

REQUEST FOR PROPOSALS FOR LOCKERS & LOOSE FF&E SERVICES FOR

CITY SCHOOLS OF DECATUR TALLEY STREET ELEMENTARY SCHOOL

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

THURSDAY, DECEMBER 13, 2018, 10:30 A.M. E.S.T.

CITY SCHOOLS OF DECATUR – CENTRAL OFFICE
ATTN: OPERATIONS DEPARTMENT
125 ELECTRIC AVENUE
DECATUR, GEORGIA 30030

RFP #18-017

THE OFFEROR IS RESPONSIBILE FOR SUBMITTING A RESPONSE TO THIS REQUEST FOR PROPOSALS (RFP) TO THE CITY SCHOOLS OF DECATUR ON OR BEFORE THE STATED DATE AND TIME.

ISSUE DATE: November 15, 2018

MEMO

TO: Fixtures, Furniture & Equipment Firms

FROM: Noel Maloof

Executive Director of Operations – City Schools of Decatur

DATE: November 15, 2018

SUBJECT: RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services - Talley Street

Elementary School

It is the desire of CSD to engage the services of a Fixtures, Furniture, & Equipment (FF&E) Service Firm to deliver and install a complete set of FF&E to the new Talley Street Elementary School. In order to expedite the process, CSD is going to evaluate firms based on their Proposals and select a Vendor or Vendors. The awarded Firm will be coordinated by our Construction Manager overseeing the construction of this new facility and their required schedule for deliveries and installation of said systems.

The attached RFP contains information on the specific items and services the firm shall provide. In addition, it outlines how the selection process will be managed, CSD's requirements, CSD's evaluation of the submittal packages and their contract requirements. After you have reviewed the RFP information, you are invited to submit your firm's submission as a FIXTURES, FURNITURE, & EQUIPMENT SERVICE Firm to the City Schools of Decatur.

Qualifications are to be sealed, marked with the Offeror's name and address and labeled: RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services - Talley Street Elementary School and delivered to:

City Schools of Decatur Central Office 125 Electric Avenue Decatur, Georgia 30030

no later than <u>THURSDAY</u>, <u>DECEMBER 13</u>, <u>2018</u>, <u>10:30 A.M. E.S.T.</u> Submissions received after said date and time will not be considered. Having the wrapper or envelope postmarked by December 13, 2018 does <u>not</u> meet the requirements of this Request for Proposal. Delivering the document to a commercial delivery service is also not sufficient until the offer is actually received at the designated location.

The written requirements contained in this RFP shall not be changed or superseded except by written addendum from the City Schools of Decatur. The Owner reserves the right to reject any and all proposals deemed to be non-responsive. The City Schools of Decatur also reserves the right to reject any and all qualifications, to waive any technicalities, informalities or irregularities and to ultimately award a contract to the firm that is deemed to have presented the best and most advantageous qualifications for the School District, resulting from an evaluation process using criteria set forth in Section III of this qualifications document.

Any inquiries regarding this RFP must be submitted in writing no later than Friday, November 30, 2018 12:00 P.M. E.S.T. to: Noel Maloof, Executive Director of Operations, 125 Electric Avenue Decatur, GA 30030, or email: nmaloof@csdecatur.net. Questions will be answered in writing by addendum. Questions received after November 30, 2018 will not receive a response. A list of names of firms providing submissions may be obtained from him via email request after the submittal due date and time stated herein.

TABLE OF CONTENTS

REQUEST FOR PROPOSAL	02
Legal Advertisement	04
Section I - Request for Proposals, Overview & Procedures	06
Section II - Submission Requirements	10
Section III - Evaluation and Selection Process	12
Section IV - Attachments	15
A. Qualifications for Performance of Work	
B. Required Equipment & Services	
C. Acknowledgement of Addendum Form (required submittal)	
D. Reference Survey Form (required submittal)	
E. FEE SCHEDULE (required submittal generated by Offeror)	
F. Contractor Affidavit O.C.G.A. §13-10-91 (required submittal)	

NOTE:

Please examine the contents of the RFP package and if anything is missing contact Noel Maloof at $\underline{nmaloof@csdecatur.net}$

REQUEST FOR PROPOSALS

ADVERTISEMENT

Competitive sealed submissions will be accepted by the City Schools of Decatur until <u>THURSDAY</u>, <u>DECEMBER 13, 2018, 10:30 A.M. E.S.T.</u>, at City Schools of Decatur, Central Office, 125 Electric Avenue, Decatur, Georgia 30030, for <u>RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services – Talley Street Elementary School</u>

It is the desire of CSD to engage the services of a Fixtures, Furniture, & Equipment (FF&E) Service Firm to deliver and install a complete set of FF&E to the new Talley Street Elementary School. In order to expedite the process, CSD is going to evaluate firms based on their Proposals and select a Vendor or Vendors. The awarded Firm will be coordinated by our Construction Manager overseeing the construction of this new facility and their required schedule for deliveries and installation of said systems.

The RFP contains information on the specific items and services the firm shall provide. In addition, it outlines how the selection process will be managed, CSD's requirements, CSD's evaluation of the submittal packages and their contract requirements. After you have reviewed the RFP information, you are invited to submit your firm's submission as a FIXTURES, FURNITURE, & EQUIPMENT SERVICE Firm to the City Schools of Decatur.

GENERAL SCOPE OF SERVICES. The Fixtures, Furniture, & Equipment Service Firm is expected to act as an integral part of the CSD Team. It is a requirement that they provide a Central Point of Contact. As the Point of Contact they will have necessary decision-making authority and responsibility. The Fixtures, Furniture, & Equipment Service Firm shall provide appropriate staff and resources to meet the objectives and responsibilities as outlined in Sections I & II. It is important to detail/outline the management plan to resource the required scope of work to meet the level of assurance required to insure successful project delivery and installation.

SPECIFIC LOCKER SYSTEMS, FIXTURES, FURNITURE, & EQUIPMENT. (At a Minimum)

Refer to **Attachment B** in the RFP which includes;

- Locker Systems Specifications and Plans (prepared by Perkins + Will)
- Loose FF&E Layout Plans and Quantities
- 2. A list of names of firms providing proposals may be obtained from Noel Maloof, or via email request to nmaloof@csdecatur.net after the submission due date and time stated herein.
- 3. The Owner reserves the right to reject any and all proposals, to waive any technicalities or informalities and to create a short list of firms or teams who will provide presentations of their proposals based on the qualifications determined in writing to be the most advantageous to the Owner and considering the evaluation factors set forth in the RFP.

4. Any inquiries regarding this RFQB must be submitted in writing no later than Friday, November 30, 2018 12:00 P.M. E.S.T. to: Noel Maloof, Executive Director of Operations, 125 Electric Avenue Decatur, GA 30030, or email: nmaloof@csdecatur.net.

Questions will be answered in writing by addendum. Questions received after November 30, 2018 will not receive a response. A list of names of firms providing submissions may be obtained from him via email request after the submittal due date and time stated herein.

- **5.** A copy of the Request for Proposals will be on file and available at the following locations on November 15, 2018:
 - City Schools of Decatur Operations Department
 125 Electric Avenue, Decatur, GA 30030
 - State of Georgia Procurement Registry
 - City Schools of Decatur Web Site http://www.csdecatur.net

SECTION I - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. PURPOSE/DESCRIPTION

It is the desire of CSD to engage the services of a Fixtures, Furniture, & Equipment (FF&E) Service Firm to deliver and install a complete set of FF&E to the new Talley Street Elementary School. In order to expedite the process, CSD is going to evaluate firms based on their Proposals and select a Vendor or Vendors. The awarded Firm will be coordinated by our Construction Manager overseeing the construction of this new facility and their required schedule for deliveries and installation of said systems.

B. SCOPE:

GENERAL SCOPE OF SERVICES. The Fixtures, Furniture, & Equipment Service Firm is expected to act as an integral part of the CSD Team. It is a requirement that they provide a Central Point of Contact. As the Point of Contact they will have necessary decision-making authority and responsibility. The Fixtures, Furniture, & Equipment Service Firm shall provide appropriate staff and resources to meet the objectives and responsibilities as outlined in Sections I & II. It is important to detail/outline the management plan to resource the required scope of work to meet the level of assurance required to insure successful project delivery and installation.

SPECIFIC LOCKER SYSTEMS, FIXTURES, FURNITURE, & EQUIPMENT. (At a Minimum)

Refer to Attachment B in the RFP which includes;

- Locker Systems Specifications and Plans (prepared by Perkins + Will)
- Loose FF&E Layout Plans and Quantities

C. QUALIFICATIONS OF FIRM AND STAFF

1. Firm

- Refer to Exhibit A Qualifications Requirements
- Representative project experience, minimum of 3 projects

2. Insurance

Provide a Certificate of Insurance naming Property Owner as Certificate Holder and Additional Insured with coverage and amounts to include:

- (a) General Liability Insurance, with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate, including a perproject endorsement.
- **(b)** Automobile Liability Insurance, with a combined single limit of not less than \$1,000,000 for each person and not less than \$1,000,000 for each accident.
- **(c) Worker's Compensation Insurance** in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$500,000 for each occurrence.

D. INFORMATION TO OFFERORS

RFP TIMETABLE:

The anticipated schedule for the RFP and contract approval is as follows:

RFP available Thursday, November 15, 2018

Deadline for submission of questions Friday, November 30, 2018 12:00 P.M. E.S.T.

Deadline for receipt of Submissions THURSDAY, December 13, 2018 10:30 A.M. E.S.T.

Submission Evaluations **December 14 - 18, 2018**

Contract Award January 15, 2019

2. **PROPOSAL SUBMISSION:**

One original (1), Four (4) copies, and (1) additional copy in electronic format on a CD-ROM disk of the complete signed Submission package must be received by
THURSDAY, DECEMBER 13, 2018, 10:30 A.M. E.S.T.">https://docs.ncb/html/>
Submissions must be submitted in a sealed envelope or container stating on the outside, the Offeror's name, address, telephone number, the RFP number and title https://example.com/RFP number and title RFP #18-017-City Schools of Decatur Lockers & Loose FF&E Services - Talley Street Elementary School to:

City Schools of Decatur – Central Office

ATTN: Operations Department

125 Electric Avenue, Decatur, Georgia 30030

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:00 p.m. ET, Monday through Friday, excluding holidays observed by the Owner.

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring **the required address information appears on the outer wrapper** or envelope used by such service. Submissions received after said date and time will not be considered. Having the wrapper or envelope postmarked by December 13, 2018 does not meet the requirements of this Request for Proposals. Delivering the document to a commercial delivery service is also not sufficient until the qualifications are actually received at the designated location. By submission of a proposal, the offeror agrees to honor the terms of its proposal for a minimum of (60) days from the proposal due date.

3. RFP QUESTIONS AND REQUESTS FOR INFORMATION:

Any inquiries regarding this RFP must be submitted in writing no later than Friday, November 30, 2018 12:00 P.M. E.S.T. to: Noel Maloof, Executive Director of Operations, 125 Electric Avenue Decatur, GA 30030, or email: nmaloof@csdecatur.net. Questions will be answered in writing by addendum. Questions received after November 30, 2018 will not receive a response. A list of names of firms providing submissions may be obtained from him via email request after the submittal due date and time stated herein.

4. ADDITIONAL INFORMATION/ADDENDA

CSD will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the SUBMISSION DUE DATE. Offerors should not rely on any



representations, statements or explanations other than those made in this RFP including the Attachments or in any addendum to this RFP.

Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

5. LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submissions received after the SUBMISSION DUE DATE and time will not be considered. Modifications received after the SUBMISSION DUE DATE will not be considered. No responsibility shall apply to the City Schools of Decatur for the premature opening of a Submission Package not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF SUBMISSIONS

CSD may reject any and all Submission packages submitted and reserves the right to waive any irregularities or informalities in any Submission packages submitted or in the Submissions procedure.

Submissions received after said time or at any place other than the time and place as stated in the notice will not be considered.

7. NON-COLLUSION AFFIDAVIT

By submitting Submissions, the Offeror represents and warrants he or she has not directly or indirectly prevented or attempted to prevent competition by any means, has not prevented or endeavored to prevent anyone from submitting a response to this RFP by any means and has not caused or induced another to withdraw a submission for the work. Prior to commencing the work the successful Offeror shall be required to make an oath in writing to this affect.

By submitting Submissions, the Offeror represents and warrants no official, employee or agent of Owner or Authority has been offered, has accepted, or has been contracted to accept, either directly or indirectly, any part of the pay or profit arising out of the contract(s) that may result from this RFP.

8. COST INCURRED BY OFFERORS

All expenses involved with the preparation of Submissions, or any work performed in connection therewith are the responsibility of the Offeror(s).

9. MINORITY BUSINESS POLICY STATEMENT

The Board of Education of the City Schools of Decatur does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or student placement.

The City Schools of Decatur encourages Minority and Women Businesses to compete in the RFP process and encourages all businesses to provide for the participation of MBE/WBE businesses through partnerships, subcontracts and other contractual opportunities.

10. PROJECT ORGANIZATION

The Board of Education of the City of Decatur is the governing body of CSD and has authorized the Superintendent of CSD to administer this project.



11. CONTACT WITH CSD STAFF

Except for the submission of written questions directed to Noel Maloof, as previously set forth in this RFP, on or after November 30, 2018, any contact made by an offeror with CSD Staff will result in immediate disqualification of said entity. Contact is only permitted after January 16, 2019.

12. RFP DOCUMENTS

The RFP documents consist of the following Attachments:

- A. Qualifications for Performance of Work
- **B.** Required Equipment and Services
- C. Acknowledgement of Addendum Form (required submittal)
- D. Reference Survey Form (required submittal)
- E. FEE SCHEDULE (required submittal generated by Offeror)
- F. Contractor Affidavit O.C.G.A. §13-10-91 (required submittal)

SECTION II - SUBMISSION REQUIREMENTS

All proposals received will become a part of the official contract file and may be subject to disclosure.

CSD is a governmental entity that is subject to the Georgia Open Records Act ("ORA"). After contract award, documents submitted to CSD in the bidding process are presumed to be subject to the ORA; however, documents that an offeror contends contains specific trade secrets may be marked as trade secrets. An offeror is required to submit and attach to the specific trade secret record an affidavit affirmatively declaring the specific information in the records that constitutes a trade secret, as defined by Georgia law. If the offeror attaches such an affidavit and if inspection or copies are requested under the ORA, CSD will contact offeror to advise offeror that said documents have been requested and will be produced if CSD determines they do not constitute trade secrets. Offeror shall have the amount of time stated in the notice to seek legal remedy preventing the disclosure of the documents. If CSD has not received a valid judicial order or decree preventing the disclosure of the documents, they will be disclosed in accordance with the time requirements contained in the ORA.

A. PROPOSAL FORMAT

Submissions shall not exceed Twenty-Five (25) typed pages not including Tabs and Dividers. All Submissions shall include the information indicated below **and in the following order**: (Note: required FF&E Cut Sheets Binder does not count against this page limit)

- 1. **Cover Letter:** A brief cover letter of introduction and interest.
- 2. <u>Business Information</u>: State the full name and address of your organization and the branch office or other subordinate element that will perform the services described in the proposal. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether your firm operates as a single proprietorship, partnership or corporation. Indicate all relevant licenses held by the firm. If more than one firm will be providing the services required in this RFP provide an organization chart for the Offeror's team indicating relationships between the firms. Also indicate any previous experience the firms have had working together.
- **3.** <u>Understanding of the Project</u>: Based on the understanding of the Requested Scope of Work the vendor will provide:
 - a. <u>Management Plan to include; Delivery, Installation Checklist and Schedule</u>. Submit Management Plan indicating procedures utilized in delivery, installation and oversight of said services to ensure all requirements are met and achieved.
 - b. <u>Team Interface</u>. Describe how your designated POC / Team will interface with and support the owner and their individual facility members.
 - d. <u>Reporting Strategy.</u> Describe your reporting strategy to inform Owner of the status of the delivery and installation process.



- **4.** Additional Services Required: Based on the firm's understanding of the requested services, identify any additional services that might be required for a successful project.
- **5. Project Team:** An organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the point of contact responsible for all communications with the Owner.
- **Reference Projects:** Examples of no more than Three (3) "reference clients" which represent the team's approach to similar solutions for programs of similar scale and complexity, and the information on these programs must indicate the contributions of proposed key personnel with the "referenced clients" cited in the submittal. We prefer that the reference projects were with clients with similar projects.
- 7. <u>References</u>: Provide Three (3) reference survey forms. Refer to **Attachment D** for the required format.
- **8.** <u>Current Project Assignments</u>: Identify the current assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for this project.
- **9.** Other Relevant Information: Include any other relevant information concerning the project in this section.
- **10.** <u>Computer Capabilities</u>: Describe your firm's in-house capabilities; especially the reporting forms and recommendations and provide samples of each.
- **11.** <u>Financial Information</u>: Provide the Offeror's audited statements of income, balance sheets and cash flow statements for the past two years.
- 12. Fee Schedule: Refer to Attachment E.
 - A. **Cut Sheet Binder:** In addition to Fee Schedule, the Offeror is required to submit specific Color Product Cut Sheets indicating MFG, Model, and specifications on each proposed Bid Component in a separate Binder.
- **13.** Vendor Affidavit. O.C.G.A. §13-10-91. Refer to **Attachment F**. Must be executed and submitted with the Offeror's proposal.

SECTION III - PROPOSAL EVALUATION AND SELECTION PROCESS

A. EVALUATION CRITERIA

Based on the proposal format as outlined in Section II, the evaluation criteria in order of importance are as follows:

- UNDERSTANDING OF THE PROJECT and proposed technical approach. CSD will assess whether the offeror has given sufficient evidence of having understood the requirements stated in Section I, A D and Attachment A Qualifications for Performance of Work, Attachment B Required Equipment and Services.
 Technical Approach. CSD will assess whether the offeror has proposed a solution that is
 - technically feasible and achievable within the constraints of the program requirements.

