



The Indianapolis Public Library  
Glendale Branch Replacement Project  
**Project Manual**

**FF&E BID DOCUMENTS**

September 13, 2021

**Volume 1** of 1  
Division 12

The  
INDIANAPOLIS PUBLIC  
Library

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## **NOTICE TO BIDDERS**

Notice is hereby given that sealed Bids will be received:

By: The Indianapolis-Marion County Public Library Board of Trustees  
For: Fixtures, Furniture, and Equipment  
Glendale Branch Replacement Project  
At: The Library Services Center  
2450 North Meridian Street  
Indianapolis, IN 46208  
Until: Date and Time: October 4, 2022 at 11:30 am EDT

At the date, time, and location noted above, The Indianapolis-Marion County Public Library ("IndyPL") will receive sealed Bids ("Bids") for the Project which will be opened publicly and read aloud. Bids received after that time will be returned unopened by IndyPL. The Bidder shall be responsible for all work required to complete the Project as described in the Bidding Documents. All Bids shall be in full accordance with the Bidding Documents.

Copies of the Drawings, Project Manual, and Addenda (together "Bidding Documents") will be available for pick-up or delivery through the online planroom operated by Eastern Engineering at <https://easternengineering.com>. Planroom registration is free. The charge for the documents will be listed on the online planroom. Payment may be made by check, credit card, or cash. No deposits will be accepted. Make checks payable to Eastern Engineering. All payments and costs of Bidding Documents are non-refundable. Eastern Engineering is located at 9901 Allisonville Road, Fishers, IN 46038 and can be contacted at (866) 884-4115.

Bidders shall ensure that they have obtained complete sets of Bidding Documents and shall assume the risk of any errors or omissions in Bids prepared by reliance on incomplete sets of Bidding Documents.

A Bid Security in the amount of five percent (5%) must accompany each Bid in accordance with the Instructions to Bidders. Bid Security shall be a certified check or bid bond. All checks and bid bonds shall be made payable to the Indianapolis-Marion County Public Library. Bids may be held for a period not to exceed sixty (60) days before awarding contract. Bids shall be properly and completely executed on the Bid Form provided in the Bidding Documents.

The successful Bidder will be required to furnish Performance and Labor & Material Bonds for 100% of their contract amount before execution of contracts. Bonds shall be maintained in accordance with I.C. 36-1-12-12 and I.C. 36-1-12-14.

Requests for substitutions or questions regarding this Project must be submitted in writing no later than September 27, 2022, 5:00 pm EDT. Items shall be submitted via e-mail to Megan Kubick at [mkubick@krmarchitecture.com](mailto:mkubick@krmarchitecture.com).

Selection of the successful Bidder is scheduled to occur at the regular IndyPL Board Meeting on October 24, 2022.

It is the Policy of IndyPL that Minority Business Enterprises ("MBE"), Women Business Enterprises ("WBE"), Veteran Business Enterprises ("VBE") and Disability-Owned Business Enterprises ("DOBE") shall have the maximum feasible opportunity to be utilized in the performance of contracts. Consequently IndyPL has established the following percentage utilization goals for certified MBE, WBE, VBE, and DOBE utilization on this Project, based upon the Contract Price as awarded to the successful Bidder:

- MBE: fifteen percent (15%);
- WBE: eight percent (8%);
- VBE: three percent (3%); and
- DOBE: one percent (1%).

The Indianapolis Public Library reserves the right to reject any or all bids and the right to waive any irregularities in bidding. The Indianapolis Public Library shall award the contract to the lowest responsible and responsive bidder pursuant to I.C. 36-1-12-4 (b) (8).

By: Nichelle M. Hayes, Chief Executive Officer - Interim

END OF SECTION 00 00 20

## PART 1 – GENERAL

### 1.1 DEFINITIONS

- A. General - All definitions set forth in the Contract for Construction, AIA Document A151-2019, as modified for the Project for which Bids are being solicited herein, are applicable to these Instructions to Bidders.
- B. Addenda - Written or graphic instruments issued which modify or interpret the Bidding Documents, including Drawings and Specifications, by additions, deletions, clarifications, or corrections. Addenda shall become part of the Contract Documents when the Construction Contract is executed.
- C. Bid - A written Bid submitted by a Bidder on the form prescribed herein offering to perform and complete the Work and to fulfill all other requirements of the Contract Documents for one or more specified prices.
- D. Bid Date - The date when Bids are to be received, opened and publicly read aloud as established by the Notice to Bidders as may be modified by Addenda.
- E. Bid Documents - All documents and completed forms required to be submitted by a Bidder with and as integral parts of a Bid Submission, whether or not included as sample forms assembled in the Project Manual of which these Instructions to Bidders are a part. Such Bid Documents are listed and more fully described in the Instructions to Bidders, Section 1.6 below.
- F. Bidding Documents – Drawings, Specifications, Project Manual, and Addenda prepared by the Architect and used by the Bidder to complete their Bid.
- G. Bid Submission - All documents presented by a Bidder
- H. Bidder - Any person or entity who submits a Bid by the public opening time on the Bid Date.
- I. Contract Documents - The Contract for Construction ("Agreement"), AIA 151–2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment, and any exhibits thereto, Addenda which pertain to the Contract Documents, Instructions to Bidders, Notice to Bidders, Bidder's Bid (including documentation accompanying the Bid and any post-Bid documentation submitted prior to the Notice of Award), Notice to Proceed, the Bonds, any Supplemental or

Special Conditions, the Specifications and the Drawings, and other items as more specifically identified in the Agreement.

- J. E-Verify Program - An electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.403(a), as amended, operated by the United States Department of Homeland Security or successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and control Act of 1986 (P.L. 99-603).
- K. Project Manual - The bound set of documents, forms, sample forms, and Contract Documents (excluding plans and Addenda) approved by the Owner for the Work and/or Project described in the Notice to Bidders and of which these Instructions to Bidders are a part.
- L. XBE - Any business which is certified as a Disability-owned Business Enterprise (DOBE), Minority Business Enterprise (MBE), Veteran Business Enterprise (VBE), or Women's Business Enterprise (WBE) by the City of Indianapolis, the State of Indiana, or any other recognized governmental agency.
- M. Use of Domestic Steel - Bidder acknowledges and has familiarized itself with Indiana Code §5-16-8-1 and §5-16-8-2 which provides that each public agency shall require that every contract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works contain a provision that, if any steel or foundry products are to be used or supplied in the performance of the contract or subcontract, only steel or foundry products made in the United States shall be used or supplied in the performance of the contract or any of the subcontracts unless the head of the public agency determines, in writing, that the cost of steel or foundry products is considered to be unreasonable. Bidder further acknowledges and understands that, for purposes of such statute and requirement, "foundry products" means products cast from ferrous and nonferrous metals by foundries in the United States and that "steel products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated, or otherwise similarly processed, or processed by a combination of two (2) or more of such operations, from steel made in the United States by the open hearth, basic oxygen, electric furnace, Bessemer, or other steel making process.
- N. Domestic Steel Pricing - In furtherance of the provisions and requirements of Indiana Code §§ 5-16-8-1 and 2, Bidder understands and acknowledges that price of any steel

or foundry products of domestic (United States) origin is not considered unreasonable if the price does not exceed the sum of:

- .1 the bid or offered price of like steel or foundry products of foreign origin (including any applicable duty); plus
- .2 a differential of fifteen percent (15%) of the bid or offered price of the steel or foundry products of foreign origin.

## 1.2 BASE BID

- A. No segregated bids, voluntary alternates, or assignments will be considered.

## 1.3 BIDDING DOCUMENTS

- A. Complete sets of Bidding Documents may be obtained by Bidders as described and stated in the Notice to Bidders.
- B. Bidding Documents will be available to Bidders (as listed in the Notice to Bidders). Bidders in their preparation of Bids shall be responsible for all errors, omissions, or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- C. The Owner or the Architect, in making copies of the Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids on the Work. They do not confer or grant a license for any other use.
- D. Use of Architect's Digital Data Files: Digital data files of Architect's BIM file will be provided by Architect for Bidder's use upon request and execution of the Waiver of Claims for Use of Electronic Data Agreement.
  - .1 Architect makes no representations as to the accuracy or completeness of digital data files as they relate to the Contract Documents.
  - .2 To receive the data file the Bidder shall execute the Waiver of Claims for Use of Electronic Data Agreement in the form included in the Project Manual. The Agreement and data files may be requested from the Point of Contact identified in the Notice to Bidders.
  - .3 The Bidder agrees that any Subcontractors or other parties with access to the Architect's digital data files shall execute a Waiver of Claims for Use of Electronic Data Agreement in the form included in the Project Manual.

#### 1.4 BIDDERS REPRESENTATION

Each Bidder by making his Bid represents the following:

- A. That the Bidder has read and understands the Bidding Documents.
- B. That the Bidder has visited the site and familiarized himself with the local conditions under which the work is to be performed.
- C. That the Bidder is eligible to work in the State of Indiana.
- D. That the Bidder's labor force participates in training programs as required by IC 5-16-13-12.
- E. That the Bidder has implemented an employee drug testing plan that meets, or exceeds, the requirements set forth in IC 36-1-12-24.
- F. That the Bidder will utilize project managers and superintendents with sufficient relevant management experience to complete bidder's scope of work.
- G. That the Bidder and its management personnel possess any and all professional trade licenses required by law for any trade or specialty area in which Bidder is seeking a contract award and said licensures have not been suspended or revoked within the previous five (5) years.
- H. That the Bidder is utilizing a surety company which is on the United States Department of Treasury's listing of approved sureties.
- I. For contracts estimated to be over \$300,000.00, that the Bidder and expected sub-contractors are qualified under IC 4-13.6-4 or IC 8-23-10.
- J. That the Bidder provides a statement that individuals who will perform work on the Public Works Project on behalf of the Bidder will be properly classified as (i) an employee or (ii) an independent contractor under all applicable State and Federal laws and local ordinances.



## 1.5 EXAMINATION OF BIDDING DOCUMENTS & THE PROJECT SITE

- A. Each Bidder shall examine the Bidding Documents carefully and shall not later than the date established in the Notice to Bidders make written request to the Architect for interpretation or correction of any ambiguity, inconsistency, or error therein which he may discover. Interpretations or corrections will be issued as an Addendum by the Architect. Only a written interpretation or correction by Addendum shall be binding. No Bidder shall rely upon any interpretation or correction given by any other method.
- B. When and where applicable, Bidders shall carefully examine the Project Site to obtain firsthand knowledge of existing conditions. The successful Bidder will not be given extra payments for conditions, which can be determined by reasonably examining the Project Site.
- C. When and where applicable, before the Bid Date, all Bidders shall carefully and thoroughly examine and inspect the entire Project Site of the proposed Work and adjacent premises and the various means of approach and access thereto by means of a site inspection visit, and make all necessary investigations to inform themselves thoroughly as to the facilities necessary for delivering, placing and operating the necessary construction equipment, and for delivering and handling materials at the site, and shall inform themselves thoroughly as to any and all actual or potential difficulties, hindrances, delays and constraints involved in the commencement, prosecution and completion of the proposed Work in accordance with the requirements of the Contract Documents.
- D. Bidders shall carefully and thoroughly examine the Bidding Documents and shall assume the full risk of their own judgments as to the nature, quality, and amount of the whole of the Work to be done, and for the Bid price must assume all risk of any and all variances or errors in any computation or statement of amounts or quantities necessary to complete the Work in strict compliance with the Contract Documents.
- E. Elevations of the existing ground surface or structures at the Project Site as shown in the Bidding Documents are believed to be reasonably correct, but are not guaranteed to be absolutely so and are presented only as an approximation. Bidders shall satisfy themselves as to the correctness of all elevations.
- F. Information stated or depicted in the Bidding Documents concerning the location, dimensions, depth and other characteristics of underground structures and utilities is given only as general information and shall not be construed or relied upon by Bidders as a representation or an assurance that such structures or utilities will be found or

encountered as shown, or that such information is complete or accurate. Bidders, therefore, shall satisfy themselves by such means as they may deem proper as to the location of all structures and utilities that may be encountered in construction of the Work and shall bear the risk of the number, type, location, dimensions and depth of all structures and utilities thus encountered.

## 1.6 BIDDING PROCEDURES

- A. Bids shall be prepared in duplicate on the Bid Form provided as modified and included herein and be submitted in a sealed, opaque envelope, identified with Project name and name of Bidder.
- B. Bids shall have the amounts printed with ink or type written in words and figures. Should discrepancies occur between the two, the amount written in words shall prevail as the Bid. Bids shall not contain alterations or erasures.
- C. Bids shall be signed with name printed or type written below the signature. Where Bidder is a corporation, Bids shall be signed with the name of the corporation followed by the name of the State of Incorporation and the legal signature of an officer authorized to bind the Corporation to a contract.
- D. Any Bid not signed by the individual submitting same shall have attached to it a Power of Attorney evidencing authority to sign the Bid in the name of the person for whom it is signed.
- E. A Bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the NOTICE TO BIDDERS or prior to an extension thereof issued to the Bidders vis Addenda.
- F. No Bidder shall, without the consent of IndyPL, modify, withdraw, or cancel his bid or any part thereof for 60 days after the time designated for the receipt of bids in the Notice to Bidders.

G. The Bid submitted by each Bidder shall consist of all of the following:

- .1 Bid Form included in the Bidding Documents must be utilized by all Bidders. Such document includes and consists of the following constituent Parts:
  - Part 1– Bidder Information
  - Part 2 – Bid and Completion Time
  - Part 3 – Unit Prices
  - Part 4 – Allowances
  - Part 5 – Contract Documents and Addenda
  - Part 6 – Exceptions
  - Part 7 – MBE/WBE/VBE/DOBE Utilization Goals Plan
  - Part 8 – Additional Declarations and Certifications
  - Part 9 – Legal Violations
  - Part 10 – Staffing Capabilities
  - Part 11 – Tax Deficiencies
  - Part 12 – Drug Testing Program
  - Part 13 – Non-Collusion Affidavit
  - Part 14 – E-Verify Affidavit
  - Part 15 – State Forms 102 and 96
  - Part 16 – Oath and Affirmation
- .2 Bid Security in the form of a Bid Bond or Certified Check in an amount not less than five percent (5%) of the Bid value. Such Bid Security shall serve as security to insure the execution of the Agreement and the furnishing of other required documents by the successful Bidder, including Performance and Payment Bonds. A sample Bid Bond form is included in the Project Manual and such form, or such other form as may be approved in advance by Owner, shall be utilized if such a bond is furnished as Bid Security. A Bid Bond shall be executed by a surety company licensed to transact such business in the State of Indiana and qualified as a surety under the underwriting limitations on the current list of Surety Companies Acceptable on Federal Bonds as published in the U.S. Treasury Department Circular No. 570; the Bidder shall also furnish as part of the Bid Submission a signed power of attorney establishing the authority of the person executing such Bid Bond on behalf of the surety. Bid Security shall be held until the Contract is executed with the successful Bidder. In the event that all bids are rejected, the Bid Security of all Bidders will be returned upon request. No Annual bid bonds, cash deposits or cashiers' checks will be accepted.
- .3 Standard Questionnaires and Financial Statement for Bidders (Indiana State Form 102) and Contractor's Bid for Public Work (Indiana State Form 96). Such forms are

available from the State of Indiana website and will be used in consideration of a Bidder's ability to perform its obligations under the terms of the contract Documents and in determining other material factors bearing upon a Bidder's responsibility.

.4 Additional Bid Response Detailed Information. On a USB thumb-drive included in the sealed envelope provide the following:

- Specifications. Detailed digital specifications showing products match criteria of basis of design specifications. Each component, dimensions, and designated finish must be clearly described in a manner easily recognizable as to allow for review and comparison.
- Drawings. Plan views, 3D/Isometric, and rendered views of all systems workstation furniture and custom tables shall be provided to ensure materials and configurations are accurate. Provide detailed electrical/ wiring diagrams indicating wire management and required connections to building power.

H. Bids may be withdrawn in person by a Bidder during normal hours of business prior to the time fixed for opening of Bids. In the event of a valid withdrawal of a Bid, the Bid Security of the withdrawing Bidder will be returned promptly. No Bid may be withdrawn after opening of Bids has commenced except after expiration of such period following the Bid Date as specifically provided by law, plus any extension thereof as provided elsewhere in these Instructions to Bidders. Bidder's failure to provide all completed documentation as required in Instructions to Bidders Section 1.6 may result in the Bid being deemed non-responsive.

#### 1.7 SUBMISSION OF POST-BID INFORMATION

Within seventy-two (72) hours after Bids have been opened, the low Bidder or Bidders as requested by IndyPL shall submit in writing the following:

- A. Application for MBE/WBE/VBE/DOBE Waiver Program. If Bidder has not met all the utilization goals as set out in the Notice to Bidders, the Bidder shall submit a completed Application for MBE/WBE/VBE/DOBE Program Waiver including all backup documentation as prescribed by these Instructions to Bidders.
- B. Letter of Intent to Perform as a Subcontractor or Material Supplier. The Bidder shall submit a copy of a fully executed Letter of Intent to Perform as a Subcontractor or Material Supplier for each MBE/WBE/VBE/DOBE listed on the Utilization Goals Plan included in Part 7 of the Bid Form. A sample letter is attached.

- C. Eligibility to Do Business. The Bidder shall submit a copy of a print-out of the Indiana Secretary of State's online records for the bidder dated within sixty (60) days of the submission showing that the Bidder is in existence, is current with the Secretary of State's Business Entity Reports, and is eligible for a certificate of good standing. This does not apply to Bidders who are individuals, sole proprietors, or partnerships.
- D. Apprentice and Training. The Bidder shall submit evidence of participation in apprenticeship and training programs, applicable to the work to be performed on the project, as required by IC 5-16-13-12.
- E. Licensure. The Bidder shall submit proof of any appropriate professional or trade licenses held by the Bidder and its management personnel required by law for any trade or specialty area in which the Bidder is seeking a contract award. The Bidder shall also disclose any letters of suspension or revocation issued in the previous five (5) years of any such license held by the company, or of any director, officer, or manager of the Bidder.
- F. Surety. The Bidder shall submit evidence of utilization of a surety company listed as an approved surety by the United States Department of the Treasury.
- G. Proof of Insurability. The Bidder shall furnish: (1) proof of insurance showing existing coverage in accordance with the terms and amounts stated in the General Conditions, or (2) a letter or statement certifying that, in the event that the bid is awarded by the Owner, an insurance company will provide the required coverage to the Bidder submitting the bid. Such proof of insurance or the letter/statement shall be issued by a financially responsible insurance company authorized to do business in the State of Indiana.
- H. Surety Letter of Intent. The Bidder shall furnish a written statement or letter from a Surety company licensed to transact such business in the State of Indiana and qualified as a surety under the underwriting limitations on the current list of Surety Companies Acceptable on Federal Bonds as published in U.S. Treasury Department Circular No. 570, which assures the Owner that, in the event the Bid is accepted and a contract is awarded by Owner, said Surety will execute and deliver both a Performance Bond and Payment Bond as required by the Contract Documents.
- I. Bidder Qualification. For contracts estimated to be at least \$300,000.00, the Bidder shall submit evidence that it and all relevant subcontractors have been qualified under IC 4-13.6-4 or IC 8-23-10.
- J. Subcontractor/Supplier List. The Bidder shall submit all documentation required.

