginia. If no County or Commonwealth choice is available, the tie shall be decided by lot.

3.2 BID PRICES:

Bid shall be in the form of a firm unit price and summarized on the Pricing Summary (Attachment 2) in the exact format requested. Freight and installation shall be listed at the end and as separate amounts. A subtotal and grand total shall be provided as requested. As stated in 3.1, bidders should clearly note municipal or cooperative pricing utilized on Pricing Summary (Attachment 2). **The vendor shall not bill/invoice freight and installation charges in excess of totals provided in their bid.**

3.3 CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:

By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: _____ Subcontractor Name: _____

Business License # _____ Type _____

3.4 DELIVERY:

State your earliest firm delivery or performance date if award is made on August 1, 2018 in Section 4.0 TERMS AND SIGNATURE SHEET. This date may be a factor in making the award.

3.5 DELIVERY AND STORAGE:

It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation. All coordination shall be made through Mike Purvis, Director of General Services.

3.6 DELIVERY NOTIFICATION:

The County shall be notified **at least 5 business days** prior to delivery of any items **with an expected timeframe of delivery provided** so that personnel may be available to allow access to the building and verify items received. Notification shall be made to:

Mike Purvis, Director of General Services. (804) 722-0775 or (804) 892-0971;
mpurvis@princegeorgecountyva.gov

Failure to provide such advance notice, or failure to meet expected delivery timeframe, may result in denied access to the building and/or delivery refusal. Any expense for delivery refusal shall be borne by contractor / subcontractor.

3.7 EXTRA CHARGES NOT ALLOWED:

The bid price shall be for complete installation ready for the County's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.

3.8 FINAL INSPECTION:

At the conclusion of the work, the contractor shall demonstrate to the authorized owners representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.

3.9 INSTALLATION:

All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises. See Sections VI and VII of Furniture Specifications (Attachment 1).

A targeted installation date is during the November 5 – 15, 2018 timeframe, ***but sooner if possible.*** An estimate of delivery and installation is requested in section 4.0 Terms and Signature Sheet which shall be submitted with bid.

3.10 ENTRY REQUIREMENTS TO COURTHOUSE BUILDING:

All contractors, sub-contractors, delivery and installation personnel will be required to successfully pass a criminal background check. ***Our local Courthouse Security Clearance Form shall be completed and submitted at least 10 days prior to delivery of furniture.*** The criminal background form is provided for review purposes (Attachment 3).

3.11 BUILDING CONDITIONS & ACCESS:

It is anticipated that the building renovation will be complete prior to delivery and installation of furniture (drywall, painting, flooring installation complete). The lower level of the Prince George County Courthouse can be directly accessed from exterior of the building with no travel on elevators or stairs. All deliveries must be coordinated with Mike Purvis, Director of General Services. County personnel must accompany delivery personnel at all times within the Courthouse building.

3.12 PRODUCT INFORMATION:

The bidder shall price and deliver products as specified. Substitutions will only be allowed as outlined in IV. D. of Furniture Specifications (Attachment 1). Full descriptive information shall be provided for all substitutions and substitute items should be provided with bid, and should be clearly noted on Pricing Summary (Attachment 2) as required. Failure to comply may cause the bid to be considered nonresponsive.

3.13 WARRANTY (COMMERCIAL):

The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the County by any other clause of this solicitation. A copy of these warranties should be furnished with the bid/proposal. See section III D. of Furniture Specifications (Attachment 1) for requirements of manufacturers' and contractor's warranties.

3.14 WORK SITE DAMAGES:

Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the County's satisfaction at the contractor's expense.

4.0 TERMS AND SIGNATURE SHEET

Terms and Signature Sheet:

IFB # 18-0621-1

Furniture – Prince George Courthouse Lower Level

Our total lump sum price (including freight and installation) “Grand Total” shall be:
\$ _____

The details of this grand total are provided as required on the Pricing Summary (Attachment 2).

Please provide a date of completion if award is made on August 1, 2018.

_____.

In compliance with this invitation and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or service upon which prices are quoted, at the price quoted, as specified.

My signature on the bid certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same material, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorizing to sign this bid for the bidder.

If there are any parts of the terms and conditions that your company cannot meet please indicate which ones on an attached page.