 PROJECT TEAM Management and Staffing Approach. CSD will assess offeror's ability to
- effectively manage personnel, provide experienced and qualified key personnel and respond rapidly to staffing requirements. **Qualifications of Key Personnel Section 1 D.** CSD will assess the ability of the offeror to hire, retain and train qualified technical personnel similar to those required for this task.
- **QUALIFICATIONS AND EXPERIENCE** of staff assigned to the projects. **Experience on Similar Projects**. CSD will assess whether offeror performed satisfactorily on similar projects regarding schedules, turnover rates, meeting costs and success in performing the work.
- **4.** <u>REFERENCE & REFERENCE PROJECTS</u> including applicable past work with the Owner. Past Performance. CSD will assess customer satisfaction with the offeror on prior projects. References may be requested for validation of the information provided by the offeror.
- **5. QUALITY ASSURANCE AND CONTROL PLAN.** CSD will assess whether the offeror has a process of addressing quality of performance and a plan for ensuring that deliverables conform to the Scope of Work and are provided timely.

B. PROPOSAL EVALUATION AND CONTRACT AWARD

1. Selection Committee

The selection will be by a Selection Committee comprised of representatives of CSD and others, as appointed by the School Superintendent.

2. Initial Written Submittal

The Selection Committee will receive and review submittals in an effort to determine compliance with the format set out in Section II of this RFP. Review of Submissions by Selection Committee members will be evaluated against a set of weighted criteria (See table below) to determine those firms meeting minimal qualifications and those who's proposed approach best suits the needs of CSD's Facilities Management Program.

- The Selection Committee will review the Proposal.
- Once this review is completed, each Submission will be scored and ranked.
- No more than the three highest scoring offerors may then be asked to present to the Selection Committee in a technical presentation with a questions and answer period.

TABLE - Evaluation of Weighted Criteria

The Selection Committee will evaluate the Submissions of each firm or team based upon the criteria listed in the table below. The Owner has judged each major category of criteria to be worth the point value given, as a maximum, in establishing committee rankings of submittals.

The Selection Committee will review each Submission and apply a value of zero (0) to ten (10) points, zero being the lowest and 10 being the highest, to each section of the submission that is to receive points. This value will then be calculated with its corresponding weighted value to produce a final point for that item. The collective set of item points total will reveal the overall score the submission is to receive.

No.	Major Category	Max Points	Wt	Criteria
1	Cover Letter & Statement of Interest (point value=25)	10	2.5	Introduction of team, team background if not single firm; clarity in expressing interest, specific and compelling reasons why project is a good fit for the firm/team
2	Business Information (point value=10)	10	1.0	Basic company information; Form of ownership; history and growth of your firm(s)
3	Understanding of the Project (point value=30)	10	3.0	Firm's demonstrated ability to provide products and services for the Talley Street Elementary School.
4	Additional Services Required (point value=5)	10	.5	Identify any additional services that might be required in order to complete the project.
5	Project Team / Personnel Capability (point value=30)	10	3.0	Depth of resources with experience and ability, qualified and available. Specific personnel experience with K-12 facilities. Qualifications and experience of proposed subconsultants
6	Reference Projects (point value=30)	10	3.0	Firm's experience providing similar services
7	Firm References (point value=25)	10	2.5	Quality of references from an Owner for the proposed team; Professional recognition of the firm through general acclaim, awards, publications, etc.
8	Current Project Assignments (point value=15)	10	1.5	Availability of the proposed team for this Project and firm's workload covering the expected period of work
9	Other Relevant Information (point value=20)	10	2.0	Provide specific information that differentiates firm from other offerors
10	Computer Capabilities (point value=10)	10	1.0	 File Transfer Protocol (FTP) Regular Business Software such as Spreadsheet, Word Processing, Presentation, and communications Project Reporting
11	Firm Financial Information (point value=15)	10	1.5	See Section II, Item Number 11 in this RFP
12	Fee Schedule (point value=30)	10	3.0	Unit Price fees as indicated in Attachment E Proposed Specific MFG's and FF&E
13	Responsiveness of Submittal (point value=5)	10	.5	Extent to which the instructions in the RFP were followed
				TOTAL AVAILABLE POINTS: 250



SECTION IV – ATTACHMENTS

- A. Qualifications for Performance of Work
- B. Required Equipment and Services
- C. Acknowledgement of Addendum Form (required submittal)
- D. Reference Survey Form (required submittal)
- E. FEE SCHEDULE (required submittal generated by Offeror)
- F. Vendor Affidavit O.C.G.A. §13-10-91 (required submittal)

ATTACHMENT A

Qualifications for Performance of Work

RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services - Talley Street Elementary School

VENDOR RESPONSIBILITY AND REQUIREMENTS

- **A. General Applicability of Codes and Regulations, Guidelines and Standards:** Except to the extent that more explicit or more stringent requirements are written directly into the contract documents, all applicable codes, regulations, guidelines and standards have the same force and effect (and are made a part of the contract documents by reference) as if copied directly into the contract documents, or as if published copies are bound herewith.
- **B. Vendor Responsibility:** The Vendor shall assume full responsibility and liability for the compliance with all applicable federal, state, and local regulations pertaining to work practices, protection of workers, visitors to the site, and persons occupying areas adjacent to the site. The Vendor shall hold the Owner and Designer(s) of this specification harmless for failure to comply with any applicable work, packaging, salvaging, delivering, safety, health or other regulation on the part of himself, his employees.

C. Qualifications for Performance of Work:

- 1. Vendor engaged to perform the work of this Section shall:
 - a. Be a Certified Vendor/Distributor of proposed systems for a minimum of Five (5) years.
 - b. Be appropriately licensed or registered with governmental entities.
 - c. Procure, deliver, and install specified systems.

D. Reference Standards:

- 1. The Vendor acknowledges, by the executing of the contract, awareness and familiarity with the contents and requirements of the following regulations, codes, and standards, and assumes responsibility for the performance of the work in strict compliance therewith as well as with any other applicable federal, state or local law, rule or regulation, and, for every instance of failure, to comply therewith.
- 2. The current issue of each document shall govern. Where conflict among requirements or with the contract documents exists, the more stringent requirements shall apply.
 - a. All state, county, and city codes and ordinances as applicable. Make available for review at the site one copy of EPA, OSHA, and applicable state, county, and city regulations governing the work.

ATTACHMENT B

Required Equipment and Services

RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services - Talley Street Elementary School

The Lockers & Fixtures, Furniture, & Equipment Service Firm is expected to act as an integral part of the CSD Team. It is a requirement that they provide a Central Point of Contact. As the Point of Contact they will have necessary decision-making authority and responsibility. The Lockers & Fixtures, Furniture, & Equipment Service Firm shall provide appropriate staff and resources to meet the objectives and responsibilities as outlined in Sections I & II. It is important to detail/outline the management plan to resource the required scope of work to meet the level of assurance required to insure successful project delivery and installation.

SPECIFIC LOCKER SYSTEMS, FIXTURES, FURNITURE, & EQUIPMENT. (At a Minimum)

Refer to **Attachment B** in the RFP which includes;

- Locker Systems Specifications and Plans (prepared by Perkins + Will)
- Loose FF&E Layout Plans and Quantities

ATTACHMENT C

Acknowledgement of Addendum Form

RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services - Talley Street Elementary School

The Offeror has examined and carefully studied the Specifications and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum	date		Acknowledgement	
				Initial
Addendum	date	. <u> </u>	Acknowledgement	
				Initial
Addendum	date		Acknowledgement	
				Initial
Addendum	date		Acknowledgement	
				Initial

Offerors must acknowledge any issued addenda. Submittals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the submittal if the addendum contained information which substantively changes the Owner's requirements.

ATTACHMENT D

Reference Survey Form

RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services - Talley Street Elementary School

Offer:								
Project Name:		Project Co	mpletion	Date:		_		
Offerors scope included	d: Facilities Services							
	performance from 1-5 on the f th the statement and 5 indicate	s that you <u>m</u>	-	with the	stateme	ent.	ber where 1 in	ndicates
Completed work on tim	ne:	1	2	3	4	5	NA	
Completed work within	budget:	1	2	3	4	5	NA	
Provided timely and acc	curate information:	1	2	3	4	5	NA	
Worked well with Own	er's staff or Representative:	1	2	3	4	5	NA	
Exercised project safety	<i>y</i> :	1	2	3	4	5	NA	
Provided quality service	e, workmanship, and reports:	1	2	3	4	5	NA	
Would use firm again:		1	2	3	4	5	NA	
Completed by:	Name:							
	Entity:							
	Address:							
	Telephone:							
	Fax:							
Signature:		Date	:					

Thank you for your assistance.

ATTACHMENT E FEE SCHEDULE

RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services - Talley Street Elementary School

Offeror to provide Detailed Spreadsheet listing Individual Bid Components broken down into two major categories;

- --Lockers
- --Loose Fixtures, Furniture, & Equipment.

LOCKERS:

--In the case of **Lockers**, a specific Specification and Quantity has been provided as part of **Attachment B**.

LOOSE FIXTURES, FURNITURE, & EQUIPMENT:

- -- In the case of the **Loose Fixtures, Furniture, & Equipment**, layouts, quantities, and dimensions of each are provided for as part of **Attachment B** but no specific specification.
- --Offeror is required to provide a **detailed spreadsheet of each Individual Bid Component** tied to each Room Type that provides Unit Prices, Quantities, and Total Cost per each Unit. This is to be summed up to a total for the Loose Fixtures, Furniture, & Equipment.
- --Offeror will be required to submit specific Color Product Cut Sheets indicating MFG, Model, and specifications on each proposed Bid Component in a separate Binder.

ATTACHMENT F

RFP #18-017 - City Schools of Decatur Lockers & Loose FF&E Services - Talley Street Elementary School

Vendor Security and Immigration Compliance Affidavit

By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the Board of Education of the City of Decatur has registered with and uses the federal work authorization program known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned vendor will continue to use the federal work authorization program throughout the contract period and the undersigned vendor will contract for the physical performance of services in satisfaction of such contact only with sub vendors who present an affidavit to the vendor with the information required by O.C.G.A. § 13-10-91(b). Vendor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification	n Number
Date of Authorization	
Date of Vendor	
Name of Project	
Name of Public Employer I hereby declare under penalty of perjury tha	t the foregoing is true and correct.
Signature of Authorized Officer or Agent	_
Printed name and Title of Authorized Officer	_ or Agent
Executed on the day of, 20	0 in(city), Georgia.
Sworn to and Subscribed Before Me This day of 20	
Notary Public My Commission Expires:	

SECTION 10 51 13 - METAL LOCKERS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Owner provided knocked-down corridor lockers.

1.2 PREINSTALLATION MEETINGS

A. Preinstallation Conference: Conduct conference at Project site.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
 - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of metal locker.
- B. Shop Drawings: For metal lockers.
 - 1. Include plans, elevations, sections, and attachment details.
 - 2. Show locker trim and accessories.
 - 3. Include locker identification system and numbering sequence.
- C. Samples: For each color specified, in manufacturer's standard size.
- D. Product Schedule: For lockers. Use same designations indicated on Drawings.

1.4 INFORMATIONAL SUBMITTALS

- A. Sustainable Design Submittals:
 - 1. Product Data: For recycled content, indicating postconsumer and preconsumer recycled content and cost.
 - 2. Laboratory Test Reports: For composite wood products, indicating compliance with requirements for low-emitting materials.
- B. Qualification Data: For Installer.
- C. Sample Warranty: For special warranty.

1.5 CLOSEOUT SUBMITTALS

A. Maintenance Data: For adjusting, repairing, and replacing locker doors and latching mechanisms to include in maintenance manuals.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. The following metal locker hardware items equal to 10 percent of amount installed for each type and finish installed, but no fewer than five units:
 - a. Blank identification plates.
 - b. Hooks.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver metal lockers until spaces to receive them are clean, dry, and ready for their installation.
- B. Deliver master and control keys to Owner by registered mail or overnight package service.
 - 1. Noel Maloof, City Schools of Decatur

1.8 FIELD CONDITIONS

A. Field Measurements: Verify actual dimensions of recessed openings by field measurements before fabrication.

1.9 COORDINATION

- A. Coordinate sizes and locations of concrete bases for metal lockers.
- B. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of work specified in other Sections to ensure that metal lockers can be supported and installed as indicated.

1.10 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace components of metal lockers that fail in materials or workmanship, excluding finish, within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Structural failures.

- b. Faulty operation of latches and other door hardware.
- 2. Damage from deliberate destruction and vandalism is excluded.
- 3. Warranty Period for Knocked-Down Metal Lockers: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Source Limitations: Obtain metal lockers and accessories from single source from single locker manufacturer.

2.2 PERFORMANCE REQUIREMENTS

A. Accessibility Standard: For lockers indicated to be accessible, comply with applicable provisions in the USDOJ's "2010 ADA Standards for Accessible Design"

2.1 LKR, KNOCKED-DOWN CORRIDOR LOCKERS

- A. Size at typical corridor lockers: 12 inches wide by 15 inches deep by 24 inches high nominal each, double-tier.
- B. Size at kitchen lockers: 12 inches wide by 18 inches deep by 72 inches high nominal each, single-tier.
- C. Products: Subject to compliance with requirements, provide one of the following:
 - 1. Art Metal Products:
 - 2. ASI Storage Solutions Inc;
 - 3. DeBourah Mfa. Co:
 - 4. List Industries Inc;
 - 5. Lyon Workspace Products, LLC;
 - 6. Penco Products, Inc;
 - 7. Republic Storage Systems Company;
- D. Doors: One piece; fabricated from 0.060-inch nominal-thickness steel sheet; formed into channel shape with double bend at vertical edges and with right-angle single bend at horizontal edges.
 - 1. Doors less than 12 inches wide may be fabricated from 0.048-inch nominal-thickness steel sheet.
 - 2. Doors for box lockers less than 15 inches wide may be fabricated from 0.048-inch nominal-thickness steel sheet.
 - 3. Reinforcement: Manufacturer's standard reinforcing angles, channels, or stiffeners for doors more than 15 inches wide; welded to inner face of doors.
 - 4. Stiffeners: Manufacturer's standard full-height stiffener fabricated from 0.048-inch nominal-thickness steel sheet; welded to inner face of doors.

- 5. Sound-Dampening Panels: Manufacturer's standard, designed to stiffen doors and reduce sound levels when doors are closed, of die-formed metal with full perimeter flange and sound-dampening material; welded to inner face of doors.
- 6. Door Style: Vented panel as follows:
 - a. Louvered Vents: No fewer than three louver openings at top and bottom for double-tier lockers.
- E. Body: Assembled by riveting or bolting body components together. Fabricate from unperforated steel sheet with thicknesses as follows:
 - 1. Tops, Bottoms, and Intermediate Dividers: 0.024-inch nominal thickness, with single bend at sides.
 - 2. Backs and Sides: 0.024-inch nominal thickness, with full-height, double-flanged connections.
 - 3. Shelves: 0.024-inch nominal thickness, with double bend at front and single bend at sides and back.
- F. Frames: Channel formed; fabricated from 0.060-inch nominal-thickness steel sheet; lapped and factory welded at corners; with top and bottom main frames factory welded into vertical main frames. Form continuous, integral, full-height door strikes on vertical main frames.
 - 1. Cross Frames between Tiers: Channel formed and fabricated from same material as main frames; welded to vertical main frames.
 - 2. Frame Vents: Fabricate face frames with vents.
- G. Hinges: Welded to door and attached to door frame with no fewer than two factory-installed rivets per hinge that are completely concealed and tamper resistant when door is closed; fabricated to swing 180 degrees.
 - 1. Knuckle Hinges: Steel, full loop, five or seven knuckles, tight pin; minimum 2 inches high. Provide no fewer than three hinges for each door more than 42 inches high.
 - 2. Continuous Hinges: Manufacturer's standard, steel, full height.
 - 3. Hinges: Manufacturer's standard, steel, continuous or knuckle type.
- H. Recessed Door Handle and Latch: Stainless-steel cup with integral door pull, recessed so locking device does not protrude beyond door face; pry and vandal resistant.
 - 1. Multipoint Latching: Finger-lift latch control designed for use with built-in combination locks, built-in key locks, or padlocks; positive automatic latching and prelocking.
 - a. Latch Hooks: Equip doors 48 inches and higher with three latch hooks and doors less than 48 inches high with two latch hooks; fabricated from 0.105-inch nominal-thickness steel sheet; welded or riveted to full-height door strikes; with resilient silencer on each latch hook.
 - b. Latching Mechanism: Manufacturer's standard, rattle-free latching mechanism and moving components isolated to prevent metal-to-metal contact, and incorporating a prelocking device that allows locker door to

be locked while door is open and then closed without unlocking or damaging lock or latching mechanism.

- I. Identification Plates: Manufacturer's standard, etched, embossed, or stamped aluminum plates, with numbers and letters at least 3/8 inch high.
- J. Hooks: Manufacturer's standard ball-pointed hooks, aluminum or steel; zinc plated.
- K. Recess Trim: Fabricated from 0.048-inch nominal-thickness steel sheet.
- L. Filler Panels: Fabricated from manufacturer's standard thickness, but not less than 0.036-inch nominal-thickness steel sheet.
- M. Boxed End Panels: Fabricated from 0.060-inch nominal-thickness steel sheet.
- N. Center Dividers: Fabricated from 0.024-inch nominal-thickness steel sheet.

O. Materials:

- 1. Cold-Rolled Steel Sheet: ASTM A 1008/A 1008M, Commercial Steel (CS), Type B, suitable for exposed applications.
- 2. Metallic-Coated Steel Sheet: ASTM A 653/A 653M, Commercial Steel (CS), Type B; with A60 zinc-iron, alloy (galvannealed) coating designation.
- 3. Recycled Content: Postconsumer recycled content plus one-half of preconsumer recycled content not less than 25 percent.
- P. Finish: Baked enamel or powder coat.
 - 1. Color: As selected by Architect from manufacturer's full range.