- K. Project Manager and Lead Installer. The Bidder shall submit a list of the names and descriptions of relevant management experience of each of the Bidder's project managers and lead installers that the Bidder intends to assign to work on the project.
- L. E-Verify Documentation. The Bidder shall submit verification that it is enrolled in and participating in the E-Verify program.
- M. Employee Classification. The Bidder shall provide a statement that individuals who will perform work on the Public Works Project on behalf of the Bidder will be properly classified as (i) an employee or (ii) an independent contractor under all applicable State and Federal laws and local ordinances.
- N. Bidder's failure to provide all completed documentation as required in Instructions to Bidders Section 1.7 shall result in the Bid being deemed non-responsive.

#### 1.8 SUBSTITUTIONS

- A. Each Bidder represents that his Bid is based upon the materials and equipment described in the Bidding Documents.
- B. No substitution will be considered unless written request has been submitted for Approval per the schedule established in the Notice to Bidders. Each such request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, drawings, manufacturer's cut sheets, performance and test data and any other data or information necessary for a complete evaluation.
- C. If the Architect approves the proposed substitution; such approval will be set forth in an Addendum.
- D. Voluntary substitutions or alternates shall not be submitted with the Bid.

#### 1.9 QUALIFICATION OF BIDDERS

- A. If required, a Bidder shall submit to the Architect a properly executed Contractor's Qualification Statement, AIA Document A305.

#### 1.10 REJECTION OF BIDS

- A. The bidder acknowledges the right of the Owner to reject any or all Bids and to waive any informality or irregularity in any Bid received. In addition, the Bidder recognizes the right of the Owner to reject a Bid if the Bidder fails to furnish the required Bid Security, or to submit the data required by the Bidding Documents, or if the Bid is in any way incomplete or irregular.

#### 1.11 BID EVALUATION AND AWARD OF CONTRACT

- A. Prior to the award of the Contract, the Architect will notify the Bidder in writing if either the Owner or the Architect, after due investigation, has reasonable and substantial objection to any manufacturer on such list unless such manufacturer was requested by the Bidder prior to bidding and approved by Addendum.
- B. Sub-contractors/Suppliers or manufacturers proposed by the Bidder and accepted by the Owner and the Architect must be used for the Work for which they were proposed and accepted and shall not be changed except with the written approval of the Owner and the Architect.
- C. The Contract shall be deemed to have been awarded when Notice of Intent to Award Contract / Notice to Proceed has been duly served to the Bidder by any Officer or Agent of the Owner duly authorized to give such Notice. Before the Contract becomes valid, the Bidder must provide all necessary bonds, insurance, and other information herein required.
- D. The Contract will be awarded to the lowest, most responsive and responsible Bidder where the Bid is reasonable and does not exceed the funds available for the project. The Owner will consider and may elect to accept Alternates in determining the lowest, most responsive and responsible bid.
- E. The Owner reserves the right to consider time of completion as a factor in determining the lowest, most responsive and responsible Bidder.
- F. The preliminary schedules required by the General Conditions.
- G. Other Post-Bid submittals required by the Contract Documents.

#### 1.12 CONTRACT FORM AND TIME OF COMPLETION

- A. Contract Form between Owner and Contractor shall be the AIA 151-2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and

Equipment, as modified for the Project for which Bids are being solicited herein, (refer to Section 00 05 00).

- B. It is anticipated that the Agreement will be executed with the Contractor shortly after receipt of Bids and appropriate action by the IndyPL Board.
- C. The Contractor will commence its work on site upon turn over by the Owner.
- D. On the Bid Form, the Contractor shall include a stipulated period of time for the successful completion of the Work, including a date for Substantial Completion. The Owner maintains the right to consider the Substantial Completion date when evaluating Bids.
- E. If the Bidder fails or neglects to execute and deliver the Agreement and other required documents as prescribed by the preceding sub-section, the Bidder shall be deemed to have repudiated the Contract and thereupon the award shall be null and void; and the Bid Security provided by the Bidder shall be forfeited to and retained by the Owner as liquidated damages for such failure of the Bidder to execute the Contract, it being understood and agreed that the character and amount of actual damages sustained by the Owner cannot reliably be ascertained and measured and that the amount of the Bid Security is intended as a reasonable prospective estimate of such actual damages.
- F. Pursuant to IC 36-1-12-14 regarding projects in excess of \$200,000, retainage will be held on progress payments according to the Contract terms and conditions.

#### 1.13 PERFORMANCE BOND & LABOR/MATERIAL PAYMENT BOND & CERTIFICATE OF INSURANCE

- A. Pursuant to IC 36-1-12-14 regarding projects in excess of \$200,000, the successful Bidder shall, prior to the execution of the Contract, furnish bonds, in the full amount (100%) of his total Contract Price, covering the faithful performance of the Contract and the payment of obligations arising thereunder, and with such sureties secured through the Bidder's usual sources as may be agreeable to the Owner. The Performance Bond shall be AIA A311, and the Payment Bond shall be AIA A312. Said bond shall remain in full force and effect for a period of at least two (2) years after date of Substantial Completion.
- B. Premiums shall be paid by the Bidder. The Bidder shall deliver the required bonds to the Owner not later than the date of execution of the Contract.



- C. The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.
- D. The Bidder shall furnish Certificates of Insurance covering Workman's Compensation, Public Liability, Property Damages and all others, as stated in the General Conditions (Section 000700) not later than the date of execution of the Contract.

#### 1.14 SUB-CONTRACTS

- A. All subcontracts shall be prepared on Standard AIA Documents. The Contractor shall submit copies of any and all subcontracts at the request of the Owner.

#### 1.15 OWNER'S TAX STATUS

- A. Material, equipment, and tangible property or services purchased by Contracts with the Owner that become a permanent part of the structure or facilities constructed are exempt from the Indiana Sales Tax. All materials, equipment, small tools, and supplies to be purchased in the name of the Owner shall become the property of the Owner. The Owner will provide the tax exemption number to the Contractor.

#### 1.16 ADDENDA

- A. If a Bidder finds conflicts, errors, discrepancies or ambiguities in the Contract Documents or any sample form, or if the Bidder is in doubt as to the intended meaning of any portion or provision therein, the Bidder shall at once give written notice thereof per the schedule established in the Notice to Bidders. No Bidder shall be allowed any extra compensation or time extension by reason of any conflict, error, discrepancy or ambiguity of which the Bidder had actual knowledge or reasonably should have known and which he/she failed to report within the period and in the manner required by these Instructions to Bidders.
- B. No material changes, clarifications or interpretations of the Contract Documents will be issued except by written or graphic Addenda mailed or delivered to record holders of Contract Documents not less than three (3) days prior to the Bid Date. All such Addenda must be acknowledged by the Bidder and will become a part of the Contract Documents. The Owner will not be responsible for or bound by any oral or written interpretations or clarifications of the Contract Documents which anyone presumes to make on its behalf, except by an Addendum issued in accordance with this Section.

#### 1.17 MBE/WBE/VBE/DOBE UTILIZATION REQUIREMENTS

- A. It is the Policy of the Indianapolis Public Library that Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Veteran Business Enterprises (VBE) and Disability-Owned Business Enterprises (DOBE) shall have the maximum feasible opportunity to participate in the performance of contracts. Consequently, the Owner has established the following percentage utilization goals for Certified MBE, WBE, VBE, and DOBE utilization on this Project, based upon the Contract Price as awarded to the successful Bidder:
- MBE: fifteen percent (15%);
  - WBE: eight percent (8%);
  - VBE: three percent (3%); and
  - DOBE: one percent (1%).
- B. Initial evaluation and review of a Bidder's compliance with the requirements set forth herein in respect of MBE/WBENBE/DOBE utilization, including review of documentation and information submitted by Bidders, shall be undertaken by the Owner.
- C. Bidders shall fully complete Part 7 – MBE/WBE/VBE/DOBE Utilization Goals Plan for their Bid to disclose the Plan to meet the Goals as of the Bid Date. Failure to do so may constitute grounds for determination of the Bid as non-responsive.
- D. Any Bidder who does not meet any or all of the utilization goals must petition the Owner for relief from those Goals by filing an Application for MBE/WBE/VBE/DOBE Program Waiver, ("Application for Waiver") which shall be submitted with the other required Post-Bid documents. The Application for Waiver shall show with detailed documentation all good faith efforts that were made by the Bidder for the purpose of fulfilling the goals and to assure that reasonable efforts were made to use MBE/WBE/VBE/DOBE vendors as sources of supplies, equipment, construction and services. The Application for Waiver is attached.
- E. The Bidder shall maintain adequate records of all relevant data with respect to the utilization and attempted utilization of MBEs, WBEs, VBEs, and DOBEs and shall provide full access to these records to the Owner upon request to inspect them.
- F. The decision of the Owner concerning whether or not a Bidder has satisfactorily demonstrated good faith efforts shall be conclusive and binding upon the Bidder.
- G. After award the Owner may require the Contractor to submit additional information to the Owner regarding MBE/WBE/VBE/DOBE certification and utilization. Such information may include but not be limited to:

1. copies of all executed agreements for each MBE/WBE/VBE/DOBE engaged to satisfy the utilization goals;
  2. the name and address of the MBE/WBE/VBE/DOBE,
  3. the scope of work to be performed;
  4. the dollar value of work to be performed or furnished by each proposed MBE/WBE/VBE/DOBE subcontractor or MBE/WBE/VBE/DOBE joint venture partner;
  5. acknowledgment and acceptance of the agreement by the MBE/WBE/VBE/DOBE; and
  6. monthly utilization payment reports with each monthly application for payment using the Subcontractor/Supplier Payment Report provided by the Owner.
- H. Failure to comply with the MBE/WBE/VBE/DOBE provisions of the contract may result in one or more of the following sanctions:
1. cancellation, termination or suspension of any contracts, or any portion(s) thereof;
  2. withholding any progress payment or any other monies payable or due under the contract;
  3. inclusion on the Owner's list of contractors and vendors who are non-responsible due to MBE/WBE/VBE/DOBE violations, meaning Bidder would not be eligible to do work for the Owner for a specified period; and
  4. in the event of breach, the Owner may exercise its rights under Indiana Code § 5-16-6.5-5 or pursue any other legal or administrative remedies available to the Owner.

### **MBE/WBE/VBE/DOBE BUSINESS UTILIZATION PROGRAM SUMMARY**

The Indianapolis Public Library is committed to maximizing subcontracting opportunities for all qualified and available MBE/WBE/VBE/DOBEs. The MBE/WBE/VBE/DOBE Business Utilization Program applies to IndyPL funded contracts of at least \$50,000.00.

There are two components of the MBE/WBE/VBE/DOBE Business Utilization Program:

1. MBE/WBE/VBE/DOBE Utilization Goals - This component requires project/contract bidders to make subcontracting opportunities available to minority, women, veteran, and disabled-owned businesses certified by the City of Indianapolis' MBE/WBE/VBE/DOBE program at the minimum percentages stated in the Biddings Documents. To count towards the MBE/WBE/VBE/DOBE utilization goals, the MBE/WBE/VBE/DOBE must be certified in the category code(s) that will be used in the contract. A list of City-certified MBE/WBE/VBE/DOBEs is available on the City's website at [www.indy.gov/activity/find-omwbd-contractor](http://www.indy.gov/activity/find-omwbd-contractor) and from the Office of Minority & Women Business Development.
2. Outreach/Good Faith Efforts - The MBE/WBE/VBE/DOBE Outreach/Good Faith Efforts component requires bidders who do not meet the stated utilization goals to provide evidence of outreach and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs.

To be eligible for an award of contract, IndyPL will first determine whether a bidder meets the stated minimum percentages of MBE/WBE/VBE/DOBE subcontractor utilizations. The percentages are clearly stated in the Notice to Bidders. In the event that a bidder does not meet the stated minimum percentages, a request for program waiver must be submitted with the 72-hour post-bid submission, using the attached Application for MBE/WBE/VBE/DOBE Program Waiver Form. IndyPL will review the submitted documentation to determine a score for the bidder's outreach and good faith efforts.

**Pursuant to the MBE/WBE/VBE/DOBE Business Utilization Program requirements, the following items are included in the Bidding Documents and must be completed, signed and submitted with the Bid.**

Failure to complete these forms with all the pertinent requested information may cause a Bid to be determined as non-responsive.

1. MBE/WBE/VBE/DOBE Utilization Goals For Construction, Goods/Supplies, And Services.

**The following forms are included for information purposes only and do not have to be completed or returned with the Bid.**

1. Application For MBE/WBE/VBE/DOBE Program Waiver.
2. Letter Of Intent To Perform As A Subcontractor/Supplier Form: (upon request, must be completed and submitted to IndyPL after bid opening and within three (3) business days of bidder's notification of award).

**SAMPLE APPLICATION FOR MBE/WBE/VBE/DOBE PROGRAM WAIVER**

Pursuant to the IndyPL Instructions To Bidders, this application for a (check each of the following which apply) ☐ MBE ☐ WBE ☐ VBE ☐ DOBE Program Waiver is hereby submitted for the Project listed below by Bidder.

Submittal Due Date: \_\_\_\_\_

Project: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Bidder Phone: \_\_\_\_\_

Bidder: \_\_\_\_\_

Bidder Address: \_\_\_\_\_

Bidder E-mail Address: \_\_\_\_\_

In attempting to meet the Project Goals the Bidder made the following good faith efforts for the purpose of fulfilling those Goals (Check all that apply). The minimum score required to establish good faith effort is 70 points.

- | <u>Item:</u>   | <u>Weighting</u> | <u>Score</u> |
|--|------------------|--------------|
| <input type="checkbox"/> 1. Bidder (check one of the following) <input type="checkbox"/> did <input type="checkbox"/> did not attend all pre-bid or pre-solicitation meetings held by the Owner to inform MBEs, WBEs, VBEs, and DOBEs of contracting opportunities.  |                  | 10_____      |
| <input type="checkbox"/> 2. Bidder placed advertisements in search of prospective MBEs/WBEs/VBE and DOBEs for the contract. Provide all such advertisements, including e-mail send-to section, if used.  |                  | 10_____      |
| <input type="checkbox"/> 3. Bidder provided written notifications to MBEs/WBEs/VBEs/DOBEs notifying them of contracting opportunities in sufficient time to allow them to participate and to minority business assistance agencies for the purpose of locating prospective MBEs, WBEs, VBEs, and DOBEs for the contract. Bidder's written notification to the Office of the Mayor's Business Development Program for assistance in locating MBEs, WBEs, VBEs, and DOBEs must also be documented. Provide all such documents. |                  | 20_____      |
| <input type="checkbox"/> 4. Bidder made the following efforts to select portions of the work to be performed by MBE/WBE/VBEs/DOBEs in order to increase the likelihood of achieving the stated goals, including the division of contracts into economically feasible units/parcels to facilitate utilization:<br><br>_____<br><br>_____  |                  | 10_____      |
| <input type="checkbox"/> 5. Bidder contacted and/or negotiated with MBEs/WBEs/VBEs/DOBEs for specific sub-bids and/or partnerships. Please include a description of the information provided to MBE/WBE/VBEs/DOBEs regarding the plans and specifications for portions of the work to be performed and a statement of why prospective agreements with MBE/WBE/VBEs/DOBEs were not reached. Provide detailed documentation of such contacts/ negotiations.  |                  | 15_____      |
| <input type="checkbox"/> 6. If the Bidder rejected any MBE/WBE/VBE/DOBE firm(s) as unqualified, submit the reason(s) for this conclusion.  |                  | 10_____      |
| <input type="checkbox"/> 7. Bidder provided the following technical assistance to MBEs/WBEs/VBEs/DOBEs in an effort to obtain MBE/WBE/VBE/DOBE utilization, such as obtaining bonding, insurance, or a needed line of credit for the project, in an effort to obtain MBE/WBE/VBE/DOBE utilization.   |                  | 15_____      |

Indianapolis Public Library  
Fixtures, Furniture, and Equipment  
Glendale Branch Replacement Project  
Indianapolis, Indiana

Section 00 01 00  
Instructions to Bidders

Provide detailed documentation of such assistance.

- ☐ 8. Bidder provided interested MBE/WBE/VBE/DOBE certified to perform the solicited work with prompt access to the plans, specifications, scope of work and requirements of the contract 10\_\_\_\_
- ☐ 9. Bidder completed a follow-up to initial solicitations. Provide copy of all e-mails and call logs. 10\_\_\_\_
- ☐ 10. Has project joint venture agreement for this contract with a MBE/WBE/VBE/DOBE business or is a joint venture certified with the City as an MBE/WBE/VBE/DOBE business. MBE/WBE.VBE/DOBE minimum participation shall be 30% or greater (or as may be designated by Owner for this contract). 15\_\_\_\_
- ☐ 11. Has a Mentor-Protégé Agreement with a MBE/WBE/VBE/DOBE business for this contract. MBE/WBE.VBE/DOBE minimum participation shall be 30% or greater (or as may be designated by Owner for this contract). 10\_\_\_\_

**TOTAL POINTS:** \_\_\_\_\_

BIDDER SHALL SUBMIT YOUR SUPPORTIING DOCUMENTATION WITHIN 3 BUSINESS DAYS OF NOTIFICATION OF AWARD.

Bidder certifies that all information contained herein and attached hereto is true and accurate and that all good faith efforts were made by Bidder for the purpose of fulfilling the contract goals. Failure to sign this form will result in the bid being determined non-responsive.

Bidder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**For IndyPL use only.**

Contract offers no opportunity to utilize subcontractors/suppliers.

No MBE/WBE/VBE/DOBEs are certified in the category codes for which there are subcontractor/supplier opportunities.

This Application for Program Waivers is:

\_\_\_\_ Not Approved.

\_\_\_\_ Approved.

\_\_\_\_ Approved subject to the following conditions/restrictions:

IndyPL Representative Signature:

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

Date: \_\_\_\_\_

**SAMPLE LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR/ SUPPLIER**

**Instructions:** Within three (3) business days of notification by Owner, the apparent lowest, responsive, and responsible Bidder is required to submit a Letter of Intent to Perform as a Subcontractor for each MBE/WBE/VBE/DOBE subcontractor listed on Bidder's Utilization Goals Plan for Construction, Goods/Supplies, and Services.