Company Name: _____

Address: _____

Signature: _____

Name (type or print) _____

Official Title: _____

Date: _____

Telephone Number: _____

E Mail Address: _____

Furniture Specifications

ATTACHMENT #1

IFB# 18-0621-1

FF&E Specifications

Open Lines

D01 - D04

S02 -S09, S11-S20

T01 - T09

Prince George Courthouse

Lower Level Build-Out

Furniture

June 21, 2018



13337 Greenwood Road
Glen Allen, VA 23059
804-752-2523

Furniture Specifications

I. SUMMARY OF WORK

- A. Work includes new furnishings as defined in this Summary, Itemized Specifications and Furniture Plan.
- B. Items include Furnishings as itemized herein.
- C. This Contractor shall purchase on Municipal, GSA or Cooperative Contracts where available. Vendor to notify County to allow them to join Cooperative required.
- D. Bidder shall submit unit prices for each item. Unit price for each item shall show List Price, and net price to the County. Freight and Installation shall be listed for the entire project (not by item). At the end of the itemized prices, freight and Installation shall be listed as separate numbers.
- E. Specified products are to be bid as specified, no substitutions.
- F. Installers and Supervisors shall meet all requirements of entry to Prince George Courthouse. Refer to the Invitation for Bid for specific requirements.
- G. A pre-bid / site walk through will not be held. Furniture Contractor receiving bid award will be allowed to visit the site at a later time.
- H. Installation time frame will be as noted in the Invitation for Bid accompanied with this package. Installation start time may be delayed and is dependent upon the completion by the Construction General Contractor. Owner will give as much notice as possible of any change in delivery schedule.
- I. It is anticipated that the project will be available for furniture installation as identified in the Invitation for Bid. Owner will schedule exact date with this Contractor in coordination with the building completion and other Owner's contractors.
- J. See Invitation for Bid for description of building conditions and access to the furniture dealer/installer.

II. RESPONSIBILITIES

- A. This Contractor is responsible for providing and obtaining approval of all non-standard fabrics and for ordering and supplying all fabrics to the manufacturer including COM fabrics and COL Leathers.
- B. This Contractor is responsible for measurements and verification of existing conditions as required for proper installation. Contractor shall notify the Owner of any discrepancies in order for the Owner to clarify or make adjustments.
- C. This Contractor's responsibilities shall include, but are limited to, all labor, equipment, materials and supervision necessary for the manufacturing, storage, delivery, unloading, unpacking, installation and clean-up of all items.
- D. This Contractor is responsible for confirming item counts and confirming coordination between specification descriptions and manufacturer's product numbers. Any discrepancies shall be resolved prior to ordering product or this Contractor shall bear the responsibility for correction.

Furniture Specifications

- E. This Contractor is responsible for coordinating and scheduling all steps of the project to allow ample time for each step and to assure on-time completion. Contractor shall allow time for issuance of GSA and Open Purchase Orders, Vendor order placement, manufacturer's acknowledgement, manufacturing, shipping and installation.
- F. This Contractor is responsible for confirming availability and ordering all products in order to meet the scheduled installation. Requests for reselection due to discontinued items shall be made in a timely manner to allow submission of recommended substitutions, selections and processing changes.
- G. Coordination with the General Contractor at the site and the Owner's other contractors shall be through those identified in the Invitation for Bid.
- H. All federal, state and local electrical and other applicable codes shall be strictly honored.
- I. All materials shall meet quality standards for commercial use and shall have Class A fire rating.

III. SUBMITTALS

- A. Sample - Not required, unless specifically noted in specification.
- B. This Contractor shall submit "Green", "LEED" or other sustainable practices certificates for products used in manufacturing.
- C. Maintenance Data
 - 1. Provide, in duplicate, operation, maintenance and cleaning instructions, to include, but not limited to, specific cleaning agents, stain removal and cleaning method for all soft and hard materials.
 - 2. Provide instruction for precautionary measures for proper maintenance.
- D. Warranty
 - 1. Convey all manufacturers' warranties to the County.
 - 2. This Contractor shall provide a minimum five-year warranty on all products and a one-year warranty on the installation of all products.
 - 3. Manufacturer shall repair or replace all products failing to comply with the warranty set forth herein or products failing to comply with specifications. Manufacturer shall bear all warranty costs such as labor, material, inspection and shipping.

IV. QUALITY OF ASSURANCE

- A. This Contractor to provide notification of any discrepancies prior to proceeding with work.
- B. This Contractor shall be responsible for replacing improperly installed or defective products, at no cost to the Owner.
- C. All products, manufacturing & fabrication shall be commercial grade to ensure durability of construction and finishes.

Furniture Specifications

- D. Substitutions may be offered only if the specified item is not available to the Bidder. Substitutions will not be considered if the Bidder has access to the specified product. If a substitution is being offered for consideration, Bidder must include, with the bid, documentation illustrating the product and documentation that the substitution meets the design intent and quality of that specified. Substitutions shall include the finishes and or fabrics specified. The Owner may accept or reject the substitution in the best interest of the project.

V. PRODUCT

- A. Product shall be as specified.
- B. All specified fabrics are to be included with and provided by the specified furniture manufacturer and this Contractor.