2.2 FABRICATION

- A. Fabricate metal lockers square, rigid, without warp, and with metal faces flat and free of dents or distortion. Make exposed metal edges safe to touch and free of sharp edges and burrs.
 - 1. Form body panels, doors, shelves, and accessories from one-piece steel sheet unless otherwise indicated.
 - 2. Provide fasteners, filler plates, supports, clips, and closures as required for complete installation.
- B. Fabricate each metal locker with an individual door and frame; individual top, bottom, and back; and common intermediate uprights separating compartments.
- C. Equipment: Provide each locker with an identification plate and the following equipment:
 - 1. Double-Tier Units: One double-prong ceiling hook and two single-prong wall hooks.
- D. Knocked-Down Construction: Fabricate metal lockers by assembling at Project site using manufacturer's nuts, bolts, screws, or rivets.

- F. Accessible Lockers: Fabricate as follows:
 - 1. Locate bottom shelf no lower than 15 inches above the floor.
 - 2. Where hooks, coat rods, or additional shelves are provided, locate no higher than 48 inches above the floor.
- F. Recess Trim: Fabricated with minimum 2-1/2-inch face width and in lengths as long as practical; finished to match lockers.
- G. Filler Panels: Fabricated in an unequal leg angle shape; finished to match lockers. Provide slip-joint filler angle formed to receive filler panel.
- H. Boxed End Panels: Fabricated with 1-inch- wide edge dimension, and designed for concealing fasteners and holes at exposed ends of nonrecessed metal lockers; finished to match lockers.
 - 1. Provide one-piece panels for double-row (back-to-back) locker ends.
- I. Finished End Panels: Fabricated to conceal unused penetrations and fasteners, except for perimeter fasteners, at exposed ends of nonrecessed metal lockers; finished to match lockers.
 - 1. Provide one-piece panels for double-row (back-to-back) locker ends.
- J. Center Dividers: Full-depth, vertical partitions between bottom and shelf; finished to match lockers.

2.3 ACCESSORIES

- A. Fasteners: Zinc- or nickel-plated steel, slotless-type, exposed bolt heads; with self-locking nuts or lock washers for nuts on moving parts.
- B. Anchors: Material, type, and size required for secure anchorage to each substrate.
 - 1. Provide nonferrous-metal or hot-dip galvanized anchors and inserts on inside face of exterior walls for corrosion resistance.
 - 2. Provide toothed-steel or lead expansion sleeves for drilled-in-place anchors.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine walls and floors or support bases, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Install lockers level, plumb, and true; shim as required, using concealed shims.
 - 1. Anchor locker runs at ends and at intervals recommended by manufacturer, but not more than 36 inches o.c. Using concealed fasteners, install anchors through backup reinforcing plates, channels, or blocking as required to prevent metal distortion.
 - 2. Anchor single rows of metal lockers to walls near top and bottom of lockers.
 - 3. Anchor back-to-back metal lockers to floor.
- B. Knocked-Down Lockers: Assemble with manufacturer's standard fasteners, with no exposed fasteners on door faces or face frames.

C. Equipment:

- Attach hooks with at least two fasteners.
- 2. Attach door locks on doors using security-type fasteners.
- 3. Identification Plates: Identify metal lockers with identification indicated on Drawings.
 - a. Attach plates to each locker door, near top, centered, with at least two aluminum rivets.
 - b. Attach plates to upper shelf of each open-front metal locker, centered, with a least two aluminum rivets.
- D. Trim: Fit exposed connections of trim, fillers, and closures accurately together to form tight, hairline joints, with concealed fasteners and splice plates.
 - 1. Attach recess trim to recessed metal lockers with concealed clips.
 - 2. Attach filler panels with concealed fasteners. Locate filler panels where indicated on Drawings.
 - 3. Attach sloping-top units to metal lockers, with closures at exposed ends.
 - 4. Attach boxed end panels using concealed fasteners to conceal exposed ends of nonrecessed metal lockers.
 - 5. Attach finished end panels using fasteners only at perimeter to conceal exposed ends of nonrecessed metal lockers.

3.3 ADJUSTING

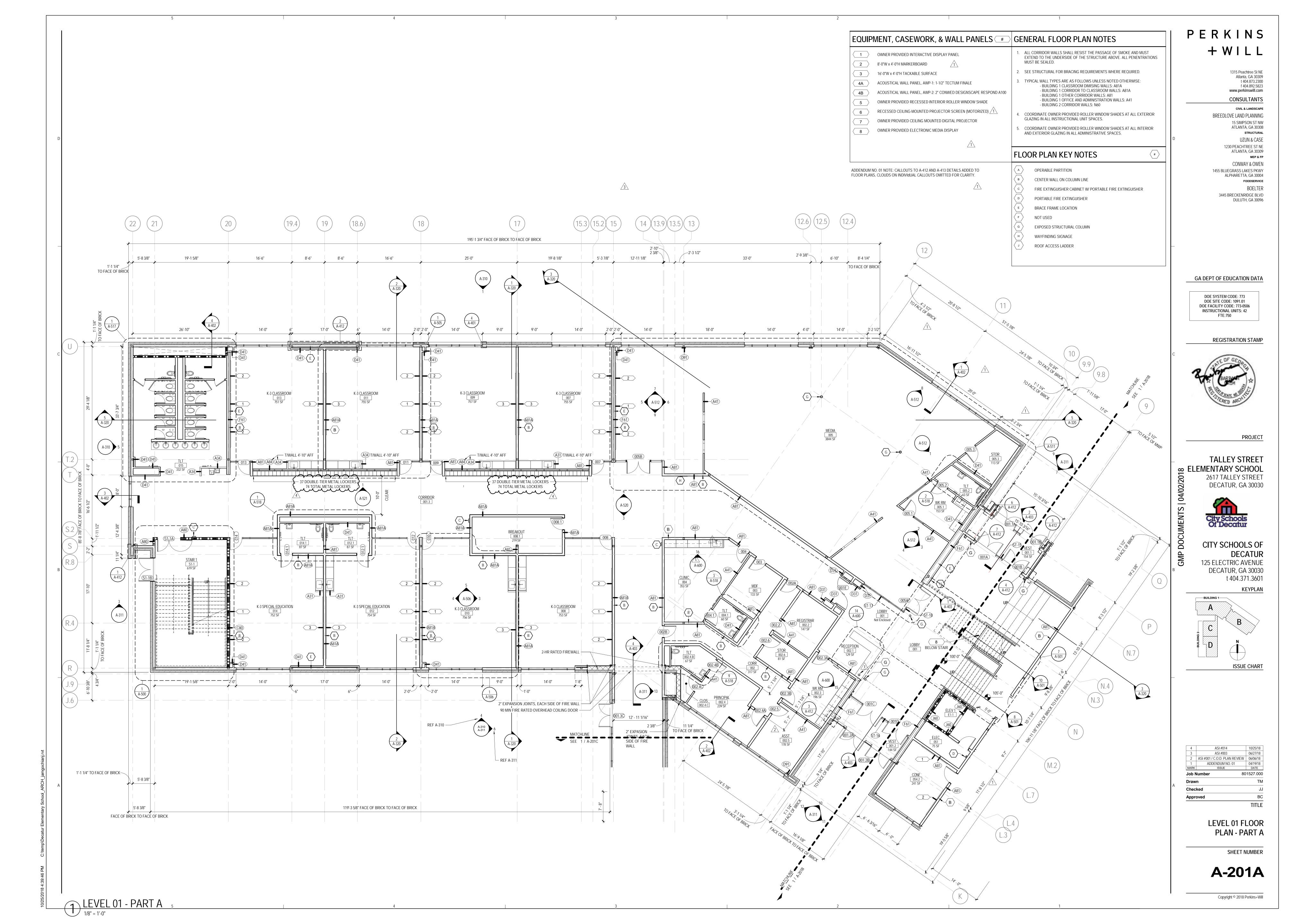
A. Clean, lubricate, and adjust hardware. Adjust doors and latches to operate easily without binding.

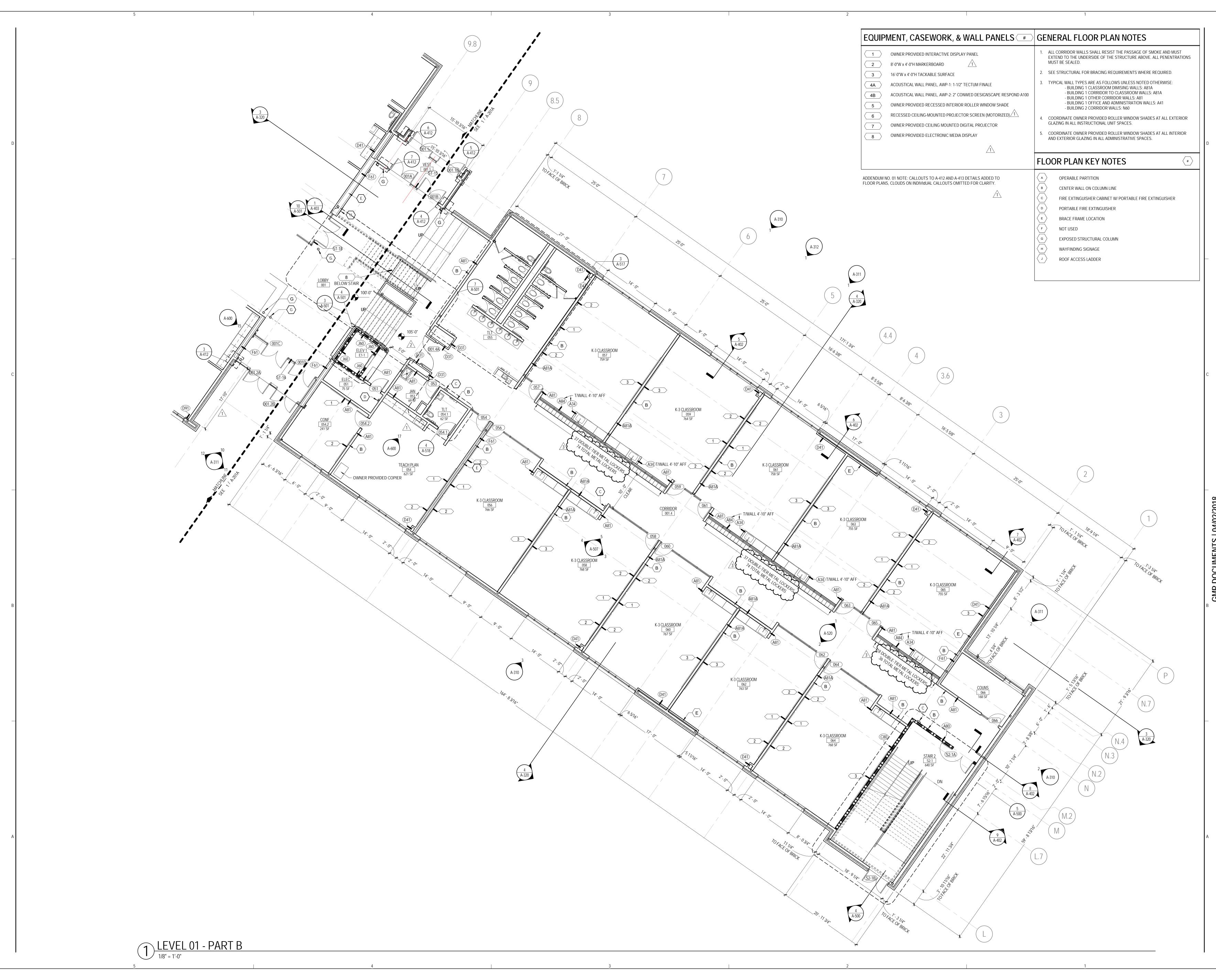
3.4 PROTECTION

- A. Protect metal lockers from damage, abuse, dust, dirt, stain, or paint. Do not permit use during construction.
- B. Touch up marred finishes, or replace metal lockers that cannot be restored to factory-finished appearance. Use only materials and procedures recommended or furnished by locker manufacturer.