PROJECT/CONTRACT: \_\_\_\_\_

BIDDER: \_\_\_\_\_

MBE/WBE/VBE/DOBE FIRM FULL LEGAL NAME: \_\_\_\_\_

The Firm listed below affirms that they are currently certified as a Minority, Women, Veteran or Disability Owned Business Enterprise (MBE/WBE/VBE/DOBE), in its appropriate category code by the City of Indianapolis; YES\_\_ NO\_\_ as a MBE/WBE/VBE/DOBE (Circle One), and Trade of Firm : \_\_\_\_\_. The Bidder hereby states its intent to utilize this Firm on this Project and intends to enter into a contractual agreement with the listed Firm who will provide the following goods/services as agreed to as a tier one sub-contractor:

SCOPE OF WORK (What Commercial Goods or Useful Function will be provided):	
ESTIMATED VALUE OF SUBCONTRACT:	\$

Bidder and the Firm further agree to not sub-contract out goods/services for this Project without written approval of the Owner. This document shall not serve in any manner as an actual subcontract between the two parties. A separate subcontract agreement will describe in detail the contractual obligations of the Bidder and the Firm.

The Firm affirms that it will self-perform, and the Bidder affirms it intends to utilize the Firm to perform, the scope of work at the subcontract value amount stated above.

\_\_\_\_\_  
Bidder Representative's Signature

\_\_\_\_\_  
MBE/WBE/VBE/DOBE Representative's Signature

\_\_\_\_\_  
Print: Name & Title

\_\_\_\_\_  
Print: Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Bidder's or Firms falsification or misrepresentation of this Letter of Intent as to company name, subcontract amount, and/or the scope of work performed by subcontractor shall result in sanctions including assessment of penalty fines, termination of contract, and/or debarment.

END OF SECTION 00 01 00

Indianapolis Public Library  
Fixtures, Furniture, and Equipment  
Glendale Branch Replacement Project  
Indianapolis, Indiana

Section 00 02 00  
Information Available to Bidders

SECTION 000200 - INFORMATION AVAILABLE TO BIDDERS

- 1.1 RESOLUTION 28-2020 ADOPTION OF ANNUAL  
MINORITY/WOMEN/VETERAN/DISABILITY OWNED BUSINESS ENTERPRISE (XBE)  
UTILIZATION GOALS
- 1.2 Project Construction Schedule prepared by the Construction Manager as  
Constructor, Powers & Sons, dated August 23, 2022.

END OF SECTION





## Board Resolution

# 7B

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 28 - 2020

#### ADOPTION OF ANNUAL MINORITY/WOMEN/VETERAN/DISABILITY OWNED BUSINESS ENTERPRISE (XBE) UTILIZATION GOALS

**July 27, 2020**

**WHEREAS**, the Library is committed to supporting and encouraging economic growth and business opportunities in Marion County by strengthening the Library's relationships with minority-owned (MBE), women-owned (WBE), disability-owned (DOBE), and veteran-owned (VBE) business enterprises in the procurement of goods and services (collectively "XBE Firms");

**WHEREAS**, the Library is committed to providing equitable opportunity for participation of XBE Firms in all Library contractor and vendor business activities;

**WHEREAS**, the Library has pursued on-going efforts to increase XBE Firm participation in Library business and in furtherance of that purpose adopted the IndyPL Supplier Diversity Policy on June 22, 2020;

**WHEREAS**, all Library departments are expected to explore diverse sourcing opportunities and to identify and be inclusive of XBE Firms in the procurement of goods and supplies, professional services, and in the construction and renovation of facilities;

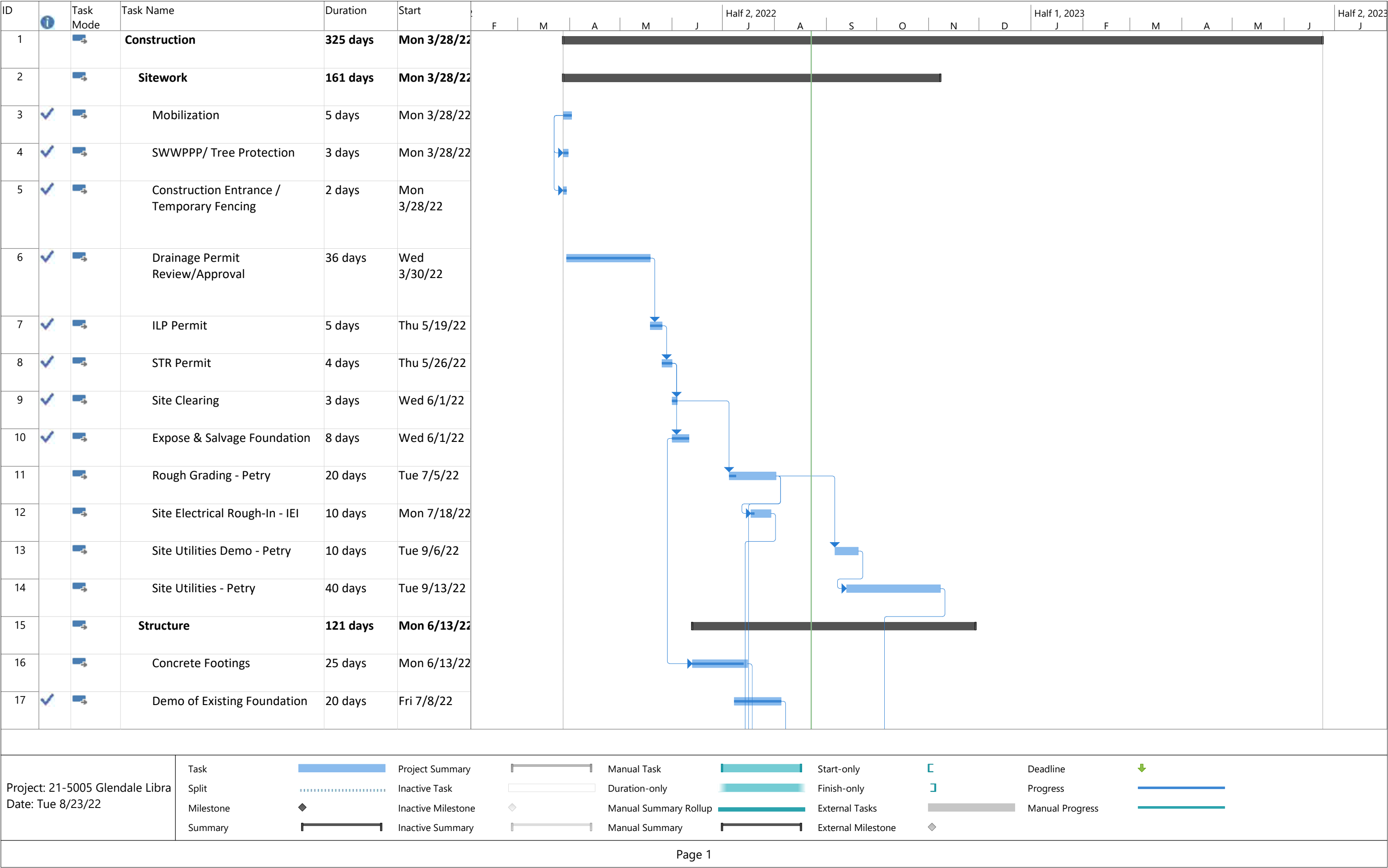
**WHEREAS**, the Library now desires to further its commitment to these efforts by adopting the XBE Utilization Goals as set forth in the MBE/WBE/VBE/DOBE Business Utilization Plan of the Consolidated City of Indianapolis and Marion County ("City's Utilization Plan"), which are based on the January 2019 disparity study conducted by BBC Research & Consulting;

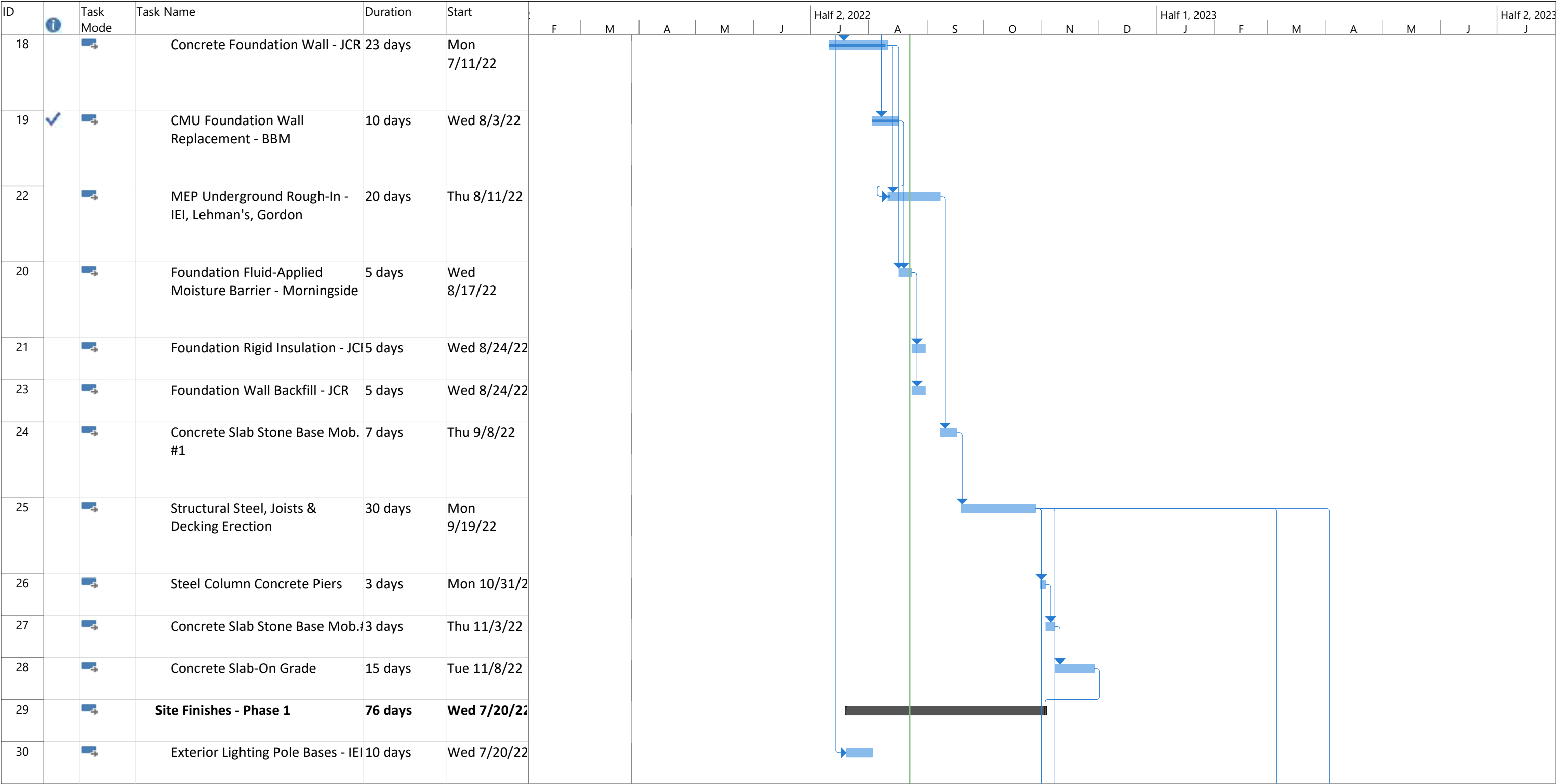
**WHEREAS**, XBE Utilization Goals as set forth in the City's Utilization Plan are as follows:

- Minority-Owned Business Enterprise (MBE): fifteen percent (15%);
- Women-Owned Business Enterprise (WBE): eight percent (8%);
- Veteran-Owned Business Enterprise (VBE): three percent (3%); and
- Disability-Owned Business Enterprise (DOBE): one percent (1%).

**WHEREAS**, the Board of Trustees of the Indianapolis-Marion County Public Library has reviewed the XBE Utilization Goals as set forth in the City's Utilization Plan and deems these goals appropriate and consistent with the mission and operations of the Library;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees does hereby approve and adopt the XBE Utilization Goals as set forth in the City's Utilization Plan in regard to the Library's procurement of goods and supplies, professional services, and in the construction and renovation of facilities.