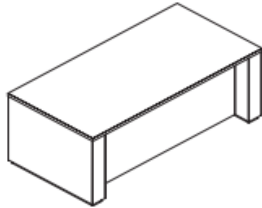
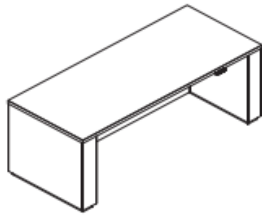
VI. STORAGE, DELIVERY & INSTALLATION

- A. This Contractor is responsible for receiving and storing all items until installation.
- B. This Contractor shall provide first class workmanship with fully insured, properly trained technicians and supervision. All work shall be in accordance with manufacturer's guidelines and products.
- C. This Contractor shall be responsible for confirmation of all item counts of product on site. Contractor shall inspect all products to confirm condition and to verify compliance with contract documents.
- D. This Contractor shall protect all adjacent work from damage. Should damage occur, he shall be responsible for the return of work to its original condition, by approved workman. He shall be responsible for daily removal of all debris and cleaning of the facility during the project to maintain a clean environment.
- E. Components shall be properly aligned, free moving, securely connected, evenly aligned and properly fitted to assure smooth operation.
- F. This Contractor shall provide a complete punch list of all outstanding items with dates of intended resolution, prior to the substantial completion walkthrough.
- G. This Contractor shall follow-up on all punch list items in coordination with Owner's schedule and availability of the building.

VII. CLEAN UP

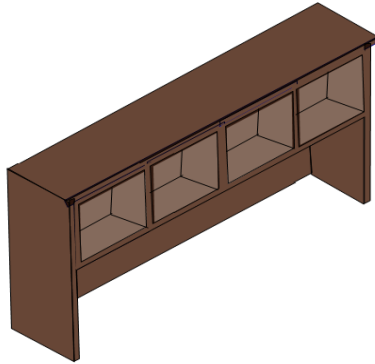
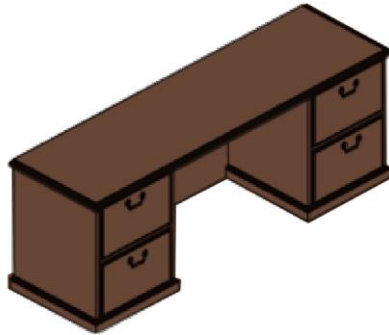
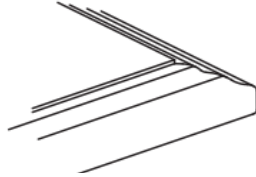
- A. Prior to completion, all areas shall be clean and ready for occupancy. Surfaces shall be dust free, walls shall be smudge free and floors vacuumed.
- B. Remove all protective materials from new and adjacent work and leave all surfaces in good condition.
- C. Remove from the site all trash and packaging materials. The Owner is not responsible for provision of trash receptacles or dumpster.

Desk Specifications



Category:	Desk	Rm. No.	Rm. Name	Qty.
Item No:	D01			
Item:	Desk	0L101	Office - Waymak	1
Manufacturer:	National Furniture			
Description:	Adjustable height, 36x72			
Model #: 59N3672DSFBAW Dimensions: 36"d x 72"w x 29 3/16-44"h Description: Teresa Series Adjustable Height Desk Full modesty, breakfront Wood veneer, plain sliced slipmatched cherry Top with 3mm softened profile wood rim Matching laminate (to wood veneer) interior leg shroud Wood grain to run vertical on all panels Grommet, Left side, round, black Power cord: Type A Plug, max 10A 125V, 78 3/4" length Wood Finish: Truffle TF, Standard Sheen R				
		Total Quantity		1