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END OF SECTION





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GA DEPT OF EDUCATION DATA

DOE SYSTEM CODE: 773
DOE SITE CODE: 1091.01
DOE FACILITY CODE: 773-0506
INSTRUCTIONAL UNITS: 42
FTE:750

REGISTRATION STAMP



PROJECT

TALLEY STREET

ELEMENTARY SCHOOL

2617 TALLEY STREET

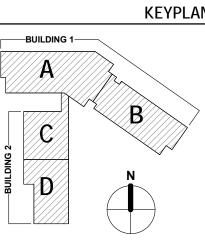
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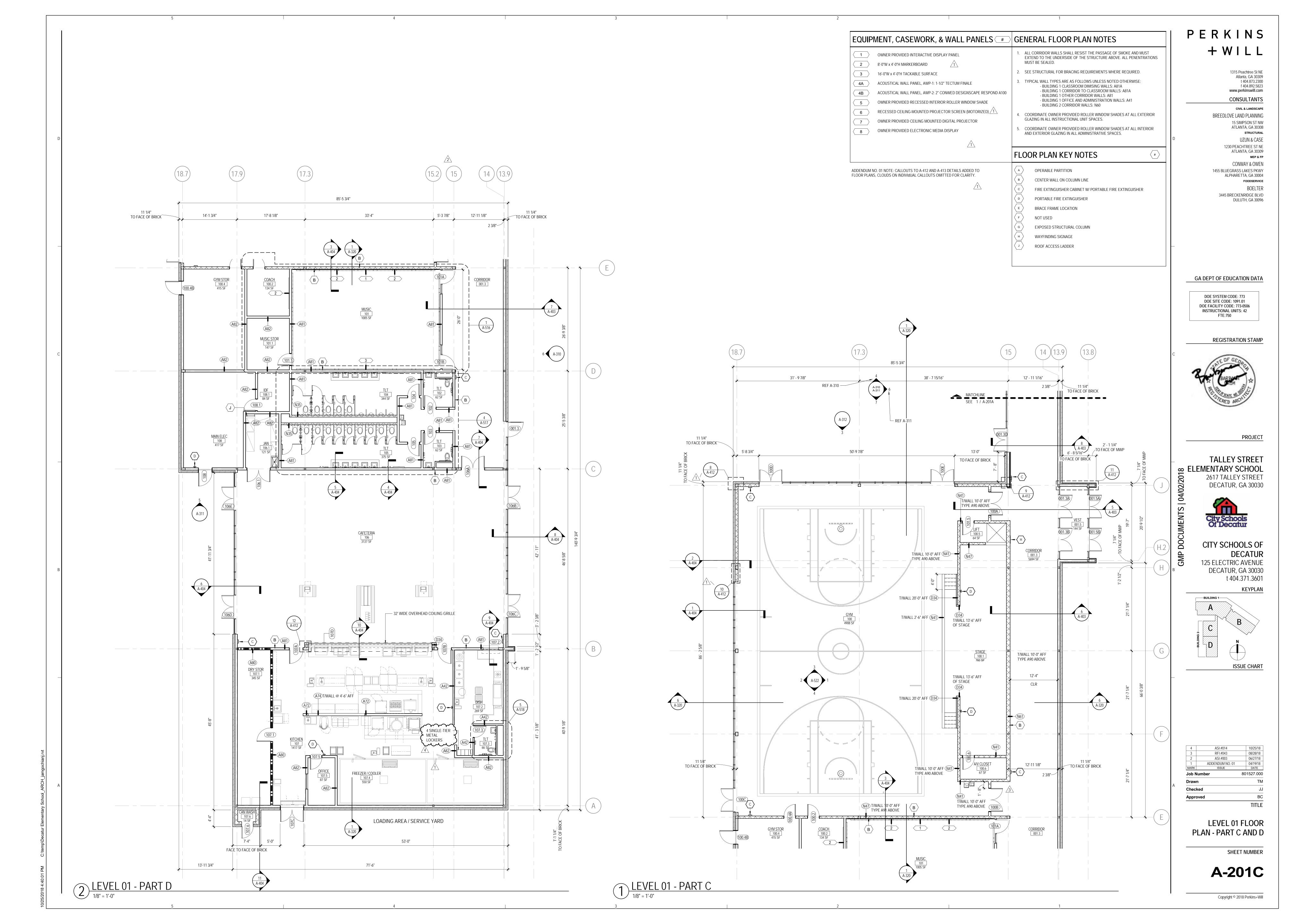
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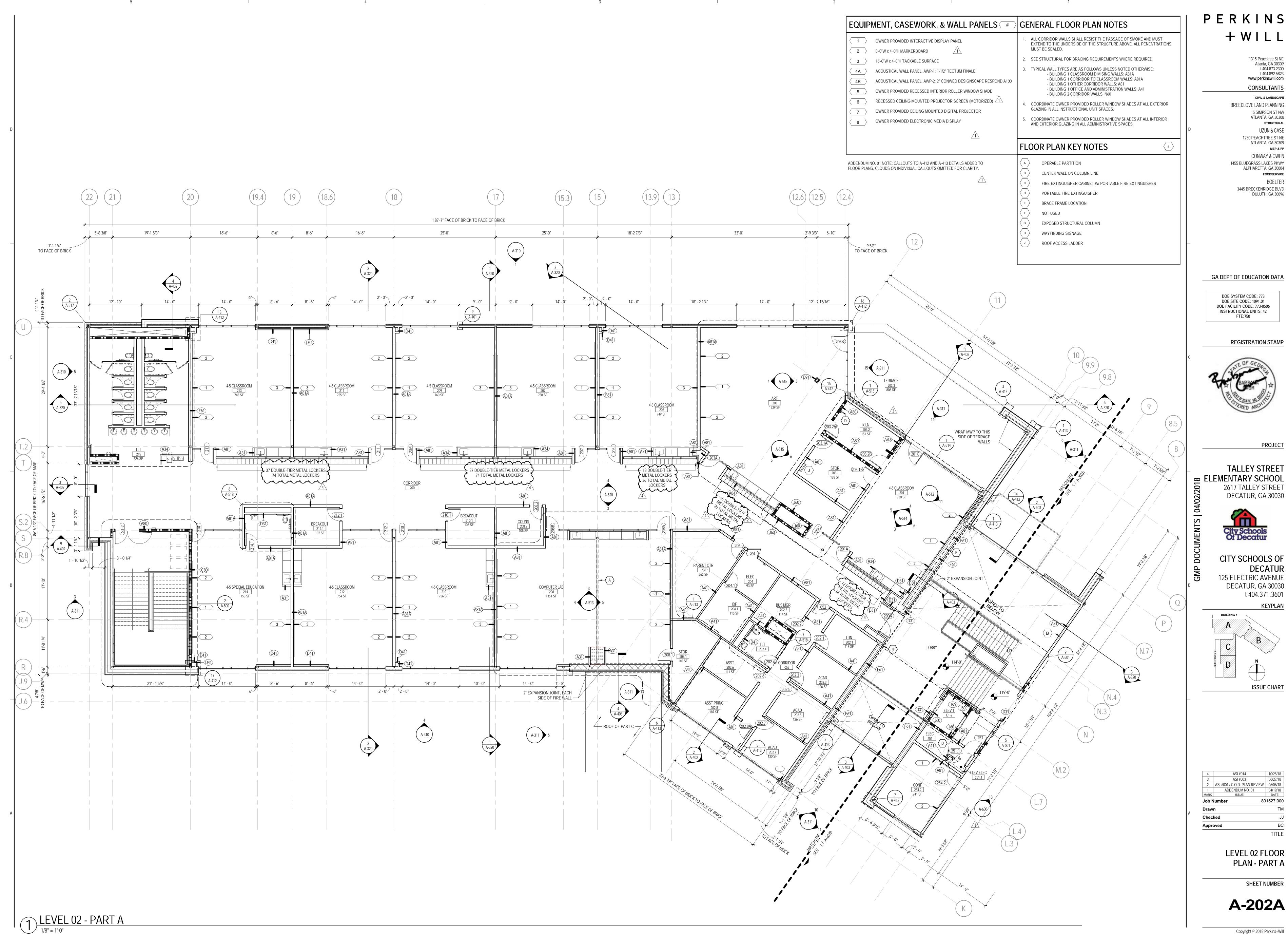
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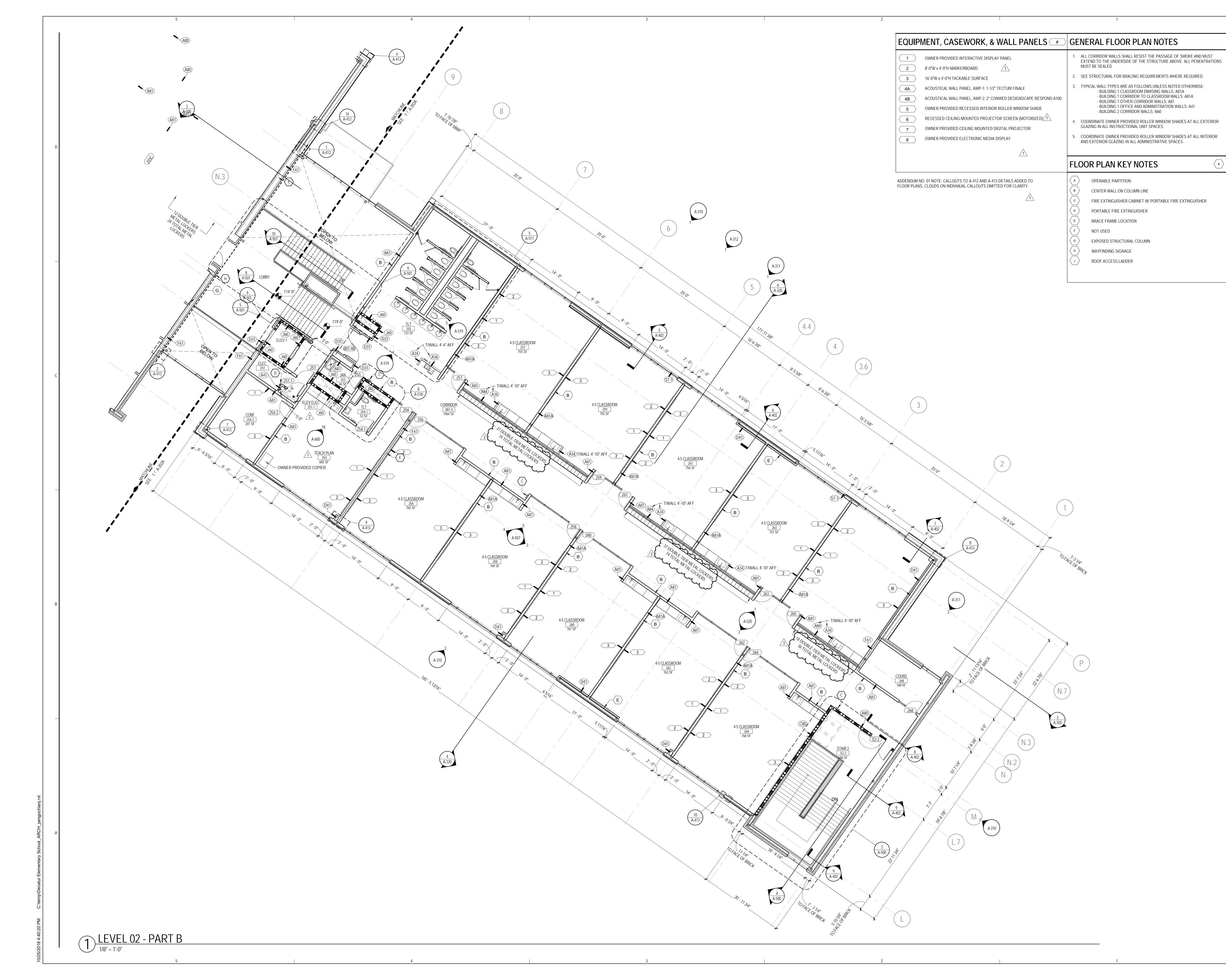
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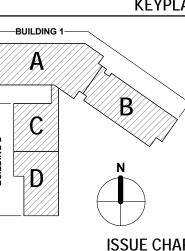
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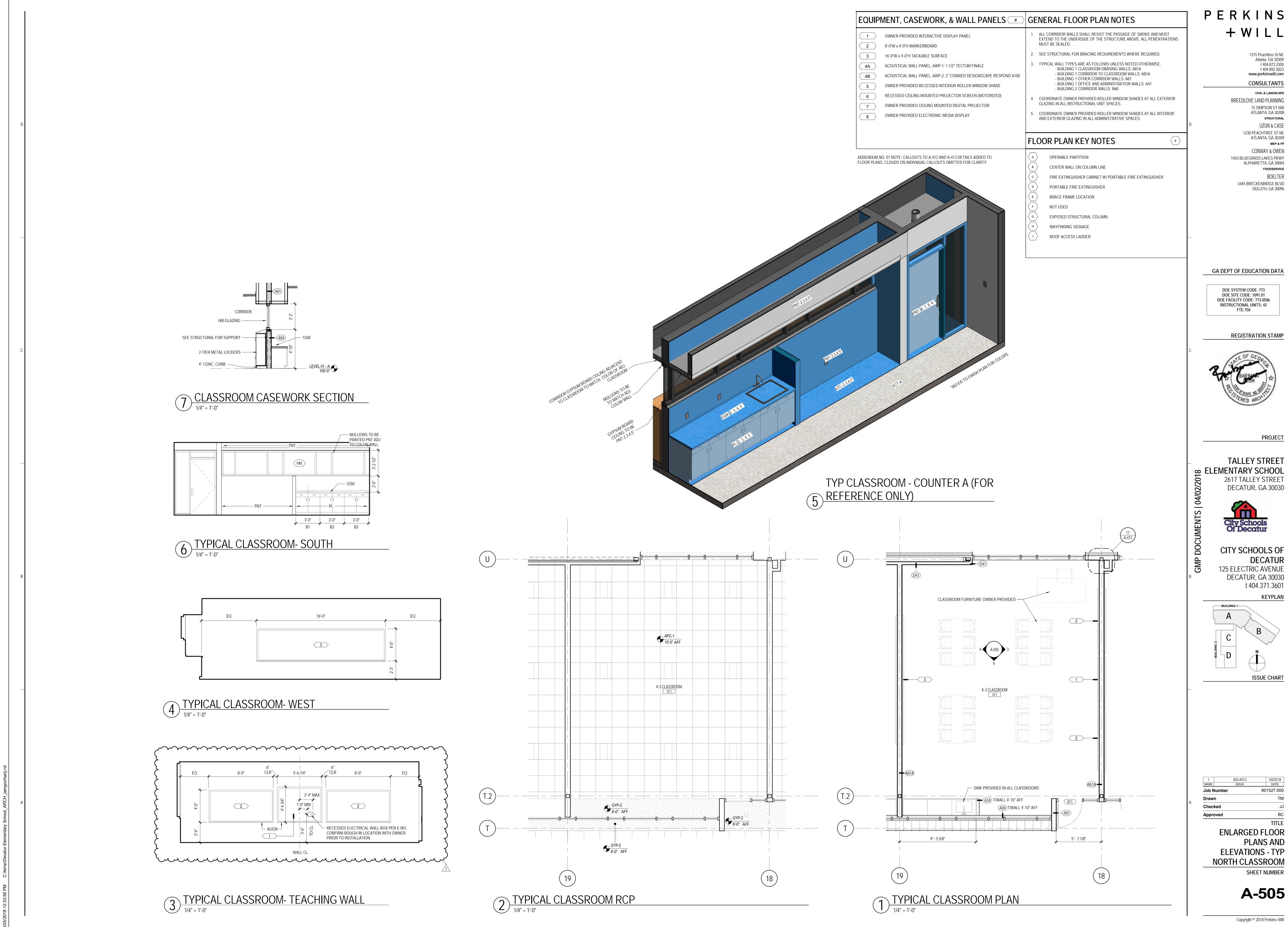
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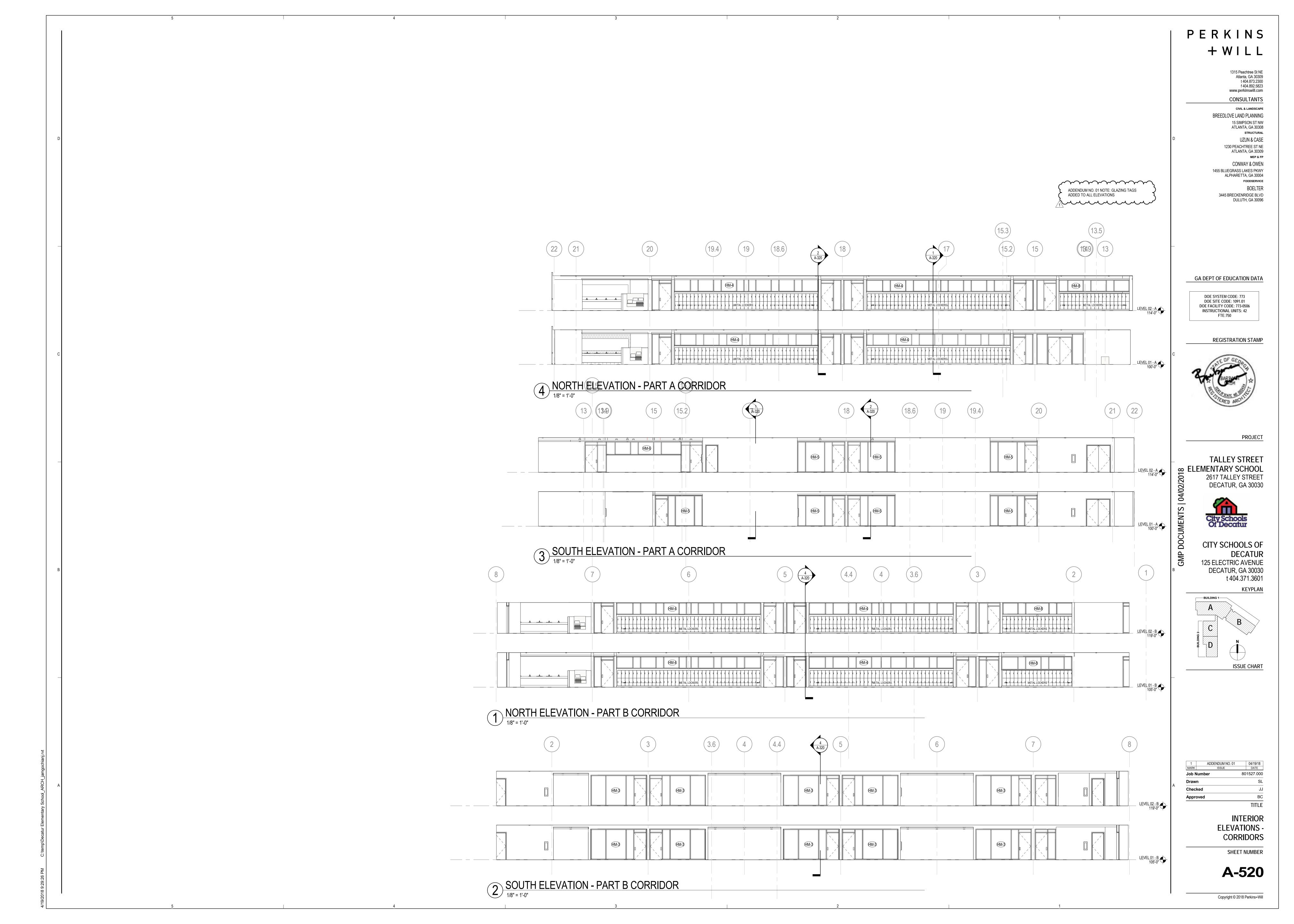
LEVEL 02 FLOOR PLAN - PART B

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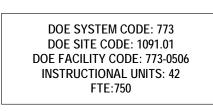
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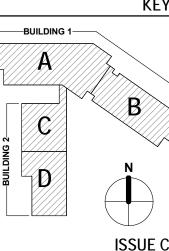
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KEYPLAN



ISSUE CHART

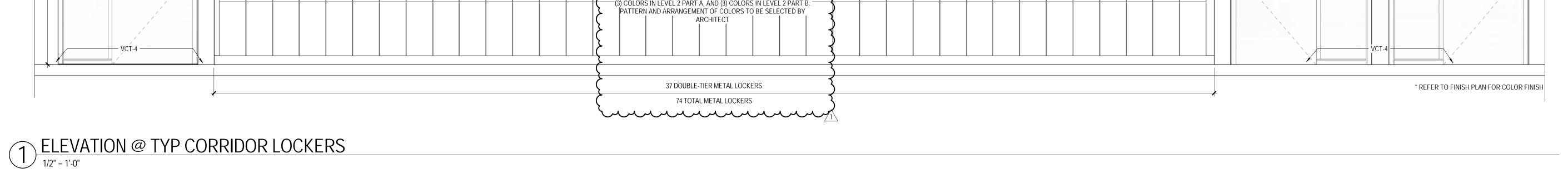
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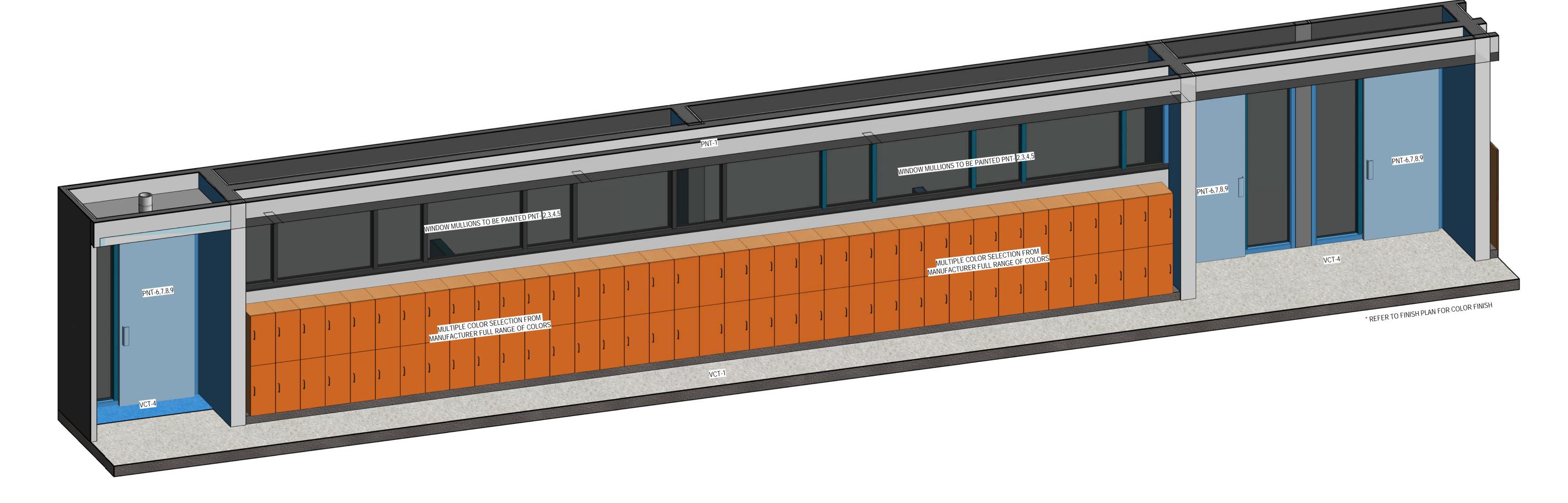
INTERIOR ELEVATION - TYP CORRIDOR