Project: 21-5005 Glendale Libra  
Date: Tue 8/23/22

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

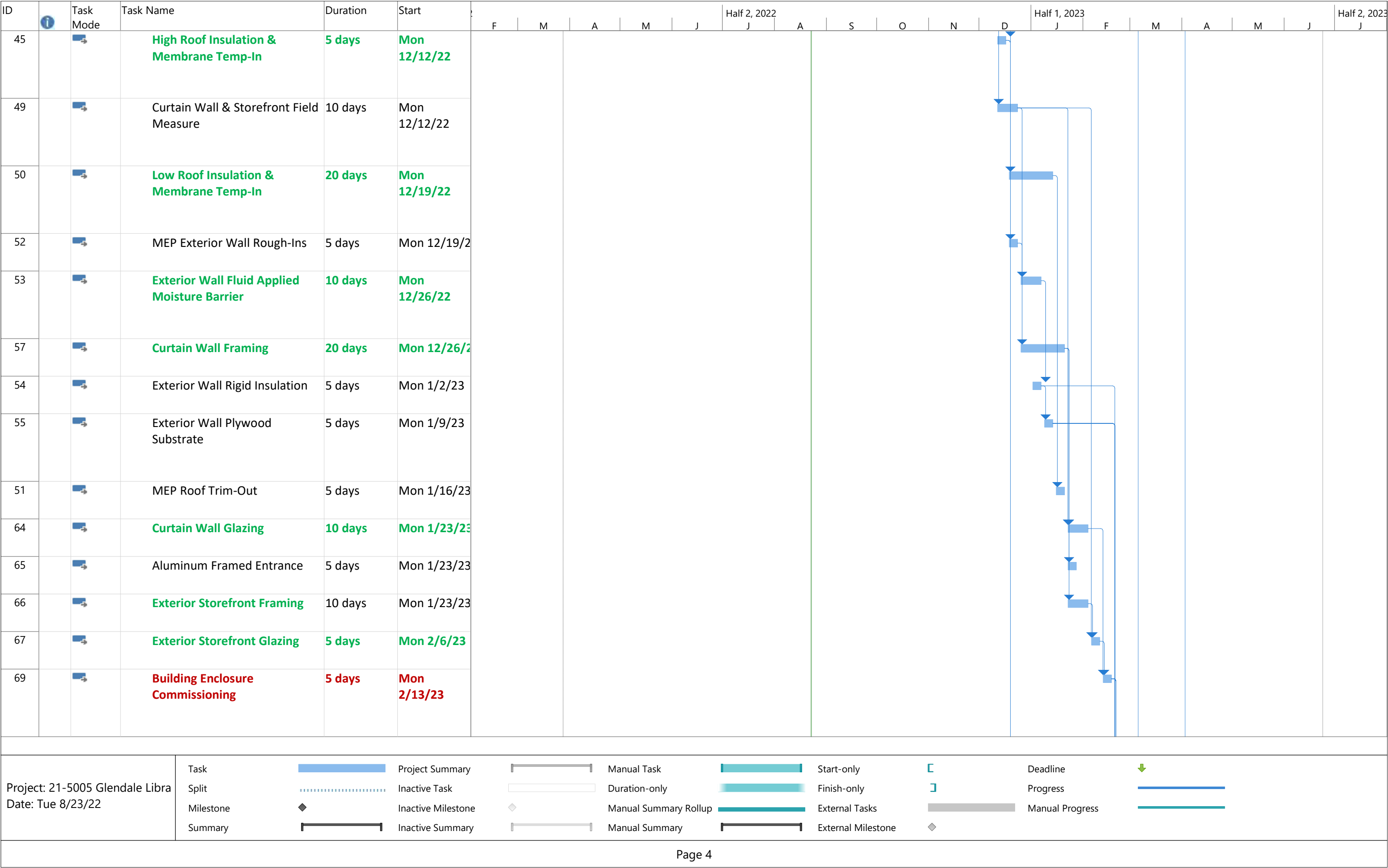
Deadline

Progress

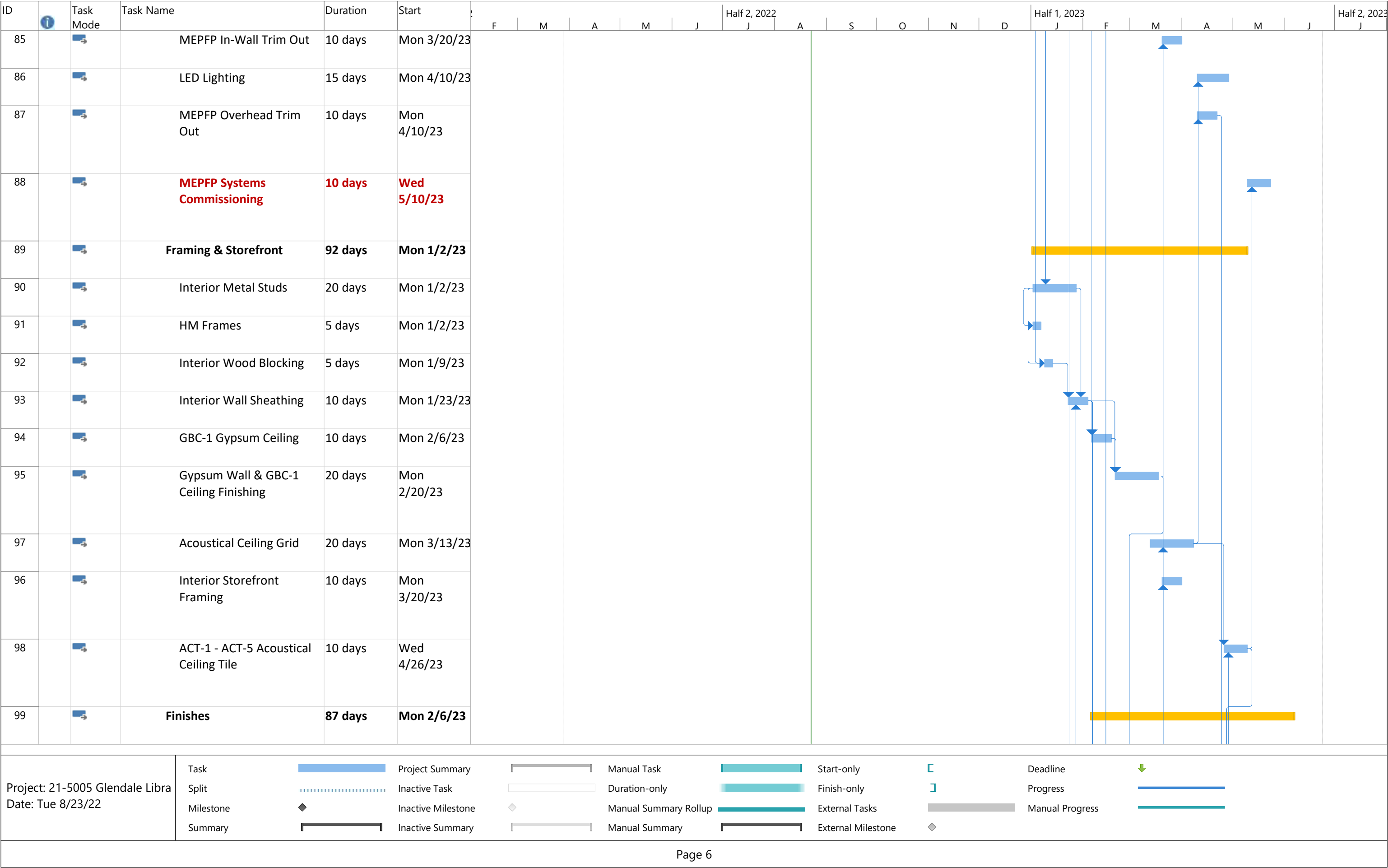
Manual Progress

Page 2











































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ID	<div><div></div><div>i</div></div>	Task Mode	Task Name	Duration	Start	Half 2, 2022														Half 1, 2023							Half 2, 2023															
						F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J																			
56		<div><div></div><div></div></div>	Brick Veneer	30 days	Mon 2/20/23																																					
58		<div><div></div><div></div></div>	Metal Shingles	10 days	Mon 2/20/23																																					
59		<div><div></div><div></div></div>	Flat Pan Metal Panels	5 days	Mon 2/20/23																																					
60		<div><div></div><div></div></div>	Flat Brake Metal Panels	5 days	Mon 2/20/23																																					
61		<div><div></div><div></div></div>	Cedar Panels	5 days	Mon 2/20/23																																					
62		<div><div></div><div></div></div>	Metal Accent Trim	5 days	Mon 2/27/23																																					
63		<div><div></div><div></div></div>	Pre-Fab Metal Canopy	5 days	Mon 3/6/23																																					
68		<div><div></div><div></div></div>	Glass Canopy	10 days	Mon 4/3/23																																					
70		<div><div></div><div></div></div>	Exterior Signage	2 days	Mon 4/3/23																																					
71		<div><div></div><div></div></div>	MEP Trim Out	5 days	Mon 4/3/23																																					
72		<div><div></div><div></div></div>	Metal Coping	20 days	Mon 4/3/23																																					
75		<div><div></div><div></div></div>	Interior	135 days	Mon 12/19/22																																					
80		<div><div></div><div></div></div>	Slab on Grade	122 days	Mon 12/19/22																																					
81		<div><div></div><div></div></div>	MEP	112 days	Mon 12/19/22																																					
82		<div><div></div><div></div></div>	Overhead MEPFP Piping & Conduit Rough-In	15 days	Mon 12/19/22																																					
83		<div><div></div><div></div></div>	HVAC Ductwork & Overhead Equipment	15 days	Mon 1/2/23																																					
84		<div><div></div><div></div></div>	MEPFP Wall Rough-Ins	10 days	Mon 1/9/23																																					
Project: 21-5005 Glendale Libra Date: Tue 8/23/22			Task	<div><div></div><div></div></div>	Project Summary	<div><div></div><div></div></div>	Manual Task	<div><div></div><div></div></div>	Start-only	<div><div></div><div></div></div>	Deadline	<div><div></div><div></div></div>	Split	<div><div></div><div></div></div>	Inactive Task	<div><div></div><div></div></div>	Duration-only	<div><div></div><div></div></div>	Finish-only	<div><div></div><div></div></div>	Progress	<div><div></div><div></div></div>	Milestone	<div><div></div><div></div></div>	Inactive Milestone	<div><div></div><div></div></div>	Manual Summary Rollup	<div><div></div><div></div></div>	External Tasks	<div><div></div><div></div></div>	Manual Progress	<div><div></div><div></div></div>	Summary	<div><div></div><div></div></div>	Inactive Summary	<div><div></div><div></div></div>	Manual Summary	<div><div></div><div></div></div>	External Milestone	<div><div></div><div></div></div>		<div><div></div><div></div></div>
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ID		Task Mode	Task Name	Duration	Start	Half 2, 2022														Half 1, 2023							Half 2, 2023
						F	M	A	M	J	J	A		S	O	N	D	J	F	M	A	M	J	J			
100			Wall Coverings Installation Throughout	5 days	Mon 2/6/23																						
101			CB-1 Interior Masonry	10 days	Mon 2/6/23																						
102			Interior Paint - Prime and 1st Coat	10 days	Mon 3/6/23																						
103			WDC-1/2 Wood Veneer Ceiling Panels	5 days	Mon 3/20/23																						
104			T-1, T-2 & T-7 Ceramic Floor Tile	5 days	Mon 3/20/23																						
115			Owner FFE-Metal Bookcase Shelving	5 days	Mon 3/20/23																						
122			Casework Installation	15 days	Mon 3/20/23																						
105			T-3 - T-6 Wall Tile	5 days	Mon 3/27/23																						
106			Toilet Compartment Installation	3 days	Mon 3/27/23																						
116			Casework End Panels & Shelving	5 days	Mon 3/27/23																						
126			Solid Surface and Plastic Laminate Countertop Installation	10 days	Mon 3/27/23																						
Project: 21-5005 Glendale Libra Date: Tue 8/23/22			Task		Project Summary		Manual Task		Start-only		Deadline																
			Split		Inactive Task		Duration-only		Finish-only		Progress																
			Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress																
			Summary		Inactive Summary		Manual Summary		External Milestone																		
Page 7																											

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ID	<div><div></div><div>i</div></div> Task Mode	Task Name	Duration	Start	Half 2, 2022														Half 1, 2023							Half 2, 2023						
					F	M	A	M	J	J	A		S	O	N	D	J	F	M	A	M	J	J									
110		<div><div></div><div></div></div> CK-1 & CK-2 Cork Flooring	3 days	Fri 5/19/23																												
111		<div><div></div><div></div></div> LVT-1 Resilient Floor Tile	2 days	Mon 5/22/23																												
112		<div><div></div><div></div></div> Interior Paint - Final Coat	10 days	Wed 5/24/23																												
114		<div><div></div><div></div></div> Owner FFE-Book Sorting Machine	5 days	Wed 5/24/23																												
113		<div><div></div><div></div></div> Owner FFE-Furniture	5 days	Wed 5/31/23																												
76		<div><div></div><div></div></div> In Wall Inspection	2 days	Mon 1/23/23																												
77		<div><div></div><div></div></div> Overhead Inspection	2 days	Mon 4/24/23																												
78		<div><div></div><div></div></div> Final Punchlist Inspection	2 days	Wed 6/7/23																												
79		<div><div></div><div></div></div> Punchlist Completion	11 days	Fri 6/9/23																												
73		<div><div></div><div></div></div> IT Room Ready to Install	0 days	Fri 1/20/23																												
74		<div><div></div><div></div></div> Solar Panel Ready for Install	0 days	Fri 1/20/23																												
36		<div><div></div><div></div></div> Dumpster Enclosure	3 days	Mon 2/20/23																												
37		<div><div></div><div></div></div> Dumpster Gate	3 days	Thu 2/23/23																												
127		<div><div></div><div></div></div> Site Finishes - Phase 2	10 days	Wed 5/31/23																												
128		<div><div></div><div></div></div> Monument Sign	2 days	Wed 5/31/23																												
129		<div><div></div><div></div></div> Asphalt Pavement - Top Coat	3 days	Wed 5/31/23																												
Project: 21-5005 Glendale Libra Date: Tue 8/23/22			Task	<div><div></div></div>	Project Summary	<div><div></div></div>	Manual Task	<div><div></div></div>	Start-only	<div><div></div></div>	Deadline	<div><div></div></div>																				
			Split	<div><div></div></div>	Inactive Task	<div><div></div></div>	Duration-only	<div><div></div></div>	Finish-only	<div><div></div></div>	Progress	<div><div></div></div>																				
			Milestone	<div><div></div></div>	Inactive Milestone	<div><div></div></div>	Manual Summary Rollup	<div><div></div></div>	External Tasks	<div><div></div></div>	Manual Progress	<div><div></div></div>																				
			Summary	<div><div></div></div>	Inactive Summary	<div><div></div></div>	Manual Summary	<div><div></div></div>	External Milestone	<div><div></div></div>																						
Page 9																																



Indianapolis Public Library  
Fixtures, Furniture, and Equipment  
Glendale Branch Replacement Project  
Indianapolis, Indiana

Section 00 30 00  
Bid Form

This form shall be utilized by all Bidders. Except as otherwise specifically provided, all Parts shall be fully and accurately filled-in, completed and notarized. Type or print all required information.

Project: Indianapolis Public Library  
Fixtures, Furniture, and Equipment  
Glendale Branch Replacement Project  
Bid Date: October 4, 2022, 11:30 am EDT  
Owner: Indianapolis-Marion County Public Library  
2450 N. Meridian Street  
Indianapolis, IN 46208

**PART 1**  
**BIDDER INFORMATION**

Bidder: \_\_\_\_\_  
Agent of Bidder (if applicable): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Former Business Names of Bidder: \_\_\_\_\_

Bidder is a/an [mark all as appropriate]:  
☐ Individual ☐ Partnership ☐ Indiana Corporation  
☐ Foreign (Out of State) Corporation  
☐ Joint Venture  
☐ MBE ☐ WBE ☐ VBE ☐ DOBE (Certifications Required)  
Other: \_\_\_\_\_

The following must be answered if the Bidder or any of its partners or joint venture parties is a foreign (out of State) corporation. To do business in the Consolidated City of Indianapolis, Indiana, foreign (out of State) corporations must register with the Secretary of the State of Indiana as required by the Indiana Code 23-1-49 et seq. General Corporation Act as stated therein and expressed in the Attorney General's Opinion #2, dated January 13, 1958.

Business Entity Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date registered with State of Indiana: \_\_\_\_\_  
Indiana Registered Agent Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Bid Security in the amount of 5% of the total bid amount, is enclosed.

**PART 2**  
**BID AND COMPLETION TIME**

The undersigned Bidder, with complete understanding of the requirements of the bidding documents, proposes to furnish all necessary labor, machinery, tools, apparatus, materials, equipment, service and other necessary supplies, and to perform and fulfill all obligations incident thereto in strict accordance with and within the time(s) provided by the terms and conditions of the Contract Documents for the above described Work and Project, including any and all addenda thereto, for the total **LUMP SUM PRICE** of:

	\$	
(Amount in words)		(Numerals)

By submitting a bid the Bidder agrees the Bid shall be valid for sixty (60) days from Bid Opening.

COMPLETION TIME:

I/we will substantially complete the work under this contract within \_\_\_\_\_ calendar days from the date the Project Site is made available for work on June 23, 2023 assuming that we are not delayed by work stoppages or other causes beyond our control.

**PART 3**  
**UNIT PRICES**

None.

**PART 4**  
**ALLOWANCES**

None.

**PART 5**  
**CONTRACT DOCUMENTS AND ADDENDA**

The Bidder agrees to be bound by the terms and provisions of all Contract Documents as defined in the General Conditions and incorporates such Contract Documents herein by reference. I/We have received and thoroughly

Indianapolis Public Library  
Fixtures, Furniture, and Equipment  
Glendale Branch Replacement Project  
Indianapolis, Indiana

Section 00 30 00  
Bid Form

reviewed the bidding documents for the above project and have thoroughly examined the Project site. Pursuant to notices given the undersigned will provide all labor and material for the complete construction of the Fort Ben Branch Fixtures, Furniture, and Equipment Project in accordance with the Bidding Documents dated September 13, 2022.

I/We have also received and reviewed the Addenda listed below, and have included their provisions in my/our bid.

Addenda Number Received: \_\_\_\_\_

**PART 6**  
**EXCEPTIONS**

The Bidder shall fully state each exception taken to the Specifications or any other items included with the Bidding Documents. The Bidder is cautioned that any exception taken by the Bidder and deemed by IndyPL to be a material qualification or variance from the terms of the Bidding Documents may result in their Bid being deemed as non-responsive and rejected as such.

Exceptions:

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**PART 7**  
**MBE/WBE/VBE/DOBE UTILIZATION GOALS PLAN FOR**  
**CONSTRUCTION GOODS, SUPPLIES, AND SERVICES**

Bid Due Date: October 4, 2022, 11:30 am EDT

Project: Glendale FFE Project Bidder: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Bidder Address: \_\_\_\_\_

Bidder Phone: \_\_\_\_\_ Bidder E-mail Address: \_\_\_\_\_

Bidder ☐ is ☐ is not a City-certified MBE/WBE/VBE/DOBE and will self-perform \_\_\_\_% of the total contract amount.

Does an exclusive contract or agreement exist between the Bidder and any subcontractor/supplier listed? ☐ Yes ☐ No (If yes, explain): \_\_\_\_\_

Provide names of MBE/WBE/VBE/DOBE sub-contractors/suppliers with which Bidder has not previously worked (if any): \_\_\_\_\_

If Bidder is awarded this contract, the MBE/WBE/VBE/DOBE City certified firms listed below will be utilized in the performance of the contract as a subcontractor/supplier.

Full Legal Name of Business Entity	MBE, WBE, VBE, or DOBE	Contact Person	Phone Number	Description of Work	Dollar Amount	% of Total Contract Amount

Bidder shall submit at the request of IndyPL an *Application for MBE/WBE/VBE/DOBE Program Waiver* if it fails to meet the utilization goals for the Project. Failure to provide the Application for Waiver as a Post-Bid Submittal **shall** result in the disqualification and rejection of the bid.

It is the policy of IndyPL that any bidder requirement which prevents any subcontractor/supplier from bidding as a subcontractor/supplier on multiple bids is not permitted. Violation of this policy **shall** result in the disqualification and rejection of the bid.

Bidder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Bidder's Name: \_\_\_\_\_

**PART 8**  
**ADDITIONAL DECLARATIONS AND CERTIFICATIONS**

Bidder certifies for itself and all its Subcontractors compliance with existing laws of the City of Indianapolis, the State of Indiana and the United States regarding (a) prohibition of discrimination in employment practices on the basis of race, sex, disability, religion, national origin, disabled veteran status and Vietnam-era veteran status; and (b) the utilization of Minority, Women's, Veteran, and Disability-Owned Business Enterprises. Bidder further certifies that it (a) has formulated its own Affirmative Action Plan for the recruitment, training and employment of minorities, women and veterans, including goals and timetables; and (b) strongly encourages the use of small businesses, minority-owned businesses, women-owned businesses and veteran-owned businesses in its operation.

Bidder certifies that it has thoroughly examined the site of the Work and informed itself fully regarding all conditions under which it will be obligated to operate and that in any way affect the Work, and knows, understands and accepts the existing conditions. Bidder further certifies that it has thoroughly reviewed the Bidding Documents, including all Addenda, and has had the opportunity to ask questions and obtain interpretations or clarifications concerning Bidding Documents.

Bidder certifies to Owner the following:

1. That the Bidder is eligible to work in the State of Indiana;
2. That the Bidder's labor force participates in training programs as required by IC 5-16-13-12;
3. That the Bidder has implemented an employee drug testing plan that meets, or exceeds, the requirements set forth in IC 36-1-12-24;
4. That the Bidder will utilize project managers and superintendents with sufficient relevant management experience to complete bidder's scope of work;
5. That the Bidder and its management personnel possess any and all professional trade licenses required by law for any trade or specialty area in which Bidder is seeking a contract award, and said licensures have not been suspended or revoked within the previous five (5) years;

6. That the Bidder is utilizing a surety company which is on the United States Department of Treasury's listing of approved sureties;

7. For contracts estimated to be over \$300,000.00, that Bidder and expected Subcontractors are qualified under IC 4-13.6-4 or IC 8-23-10.

8. That the Bidder provides a statement that individuals who will perform work on the Public Works Project on behalf of the Bidder will be properly classified as (i) and employee or (ii) and independent contractor under all applicable State and Federal laws and local ordinances; and,

9. That the Bidder shall meet the obligations to use steel products made in the United States per the requirements set forth in IC 5-16-8-2.

Violation of this certification shall constitute a material breach of the contract to result from this Bid, and upon such a violation IndyPL may terminate the contract. In addition, upon a violation of this certification, IndyPL shall report such violation to the Office of Corporation Counsel who may, at its discretion, debar the Bidder from eligibility for future City, Municipal Corporation, and/or County purchasing, bids, contracts, quotes and/or projects.

## **PART 9** **LEGAL VIOLATIONS**

The Bidder shall provide any determinations by a court or government agency for violations of federal, state, or local laws including but not limited to violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the Occupational and Safety and Health Act ("OSHA"), or federal Davis-Bacon and related acts.

Have you had any determinations by a court or government agency for violations of federal, state, or local laws including but not limited to violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the Occupational and Safety and Health Act ("OSHA"), or federal Davis-Bacon and related acts?

Check one: Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "yes" to the question above, list each determination along with the year it occurred:

---

**PART 10**  
**STAFFING CAPABILITIES**

The Bidder shall provide a statement describing the Bidder's full-time staffing capabilities and intended additional labor (skilled labor and unskilled labor), sources from which labor will be derived on this public works project. Answer the following questions to provide the statement of your staffing capabilities:

How many full time staff do you employ? \_\_\_\_\_

Of the full time, staff how many are skilled laborers? \_\_\_\_\_

Do you intend to employ any additional labor for this project? \_\_\_\_\_

If you answered yes to employing additional labor, list the amount of additional skilled and unskilled laborers you intend to hire.

Skilled: \_\_\_\_\_

Unskilled: \_\_\_\_\_

If you answered yes to employing additional labor, what sources will you use to find the additional labor?

\_\_\_\_\_

Name and experience level of the Project Manager planned for assignment to the work by the Bidder:

\_\_\_\_\_

Name and experience level of the Lead Installer planned for assignment to the work by the Bidder:

\_\_\_\_\_

**PART 11**  
**TAX DEFICIENCIES**

The Bidder shall provide a statement listing and describing any federal, state, or local tax liens or tax delinquencies owed to any federal, state, or local taxing body in the last 5 years. Answer the following questions to provide the statement regarding your tax deficiencies.

Do you have now or have had in the last 5 years any federal, state, or local tax liens or tax delinquencies owed to any federal, state, or local taxing body?

Check one: Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "yes" to the question above, list each lien or delinquency, along with the year it occurred, and whether it has been resolved:

---

**PART 12**  
**DRUG TESTING PROGRAM**

The Bidder must submit with the Bid their written plan of a program to test the Bidder's employees for drug use. A Bidder that is subject to a collective bargaining agreement that establishes an employee drug testing program shall only submit a copy of the relevant part of the collective bargaining agreement establishing the program. Failure to submit a written plan for an employee drug testing program, or relevant parts of a collective bargaining agreement establishing an employee drug testing program shall result in Bid being deemed as non-responsive and rejected as such.

Include a copy of your drug testing program or the relevant parts of your collective bargaining agreement establishing a drug testing program with your Bid.