Desk Specifications

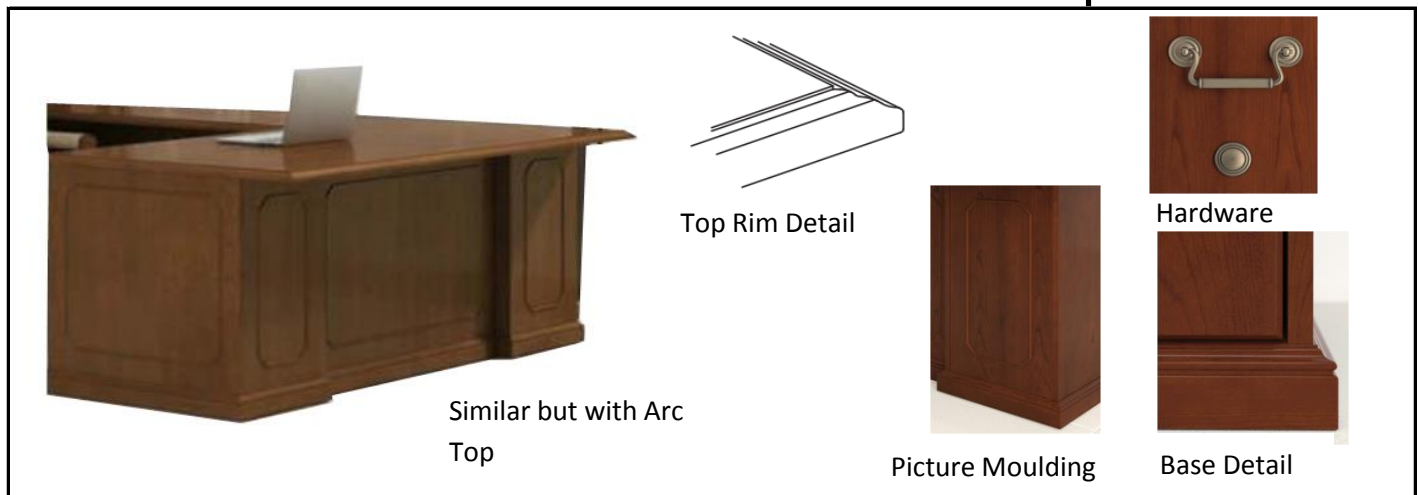
							
Custom Hutch w/ Open Shelves		Credenza		Hardware		Cornice Detail	
							
				Top Rim Detail		Base Detail	
Category:		Desk		Rm. No.	Rm. Name		Qty.
Item No:		D02					
Item:		Credenza w/ Shelving Hutch		0L101	Office - Waymak		1
Manufacturer:		National Furniture					
Description:		Roosevelt Series					
Assembly consisting of:							
Credenza Model #: 51N2172CKFW2							
Credenza Dimensions: 24"d X 72"w x 29 1/2"h							
Hutch Custom#: NCG81435010							
based upon standard Model #: 51N7236HBHW							
Hutch Dimensions: 14 3/4"d x 72"w x 36"h							
Description: Wood veneer, bookmatched walnut							
Mitered Rim, Base and Corner detail							
No picture moulding							
Credenza: Kneespace with File/File storage							
Grommet: Center, round, black, G13C							
Scroll Hardware: Classic Nickel finish 82AB							
Locks: Black, KRB							
Key Specific, KS2B, Lock Core, NCCB012, Qty 2							
Hutch: Highback organizer, full back, custom with open shelving							
Secure hutch to wall after approval of final location							
Wood Finish: Truffle TF,							
Standard Sheen R							
Wood grain to run vertical all panels							

Desk Specifications



Category:	Desk	Rm. No.	Rm. Name	Qty.
Item No:	D03			
Item:	Bookcase	0L102	Office - Saunders	1
Manufacturer:	National Furniture			
Description:	Freestanding			
Model #: 51N3452BC0FW Dimensions: 14 1/8"d x 35 3/4"w x 56 1/2"h Description: Roosevelt Series Bookcase with Cornice Frame #51N1436CPCFW and Base # 51N1435CPBW 2 Adjustable Shelves, 2 Stationary Shelves Wood Veneer Wood Finish: Truffle on Walnut TF, Standard Sheen R Wood grain to run vertical all panels				
		Total Quantity		1

Desk Specifications



Similar but with Arc
Top

Top Rim Detail

Hardware

Picture Moulding

Base Detail

Category:	Desk	Rm. No.	Rm. Name	Qty.
Item No:	D04			
Item:	Desk with Left Return	0L102	Office - Saunders	1
Manufacturer:	National Furniture			
Description:	Custom Bow Front Desk Top			
Desk Model #: Custom# NCG113635010 based upon standard Model 51N3672DRFW1 Desk Dimensions: 35 3/4"d x 71 3/4"w x 29 1/2"h Description: Roosevelt Series, walnut wood veneer Desk with right storage pedestal (box/box/file), pencil drawer, custom bow (arc) front top and left return with single storage pedestal (file/file) Return Model #: 51N245ORLEFW2 Return Dimensions: 23 1/4"d x 50"w x 29 1/2"h Center Grommet in Return G13C Key Specific, KS2B, Lock Core NCCB015, Qty 3 Provide Master Key, NCCBMK Wood Finish: Truffle on Walnut, TF Standard Sheen, R Wood grain to run vertical all panels Scroll Hardware: Classic Nickel finish 82AB				
		Total Quantity		1