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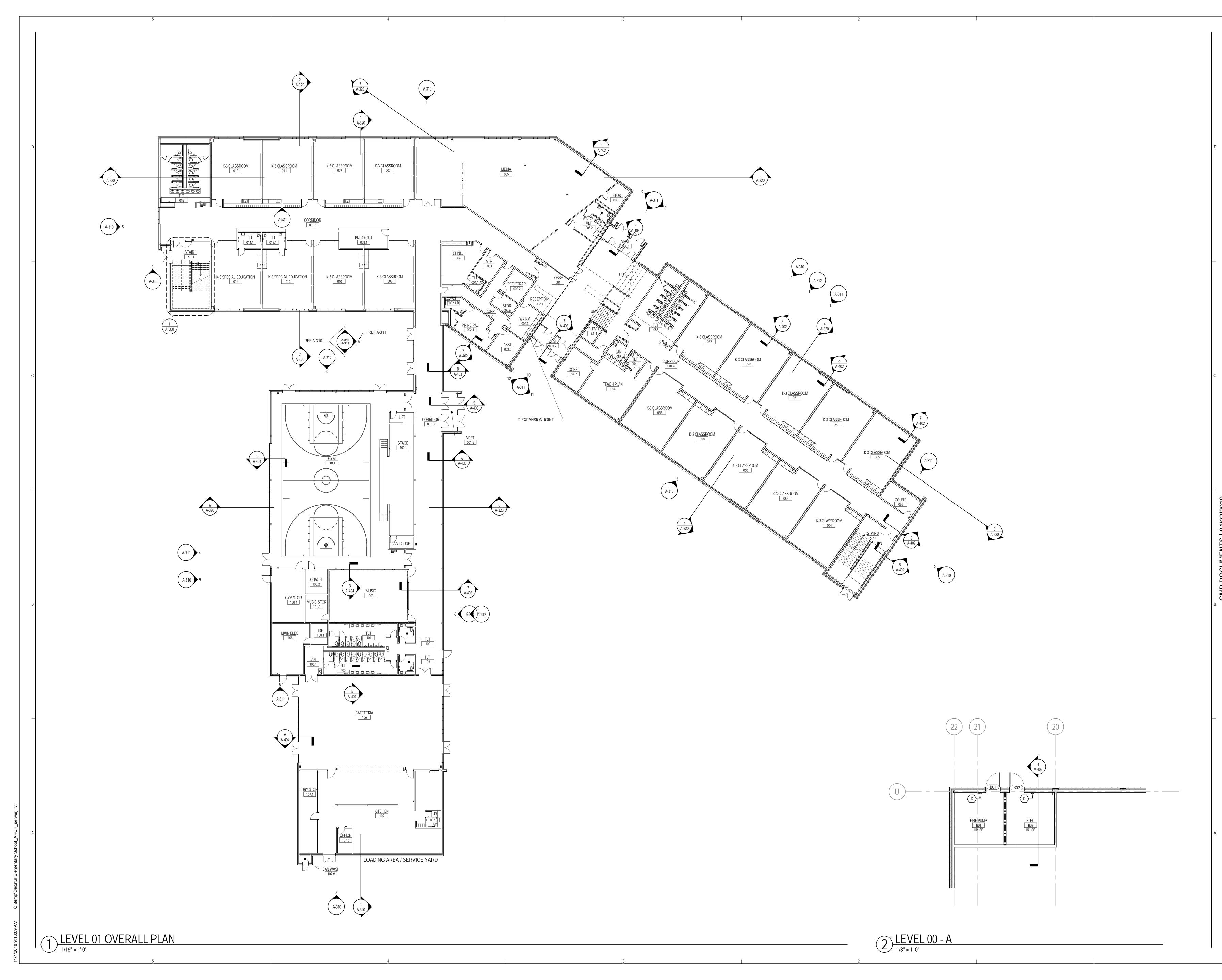




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(3) COLORS IN LEVEL 2 PART A, AND (3) COLORS IN LEVEL 2 PART B.



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REGISTRATION STAMP



PROJECT

TALLEY STREET

ELEMENTARY SCHOOL

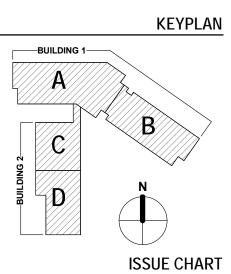
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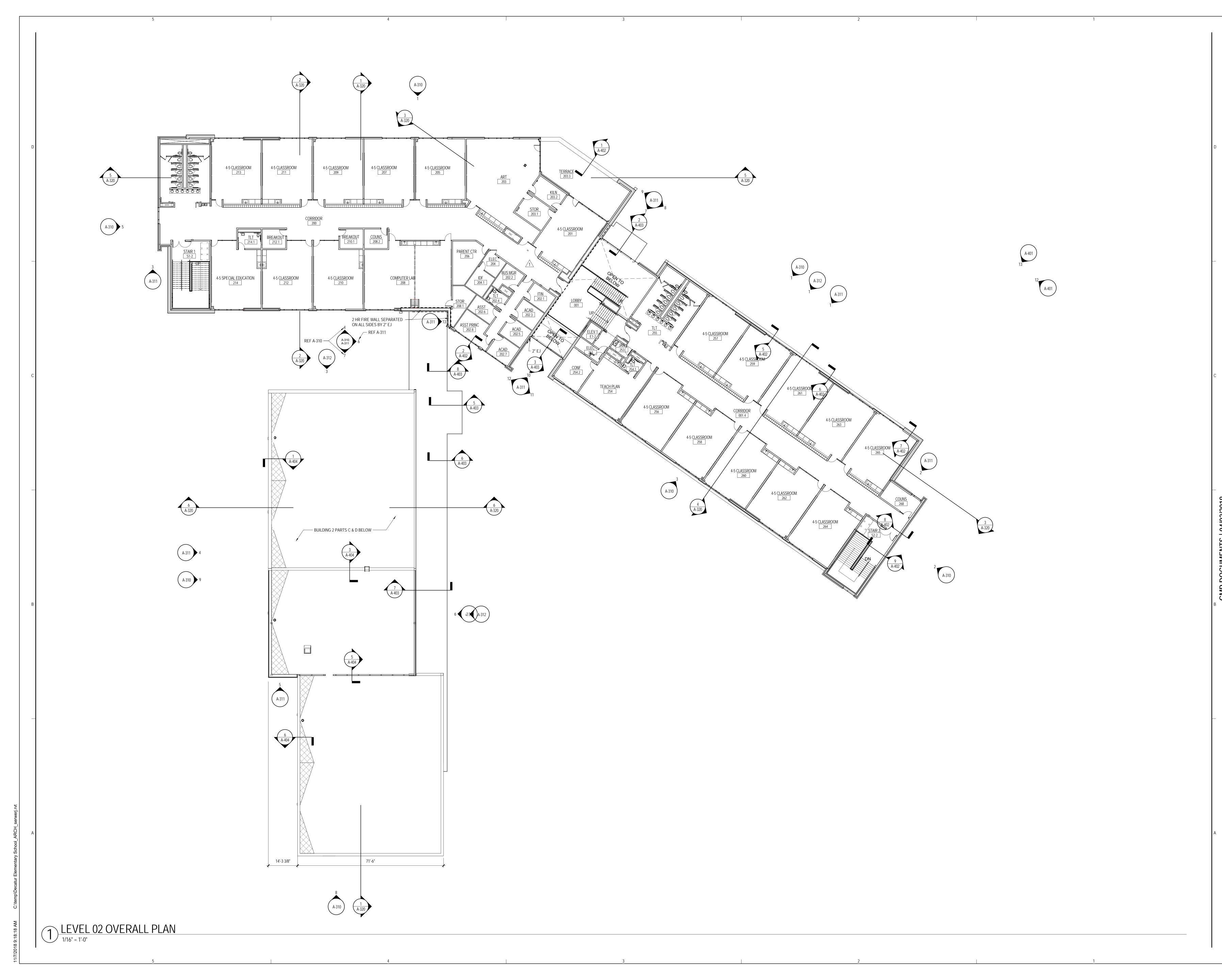
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LEVEL 00 AND LEVEL 01 OVERALL PLAN

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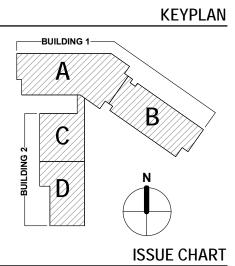
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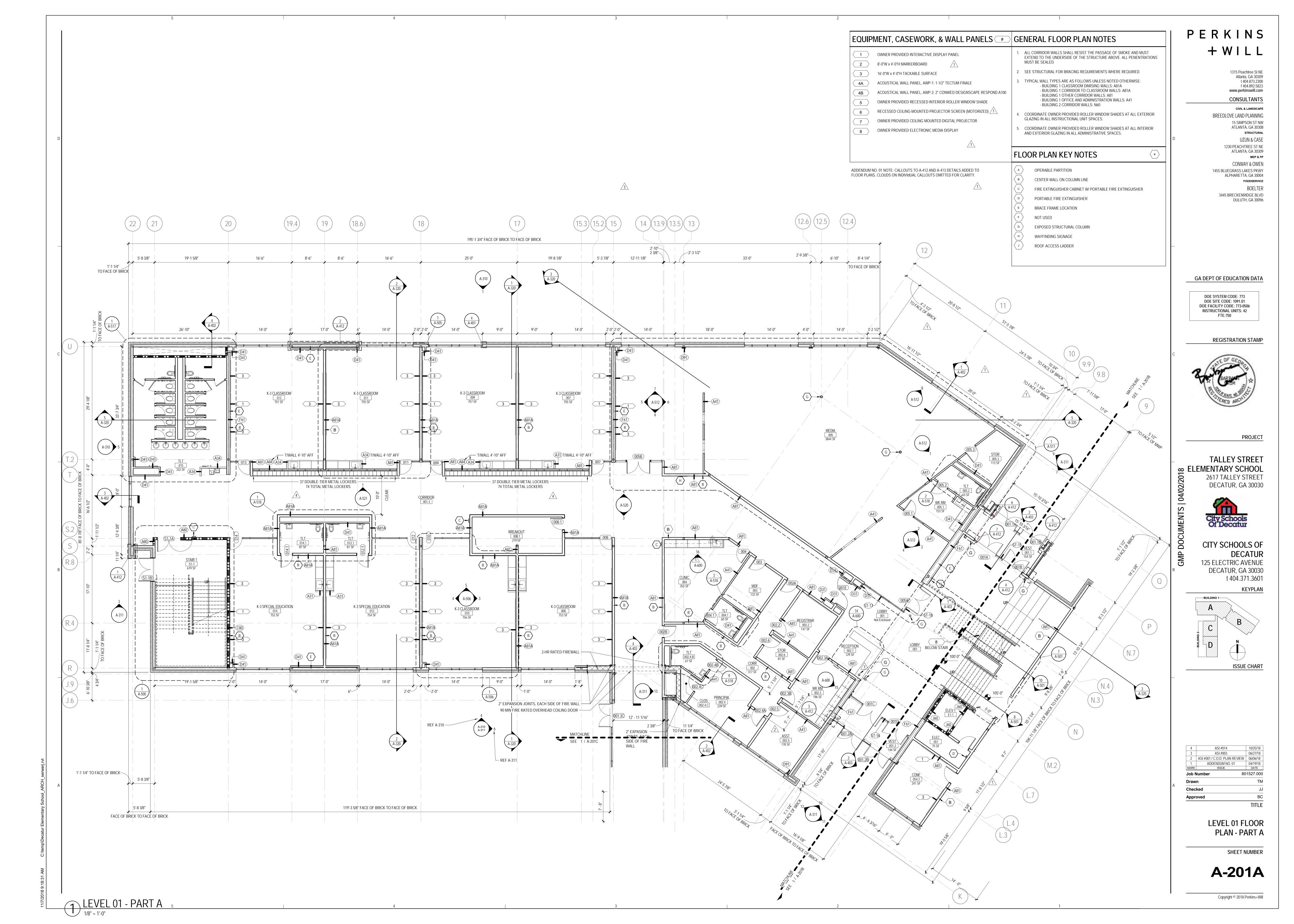
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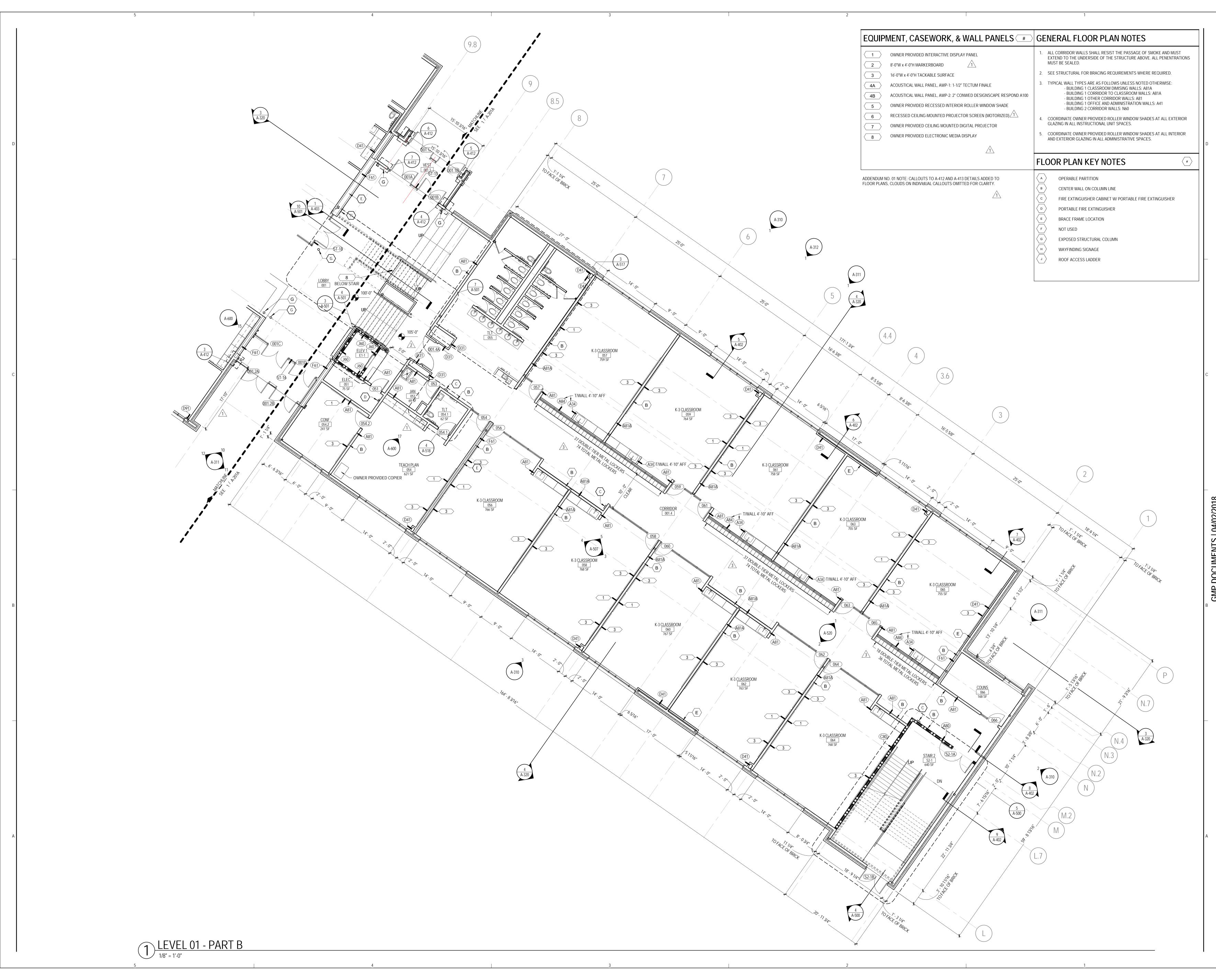
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LEVEL 02 OVERALL PLAN

