



The Indianapolis Public Library  
MIC SOU WRN Furniture Refresh 2026 Project  
**PROJECT MANUAL**

**FF&E BID DOCUMENTS**

*April 22, 2026*

*Volume 1 of 1*  
*Division 12*

<u>SECTION</u>	<u>DESCRIPTION</u>
TOC	TABLE OF CONTENTS
00 00 20	NOTICE TO BIDDERS
00 01 00	INSTRUCTIONS TO BIDDERS
00 02 00	INFORMATION AVAILABLE TO BIDDERS
	RESOLUTION 28-2020 ADOPTION OF ANNUAL MINORITY/WOMEN/VETERAN/DISABILITY OWNED BUSINESS ENTERPRISE (XBE) UTILIZATION GOALS
00 03 00	BID FORM
00 05 00	STANDARD FORM OF AGREEMENT (AIA-A151-2019)
00 05 20	NOTIFICATION OF ESCROW RIGHTS AND RESPONSIBILITIES
01 01 00	SUMMARY OF WORK
01 25 13	SUBSTITUTIONS
01 33 00	SUBMITTALS
01 71 00	PROJECT CLOSEOUT
01 72 00	PROJECT RECORD DOCUMENTS

END OF TABLE OF CONTENTS

## **NOTICE TO BIDDERS**

Notice is hereby given that sealed Bids will be received:

By: The Indianapolis-Marion County Public Library Board of Trustees

For: MIC SOU WRN Furniture Refresh 2026  
Furniture, Fixtures, and Equipment Project

At: The Library Services Center  
2450 North Meridian Street  
Indianapolis, IN 46208

Until: Date and Time: May 12, 2026, 2:00 PM local time

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 publicly opened 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 ReproGraphix at [www.reprographix.com](http://www.reprographix.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 ReproGraphix. All payments and costs of Bidding Documents are non-refundable. Repro Graphix is located at 427 North Illinois Street, Indianapolis, IN 46204, (317) 637-3377.

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.

The bid package will be posted on IndyPL.org on April 23, 2026.

Selection of the successful bidder is scheduled to occur at the regular IndyPL Board Meeting on June 22, 2026.

IndyPL is committed to supporting and encouraging economic growth and business opportunities in Indianapolis and Marion County by strengthening IndyPL's relationships with minority, women, disability, and veteran-owned business enterprises by providing an equal opportunity for utilization in all IndyPL business.

In July 2020, the IndyPL Board of Trustees, with Resolution 28-2020, adopted these Minority/ Women/ Disability/ Veteran-Owned Business Enterprise Utilization Goals:

- The utilization goal for Minority-owned Business Enterprises (MBE) is fifteen percent (15%).
- The utilization goal for Women-owned Business Enterprises (WBE) is eight percent (8%).
- The utilization goal for Veteran-owned Business Enterprises (VBE) is three percent (3%).
- The utilization goal for Disability-owned Business Enterprises (DOBE) is one percent (1%).

Attainment of the utilization goals will be based on the cumulative amount of Work issued under the Contract. IndyPL understands there may be instances where the utilization goals cannot be achieved by the Vendor in the preparation of their bid. In these instances, the Vendor is required to provide evidence of outreach efforts and good faith efforts made to subcontract with MBE/WBE/VBE/DOBEs to meet the utilization goals.

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).

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 Interior Designer 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 Document A151-2019, (for further description of Agreement, see Paragraph 1.12(A) below and Section 000500) 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, as the same are 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.

## 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 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 and the Interior Designer, 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.

#### 1.4 BIDDERS REPRESENTATION

Each Bidder by making their Bid represents the following:

- A. That the Bidder has read and understands the Bidding Documents.
- B. That the Bidder is eligible to work in the State of Indiana.
- C. That the Bidder's labor force participates in training programs as required by IC 5-16-13-12.
- D. That the Bidder has implemented an employee drug testing plan that meets, or exceeds, the requirements set forth in IC 36-1-12-24.
- E. That the Bidder will utilize project managers and superintendents with sufficient relevant management experience to complete bidder's scope of work.
- F. 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.
- G. That the Bidder is utilizing a surety company which is on the United States Department of Treasury's listing of approved sureties.
- H. 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.
- I. 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 seven (7) days prior to receipt of Bids make written request to IndyPL 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 IndyPL. 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.

## 1.6 BIDDING PROCEDURES

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. No Bidder shall, without the consent of IndyPL, modify, withdraw, or cancel their bid or any part thereof for 60 days after the time designated for the receipt of bids in the Notice to Bidders.
- F. 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.

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.
- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.

- G. 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.
- H. 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.
- I. Subcontractor/Supplier List. The Bidder shall submit all documentation required.
- J. Project Managers. The Bidder shall submit a list of the names and descriptions of relevant management experience of each of the bidder's project managers and superintendents that the Bidder intends to assign to work on the project.
- K. E-Verify Documentation. The Bidder shall submit verification that it is enrolled in and participating in the E-Verify program.
- L. 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.
- M. 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 their 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 at least seven (7) days prior to the date for receipt of Bids. 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 Interior Designer 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.
- E. If a reselection in upholstery is needed on any item in the project scope, the bidder is to quote the specified upholstery; designer will reselect after the bid package is awarded.