Laminate

Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18



Laminate

Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18



Upholstery Fabric

Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18

Seating Specifications

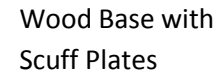


Upholstery Fabric

Wood Finish

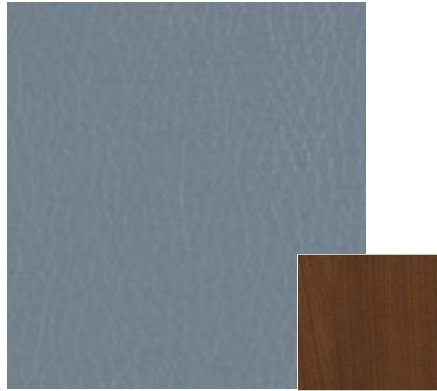


Category:		Rm. No.	Rm. Name	Qty.
Item No:	S05			
Item:	Task Chair	OL106	Courtroom	6
Manufacturer:	Trinity Furniture			
Description:	Swivel with Arms			
Model #: 430-2 Dimensions: 24"w x 29"d x 40-43"h, AH 27-30" Seat 20"w, 19"d Description: Traditional Washington Medium Back Chair with open solid cherry wood, upholstered arm Tilt Swivel with lock, Pneumatic seat height adjustable Classic Wood Base CWB, Solid hardwood cap, steel reinforced 5 Prong base with 55mm black wheel casters for carpet Brass Scuff Plates, Set of 5 Wood Finish: HW Hampton Walnut Fabric Manufacturer: Momentum Pattern: Synergy Color: Denim Content: 71% Post Consumer Recycled Polyester 29% Polyester Finish: Crypton Green No Repeat 53" Width				
		Total Quantity 6		



Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18

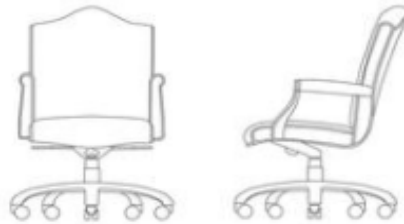
Seating Specifications



Upholstery Fabric

Wood Finish

Open wood arms



Category:	Seating S07 Task Chair Trinity Furniture Swivel, Arms	Rm. No.	Rm. Name	Qty.
Item No:				
Item:		0L106	Courtroom	2
Manufacturer:				
Description:				
Model #: 532-4 Dimensions: 25"w x 28"d x 36-39"h, AH 25-28" Description: Conrad Plain Back Executive Seating Low Back Chair, Exposed wood open arm, Knee Tilt Swivel with Infiinite Lock Pneumatic Seat Height Adjustable Arched Resin Base ARB, Black reinforced Nylon 5 prong vase with 55mm black dual wheel casters for carpet Wood Finish: HW Hampton Walnut Fabric Manufacturer: Momentum Pattern: Canter Color: Nimbus Content: 100% Polyurethane/PVC Free Backing: Acrylic Finish: Anti-Microbial, Anti-Bacterial No Repeat 54" Width				
		Total Quantity 2		



Upholstery Fabric

Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18



Wood Finish



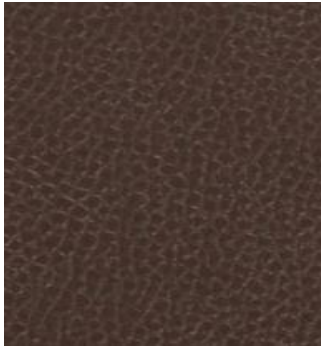
Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18



Wood Finish

Page 17

Seating Specifications

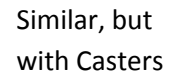


Upholstery Fabric



Wood Finish

[illegible]



Casters on 4 legs

Model #: S-507A -4C
Dimensions: 21.5"w x 27"d x 38"h
SW 21", SD 18"
Description: Armless chair with upholstered seat &
back, wooden legs with casters

Wood Finish: Chestnut

Fabric Manufacturer: Momentum
Pattern: Synergy
Color: Denim
Content: 71% Post Consumer Recycled Polyester
29% Polyester
Finish: Crypton Green
No Repeat
53" Width



Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18



Wood Finish



Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18



Wood Finish



Prince George Courthouse Lower Level Build-Out
HVCC / Universal Design
06 21 18

Seating Specifications



Upholstery Fabric

Metal Finish



Category:	Seating	Rm. No.	Rm. Name	Qty.
Item No:	S17			
Item:	Chair	0L131	Break Room/Storage	6
Manufacturer:	KFi			
Description:				
Model #: HWC1030 Dimensions: 20"w x 26"d x 34.5"h SW 19.5", SD 17" Description: Upholstered seat and back with metal frame of 1" square tubing - 18 Gauge steel Ganging pc permanently attached Built-in Lumbar support Front and rear stretcher bar Stacking 6-8 high, w/ stack bumpers Front roll seat Black polyethylene glides Frame: Sandtex Black (SB) Fabric Manufacturer: Momentum Pattern: Beeline Color: Nimbus Content: 100% Polyurethane/PVC Free Backing: Polyester Finish: Anti-Microbial, Anti-Bacterial No Repeat 54" Width				
		Total Quantity		6