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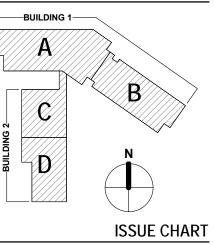
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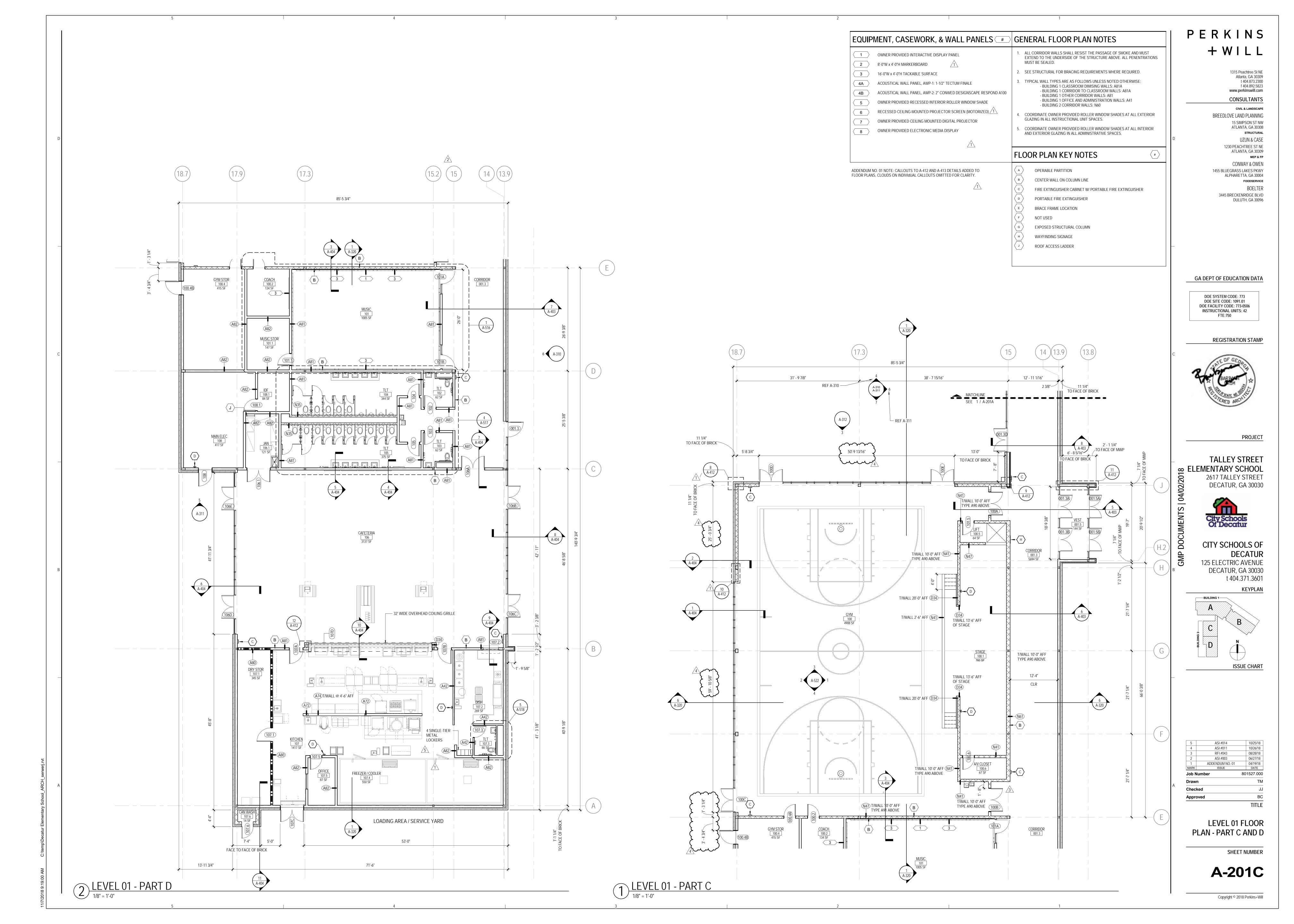
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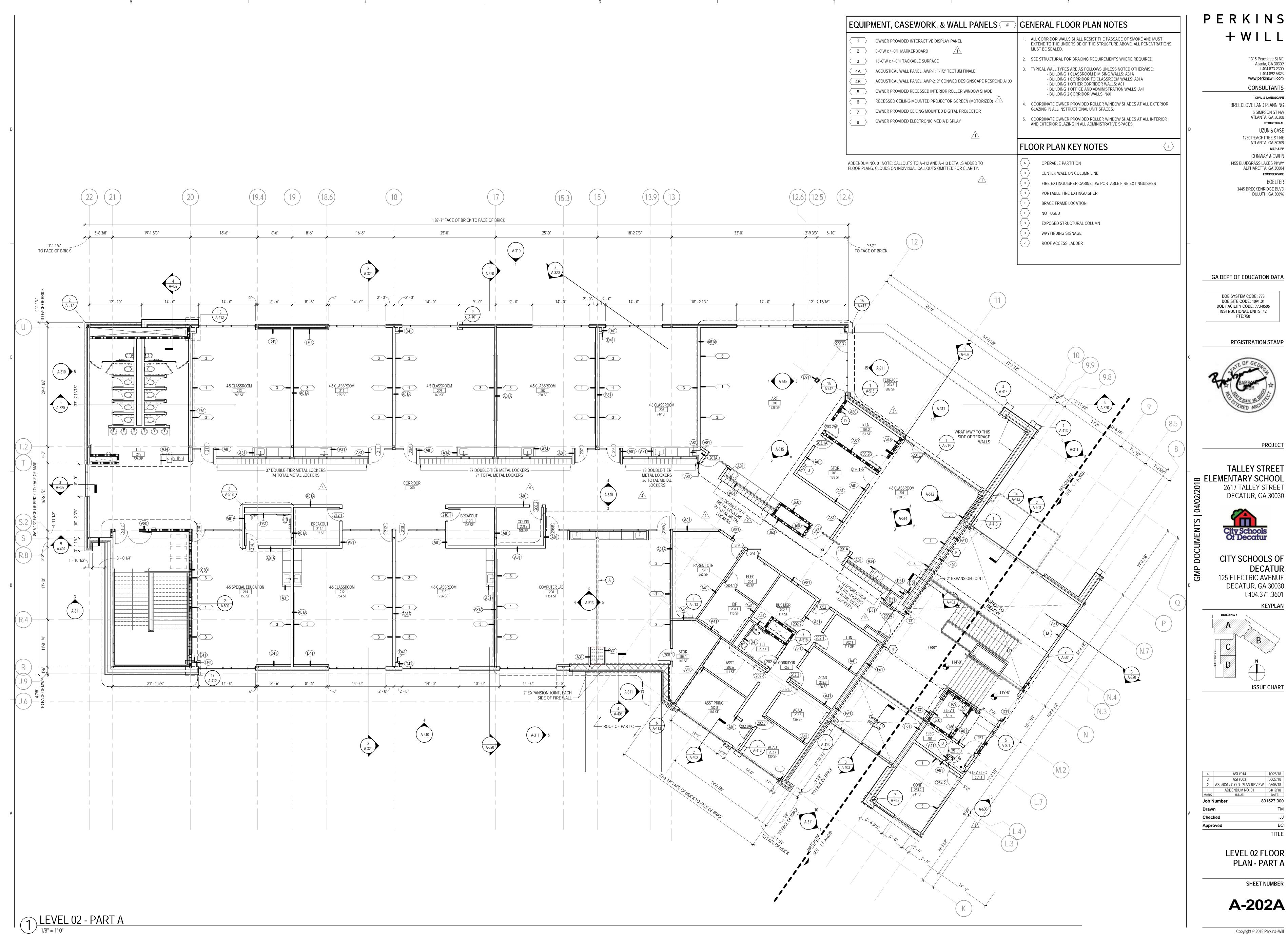
 TITLE

LEVEL 01 FLOOR PLAN - PART B

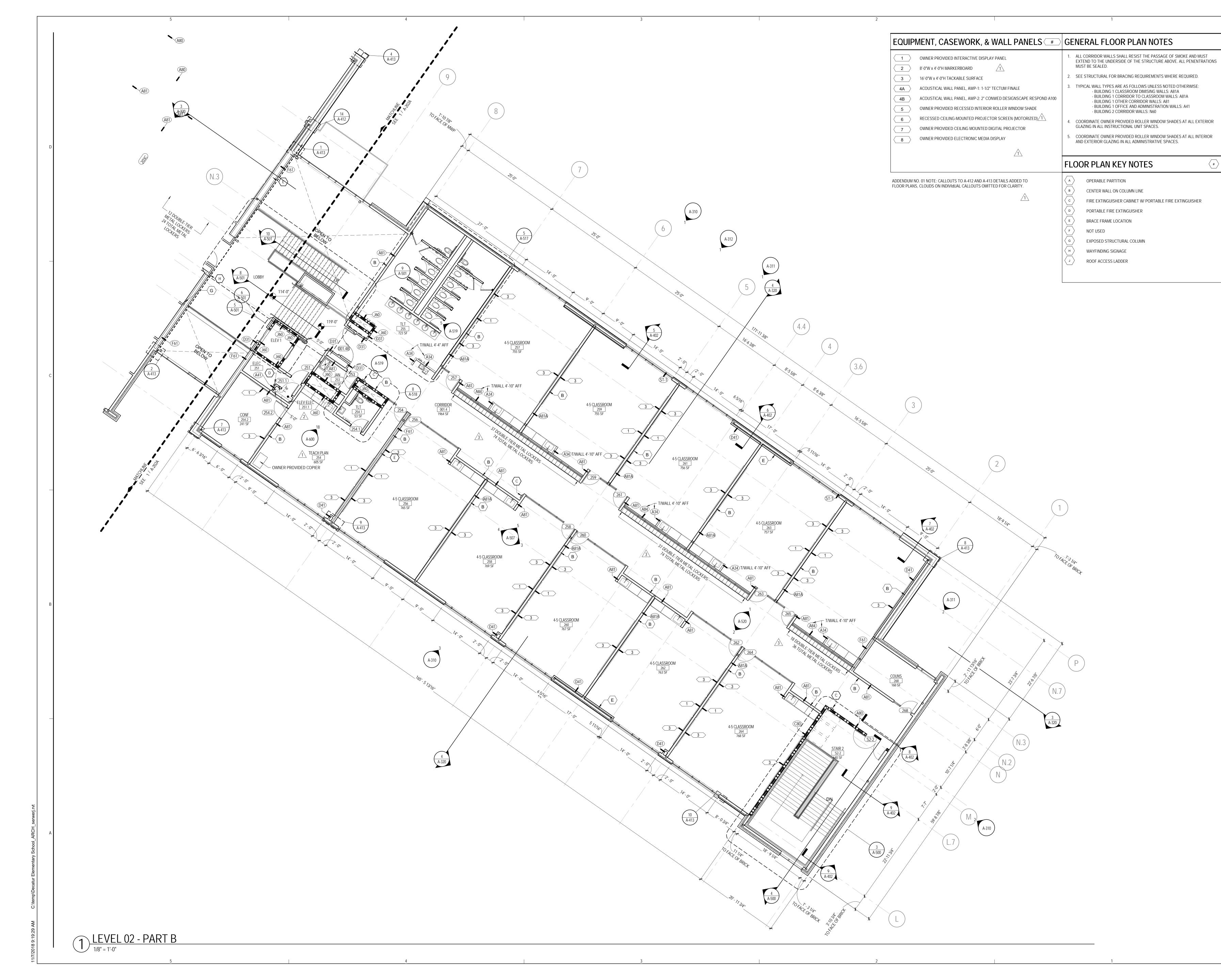
SHEET NUMBER

A-201B





3	ASI #003	00/2//18	
2	ASI #001 / C.O.D. PLAN REVIEW	06/06/18	
1	ADDENDUM NO. 01	04/19/18	
MARK	ISSUE	DATE	
Job Number 801527.000			
Draw	wn TM		
Chec	Checked JJ		
Appr	oved	ВС	
		TITI F	



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1230 PEACHTREE ST NE ATLANTA, GA 30309 MEP & FP **CONWAY & OWEN** 1455 BLUEGRASS LAKES PKWY ALPHARETTA, GA 30004

BOELTER 3445 BRECKENRIDGE BLVD DULUTH, GA 30096

GA DEPT OF EDUCATION DATA

DOE SYSTEM CODE: 773 DOE SITE CODE: 1091.01 DOE FACILITY CODE: 773-0506 INSTRUCTIONAL UNITS: 42 FTE:750

REGISTRATION STAMP



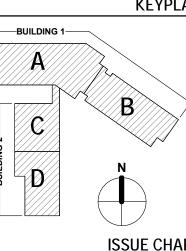
PROJECT

TALLEY STREET ELEMENTARY SCHOOL

2617 TALLEY STREET

DECATUR, GA 30030

CITY SCHOOLS OF **DECATUR** 125 ELECTRIC AVENUE DECATUR, GA 30030 t 404.371.3601

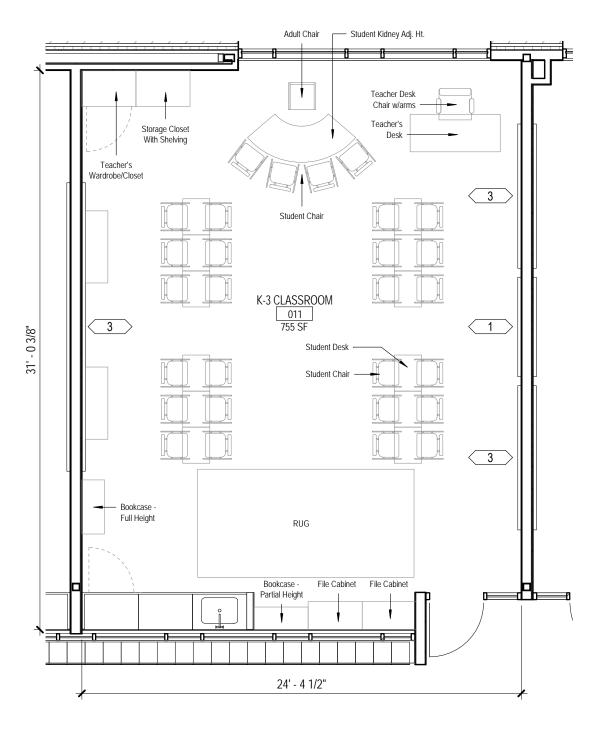


ASI #014 ASI #009 ADDENDUM NO. 01 801527.000 TITLE

> LEVEL 02 FLOOR PLAN - PART B

> > SHEET NUMBER

A-202B



TYPICAL NORTH CLASSROOM Grade (3-5)

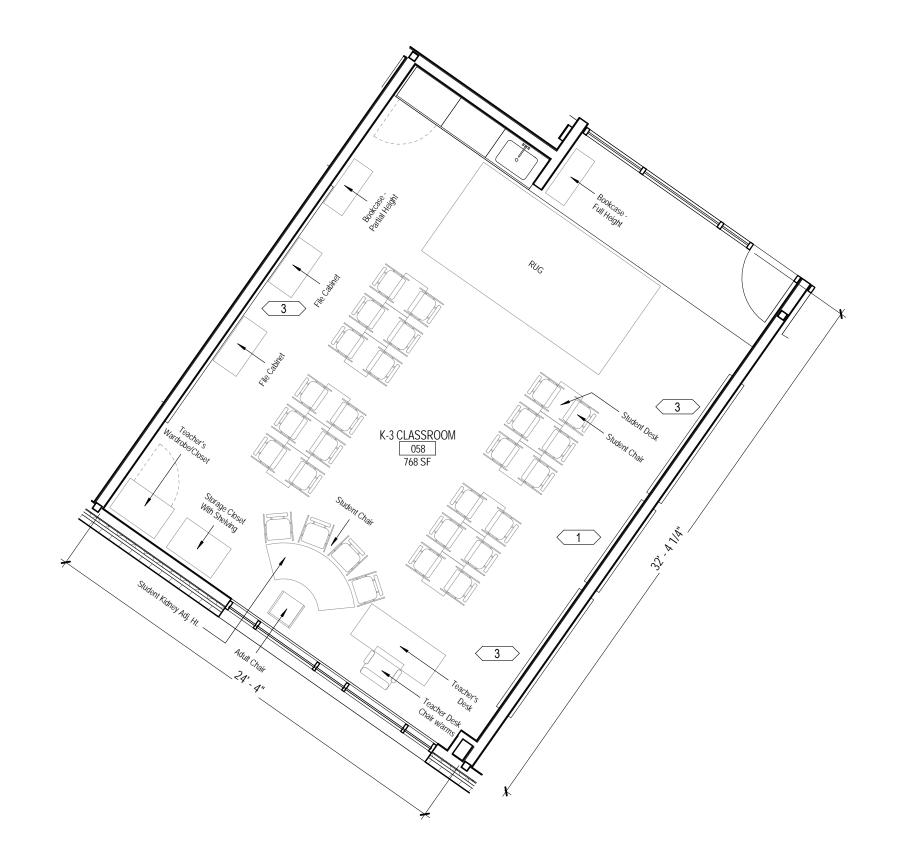
<u>Equipment</u>	<u>Size</u>	<u>No</u>
Teacher's Wardrobe/Closet	3' x 2' x 7'	<u>1</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>1</u>
Bookcase - Full Height	3' x 15"x 7'	<u>1</u>
Bookcase - Partial Height	3' x 15" x 42"	<u>1</u>
File Cabinet - 2 drawer Letter	36" x 18 5/8" x 28"	<u>2</u>
Teacher Desk	25" x 60"	<u>1</u>
Teacher Arm Chair		<u>1</u>
Adj. Ht. Student Desk	24"W x 18"L x 22-30"H	<u>4</u>
Student Chair no Bookrack	16"	<u>28</u>
Student Kidney Adj. Ht.	48" x 72" x 22-30"	<u>1</u>
Rug	72" x 144"	<u>1</u>
Adult Chair	18"	<u>1</u>

24' - 4 1/4" Bookcase -Full Height -File Cabinet File Cabinet 3 Student Desk K-3 CLASSROOM 010 756 SF 3 3 Wardrobe/Closet Storage Closet With Shelving Teacher Desk Student Kidney Adj. Ht. ----