**PART 13**  
**NON COLLUSION AFFIDAVIT**

The undersigned, on behalf of the Bidder, being first duly sworn, deposes and states that the Bidder has not, nor has any other member, representative, employee or agent of the Bidder, entered into any combination, collusion or agreement with any person relative to the Bid by anyone at such letting, to prevent any person from submitting a Bid, or to induce anyone to refrain from submitting a Bid.

The undersigned further deposes and states that this Bid is made without reference to any other Bid and without any agreement, understanding or combination with any other person referring to such Bid.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Bid.

Bidder: \_\_\_\_\_

By (Signature): \_\_\_\_\_

(Printed Name and Title): \_\_\_\_\_

(Important – Notary Signature and Seal Required in the Space Below)

STATE OF \_\_\_\_\_

Seal:

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires: \_\_\_\_\_ (Signed) \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of \_\_\_\_\_

**PART 14**  
**E-VERIFY AFFIDAVIT**

Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the Indianapolis Marion County Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify Program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify Program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the Indianapolis Marion County Public Library, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

I affirm, under the penalties for perjury, that the foregoing representations are true.

Bidder: \_\_\_\_\_

By (Signature): \_\_\_\_\_

(Printed Name and Title): \_\_\_\_\_

(Important – Notary Signature and Seal Required in the Space Below)

STATE OF \_\_\_\_\_

Seal:

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_ (Signed) \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of \_\_\_\_\_

Indianapolis Public Library  
Fixtures, Furniture, and Equipment  
Glendale Branch Replacement Project  
Indianapolis, Indiana

Section 00 30 00  
Bid Form

**PART 15**  
**STATE FORMS 102 AND 96**

Standard Questionnaires and Financial Statement for Bidders (Indiana State Form 102) or Contractor's Bid for Public Work (Indiana State Form 96). Such forms are available from the State of Indiana website and will be used in consideration of a Bidder's ability to perform its obligations under the terms of the contract Documents and in determining other material factors bearing upon a Bidder's responsibility.

Included completed copies of forms 102 and 96 with your Bid.



**PART 16**  
**OATH AND ATTESTATION**

I, \_\_\_\_\_, as authorized agent and/or representative of the Bidder, \_\_\_\_\_, being first deposed upon my oath, do hereby certify and attest, swear and/or affirm, subject to penalties for perjury, that all of the foregoing information and statements contained here are true, complete, and accurate.

By (Signature): \_\_\_\_\_

(Important – Notary Signature and Seal Required in the Space Below)

STATE OF \_\_\_\_\_

Seal:

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

My commission expires: \_\_\_\_\_ (Signed) \_\_\_\_\_

Residing in \_\_\_\_\_ County, State of \_\_\_\_\_

## GENERAL

### 1.01 CONTRACT FORM

- A. The Contract upon which the agreement for implementation of this Project will be based is AIA 151–2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment (the “Agreement”), as modified by counsel for the Owner for use on this Project.
- B. The draft Agreement is included as a part of this section.

END OF SECTION 00 05 00

**NOTIFICATION OF RIGHTS AND RESPONSIBILITIES REGARDING  
RETAINAGE ESCROW ACCOUNTS**

PERTAINING TO CONTRACTOR \_\_\_\_\_, AGREEMENT EXECUTED ON \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR WORK KNOWN AS \_\_\_\_\_,

NOTICE: This form shall be returned within 30 Days after contract signing date above.

Pursuant to IC 36-1-12-14, EFFECTIVE July 1, 2007, regarding public works contracts in excess of two-hundred thousand dollar (\$200,000.00) for projects for Indianapolis-Marion County Public Library (IndyPL), retainage will be held according to contract terms and conditions. At the discretion of the Contractor, the retainage shall be held in either of the two following Options:

Option 1. By IndyPL.

IndyPL shall **not** be required to pay interest on the amounts of retainage that it holds. Additionally, IndyPL will **not** charge a fee for administration of the retainage holdings. Contractor will receive their retained earnings according to contract terms.

**OR**

Option 2. Shall be placed in an escrow account with a bank or savings and loan institution as the agent. The escrow account shall be selected by mutual agreement between IndyPL and Contractor under a written agreement among the bank or savings and loan institution and INDYPL and the contractor. The bank or savings and loan institution may pay interest on held funds and may charge fees, which could affect the final balance of the retainage escrow account either positively or negatively. All terms including fees should be disclosed in escrow agreements from the bank or savings and loan institutions. It is the responsibility of the Contractor to ascertain and/or negotiate fees with the banking institution. In no event, shall IndyPL be held liable for final retainage balances reduced due to bank or savings and loan institution fees exceeding interest earned on those funds. A list of escrow agent institutions currently agreeable to IndyPL for use by IndyPL contractors follows, to assist Contractor in making a specific selection of institution, if this option (2) is selected. *(If none of the banks listed is acceptable to Contractor, another requested institution will be considered on a case-by-case basis.)*

PLEASE MAKE A SELECTION ON THE BACK SIDE AND RETURN THIS FORM WITHIN 30 DAYS OF SIGNING YOUR CONTRACT.

Mail Signed and Completed Original to:

Construction Accountant  
Indianapolis - Marion County Public Library  
P. O. Box 211  
Indianapolis, IN 46206-0211

**MAKE A SELECTION BELOW. IF OPTION 2 IS CHOSEN, INDICATE CHOICE OF BANKING INSTITUTION.**

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ on acting as an authorized representative  
(Name) (Title) (Date)  
of \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Contractor Name) (Contractor Address) (Contractor Phone Number)

do hereby select and notify IndyPL of the following choice regarding handling of Retainage holdings pertaining to the contract describe above.

**(Please mark only one.)**

\_\_\_\_\_ Option 1. Pursuant to IC 36-1-12-14, effective July 1, 2007, I waive my right to have retainage funds held in a bank or savings and loan institution and authorize IndyPL to hold retainage funds as described in Number 1 on the reverse side. I will not be charged any fees, nor will I receive any interest.

\_\_\_\_\_ Option 2. I wish to have a bank or savings and loan institution hold retainage funds as described in Number 2 on the reverse side. I understand that my company will receive the entire amount of interest added, and will be solely liable for all fees incurred as a result of this decision. The **net** amount of this account will be paid according to contract terms at the end of this agreement.

The institution I would like IndyPL to retain to establish an escrow account on my company's behalf is

**(MARK A BANKING INSTITUTION ONLY IF YOU HAVE CHOSEN OPTION 2 ABOVE.)**

- \_\_\_\_\_A. The Bank of New York Mellon  
300 N. Meridian St., Suite 910  
Indianapolis, IN 46204  
Contact: Tanya Smith  
Phone: (317) 637-3582  
Fax: (317) 637-9820
- \_\_\_\_\_B. PNC Bank  
1900 E. Ninth Street  
Cleveland, OH 44114  
Contact: James E. Schultz  
(216) 222-9352
- \_\_\_\_\_C. Huntington National Bank  
201 N. Illinois Street  
Suite 1800  
Indianapolis, IN 46204  
Contact: Abigail R. Oliver  
(317) 237-2516
- \_\_\_\_\_D. J. P. Morgan Chase.  
Global Corporate Trust  
111 Monument Circle, Suite IN 1-0152  
Indianapolis, IN 46277  
Contact: Terri Hawkins  
(317) 756-1305
- \_\_\_\_\_E. Bank of Your Choice:  
Name of Bank: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

**SECTION 12 51 00**  
**CONTRACT FURNITURE**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

**1.02 RELATED REQUIREMENTS**

- A. Section 01 01 00: Summary of Work.
- B. Section 01 25 13: Substitutions
- C. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this section.

**1.03 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination: Coordinate preparation and processing of submittals with performance of procurement and installation activities.
- B. Preinstallation Meetings: Review existing site conditions with Architect prior to scheduling and installation.
- C. Scheduling: Schedule installation with Architect and Owner.

**1.04 SUBMITTALS**

- A. Product Data: For each type of product indicated and piece of furniture in the schedule.
- B. Shop Drawings: Indicate fabrication and installation details for furniture specific to this package.
  - 1. Provide product data on each piece of furniture in the schedule.
  - 2. For furniture supporting equipment, show required equipment service clearances, locations of power and data outlets, and conditions requiring furniture accessories or special equipment.
  - 3. Provide document drawings from manufacturer for all custom items and modular groupings.
- C. Samples: Two material samples, 3 by 3 inches (\_\_\_ by \_\_\_ mm) minimum in size, indicating full color and pattern as selected by Architect.
- D. Care and Maintenance Data: for all furniture being provided.

**1.05 QUALITY ASSURANCE**

- A. Installer Qualifications: Company specializing in performing work of the type specified and with at least three years of documented experience and approved by manufacturer.
- B. Documents at Project Site: Maintain at project site one copy of manufacturer's instructions, erection drawings, and shop drawings.

**1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Protect all items during transit, delivery, storage, and handling so as to prevent damage, soiling, and deterioration. Each piece or item shall be properly packed and protected to prevent damage in transit and handling.
- B. Provide temporary storage for items if manufactured and shipped prior to the delivery date and include all storage fees in Base Bid Proposal.
- C. Deliver products to site and locate in finished areas of the building under environmental control as directed. All items delivered to the project site shall be covered and/or protected from particulates and airborne contaminants due to final stages of construction in progress.

**1.07 WARRANTY**

- A. Submit written agreement in Manufacturer's standard form signed by the manufacturer and installing Vendor, Sub-Vendor, Supplier, or Installer. Warranty shall agree to repair or replace any product or portion thereof found to have a manufacturing defect. Such work to be performed to the satisfaction of and at no additional cost to the Owner.

## **PART 2 PRODUCTS**

### **2.01 GENERAL**

- A. Dealership is responsible for reserving COM fabrics to ensure availability at time of order. Dealership is responsible for verifying correct amount of COM yardage to accommodate fabric repeats. Dealership to coordinate with fabric manufacturer's representative.

### **2.02 MANUFACTURERS**

- A. As indicated- Refer to Specification Sheets located at the end of Part 3..

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verification of Conditions: Verify that existing conditions are compliant with requirements for installation tolerances and other conditions affecting performance.
  - 1. Installer to be present when existing conditions are examined.
  - 2. Starting installation constitutes acceptance of field conditions.
  - 3. Proceed with installation only after unsatisfactory conditions have been corrected.

### **3.02 INSTALLATION**

- A. Install in accordance with manufacturer's written instructions.
- B. Install office furniture level and plumb. Align with adjacent casework.
- C. Install all necessary hardware and accessories in place for a complete installation.
- D. Clean and inspect all furniture to ensure that the installation is complete and that the furniture is free from defects and ready for Owner use. Repair all defects or replace damaged components to the satisfaction of the Architect and the Owner.
- E. Upon completion of the installation, leave the area(s) in a neat and clean condition to the satisfaction of the Architect and Contractor. Dealer/Installer to remove all trash and all trash containers.
- F. Protect all products from damage until accepted by the Owner.
- G. Installation will occur during daytime hours and with permission from the Owner. Additional installation times off daytime hours or on weekends may be arranged with the Contractor and Owner if required to meet the schedule for installation, at no additional cost to the owner.
- H. Vendor/Dealer/Installer are all responsible for any and all damages to the existing building walls, floors, door, door frames, wood trims, etc. due directly to the delivery and installation of the products. Vendor/Dealer/Installer are required to provide appropriate protection to all building systems that could be possibly damaged during the installation process, and/or repair any associated damages through and by the General Contractor on site, at the Vendor/Dealer/Installer cost.

### **3.03 PROTECTION**

- A. Protect installed products from subsequent construction operations until accepted by the Owner.

### **3.04 ATTACHMENTS**

- A. Furniture Specification Sheets- refer to attached sheets at the end of this Section.

**END OF SECTION**

# IPL- Glendale Branch

Final FF&E Presentation and Specifications

FOR BID- 9.13.22



## B-1 & B-2

Qty: 2

Manufacturer: Landscape Forms

Item Name: Bancal

Description: Backed bench, no arms, 88" length, surface-mounted

Location: South exterior patio

Finish:

- Powdercoated metal & thermally modified ash wood finish

Qty: 3

Manufacturer: Landscape Forms

Item Name: Palisade

Description: 72" Backless bench

Location: Outdoor Reading EX01

Finish:

- Thermally modified ash finish



B-1



B-2



# C-1

Quantity: 10

Manufacturer: OFS

Item Name: Cubic

Description: Fully upholstered,  
plain/non-tufted seat and back  
cushions (loose), with wood sled base

Room Number: 02A, 03, 11, 22

Finish: Wood sled base- TBD

Fabric: Grade 5

- Man-
- Pattern-
- Color-



C-2

Quantity: 8

Manufacturer: Haworth

Item Name: Tate Color Stool

Description: High stool with high back,  
aniline dyed seat, painted base

Room Number: 02F, 03

Finish: Grass Green with Matte Grass  
Green base

Fabric: N/A



# C-3

Quantity: 1

Manufacturer: OFS

Item Name: Cubic

Description: Fully upholstered loveseat, plain/non-tufted seat and back cushions (loose), with wood sled base

Room Number: 03

Finish: Wood sled base- TBD

Fabric: Grade 5

- Man-
- Pattern-
- Color-



C-4

Quantity: 16

Manufacturer: Haworth

Item Name: Tate Color Chair

Description: Stacking side chair (stacks 8 high), beech wood aniline dyed seat and painted 4-leg base

Room Number: 03, 09

Finish: Grass Green with Matte Grass Green base

Fabric: N/A



# C-5

Quantity: 6

Manufacturer: KI

Item Name: Calida

Description: Low-back, fully upholstered lounge chair with 4-star swivel base

Room Number: 09

Finish: Polished aluminum base

Fabric: Grade P1

- Man- Pallas
- Pattern-
- Color-



# C-6a

\*No Alt. Allowed\*

Quantity: 99

Manufacturer: HM

Item Name: Caper Stacking Chair

Description: Armless, molded seat and back stacking chair, stacks 15-high on cart (6 high on floor)

Room Number: 02B, 08, 11, 12, 19

Finish: BK- Black

Fabric: N/A



# C-6b

\*No Alt. Allowed\*

Quantity: 20

Manufacturer: HM

Item Name: Caper Stacking Chair

Description: Armless, molded seat and back stacking chair, stacks 15-high on cart (6 high on floor)

Room Number: 04, 05, 06, 07

Finish: 98- Studio White

Fabric: N/A



# C-7

Quantity: 8

Manufacturer: KI

Item Name: Strive Stack Chair

Description: 4-leg stack chair, stacks 4-high on floor, armless, with glides, upholstered seat, poly back

Room Number: 22

Finish:

Fabric: Grade P2

- Man- Pallas
- Pattern-
- Color-





# C-8a

\*No Alt. Allowed\*

Quantity: 3

Manufacturer: HM

Item Name: Aeron Task Stool

Description: Work stool, size B, with tilt limiter and seat angle, fully adjustable arms, non-uph armpads, adj. posturefit support

Room Number: 02E, 26

Finish: Graphite frame/base

Fabric: Grade 1

- Man- HM
- Pattern- 8Z Pellicle
- Color- Graphite



# C-8b

\*No Alt. Allowed\*

Quantity: 15

Manufacturer: HM

Item Name: Aeron Task Chair

Description: Work chair, size B, with tilt limiter and seat angle, fully adjustable arms, non-uph armpads, adj. posturefit support

Room Number: 02B, 26A, 27, 28, 29

Finish: Graphite frame/base

Fabric: Grade 1

- Man- HM
- Pattern- 8Z Pellicle
- Color- Graphite



# C-8c

\*No Alt. Allowed\*

Quantity: 2

Manufacturer: HM

Item Name: Aeron Task Chair

Description: Work chair, size C, with tilt limiter and seat angle, fully adjustable arms, non-uph armpads, adj. posturefit support

Room Number: 02B, 02E

Finish: Graphite frame/base

Fabric: Grade 1

- Man- HM
- Pattern- 8Z Pellicle
- Color- Graphite



C-9

Quantity: 10

Manufacturer: Janus et Cie

Item Name: Forest Side Chair

Description: Outdoor side chair,  
armless, powder coated die cast  
aluminum, stackable 4-high

Room Number: EX01

Finish: Mercury

Fabric: N/A



# C-10

Quantity: 2

Manufacturer: HM- Magis

Item Name: Spun Chair

Description: Indoor/outdoor,  
polypropylene chair

Room Number: EX01

Finish: Grey Anthracite

Fabric: N/A





# C-11

Quantity: 5

Manufacturer: Janus et Cie

Item Name: Bon Vivant Pouf

Description: Reticulated foam  
upholstered with polypropylene  
crochet yarn, raincoat fabric lining, 22”  
Dia x 18.25” H

Room Number: EX01

Finish: Cyan Melange

Fabric: N/A



# C-12

Quantity: 2

Manufacturer: Janus et Cie

Item Name: Bon Vivant Long Pouf

Description: Aluminum with Januscoat and reticulated foam upholstered with polypropylene crochet yarn, raincoat fabric lining, nylon glides, 30.75" Dia x 55" W x 16.25" H

Room Number: EX01

Finish: Lapis

Fabric: N/A



# C-13

Quantity: 1

Manufacturer: Janus et Cie

Item Name: Bon Vivant Grande Pouf

Description: Reticulated foam  
upholstered with polypropylene  
crochet yarn, raincoat fabric lining,  
34.75" Dia x 15" H

Room Number: EX01

Finish: Raw Umber

Fabric: N/A





# C-14

Quantity: 2

Manufacturer: KI

Item Name: Ricochet Stool

Description: 16", one color poly, 360-degree stool, stacks 3-high (upside down)

Room Number: 11

Finish:

Fabric: N/A



# C-15

Quantity: 4

Manufacturer: KI

Item Name: Sway

Description: Contoured chair with 360 degree swivel, high back, upholstered seat and backrest, poly shell and 4-leg base

Room Number: 02A

Finish: Cottonwood

Fabric: Grade P1

- Man- Pallas
- Pattern-
- Color-



# C-16

Quantity: 1

Manufacturer: JSI

Item Name: Indie

Description: Rocker lounge, single seat,  
without headrest

Room Number: 11

Finish: Maple frame- TBD

Fabric: Grade D

- Man-
- Pattern-
- Color-



# C-17

\*No Alt. Allowed\*

Quantity: 4

Manufacturer: HM

Item Name: Caper Stacking Stool

Description: Armless, molded seat and back stacking stool, stacks 5-high, 30" seat height

Room Number: 10

Finish: BK- Black

Fabric: N/A



# C-18

Quantity: 5

Manufacturer: KI

Item Name: Ricochet Stool

Description: 14", one color poly, 360-degree stool, stacks 3-high (upside down)

Room Number: 11

Finish:

Fabric: N/A



# C-19

Quantity: 6

Manufacturer: Haworth

Item Name: Maari

Description: Molded shell with 4-leg wood base, armless, upholstered seat and back

Room Number: 27, 28, 29

Finish: Wood- TBD

Fabric: Grade D

- Man-
- Pattern-
- Color-



# C-20

Quantity: 15

Manufacturer: Steelcase

Item Name: Node

Description: Wood leg base,  
upholstered seat, plastic back/shell

Room Number: 10, 11

Finish: Lagoon

Fabric: Grade 7

- Man-
- Pattern-
- Color-





# C-21

Quantity: 2

Manufacturer: KI

Item Name: Intellect Wave

Description: Medium-sized, 4-leg with  
glides, all poly

Room Number: 11

Finish: TBD

Fabric: N/A





# C-22

Quantity: 2

Manufacturer: KI

Item Name: Intellect Wave

Description: Large-sized, 4-leg with  
glides, all poly

Room Number: 11

Finish: TBD

Fabric: N/A



# L-1

Quantity: 2

Manufacturer: Arcadia

Item Name: Too-a-Picnic

Description: 2-seat lounge booth with low panels and surface power module, two-tone upholstery- code TP4

Room Number: 07

Finish: Ash- TBD

Fabric: Grade 4

- Man-
- Pattern-
- Color-



# L-2

Quantity: 1

Manufacturer: Fomcore

Item Name: Oriole's Nest

Description: Foam construction, fully upholstered with zipper, adjustable glides, includes (1) removable "egg" insert

Room Number: 11

Finish: Upholstered Foam

Fabric: Grade 6

- Man-
- Pattern-
- Color-



# L-3

Quantity: 6

Manufacturer: Palmieri

- Alternate- Hale Mfg.