Seating Specifications



Upholstery Fabric

Wood Finish



Arm Cap



Category:	Seating	Rm. No.	Rm. Name	Qty.
Item No:	S18			
Item:	Guest Chair w/ Arms	0L103	Waiting	1
Manufacturer:	National Furniture			
Description:	Bariatric size			
Model #: 39A-BWAAT				
Dimensions: 34 3/4"w x 24"d x 35"h,				
AH 25 3/4", SW 32"				
Description: Timberlane Series				
Bariatric Guest Chair with Arms				
3/4" Upholstered Back, Upholstered Seat				
Black Polyurethane Arm Caps				
Maple Wood Frame				
Wood Finish: Truffle TF				
Fabric Manufacturer: Momentum				
Pattern: Syntax				
Color: Hudson				
Content: 50% Post Consumer Recycled Polyester,				
50% Polyester				
Backing: Acrylic				
Finish: Soil & Stain Resistant				
Repeat: 6 1/4" L, 7 1/8" W				
54" Width				
		Total Quantity		1

Seating Specifications



Upholstery Fabric



Wood Finish



Arm Cap

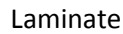
Chair Similar w/ 3/4
Upholstered Back

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Laminate

Prince George Courthouse Lower Level Build-Out
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06 21 18



Prince George Courthouse Lower Level Build-Out
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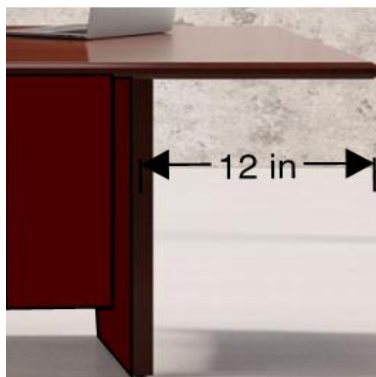


Prince George Courthouse Lower Level Build-Out
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06 21 18

Table Specifications



Top Rim Detail



Thin Panel Bases w/ custom cut front Modesty Panel

Undersurface
Wire Manager

Category:	Table	Rm. No.	Rm. Name	Qty.
Item No:	T03			
Item:	Table, 36x72	0L106	Courtroom	3
Manufacturer:	National			
Description:	Barrington Series			
Model #: Top, 50NN3672RTW. Base, BW-2427S Dimensions: 36"d x 72"w top, 24"w x 27"h base Description: Barrington Series Conference Table, Wood veneer, top with (2) thin panel bases (vertical grain) Grommets G10LR, black finish, round, left & right Wire Manager 4"d x 3"w, pack of 2, #NAC0403WM Modesty Panel Full Overlay, Custom Cut in Field: Field cut to custom approx. 48" width to fit between two end panels Filler - 4 sets of brackets to be installed on modesty and legs Model # WW4821MPW Wood veneer with vertical grain Mount Panel Bases 12" centerline from side edge Wood Finish: Truffle, TF Standard Sheen R				
		Total Quantity		3