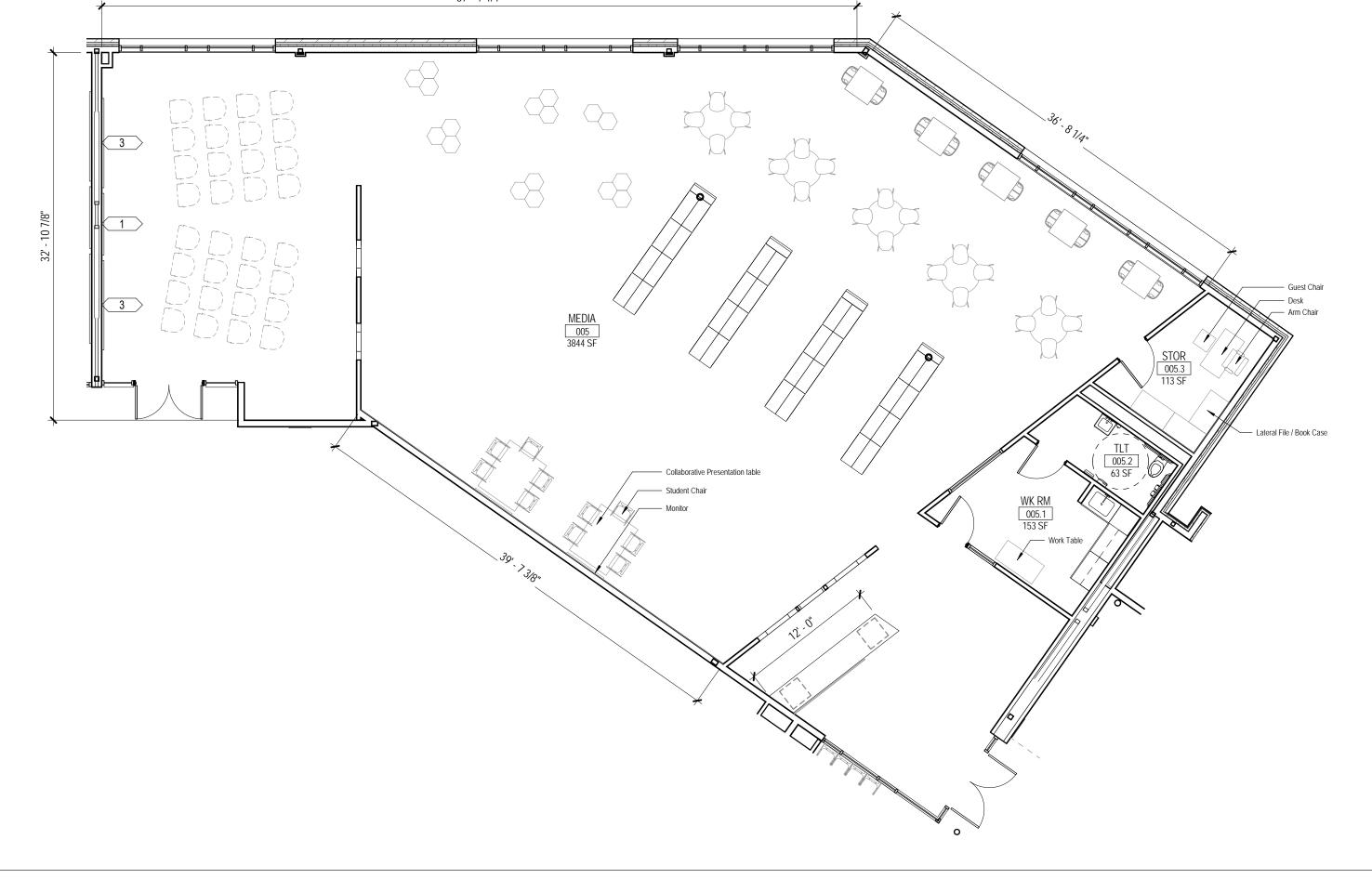
TYPICAL SOUTH CLASSROOM Grade (3-5)

<u>Equipment</u>	<u>Size</u>	<u>No</u>
Teacher's Wardrobe/Closet	3' x 2' x 7'	<u>1</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>1</u>
Bookcase - Full Height	3' x 15"x 7'	<u>1</u>
File Cabinet - 2 drawer Letter	36" x 18 5/8" x 28"	<u>2</u>
Teacher Desk	25" x 60"	<u>1</u>
Teacher Arm Chair		<u>1</u>
Adj. Ht. Student Desk	24"W x 18"L x 22-30"H	<u>4</u>
Student Chair no Bookrack		<u>28</u>
Student Kidney Adj. Ht.	48" x 72" x 22-30"	<u>1</u>
Rug	72" x 144"	<u>1</u>
Adult Chair	18"	<u>1</u>

TYPICAL CLASSROOM Grade (3-5)



Equipment	<u>Size</u>	<u>No.</u>
Teacher's Wardrobe/Closet	3' x 2' x 7'	<u>1</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>1</u>
Bookcase - Full Height	3' x 15"x 7'	<u>1</u>
Bookcase - Partial Height	3' x 15" x 42"	<u>1</u>
File Cabinet - 2 drawer Letter	36" x 18 5/8" x 28"	<u>2</u>
Teacher Desk	25" x 60"	<u>1</u>
Teacher Arm Chair		<u>1</u>
Adj. Ht. Student Desk	24"W x 18"L x 22-30"H	<u>4</u>
Student Chair no Bookrack	16"	<u>28</u>
Student Kidney Adj. Ht.	48" x 72" x 22-30"	<u>1</u>
Rug	72" x 144"	<u>1</u>
Adult Chair	18"	<u>1</u>



MEDIA CENTER - Main Area	MEDIA CENTER - Main Area cont'd.
MEDIA CENTER - Main Area	MEDIA CENTER - Main Area Cont d.

Equipment	Size	No.			
Shaped Student desks (nestable for collaboration)	approx 32x28	<u>32</u>	MEDIA - Office/Processing Work Rm		
Student Chair no Bookrack	16"	<u>64</u>	<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Soft Seating	Various	<u>16</u>	Teacher Desk with Return	25" x 60" (+45" Ret.)	<u>1</u>
Collaborative Presentation Table (Table will need to accommodate monitor at one end)	Approx. 60" x 48"	<u>2</u>	Teacher Arm Chair		<u>1</u>
Stackable Poly Chairs		<u>60</u>	Latera File 2 Drawer w/Bookcase	42"x25"x70"	<u>1</u>
·		<u>36</u>	Guest Chair		<u>1</u>
Nesting Chairs-Poly Book Shelves	48"Lx60"H		Work Table	45" x 24" x 36"	<u>1</u>
		<u>12</u>	MEDIA - Circulation Desk		
Book Shelves	48"Lx42"H	24	<u>Equipment</u>	<u>Size</u>	<u>No.</u>
			Adjustable Chair No Arms		2



MEDIA - Teacher Work Room cont'd.

Equipment Size No.

Bookcase - Full Height 3' x 15"x 7'

Bookcase - Partial Height 3' x 15" x 42"

Cubbies

Laminator

Copy Machine

Die Cut Machine

Kraft Paper Dispenser

Computer/Laptop

Printer

MEDIA - IT Office & AV Storage

Equipment Size No.

Teacher's Wardrobe/Closet 3' x 2' x 7'

Storage Closet with Shelving 3' x 2' x 7'

Bookcase - Full Height 3' x 15"x 7'

Bookcase - Partial Height 3' x 15" x 42"

File Cabinet - 2 drawer Legal 26.5" x 18" x 30"

File Cabinet - 4 drawer Legal 26.5" x 18" x 52"

Base Cabinet with Countertop

Upper Cabinet/Wall Hung Shelves

Teacher Desk with Return 25" x 60" (+45" Ret.)

Teacher Arm Chair

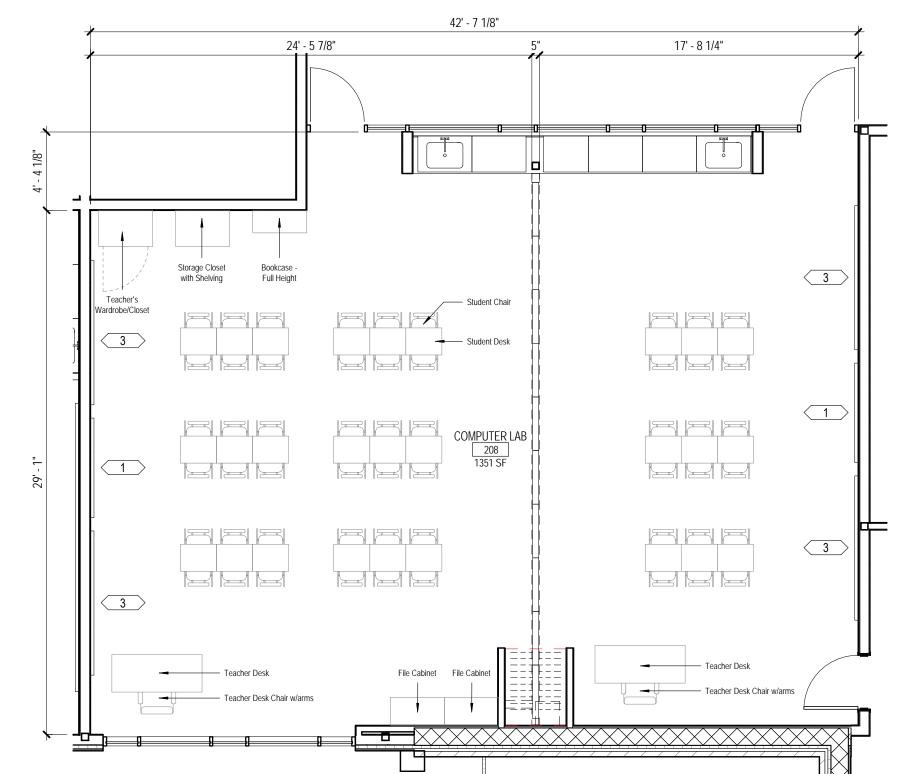
Side Chairs

Tackboard

Markerboard

Computer/Laptop

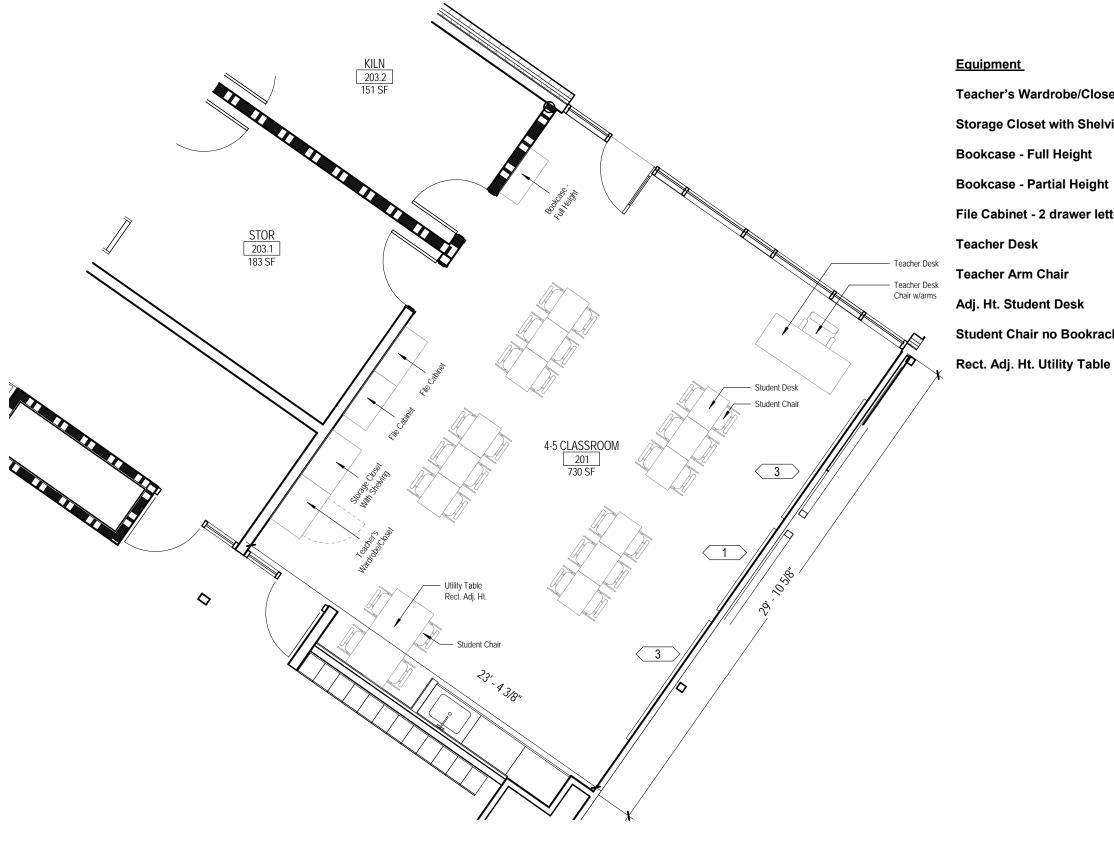
Printer



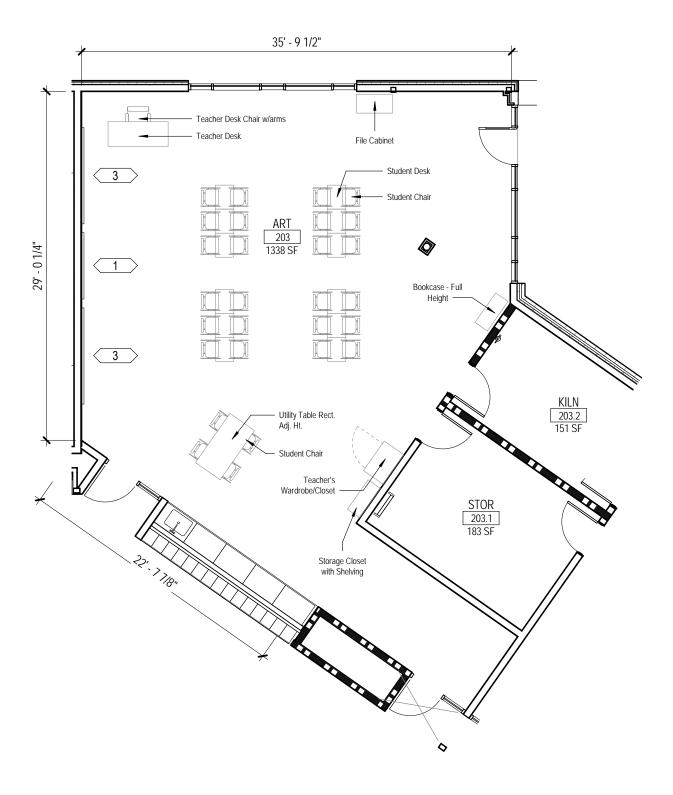
Computer Lab

<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Teacher's Wardrobe/Closet	3' x 2' x 7'	1
Storage Closet with Shelving	3' x 2' x 7'	1
Bookcase - Full Height	3' x 15"x 7'	1
File Cabinet - 2 drawer letter	36" x 18 5/8" x 28"	<u>2</u>
Teacher Desk	25" x 60"	<u>2</u>
Teacher Arm Chair		<u>2</u>
Adj. Ht. Student Desk	24"L x 18"W x 22-30"H	<u>9</u>
Student Chair no Bookrack	16"	<u>54</u>

TYPICAL LAB 4-5



<u>Equipment</u>	<u>Size</u>	No
Teacher's Wardrobe/Closet	3' x 2' x 7'	<u>1</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>1</u>
Bookcase - Full Height	3' x 15"x 7'	<u>1</u>
Bookcase - Partial Height	3' x 15" x 42"	<u>1</u>
File Cabinet - 2 drawer letter	36" x 18 5/8" x 28"	<u>2</u>
Teacher Desk	25" x 60"	<u>1</u>
Teacher Arm Chair		<u>1</u>
Adj. Ht. Student Desk	24"W x 18"L x 22-30"H	<u>4</u>
Student Chair no Bookrack	16"	<u>28</u>
Rect. Adj. Ht. Utility Table	30" x 70" x 22-30"H	<u>1</u>



STEM/ART

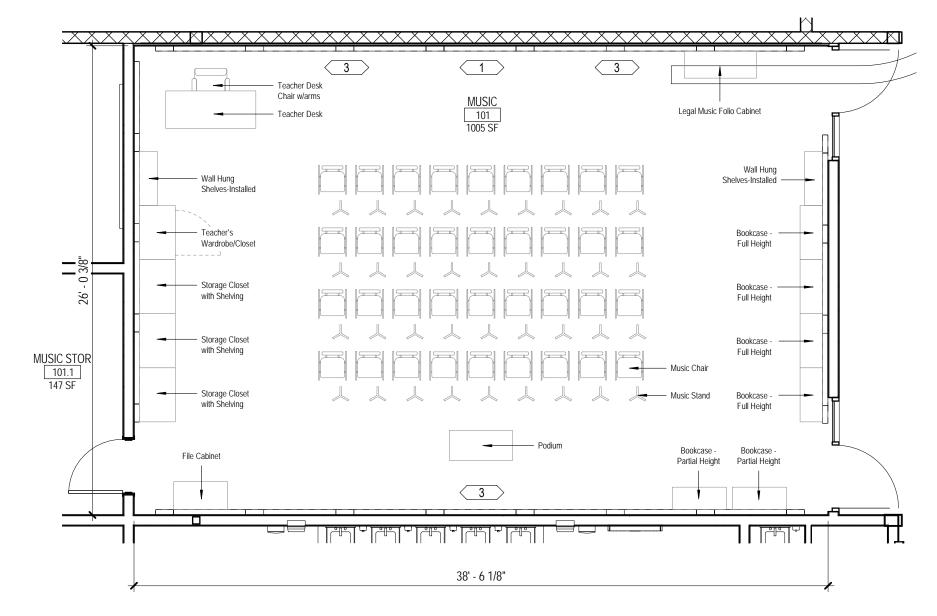
<u>Equipment</u>	<u>Size</u>	<u>No</u>
Teacher's Wardrobe/Closet	3' x 2' x 7'	1
Storage Closet with Shelving	3' x 2' x 7'	<u>1</u>
Bookcase - Full Height	3' x 15"x 7'	<u>1</u>
File Cabinet - 2 drawer letter	36" x 18 5/8" x 28"	<u>1</u>
Teacher Desk	25" x 60"	<u>1</u>
Teacher Arm Chair		<u>1</u>
Adj. Ht. Student Desk	24"W x 18"L x 22-30"H	<u>4</u>
Student Chair no Bookrack	16"	<u>28</u>
Rect Adi Ht Utility Table	30" v 70" v 22-30"H	1

CONNECTIONS - Art Studio - cont'd.