Item Name: NuMedia Solice

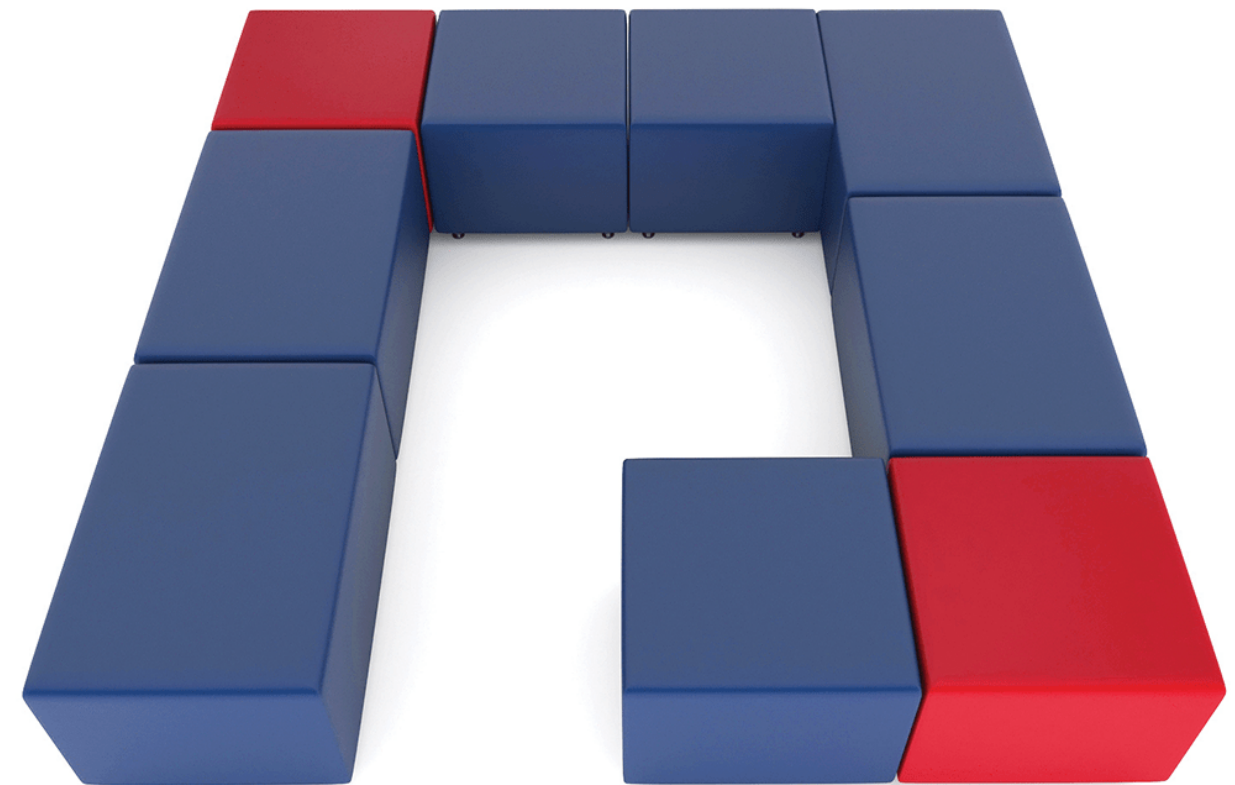
Description: 24" Square seat, 18" H

Room Number: 11

Finish: N/A

Fabric: Non-woven

- Man- J. Ennis
- Pattern- Challenger
- Color- TBD



# L-4a

Quantity: 4

Manufacturer: Arcadia

Item Name: Iso Work Lounge

Description: 2-seat lounge, with channel back cushion, upholstered frame, no privacy panels, aluminum base with glides, inc. ganging brackets and mini tap-1 power module

Room Number: 09

Finish: 94 Cotton

Fabric: Grade 4

- Man-
- Pattern-
- Color-





# L-4b

Quantity: 1

Manufacturer: Arcadia

Item Name: Iso Work Lounge

Description: Single-seat lounge, with channel back cushion, upholstered frame, no privacy panels, aluminum base with glides, inc. ganging bracket and mini tap-1 power module

Room Number: 09

Finish: 94 Cotton

Fabric: Grade 4

- Man-
- Pattern-
- Color-



# L-5a

Quantity: 3

Manufacturer: Arcadia

Item Name: Iso Work Lounge

Description: Single-seat, cubby- right, and rotating tablet with back panel and right- and left-side panels, mini-tap 1 power module

Room Number: 09

Finish: 94 Cotton

Fabric: Grade 4

- Man-
- Pattern-
- Color-



# L-5b

Quantity: 1

Manufacturer: Arcadia

Item Name: Iso Work Lounge

Description: Single-seat, cubby- left, and rotating tablet with back panel and right- and left-side panels, mini-tap 1 power module

Room Number: 09

Finish: 94 Cotton

Fabric: Grade 4

- Man-
- Pattern-
- Color-





# L-6- OMIT

Quantity:

Manufacturer:

Item Name:

Description:

Room Number:

Finish:

Fabric:

- Man-
- Pattern-
- Color-

# L-7

Quantity: 6

Manufacturer: Steelcase- Orangebox

Item Name: Away from the Desk

Description: AD-22; 120 degree seat and external back with glides and base power module

Room Number: 02C, 10, 11

Finish: Metal feet

Fabric: Grade 8

- Man-
- Pattern-
- Color-



# L-7a

Quantity: 4

Manufacturer: Steelcase- Orangebox

Item Name: Away from the Desk

Description: AD-61 LA; upholstered left hand arm

Room Number: 02C, 11

Finish: Metal feet

Fabric: Grade 8

- Man-
- Pattern-
- Color-



# L-7b

Quantity: 2

Manufacturer: Steelcase- Orangebox

Item Name: Away from the Desk

Description: AD-61 RA; upholstered  
right hand arm

Room Number: 11

Finish: Metal feet

Fabric: Grade 8

- Man-
- Pattern-
- Color-



# L-8

Quantity: 4

Manufacturer: Steelcase- Orangebox

Item Name: Away from the Desk

Description: AD-02; 31" straight seat and back

Room Number: 02C, 11

Finish: Metal feet

Fabric: Grade 8

- Man-
- Pattern-
- Color-





# L-9

Quantity: 2

Manufacturer: Steelcase- Orangebox

Item Name: Away from the Desk

Description: AD-42; 90 degree seat and back

Room Number: 11

Finish: Metal feet

Fabric: Grade 8

- Man-
- Pattern-
- Color-



# L-10

Quantity: 1

Manufacturer: Steelcase- Orangebox

Item Name: Away from the Desk

Description: AD-12; 71" straight seat and back

Room Number: 11

Finish: Metal feet

Fabric: Grade 8

- Man-
- Pattern-
- Color-



# L-11

Quantity: 2

Manufacturer: Steelcase- Orangebox

Item Name: Away from the Desk

Description: AD-21; 120 degree seat

Room Number: 02C

Finish: Metal feet

Fabric: Grade 8

- Man-
- Pattern-
- Color-





# L-12

Quantity: 2

Manufacturer: Steelcase- Turnstone

Item Name: Alight Ottoman

Description: Round ottoman with wood legs

Room Number: 11

Finish: Solid maple

Fabric: Grade 6

- Man-
- Pattern-
- Color-



M-1.1

Quantity: 2

Manufacturer: OFS

Item Name: Vide

Description: Typical shelving ID:  
T100252

Room Number: 03

Finish: Wood & standard powdercoat;  
color TBD

Fabric: N/A



# M-1.2

Quantity: 1

Manufacturer: OFS

Item Name: Vide

Description: Typical shelving ID:  
T100255

Room Number: 02F

Finish: Wood & standard powdercoat;  
color TBD

Fabric: N/A





# M-2

Quantity: 4

Manufacturer: Hale

Item Name: Tiered Pyramid Display

Description: Custom display shelving;  
mobile, square, 3-tiered displayer, 48"  
sq x 48" H

Room Number: 02C, 03

Finish: Wood- Maple; color TBD

Fabric: N/A



# M-3

Quantity: 5

Manufacturer: Hale

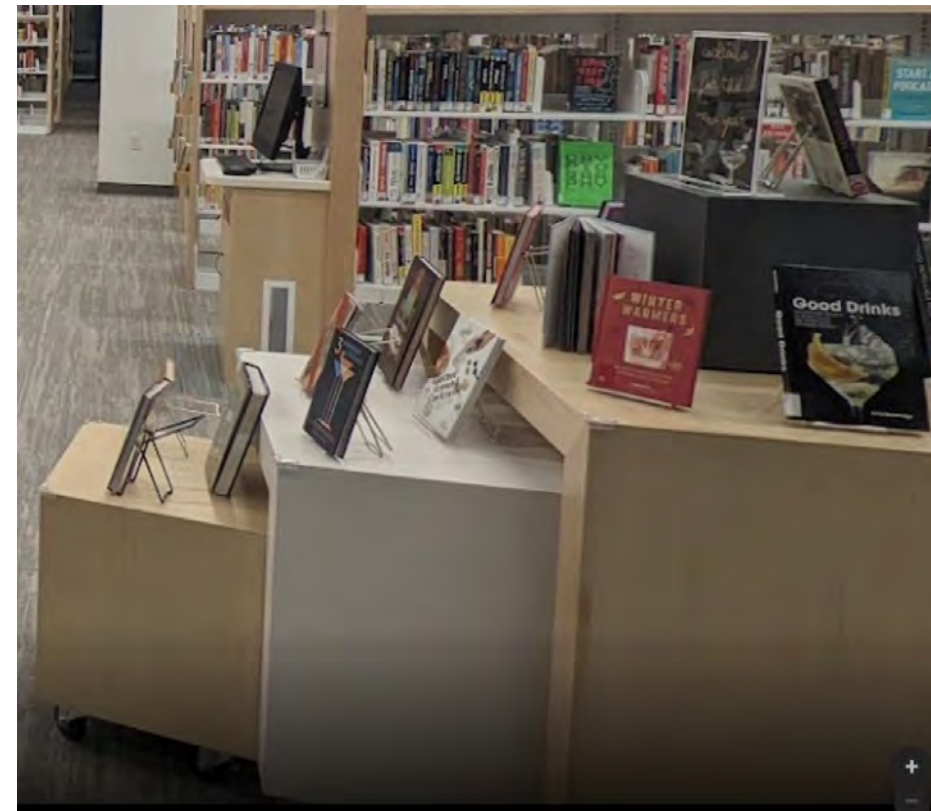
Item Name: Mobile Nesting Display

Description: Custom display shelving; mobile, nesting, cube displayer, 3 closed sides and top with one open side and bottom for nesting in (2) larger cubes; smallest cube: 16" H x 16" D has all four sides and top closed, open bottom

Room Number: 02D, 03, 10, 11

Finish: Wood- Maple; color TBD

Fabric: N/A



# M-4

Quantity: 18

Manufacturer: Peter Pepper Products

Item Name: Analog Clock

Description: Model 343, 11-3/4" Dia clock with aluminum bezel, white background, black graphics, glass face

Room Number: 02, 03, 04, 05, 06, 08, 09, 11, 12, 19, 22, 26, 27, 28, 29

Finish: Aluminum

Fabric: N/A



# M-5

Quantity: 16

Manufacturer: Peter Pepper Products

Item Name: Stream Receptacle

Description: Model SW2, desktop recycling wastebasket, dual-stream, with top and decals, 3.4 gal capacity each stream

Room Number: 02B, 02E, 26, 27, 28, 29

Finish: Powdercoat; color TBD

Fabric: N/A



# M-6

Quantity: 7

Manufacturer: Peter Pepper Products

Item Name: Stream Receptacle

Description: Model SRT, tall recycling station, dual-stream with recycling and waste decals, 16-gal capacity each stream

Room Number: 03, 09, 11, 12, 19, 22

Finish: Powdercoat; color TBD

Fabric: N/A





# M-7

Quantity: 1

Manufacturer: Magnuson Group

Item Name: Drop Waste Receptacle

Description: Drop-10-SO, 7.6 gal capacity, install under counter in lactation room

Room Number: 11

Finish: Textured black

Fabric: N/A



# M-8

Quantity: 3

Manufacturer: Forms + Surfaces

Item Name: Transit Receptacle

Description: Stainless steel, dual-stream litter and recycling receptacle, with polyethylene lid, 60-gal total capacity; includes standard graphics

Room Number: EX01 and main entry/patio

Finish: Black lid, stainless steel body

Fabric: N/A



# M-9

Quantity: 1

Manufacturer: Edis

Item Name: EA24 Lectern

Description: Lectern with 60W amplifier, 3 built-in woofers and 1 alt speaker, flexible gooseneck microphone, and a reading light

Room Number: 12

Finish: Black powdercoated

Fabric: N/A



# M-10

Quantity: 3

Manufacturer: Global Industrial

Item Name: Shelving #WB255679

Description: Extra heavy duty, wood deck, 4 shelves, 24" D x 48" W x 72" H

Room Number: 23

Finish: Gray

Fabric: N/A



# M-11

Quantity: 5

Manufacturer: KI

Item Name: Crossroads Book Truck

Description: Descending platform book truck, 4 swivel casters, 22" D x 26" W x 28-1/2" H

Room Number: 02E, 26A

Finish: Maple

Fabric: N/A





# M-12

Quantity: 1

Manufacturer: Jonticraft

Item Name: Backpack Cart #39480JC

Description: Mobile backpack cart with clear cubby trays, 48" H x 55" W x 26.5" D

Room Number: 11

Finish: Natural Maple

Fabric: N/A



# M-13

Quantity: 13

Manufacturer: Supple Collection

Item Name: Doghouse

Description: Book display bin, 24" D x  
72" W x 48" H

Room Number: 11

Finish: Laminate to match end panels

Fabric: N/A



M-14

Quantity: 3

Manufacturer: Supple Collection

Item Name: Doghouse

Description: Book display bin, 24" D x  
36" W x 48" H

Room Number: 11

Finish: Laminate to match end panels

Fabric: N/A





# M-15

Quantity: 1

Manufacturer: Safco

Item Name: Mailflow Systems Sorter

Description: Custom size, 36 sorting pockets- 12" D x 15" W x 3" H, with interchangeable label holders

Room Number: 26A

Finish: Steel

Fabric: N/A



# M-16

Quantity: 4

Manufacturer: HM

Item Name: Caper Cart

Description: Single-piece molded construction, cart transports up to 15 stacking chairs

Room Number: 12

Finish: Black

Fabric: N/A



# M-17

Quantity: 2

Manufacturer: Allsteel

Item Name: Park Planter

Description: Lo plant and storage  
pedestal, 28-3/4" H x 48-1/8" W x 11" D

Room Number: 03, 07

Finish: Color TBD from standard options

Fabric: N/A



# M-18

Quantity: 1

Manufacturer: KI

Item Name: Ruckus Storage

Description: Single-face cubby storage 2x3, with locking doors, casters, 36" W x 18" D x 36" H, plastic laminate top with matching edge banding, provide extra keys

Room Number: 08

Finish: Laminate top with 74P edge and metal shell and doors

Fabric: N/A



# M-19

Quantity: 1

Manufacturer: KI

Item Name: Crossroads

Description: Wood bookshelf, single,  
12" D x 36" W x 42" H

Room Number: 11

Finish: Maple

Fabric: N/A



# M-20

Quantity: 6

Manufacturer: Hale

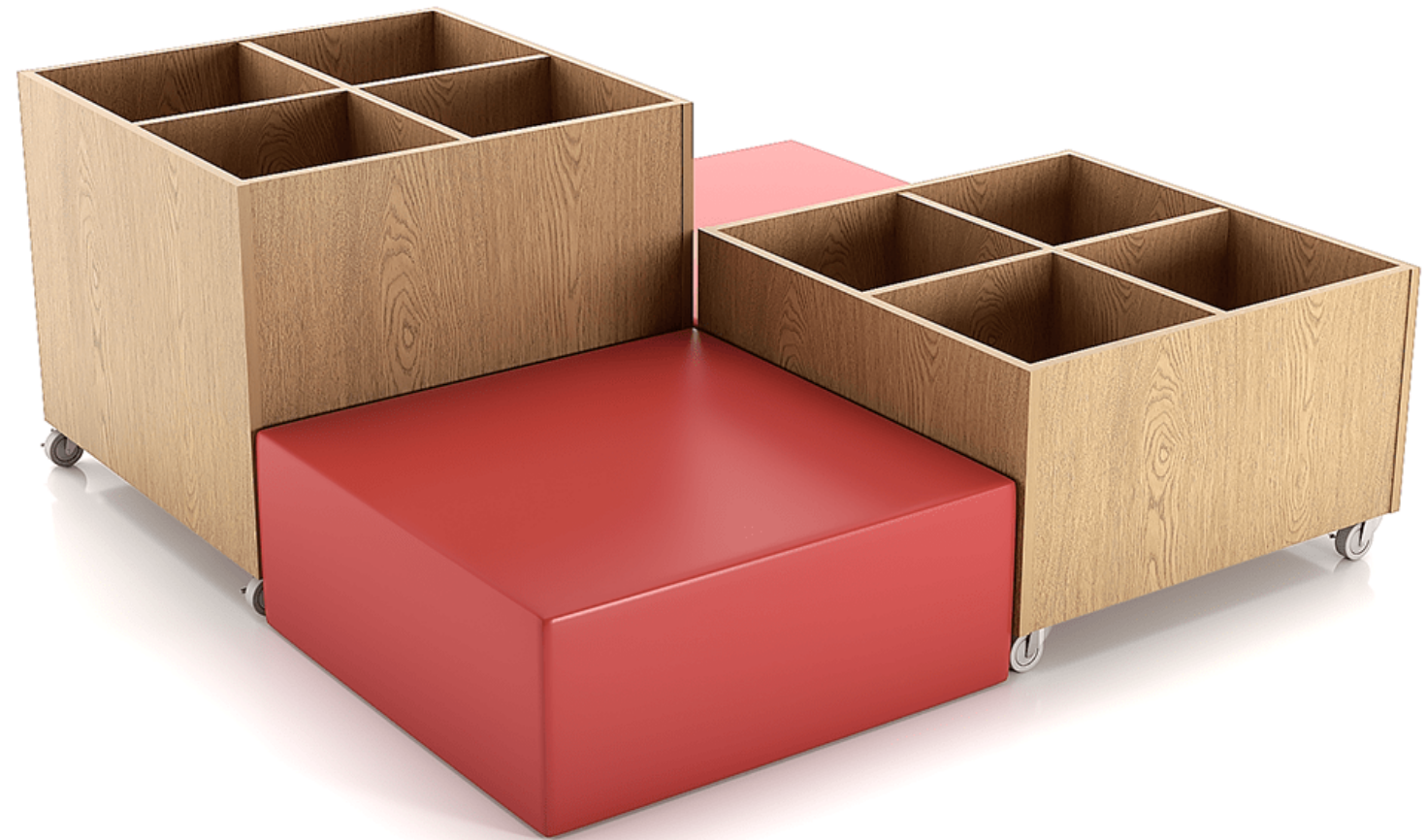
Item Name: Book Bin

Description: 24" x 24" x 24" book bin with 4 open compartments and locking casters, false bottom