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Powdercoat Base

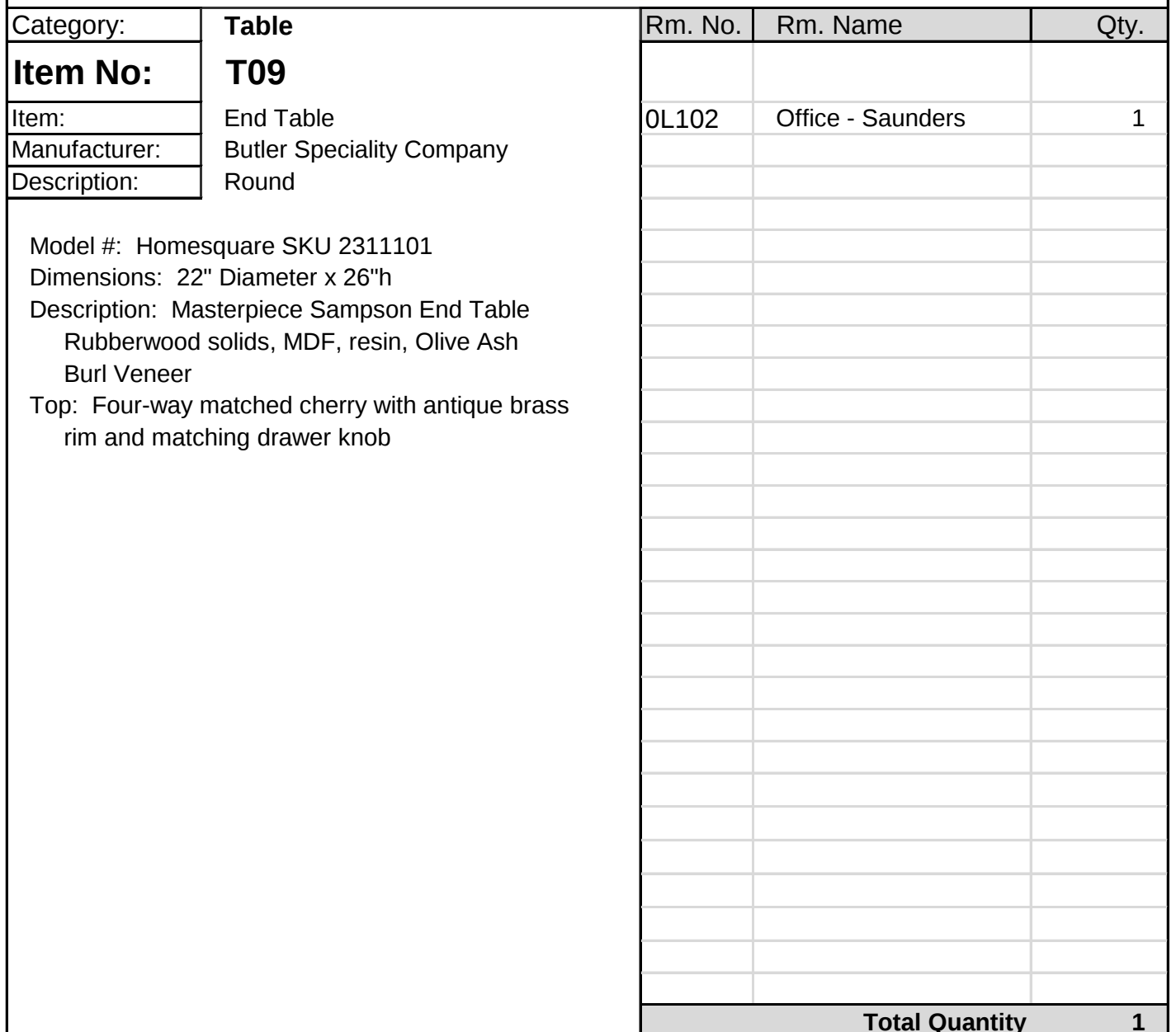
Model #: PETI3072REFX

Dimensions:

Description: Performance Series Fixed Base
Rectangular Table
1 3/4" Thick Top with PVC Flat Edgeband with
radius corners, LP3R
T1 Style Base, Powdercoat finish
Self leveling glides

Laminate Top: Formica, #8824-58, White Drops
PVC Edge: NM Nimbus
Base: NM Nimbus

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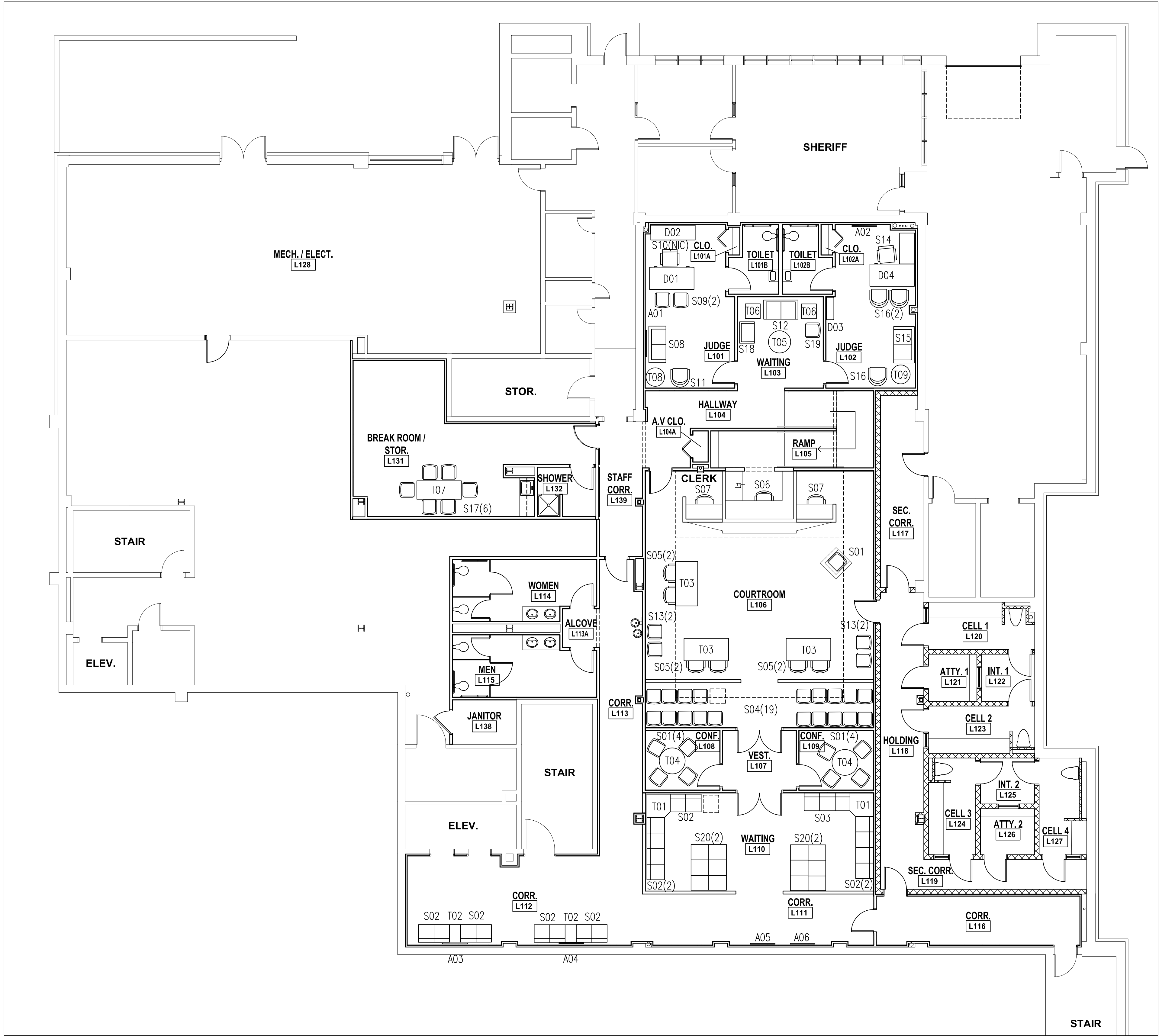