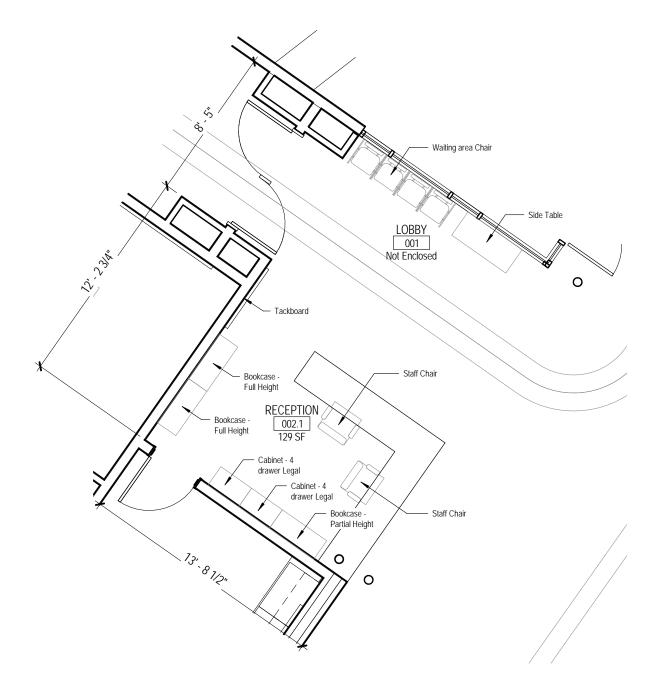
CONNECTIONS - Art Studio - cont a.	
Equipment	Size
Teacher Arm Chair	
Student Lab Tables	30" x 60" x 30"
Student Stools	16" dia. X 24"H
Side Chairs	
Damp Proof Cabinet	36W" x 18"L x 84"H
Drying Cabinet	36"W x 18"L x 84"H
Drying Rack	
Cabinet Solvent Storage	28" x 18" x 30"
Paint Storage	28" x 18" x 30"
Work Bench	96" x 36" x 34"
Woodworkers Vise	10" x 4" x 10"
Pipe Vise	15" x 7" x 10"
Wedging Table	36" x 24"
Electric Kiln with Base	45" x 39" x 67"
Kiln Exhaust Hood	
Jewelry Kiln	19" x 23" x 19"
Etching Press	27" x 26" x 58"
Potters Wheel	
Portable Clay Cart	28" x 18" x 28"
Mobile Stock Cart	24" x 36" x 32"
Computer/Laptop	
Printer	
Paper Cutter	
DI-H	

No.

Plotter



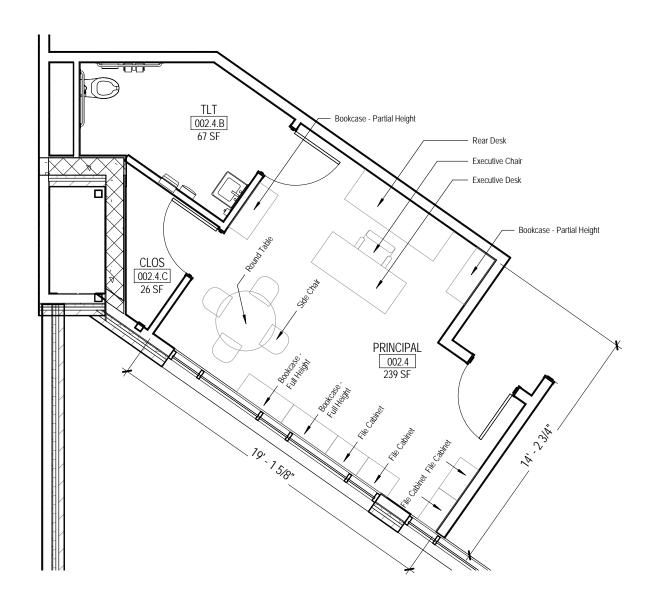
<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Teacher's Wardrobe/Closet	3' x 2' x 7'	<u>1</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>3</u>
Bookcase - Full Height	3' x 15"x 7'	<u>4</u>
Bookcase - Partial Height	3' x 15" x 42"	<u>2</u>
File Cabinet - 3 drawer Letter	36" x 18 5/8" x 42"	<u>1</u>
Wall Hung Shelves-Installed	36" x 12: x 36"	<u>2</u>
Teacher Desk	25" x 60"	<u>1</u>
Teacher Arm Chair		<u>1</u>
Music Chair	18"	<u>36</u>
Music Stands		<u>36</u>
Legal Music Folio Cabinet	48" x 18" x 84"	<u>1</u>
Podium		1



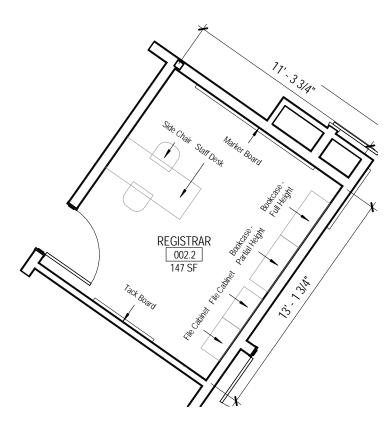
ADMIN. AREA - Reception

<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Waiting area Chair w/4 seats		<u>2</u>
Side Table		<u>1</u>
Tackboards	4' x 4'	<u>2</u>
ADMIN - Reception Area/Open Office		
Equipment	Size	<u>No.</u>
Staff Chair		<u>2</u>
Bookcase - Full Height	3' x 15"x 7'	<u>2</u>
Bookcase - Partial Height File	3' x 15" x 42"	<u>1</u>
Cabinet - 4 drawer Legal	25" x 15" x 52"	<u>2</u>

ADMIN. - Principal's Office



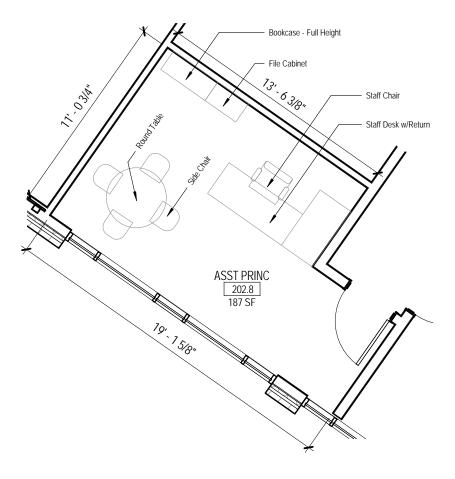
<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Executive Desk	25" x 60"	<u>1</u>
Rear Desk	25" x 72"	<u>1</u>
Executive Chair		<u>1</u>
Bookcase - Full Height	3' x 15"x 7'	<u>2</u>
Bookcase - Partial Height	3' x 15" x 42"	<u>2</u>
File Cabinet - 4 drawer Letter	25" x 15" x 52"	<u>4</u>
Round Table	40-42" diameter	<u>1</u>
Side Chairs		4



ADMIN. - Administrative Office

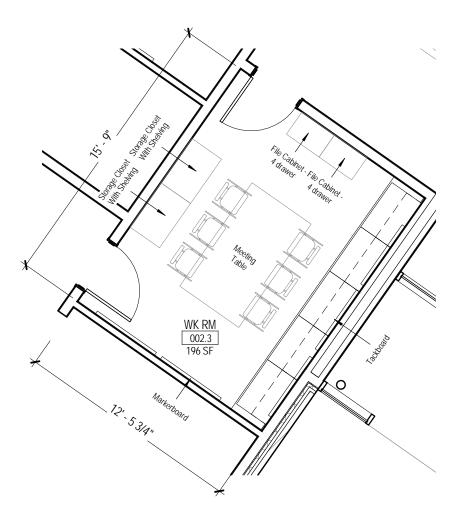
<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Staff Desk	25" x 60"	<u>1</u>
Side Chairs		<u>2</u>
Bookcase - Full Height	3' x 15"x 7'	1
Bookcase - Partial Height	3' x 15" x 42"	<u>1</u>
File Cabinet - 4 drawer letter	25" x 15" x 52"	<u>2</u>
Markerboard		<u>1</u>
Tackboard	4'x 4'	<u>1</u>





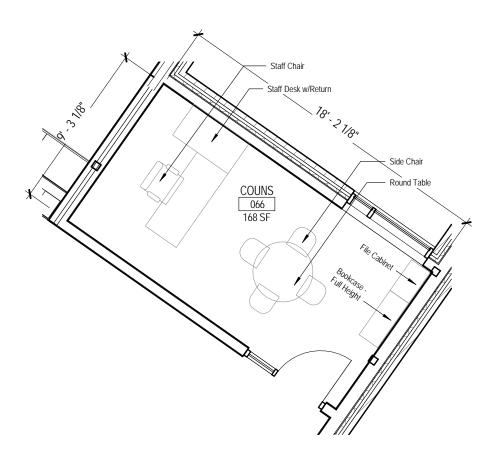
ADMIN. - Assistant Principal Office

<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Staff Desk w/Return	25" x 60" - 45" Return	<u>1</u>
Staff Chair		<u>1</u>
Bookcase - Full Height	3' x 15"x 7'	<u>1</u>
File Cabinet - 4 drawer Legal	26.5" x 18" x 52"	<u>1</u>
Round Table		<u>1</u>
Side Chairs		<u>4</u>



ADMIN. - Mail Room/Work Room

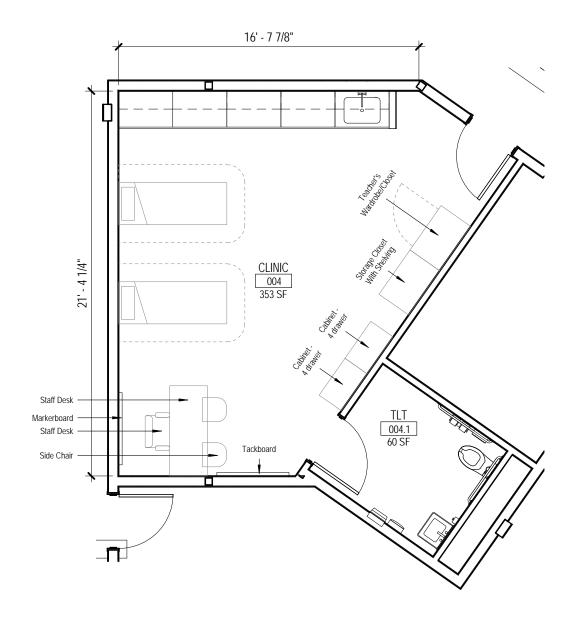
Equipment	<u>Size</u>	<u>No.</u>
Markerboard	4' x4'	<u>2</u>
Tackboard	4' x 4'	<u>3</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>2</u>
File Cabinet - 4 drawer Legal Rect.	26.5" x 18" x52"	<u>2</u>
Meeting Table	48' x 84"	<u>1</u>
Chair		6



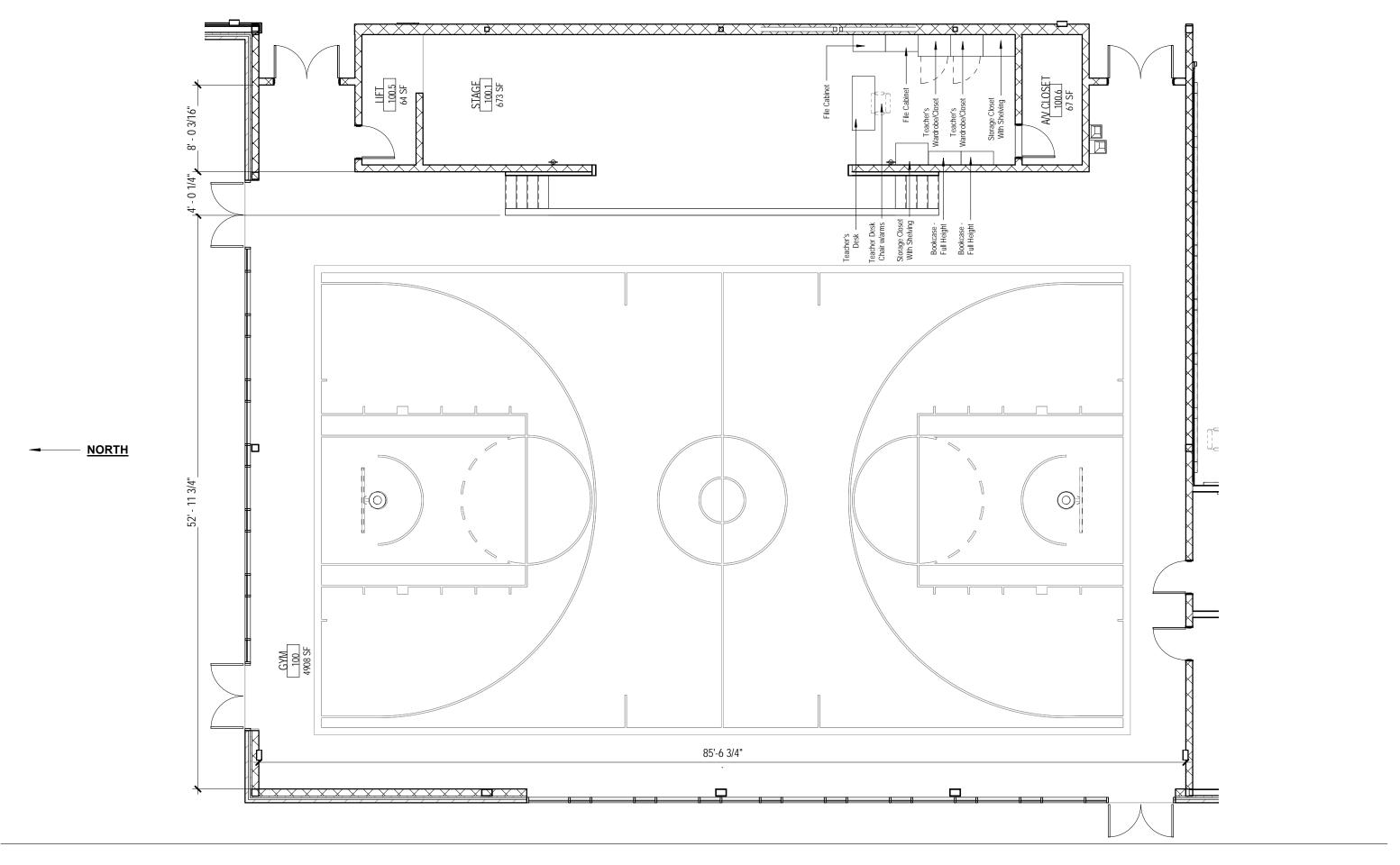
ADMIN. - Counselor Office

<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Staff Desk w/Return	25" x 60" x 45" return	1
Staff Chair		<u>1</u>
Bookcase - Full Height	3' x 15"x 7'	1
File Cabinet - 4 drawer Legal	26.5" x 18" x 52"	<u>1</u>
Round Table		<u>1</u>
Side Chairs		<u>4</u>

ADMIN. - Clinic

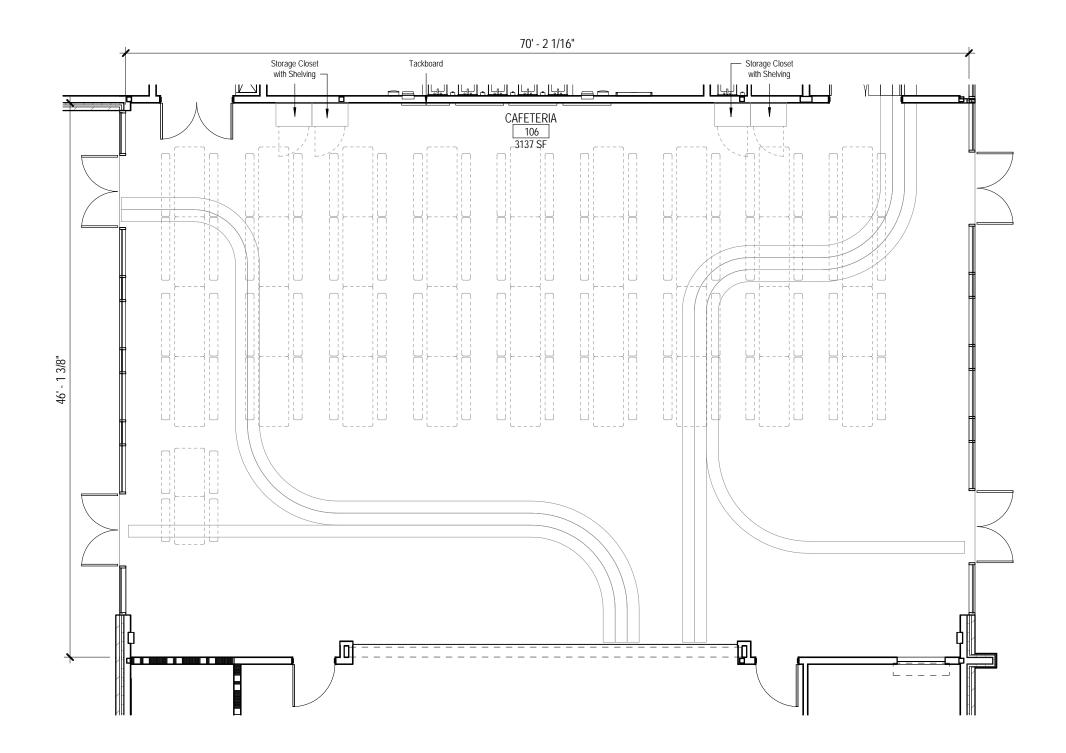


<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Teacher's Wardrobe/Closet	3' x 2' x 7'	<u>1</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>1</u>
Cabinet - 4 drawer Legal	30" x 26.5" x 18"	<u>2</u>
Undercounter Refrigerator		<u>1</u>
Exam Beds		<u>2</u>
Staff Desk	25" x 60"	<u>1</u>
Staff Chair		<u>1</u>
Side Chair		<u>2</u>
Markerboard	4' x 4'	<u>1</u>
Tackboard	4'x 4'	<u>1</u>
Curtain Track		<u>2</u>



<u>GYM</u>

Equipment	Size	<u>No.</u>
Teacher's Wardrob/Closet	3' x 2' x 7'	<u>2</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>2</u>
Bookcase - Full Height	3' x 15" x 7'	<u>2</u>
File Cabinet - 4 drawer Letter File	25" x 15" x 52"	<u>2</u>
Teacher Desk	25" x 60"	<u>1</u>
Teacher Desk Chair w/arms		<u>1</u>



CAFETERIA

<u>Equipment</u>	<u>Size</u>	<u>No.</u>
Cafeteria Tables	12' X 30" x 29" w/17" bench	<u>20</u>
Storage Closet with Shelving	3' x 2' x 7'	<u>6</u>
Tackboard	4'x 4'	4