Room Number: 08

Finish: Painted wood, color to match accent paint

Fabric: N/A



# M-21a

Quantity: 1

Manufacturer: Hale

Item Name: OPAC/Catalog Station

Description: 24" x 24" x 29" H

Room Number: 11

Finish: Wood- Maple, stain/color TBD

Fabric: N/A





# M-21b

Quantity: 1

Manufacturer: Hale

Item Name: OPAC/Catalog Station

Description: 24" x 24" x 42" H

Room Number: 08

Finish: Wood- Maple, stain/color TBD

Fabric: N/A





M-22a

Quantity: 20

Manufacturer: Demco

Item Name: Library Quiet Book Truck

Description: 2 flat shelves, 44-1/2" H x  
31" x 17", Item #W12187090 &  
W13815720

Room Number: 26

Finish: (10) Blue, (10) Turquoise

Fabric: N/A



# M-22b

Quantity: 3

Manufacturer: Demco

Item Name: Library Quiet Book Truck

Description: 3 flat shelves, 44-1/2" H x  
31" x 17", Item #W12229060

Room Number: 26

Finish: Bahama Blue

Fabric: N/A



M-22c

Quantity: 3

Manufacturer: Demco

Item Name: Library Quiet Book Truck

Description: Single-sided, end of range,  
3 sloped shelves, 44-1/2" H x 18" x 17",  
Item #W12234030

Room Number: 26

Finish: Teal

Fabric: N/A



# M-23a

Quantity: 1

Manufacturer: Gressco

Item Name: Eco Drive Wall Activity

Description: Wall activity panel, 20-DRS-002, 22" H x 22" W x 3" D, mounting hardware included

Room Number: 11

Finish: Standard melamine

Fabric: N/A



# M-23b

Quantity: 1

Manufacturer: Gressco- Haba

Item Name: Fun Wall Mirror Reflections

Description: Fun wall mirror reflections by Haba, 10-yr warranty, 15-3/4" H x 37" W x 3/4" D, Animal Option- 409479

Room Number: 11

Finish: Standard maple wood veneer

Fabric: N/A





# M-23c

Quantity: 1

Manufacturer: Haba

Item Name: Interactive Learning &  
Sensory Walls

Description: Interactive learning and  
sensory wall- curve design, Curve A,  
Item #W13571010, 27-1/2" H x 25-1/2"  
W

Room Number: 11

Finish: Standard birch, clear

Fabric: N/A



# M-23d

Quantity: 1

Manufacturer: Haba

Item Name: Sensory Wall Elements

Description: Upper & lower sensory wall guide rails, 48" length- Item #120191, includes hardware, for (3) sensory wall activities

Room Number: 11

Finish: Standard birch

Fabric: N/A



# M-23e

Quantity: 1

Manufacturer: Haba

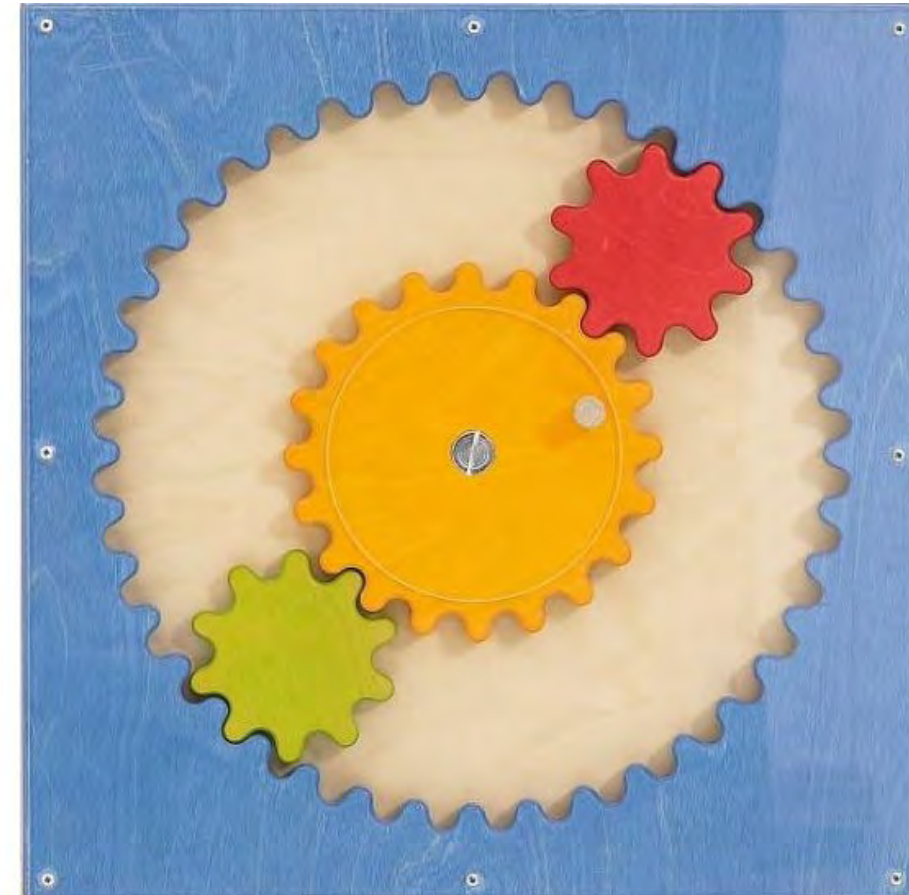
Item Name: Sensory Wall Elements

Description: Acrylic gears sensory wall activity, Item #120394, 17" H x 16" W x 2" thick

Room Number: 11

Finish: Standard birch

Fabric: N/A





# M-23f

Quantity: 1

Manufacturer: Haba

Item Name: Sensory Wall Elements

Description: Labyrinth sensory wall activity panel, Item #023139, 17" H x 16" W x 3-1/4" thick

Room Number: 11

Finish: Standard birch

Fabric: N/A



# M-23g

Quantity: 1

Manufacturer: Haba

Item Name: Sensory Wall Elements

Description: Turning spiral with balls  
sensory wall activity panel, Item  
#120396, 17" H x 16" W x 2" thick

Room Number: 11

Finish: Standard birch

Fabric: N/A



# M-23h

Quantity: 1

Manufacturer: Haba

Item Name: Sensory Wall Elements

Description: Colorful squares sensory wall activity panel, Item #023145, 17" H x 16" W x 2-3/4" thick

Room Number: 11

Finish: Standard birch

Fabric: N/A



# T-1

Quantity: 2

Manufacturer: OFS

- Additional Approved Man: Polson's Hardwoods
- Add Approved Man: Indy Urban Hardwood

Item Name: Denro

Description: Denro end table, 12-14"  
Dia x 16" H, ADD power module

Room Number: 03

Finish: Sassafras

Fabric: N/A



# T-2

Quantity: 4

Manufacturer: Allsteel

Item Name: Structure Tables

Description: 30" Dia round top with  
round pedestal base, 42" bar height

Room Number: 02F, 03

Finish: Laminate top with  
powdercoated metal base

Fabric: N/A



# T-3

Quantity: 8

Manufacturer: OFS

Item Name: Kosa

Description: Round end table, 16" dia,  
20" H

Room Number: 02A, 03, 09, 11

Finish: Wood top, powdercoated base

Fabric: N/A



T-4

Quantity: 3

Manufacturer: Allsteel

Item Name: Structure Tables

Description: 42" square top with large round pedestal base, 29" seated height

Room Number: 03

Finish: Laminate top, powdercoated metal base

Fabric: N/A





# T-5

Quantity: 1

Manufacturer: Enwork

Item Name: Ligouri

Description: Occasional table, 24" D x  
48" W x 18" H

Room Number: 09

Finish: Wood veneer top and leg with  
metal frame

Fabric: N/A





# T-6a

Quantity: 3

Manufacturer: Haworth

Item Name: Intuity

Description: Double-sided benching, fixed height, steel leg, power trough to accommodate owner Iso bar and power access for users at surface, 48" D x 72" W (24" D surface each side)

Room Number: 08

Finish: Laminate top with powdercoated steel leg

Fabric: N/A



# T-6b

Quantity: 3

Manufacturer: Haworth

Item Name: Intuity

Description: Double-sided benching, fixed height, steel leg, power trough to accommodate owner Iso bar and power access for users at surface, 48" D x 36" W (24" D surface each side)

Room Number: 08

Finish: Laminate top with powdercoated steel leg

Fabric: N/A



# T-6c

Quantity: 1

Manufacturer: Haworth

Item Name: Intuity

Description: Single-sided benching, sit-height adjustable, steel leg, custom size/height: 48" D x 72" W x 29-36" H surface (24" D surface each side)

Room Number: 08

Finish: Laminate top with powdercoated steel leg

Fabric: N/A



# T-7

Quantity: 7

Manufacturer: KI

Item Name: Pillar

Description: Rectangular tables, with  
glides, 30" x 60", seated height, with  
surface power module (x5, not needed  
in room 22)

Room Number: 04, 05, 06, 07, 22

Finish: Laminate top with  
powdercoated leg

Fabric: N/A





# T-8

Quantity: 3

Manufacturer: Forms + Surfaces

Item Name: Tangent Ensemble

Description: Four-seat Tangent table configuration, backed seats with Cumaru hardwood slats, stainless steel tabletop, surface mounted

Room Number: Entry patio and staff patio

Finish: Stainless steel top, with powdercoated aluminum frame and Cumaru wood slat seat/back

Fabric: N/A





# T-9

\*No Alt. Allowed\*

Quantity: 30

Manufacturer: KI

Item Name: Pirouette

Description: 18" D x 60" W x 29" H  
rectangular table, fixed height, nesting  
with casters

Room Number: 12

Finish: Laminate top with  
powdercoated leg/base

Fabric: N/A



# T-10

Quantity: 2

Manufacturer: KI

Item Name: Sway

Description: Sway occasional table, 27”  
dia, 14.5” H, with power

Room Number: 02A

Finish: Laminate top with Cottonwood  
poly base

Fabric: N/A





T-11

Quantity: 2

Manufacturer: KI

Item Name: Pillar

Description: Rectangular tables, with  
glides, 24" x 36", 42" standing height

Room Number: 02F

Finish: Laminate top with  
powdercoated leg base

Fabric: N/A



# T-12

Quantity: 5

Manufacturer: KI

Item Name: Pillar

Description: Rectangular tables, with  
glides, 36" x 60", seated height

Room Number: 10, 19

Finish: Laminate top with  
powdercoated leg base

Fabric: N/A



# T-13

Quantity: 2

Manufacturer: KI

Item Name: Ruckus

Description: Ruckus activity table, 42"  
round, sit-height adjustable

Room Number: 11

Finish: Laminate top with  
powdercoated leg base

Fabric: N/A



# T-14

Quantity: 4

Manufacturer: KI

Item Name: Athens

Description: 36" Round table, fixed 29" height, 4" column with flat disc base

Room Number: 09

Finish: Laminate top with powdercoated base

Fabric: N/A



# T-15

Quantity: 2

Manufacturer: KI

Item Name: Ruckus

Description: Ruckus activity table, 36"  
round, sit-height adjustable

Room Number: 11

Finish: Laminate top with  
powdercoated leg base

Fabric: N/A



# T-16

Quantity: 1

Manufacturer: OFS

Item Name: Kosa

Description: Round coffee table, 30"  
dia, 15" H

Room Number: 11

Finish: Wood top, powdercoated base

Fabric: N/A





# T-17

Quantity: 5

Manufacturer: Janus et Cie

Item Name: JanusCafe

Description: Round cafe table, 30" dia,  
29" H, demi-sec stainless steel base,  
aluminum top

Room Number: 11

Finish: Powdercoated aluminum top,  
Talc, with brushed stainless steel base

Fabric: N/A





# T-18

Quantity: 3

Manufacturer: Enwork

Item Name: Ligouri

Description: 42" Round x-base table,  
29" seated height

Room Number: 02A, 11

Finish: Wood veneer top and legs with  
metal frame

Fabric: N/A



# T-19

Quantity: 3

Manufacturer: Enwork

Item Name: Ligouri

Description: 30" Round x-base table,  
29" seated height

Room Number: 10, 11

Finish: Wood veneer top and legs with  
metal frame

Fabric: N/A



# T-20

Quantity: 3

Manufacturer: KI

Item Name: C-table Max

Description: 24" Dia, round top, 29"  
fixed height

Room Number: 11

Finish: Laminate top with  
powdercoated base

Fabric: N/A



# WS-1

Quantity: 1

Manufacturer: TMC

Item Name: Family Workstation

Description: Single-face unit, with wire chase, vinyl mat, mirror, and learning panel

Room Number: 11

Finish: Transparent Maple wood carrel finish with laminate worksurface

Fabric: Momentum- Everywhere EPU, color: TBD



# WS-2

Quantity: 10

Manufacturer: Haworth

Item Name: Compose

Description: 66" high panel x 48" wide, tackable fabric tiles, electrical in base raceway, 24" x 48" laminate worksurface with wireway and desktop power module, including X-series BBF ped- lockable, pencil drawer, and overhead storage unit with flipper door

Room Number: 26A

Finish: Grade B systems paint finish, laminate tops

Fabric: Vertical- Chevron, color: TBD





# WS-3a

Quantity: 1

Manufacturer: Haworth

Item Name: X-Series

Description: Laminate and metal 30" x 72" desk with executive overhang and return, BBF and FF peds- lockable, pencil drawer, freestanding hutch with flipper doors, tackboard and task light, lateral file with stack-on bookcase

Room Number: 27

Finish: Grade B systems paint finish, laminate tops

Fabric: Vertical- Chevron, color: TBD



# WS-3b

Quantity: 1

Manufacturer: Haworth

Item Name: X-Series

Description: Laminate and metal 30" x 72" desk with executive overhang and return, BBF and FF peds- lockable, pencil drawer, freestanding hutch with flipper doors, tackboard and task light, lateral file with stack-on bookcase plus freestanding bookcase

Room Number: 28

Finish: Grade B systems paint finish, laminate tops

Fabric: Vertical- Chevron, color: TBD





# WS-3c

Quantity: 1

Manufacturer: Haworth

Item Name: X-Series

Description: Laminate and metal 30" x 60" desk with executive overhang and return, BBF and FF peds- lockable, pencil drawer, freestanding hutch with flipper doors, tackboard and task light, lateral file with stack-on bookcase plus freestanding bookcase

Room Number: 29

Finish: Grade B systems paint finish, laminate tops

Fabric: Vertical- Chevron, color: TBD



## PART 1 - GENERAL

### 1.1 WORK COVERED BY CONTRACT DOCUMENTS

- A. All applicable requirements of the Project Manual, including Bidding Requirements, General and Special Conditions, and General Requirements, apply to each section of the Specifications.

Project Location:        Glendale Branch Library  
                                 3660 East 62<sup>nd</sup> Street  
                                 Indianapolis, IN 46220

- B. The Project is to procure, provide, and install the fixtures, furniture, and equipment for the Glendale Branch as described in the Contract Documents. Work consists of but is not limited to furnishing all labor, tools, materials, transportation, and equipment necessary to provide and install all products as indicated in the Contract Documents.
- C. Contractor shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority having jurisdiction for the safety of persons or property or to protect them from injury or loss. He shall erect and maintain, as required by existing conditions and progress of work, all reasonable safeguards for safety and protection including posting danger signs and other warnings against hazards. All requirements of the Occupational Safety and Health Act are to be followed explicitly and are the responsibility of the contractor.
- D. Contractor shall secure and pay for, as necessary for the proper execution of the Work, Permits (including Building Permits), Government Fees, and Licenses.
- E. Contractor shall give required notices and comply with codes, ordinances, or other legal requirements of authorities which bear on performance of the Work.

### 1.2 INSPECTION OF SITE

- A. Prospective bidders can and are encouraged to visit the site upon request and coordination with Architect and Owner.

### 1.3 CONTRACTOR'S USE OF PREMISES

#### A. Temporary Facilities:

1. Contractor is cautioned about excessive use or overloading of circuits and panels.
2. Contractor shall provide all necessary traffic control, safety barriers, and directing personnel for the performance of work.

#### B. Contract Limits:

1. Contract limits shall be restricted to those parts which are shown and implied on Contract Documents.

#### C. Protection of Property:

1. Contractor shall provide adequate protection for portions of existing building, parked vehicles, surrounding pavements, lawns and landscaping. Contractor shall assume all costs resulting from any damages.
2. Maintain exit access to exit egress paths from the building during construction activities. Do not block exits without notifying Owner's Representative.
3. Contractor shall photographically document pre-construction conditions of all conditions. Photographs shall be in digital form and shall be furnished to Owner on request.

### 1.4 PARKING AND STORAGE

- A. Parking areas for use of contractor and his employees, if any, will be available at the Project site.
- B. Contractor's vehicles shall be plainly marked on sides or with plaque at least 8.5" x 11" on dash board.
- C. Storage and staging areas, including dumpster locations, on site shall be reviewed and approved by the Owner. While the Owner's Representative may designate storage areas for temporary storage of materials, the Owner cannot guarantee the security of items placed there by the Contractor.

- D. All construction debris shall be removed from the work site each day. Do not allow debris to accumulate outside dumpster for more than 12 hours before removal and disposal.