proj. no. : 5606
drawn by: DLD
checked by: ---
date: 06-21-2018
revisions:

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FURNITURE PLAN

F.01



FURNITURE PLAN
NTS

ITEMS A01 - A06 & S10 SHOWN ON PLAN
ARE NOT IN CONTRACT AND FOR
INFORMATIONAL PURPOSES ONLY.

PRICING SUMMARY PRINCE GEORGE COUNTY
FURNITURE - COURTHOUSE LOWER LEVEL RENOVATION - INVITATION FOR BID #18-0621-1

Attachment 2
REQUIRED

Item #	Manufacturer	Item	Description	Qty	List Price Each	Net / BID Price Each	Extended \$	Municipal or Cooperative Contract Reference (If Applicable)	Vendor Notes
D01	National	Desk 36 x 72	Adjustable Height. Judge Waymak	1			0		
D02	National	Credenza w/ Hutch	Judge Waymak	1			0		
D03	National	Bookcase 36"w	Judge Saunders	1			0		
D04	National	Desk 36 x 72 w/ Return	Single Ped, B/B/F, Judge Saunders	1			0		
S01	Not Used								
S02	HPFi	Sectional 2 Seat	Laminate base, upholstered seat/back	9			0		
S03	HPFi	Sectional 3 Seat	Laminate base, upholstered seat/back	1			0		
S04	Kfi	Chair	Ganging, Stackable	19			0		
S05	National	Chair	Arms, Casters @ Courtroom Tables	6			0		
S06	Trinity	Judge Chair	Courtroom Bench	1			0		
S07	Trinity	Clerk Chair	Clerk/Bench Chair	2			0		
S08	SitOnIt	Sofa 3 seat	Judge Waymak	1			0		
S09	National	Side Chair with Arms	Judge Waymak	2			0		
S10	Not Used								
S11	National	Side Chair without Arms	Judge Waymak	2			0		
S12	Trinity	Love Seat	Waiting	1			0		
S13	St. Timothy	Side Chair with Casters, no arms	Courtroom	4			0		
S14	Trinity	Executive Desk Chair	Judge Saunders	1			0		
S15	Trinity	Love Seat	Judge Saunders	1			0		
S16	Trinity	Side Chair with Arms	Judge Saunders	3			0		
S17	KFi	Chair	Stacking, Break Room	6			0		
S18	National	Side Chair	Waiting, Bariatric	1			0		
S19	National	Guest Chair with Arms	Waiting	1			0		
S20	HPFi	Sectional, 3 seat Bench	Waiting	4			0		
T01	HPFi	Corner Table w/ sectional furn 25x24x14h	Waiting	2			0		
T02	HPFi	Table w/ sectional furniture	Corridor	2			0		
T03	National	Table 36x72 with Modesty Panel	Courtroom	3			0		
T04	Versteel	Table, 42" dia	Conference	2			0		
T05	Trinity	Round Coffee Table, 36" dia	Waiting, Corian Top	1			0		
T06	Trinity	End Table, 24" Square	Waiting, Corian Top	2			0		
T07	Versteel	Table 30x72	Break Rm	1			0		
T08	Fairfield	End Table, 26" Dia	Judge Waymak	1			0		
T09	Butler Speciality	End Table, 22" Dia	Judge Saunders	1			0		
T10	Not Used								
T11	Versteel	Table 30x72	Break Rm	1			0		
	FurnitureSubtotal						\$0		
			Freight -						
			Installation -						
	Grand Total Furniture Bid						\$0		

Personal Data

Address: _____ **City:** _____ **State:** _____

Signature of Applicant: _____ **Date:** _____

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Approved By Sheriff _____ **Date:** _____