#### 1.5 OWNER OCCUPANCY

- A. If applicable, the Owner will occupy the premises during the entire period of construction for the conduct of his normal operations. Cooperate with Owner's Representative in all construction operations to minimize conflict, and to facilitate Owner usage.
- B. Coordinate use of premises under direction of Owner's Representative.
- C. Do not unreasonably encumber site with materials or equipment.
- D. Assume full responsibility for protection and safekeeping of products stored at work site.
- E. Excessive noise from construction activities will not be allowed in or around occupied buildings. Schedule noise producing activities for times when building occupants will not be disturbed, or take measures to reduce noise to acceptable levels when requested by the Owner's Representative.
- F. Contractor shall take all precautions to prevent damage and injury to the facility, and equipment, vehicles and people using the facility. Contractor shall be responsible for all damage or injuries at no additional cost to the Owner.

#### 1.6 WORK SEQUENCE

- A. Prior to starting work, the successful contractor shall submit a complete schedule that designates areas of the building closed for construction and durations of closures for the Owner's Representative review and approval. No work shall commence without the approval of the Owner.

#### 1.7 FINAL CLEAN-UP

- A. Remove all debris, rubbish, broken glass, and unused materials. Repair all damaged surfaces.

1.8 CLOSE-OUT

- A. The Architect, Contractor, and Owner's Representative shall make a joint final inspection. Contractor to deliver a complete release of all liens up to any retained amount and clarify that all bills for labor and materials or services have been paid.

1.9 PROTECTION

- A. Protect existing structure, roads, sidewalks, paving and curbs which are to remain.
- B. Repair damage to satisfaction of Owner's Representative.

1.10 SCHEDULING

- A. Follow schedule of Work as submitted on approved Schedule.
- B. Inform Owner immediately of any delays in following the schedule of Work.

1.11 GUARANTEE

- A. Provide two (2) year labor and materials guarantee.
- B. Provide additional warranties as specified.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 01 00

## PART 1 - GENERAL

### 1.1 REQUIREMENTS

- A. The products, materials, and equipment of manufacturers referred to in the Bidding Documents are intended to establish the standard of quality and design required by the Architect and the Owner. Products, materials, and equipment of manufacturers other than those specified, may be used, if equivalent and approved by the Architect.
- B. The Architect will be the sole judge of equivalency of proposed substitute products, materials, and equipment.
- C. If the Bidder or Contractor desires to use a substitute item, they shall make application to the Architect in writing, stating and fully identifying the proposed substitute, cost changes (if any) and submit substantiating data, samples, brochures, etc., of item proposed. It is the Contractor's responsibility to provide sufficient evidence by tests or other means to support any request for approval of substitutions.
- D. Prior to proposing any substitute item, the Contractor shall be satisfied that the item proposed is, in fact, equal to that specified, that it will fit into the space allocated, that it affords comparable ease of operation, maintenance and service, that its appearance, longevity, and suitability for the climate and use are comparable to that specified, and that the substitution is in the Owner's interest.
- E. The burden of proof that a proposed substitution is equal to a specified item shall be upon the Contractor, who shall support request with sufficient test data and other means to permit the Architect to make a fair and equitable decision on the merits of the proposal. Any item by a manufacturer other than those cited in the Contract Documents, or of brand name or model number, or of generic species, other than those cited in the Contract Documents, will be considered a substitution.
- F. Materials and methods proposed as substitutions for specified items shall be supported by certification of their acceptance for use by any authority, person or persons having jurisdiction over the use of specified material or method.

- G. Acceptance of substitutions shall not relieve the Contractor from responsibility for compliance with the requirements of the Contract Documents. The Contractor shall be responsible at their own expense for any changes in other parts of the work of their contract or the work of other Contractors caused by their substitutions, including cost of all design and redesign services related thereto, incurred by the Architect.
- H. The contract completion time shall not be extended by any circumstances resulting from proposed substitution, nor shall the Contractor be entitled to any compensation for any delay caused thereby or related thereto.
- I. All costs for the evaluation of proposed substitutions, whether approved or not, shall be borne by the Bidder or Contractor.

## PART 2 - PRODUCTS

Not Used.

## PART 3 - EXECUTION

- A. Bidder shall use CSI Form 15.1C 2013 Substitution Request for their written request.

END OF SECTION 01 25 13





## SUBSTITUTION REQUEST

(During the Bidding/Negotiating Stage)

Project: \_\_\_\_\_ Substitution Request Number: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_ Date: \_\_\_\_\_

A/E Project Number: \_\_\_\_\_

Re: \_\_\_\_\_ Contract For: \_\_\_\_\_

Specification Title: \_\_\_\_\_ Description: \_\_\_\_\_

Section: \_\_\_\_\_ Page: \_\_\_\_\_ Article/Paragraph: \_\_\_\_\_

Proposed Substitution: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Trade Name: \_\_\_\_\_ Model No.: \_\_\_\_\_

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

Submitted by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### A/E's REVIEW AND ACTION

- ☐ Substitution approved - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
- ☐ Substitution approved as noted - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
- ☐ Substitution rejected - Use specified materials.
- ☐ Substitution Request received too late - Use specified materials.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting Data Attached: ☐ Drawings ☐ Product Data ☐ Samples ☐ Tests ☐ Reports ☐ \_\_\_\_\_



## FURNITURE SCHEDULE

CODE	Type	DESCRIPTION	MANUFACTURER	COMMENTS
B1	88in	Bancal_Backed Bench	Manuf: west elm Work Collection Model: Bancal_Backed Bench	
B2	Palisade-Bench-72in	Palisade_Backless Bench_72in	Manuf: Landscape Forms Model: Palisade_Backless Bench_72in	
C1	Non-Tufted Chair	OFS CUBIC LOUNGE CHAIR, NONTUFTED, Fully Upholstered	Manuf: OFS Model: 203041	
C2	HCCE-TCS2-x4	Table Color Low Stool, High Back	Manuf: Haworth Model: HCCE-TCS2	
C3	Non-Tufted Loveseat	OFS CUBIC LOUNGE LOVESEAT, NONTUFTED, Fully Upholstered	Manuf: OFS Model: 203042	
C4	HCCE-TC1P	Haworth Tate Color Chair	Manuf: Haworth Model: HCCE-TC1P	
C5	Swivel Chair	Calids Swivel Chair	Manuf: KI, Inc. Model: CA2030	
C6	Caper Stacking Chair	Chr Caper® Stacking Molded Seat & Back Armless	Manuf: Herman Miller, Inc. Model: WC410N	
C6b	Caper Stacking Chair 2	Chr Caper® Stacking Molded Seat & Back Armless	Manuf: Herman Miller, Inc. Model: WC410N	
C7	Poly 4-Leg Stack Chair	Strive Stack Chair	Manuf: KI Model: SLUNAP	
C8a	Plus Pivot Arms Casters/Basic Back Support	Stool New Aeron Low-Hgt Std Tlt Hgt-Adj Plus Pivot Arms Leather Armpads	Manuf: Herman Miller, Inc. Model: AER111AF	
C8b	B Size Low-Hgt Range Adj Std Tlt Hgt Adj Plus Pivot Arms Leather Armpads	Work Chair New Aeron B Size Low-Hgt Range Adj Std Tlt Hgt Adj Plus Pivot Arms Leather Armpads	Manuf: Herman Miller, Inc. Model: AER1B11AF	
C8c	C Size Std-Hgt Range Adj Std Tlt Hgt Adj Plus Pivot Arms Leather Armpads	Work Chair New Aeron C Size Std-Hgt Range Adj Std Tlt Hgt Adj Plus Pivot Arms Leather Armpads	Manuf: Herman Miller, Inc. Model: AER1C21AF	
C9	JEC_FOREST_SC	Aluminum, Stackable, Side Chair	Manuf: Janus et Cie Model: JEC100	
C10	Spun Chair	Spun Rotating Chair	Manuf: Herman Miller, Inc. Model: WC410N	
C11	BonVivant_Pouf	Bon Vivant Pouf	Manuf: Janus et Cie Model: RC100H16	
C12	BonVivant_LongPouf	Bon Vivant Long Pouf	Manuf: Janus et Cie Model: RC100H16	
C13	BonVivant_GrandePouf	Bon Vivant Grande Pouf	Manuf: Janus et Cie Model: RC100H16	
C14	16" One Color	Roochel Stool, 16", One Color Poly	Manuf: KI, Inc. Model: RC100H16	
C15	Non-contrast	Sway™ Lounge Chair - Non-contrast	Manuf: KI, Inc. Model: SYONC	
C16	7666	High Back Rocker 24"v x 43" x 28.5"D	Manuf: ERG International Model: 7666	
C17	Bar Hgt Molded Seat Armless	Caper Stacking Stool 4-Leg Base Bar Hgt Range Flexnet Seat Fixed Arms	Manuf: Herman Miller, Inc. Model: WC743020P	
C18	14" One Color	Roochel Stool, 14", One Color Poly	Manuf: KI, Inc. Model: RC100H14	
C19	S7W - Wood Legs - No Arms	Haworth Maeri Chair - Wood Leg - No Arms	Manuf: Haworth Model: Haworth Maeri	

## FURNITURE SCHEDULE

CODE	Type	DESCRIPTION	MANUFACTURER	COMMENTS
C20	Seat	The Node chair is mobile and supports all the ways students learn. It's designed for quick, easy transitions in the classroom and to support learning modes across the campus.	Manuf: Steelcase	
C21	Steel Glides	Intellect Wave 4-Leg Chair, Medium Polypropylene	Manuf: KI, Inc. Model: IW41SSG	
C22	Classroom-Chair-KI-Intellect	Intellect Wave Cantilever Chair, Large Polypropylene	Manuf: KI, Inc. Model: IW41SSG	
L1	Wave-4-Leg-Large	TOOaPCNIC 2-Seat Lounge 77" W x 27-1/2" D x 42-1/2" H, Two-seat lounge booth with low panels	Manuf: Arcadia Model: 6610-LA	
L2	Oriole's Nest		Manuf: Forcone Model: F092	
L3	24" Square Seat	Solice seating, 24" square x 18" high	Manuf: Palmieri Furniture Model: NuMidea	
L4a	6620	60" W x 30" D x 34-1/2" H, Iso work lounge, 2 seat unit	Manuf: Arcadia Model: 6610	
L4b	6610	Lounge single seat unit	Manuf: Arcadia Model: 6610	
L5a	6610-R-TA	41-3/4" W x 30" D x 34-1/2" H, Single Seat with Cubby, Right as seated with articulated tablet	Manuf: Arcadia Model: 6610-R-AT	
L5b	6610-L-TA	41-3/4" W x 30" D x 34-1/2" H, Single Seat with Cubby, Left as seated with articulated tablet	Manuf: Arcadia Model: 6610-L-AT	
L7	151860443AD-22		Manuf: Orangebox Model: 151860443AD-22	
L7a	1518605302AD-61_LA		Manuf: Orangebox Model: 1518605302AD-61_LA	
L7b	1518605302AD-61_LA_2		Manuf: Orangebox Model: 1518605302AD-61_LA_2	
L9	1518604210AD-02		Manuf: Orangebox Model: 1518604210AD-02	
L10	151860419AD-12		Manuf: Orangebox Model: 151860419AD-12	
L11	Stelcase Away From the Desk, Seat 120 deg, Mdlr		Manuf: Orangebox Model: 151860419AD-12	
L12	Round		Manuf: Steelcase	

## FURNITURE SCHEDULE

CODE	Type	DESCRIPTION	MANUFACTURER	COMMENTS
M11	Video Storage	OFS TYPICAL T100252	Manuf: OFS	
M12	Video Storage	OFS TYPICAL T100255	Manuf: OFS	
M3	Mobile Nesting Display	Mobile, Square, 3-tiered Display	Manuf: Hale Mfg	
M4	wall dock	11-3/4" Dia dock with aluminum finish bezel	Manuf: PPP Model: 343	
M5	SW2, Wastebasket	Desk/Side Recycling Wastebasket, Dual, 17" x 15.5" x 9"	Manuf: PPP Model: SW2	
M6	SRT, Tall Recycl	Tall Recycling Station, Dual Stream, 30" x 27" x 12"	Manuf: SRT Model: F092	
M7	Drop-10	Model waste bin with stainless steel bag ring, Capacity 7.66 gallons	Manuf: Magnagroup Model: Drop-10	
M8	Transit Receptacle	Transit 60 gal receptacle, dual stream, stainless steel body with polyethylene lid	Manuf: Forms + Surfaces Model: SLTRA-4020	
M9	18x18x44	Aristotle Classic Conference Room Furniture - 18x18x44, Lockem	Manuf: KI, Inc. Model: KLT1818.H	
M10	24" x 48"	Extra Heavy Duty Shelving, Wood Deck, Shelves, 72" H, Gray	Manuf: Global Industrial Model: WB255679	
M11	Library-Desk-KI-Crossroads	Library-Desk-KI-Crossroads	Manuf: KI, Inc. Model: CRDPT	
M12	Book/Desk-KI-Crossroads	Book/Desk-KI-Crossroads	Manuf: KI, Inc. Model: CRDPT	
M13	Doghouse Bin-72	36" Doghouse Book Bin	Manuf: Sapco Collection Model: S100	
M14	Doghouse Bin-36	EZ Stor Steel Project Organizer, 18 Compartments	Manuf: Sapco Model: 9254GR	
M15	Salfo EZ Stor, 3-9264gr	Caper Cart	Manuf: Herman Miller, Inc. Model: WC304	
M16	4 Leg chair dolly		Manuf: Herman Miller, Inc. Model: WC304	
M17	Low Planter	Alsteel - Park by Norm Architects - Planter	Manuf: Alsteel Model: NALP	
M18	Classroom-Storage-KI-Ruck us-Cubby	Classroom-Storage-KI-Ruck us-Cubby	Manuf: KI, Inc. Model: PN	

## FURNITURE SCHEDULE

CODE	Type	DESCRIPTION	MANUFACTURER	COMMENTS
M19	Library-Shelf-KI-Crossroads	Crossroads bookshelf, 12" D x 36" W x 42" H	Manuf: KI, Inc. Model: PN	
M20	Book Bin	24" x 24" x 24" Book bin with locking casters, 4 open compartments	Manuf: KI, Inc. Model: PN	
M21a	OPAC/CATALOG STATION	OFS CAROLINA KINTIRA VENEER OCCASIONAL END TABLE 16W x 16D x 22H	Manuf: CAROLINA Model: KT-W1616KET	
M21b	OPAC/CATALOG STATION	OFS CAROLINA KINTIRA VENEER OCCASIONAL END TABLE 16W x 16D x 22H	Manuf: CAROLINA Model: KT-W1616KET	
M22	12-Book Cart	Wall mounted activity panel	Manuf: Alsteel Model: AMPTR29L	
M23	Activity Panel	Sensory learning activity wall	Manuf: Alsteel Model: AMPTR29L	
T1	DENRO SOLID WOOD TABLE 16in H	OFS BRANDS CAROLINA DENRO SOLID WOOD TABLE, 16" Height, Diameter of Table will Vary from 12 to 14 inches	Manuf: CAROLINA Model: DNR-16ET	
T2	30" Diameter	Alsteel - Structure Tables - Round Tops Laminate Square Edge - 30" Diameter	Manuf: Alsteel Model: AMPTR29L	
T3	KOSA ROUND END TABLE 16in	OFS KOSA ROUND END TABLE 16" Diameter, 20" Height, 3/4" Thick Tops with Flat Knife Edge	Manuf: OFS Model: KS-16RD20H	
T4	Large Seated Height	Alsteel - Structure Tables - Round Pedestal Bases - Large Seated Height Occasional height coffee table	Manuf: Alsteel Model: AMPTR29L	
T5a	24D x 48W	Haworth - Intuity - Benching - Double Sided	Manuf: Haworth Model: Haworth - Intuity - Benching - Double Sided	
T5b	24D x 36W	Haworth - Intuity - Benching - Double Sided	Manuf: Haworth Model: Haworth - Intuity - Benching - Double Sided	
T6c	24d 72w Height Adjustable	Haworth - Intuity - Benching - Double Sided	Manuf: Haworth Model: Haworth - Intuity - Benching - Double Sided	

## FURNITURE SCHEDULE

CODE	Type	DESCRIPTION	MANUFACTURER	COMMENTS
T7	30x60	30 x 60 Pillar rectangle table with glides	Manuf: KI, Inc. Model: PLRT3060	
T8	Tangent Ensemble Table	4 backed seats, Cumaru slats	Manuf: Forms + Surfaces Model: SETAN-4BW	
T9	Table-Nest-KI-Prouette-Rect	18" x 60" Fixed height, nesting table with casters	Manuf: KI, Inc. Model: SYTBWAPSL	
T10	Table w/ Power	Sway™ Table - With Power	Manuf: KI, Inc. Model: PLRT3060	
T11	24x36	24" x 36" x 42" H Pillar table with glides	Manuf: KI, Inc. Model: PLRT3060	
T12	36x60	36 x 60 Pillar rectangle table with glides	Manuf: KI, Inc. Model: PLRT3060	
T13	Ruckus Activity Table-42"	42" Round activity table, sit-height adjustable	Manuf: KI, Inc. Model: PLRT3060	
T14	Fixed height, 36" Round Table	36" Round activity table, sit-height adjustable	Manuf: KI, Inc. Model: PLRT3060	
T15	Ruckus Activity Table-36"	36" Round activity table, sit-height adjustable	Manuf: KI, Inc. Model: PLRT3060	
T16	KOSA ROUND COFFEE TABLE 30in	OFS KOSA ROUND COFFEE TABLE 30" Diameter, 15" Height, 3/4" Thick Tops with Flat Knife Edge	Manuf: OFS Model: KS-30RD15H	
T17	HCJIC-DSP1-N3030NH	Haworth JanusCafe Round Table 30" - Standard Height - Demi-Sec Base	Manuf: Haworth Model: HCJIC-DSP1-N3030NH	
T18	42da	Model: HCJIC-DSP1-N3030NH	Manuf: Haworth Model: HCJIC-DSP1-N3030NH	
T19	30da	Model: HCJIC-DSP1-N3030NH	Manuf: Haworth Model: HCJIC-DSP1-N3030NH	
T20	29" High	C Table Max-Fixed Leg, 29" High, Round Top	Manuf: Steelcase Model: CMB424-73P	
WS1	TMC Family, Workstation_C		Manuf: Steelcase Model: WS1	
WS2	48w	Haworth - Worksurface - Compose Convergent - Rectangular	Manuf: Haworth Model: WURV	
WS3a	24d 48w 29h - One Third	Haworth XSeries Desk Shell	Manuf: Haworth Model: JDSL-xx72	
WS3b	24d 48w 29h - Full Modesty	Haworth XSeries Desk Shell	Manuf: Haworth Model: JDSL-xx72	
WS3c	24d 60w 29h - Full Modesty	Haworth XSeries Desk Shell	Manuf: Haworth Model: JDSL-xx72	

FURNITURE PLAN  
SCALE: 1/8" = 1'-0"