#### 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 Interior Designer will notify the Bidder in writing if either the Owner or the Interior Designer, 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 Form A151-2019 Edition, Agreement Between Owner and Contractor, as modified for the Project for which bids are being solicited herein, (refer to Section 000500).
- 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. 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.
- D. 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.

- E. Pursuant to IC 36-1-12-14 regarding projects in excess of \$200,000, retainage valued at 5% of completed work and stored materials 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 their 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 their 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 under 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 to the Owner's Representative, at least seven (7) consecutive calendar days prior to the Bid Date. 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, with Resolution 28-2020, 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/WBE/VBE/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 vendors 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 RFQ. 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 on the services 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 vendors who do not meet the stated utilization goals to provide evidence of outreach efforts 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 vendor meets the stated minimum percentages of MBE/WBE/VBE/DOBE subcontractor utilizations. The percentages are clearly stated in the RFQ. In the event that a vendor does not meet the stated minimum percentages, a request for program waiver must be submitted with the bid/quote, using the attached Application for MBE/WBE/VBE/DOBE Program Waiver Form included as Attachment E. IndyPL will review the submitted documentation to determine a score for the bidder's outreach/good faith efforts.

**Pursuant to the MBE/WBE/VBE/DOBE Business Utilization Program requirements, the following items are included in the RFQ and must be completed, signed, and submitted in the SOQ.** Failure to complete these forms with all the pertinent- requested information may cause a SOQ to be determined as non-responsive.

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

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

1. 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).
2. Subcontractor and Suppliers List: (upon request, must be completed and submitted within three (3) business days of bidder's notification of award).
3. MBE/WBE/VBE/DOBE Subcontractor Substitution Request Form: (must be submitted for advance approval for any proposed change in MBE/WBE/VBE/DOBE subcontractors).
4. Subcontractor/Sub-consultant Payment Report: (must be submitted at least monthly with each Contractor invoice for payment).

### 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>_____  | 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               | _____        |

- 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. Provide detailed documentation of such assistance. 15\_\_\_\_\_
- 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: \_\_\_\_\_

<p><b>For IndyPL use only.</b></p> <p>Contract offers no opportunity to utilize subcontractors/suppliers.</p> <p>No MBE/WBE/VBE/DOBEs are certified in the category codes for which there are subcontractor/supplier opportunities.</p> <p>This Application for Program Waivers is:</p> <p>_____ Not Approved.</p> <p>_____ Approved.</p> <p>_____ Approved subject to the following conditions/restrictions:</p> <p>IndyPL Representative Signature:</p> <p>Title: _____</p> <p>Date: _____</p>
--

**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  
MIC SOU WRN Furniture Refresh 2026  
Furniture, Fixtures, and Equipment Project  
Indianapolis, Indiana

Section 00 02 00  
Information Available to Bidders

SECTION 00200 - INFORMATION AVAILABLE TO BIDDERS

- 1.1 RESOLUTION 28-2020 ADOPTION OF ANNUAL  
MINORITY/WOMEN/VETERAN/DISABILITY OWNED BUSINESS ENTERPRISE (XBE)  
UTILIZATION GOALS

END OF SECTION

Indianapolis Public Library  
MIC SOU WRN Furniture Refresh 2026  
Furniture, Fixtures, and Equipment 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  
MIC SOU WRN Furniture Refresh 2026  
Furniture, Fixtures, and Equipment Project

Bid Date: May 12, 2026, at 2:00 pm local time

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:

**GROUP 1 – OPEN LINE PACKAGE - LUMP SUM BID:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in words) (Amount in numerals)

**GROUP 2 – ALLSTEEL PACKAGE - LUMP SUM BID:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in words) (Amount in 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 120 calendar days from the date the Project Site is made available for work on August 1, 2026, assuming that we are not delayed by work stoppages or other causes beyond our control.

**PART 3**  
**UNIT COST SCHEDULE**

This document, showing unit prices, installation, freight, and any proposed substitutions shall be completed and submitted with the Bid as an electronic .xlsx file. The required .xlsx file will be sent to all known Bidders by the architect for their use in preparing their Bid.

**PART 4**  
**ALLOWANCES**

None included as part of the Project.

**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 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 MIC SOU WRN Furniture Refresh 2026 project, in accordance with the Bidding Documents dated April 21, 2026.

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

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

**PART 6**  
**EXCEPTIONS**

The Bidder shall fully state each exception taken to the Specifications or other 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: \_\_\_\_\_  
 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 Firm	MBE, WBE, VBE, or DOBE	Contact Person	Phone Number	Description of Work	\$ Dollar Amount	% of Total Contract Amount

If requested by IndyPL, the Bidder shall submit an *Application for MBE/WBE/VBE/DOBE Program Waiver* if it fails to meet the required utilization goals for the contract. Failure to provide the Application for Waiver as a Post-Bid Submittal **may** 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?

\_\_\_\_\_

**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:

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**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 drugs. 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.

Attach a copy of your drug testing program or the relevant parts of your collective bargaining agreement establishing a drug testing program to 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 is 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  
MIC SOU WRN Furniture Refresh 2026  
Furniture, Fixtures, and Equipment 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.

Attach copies of completed forms 102 and 96 to the 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 construction of this Project will be based is AIA Document A151 - 2019 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

# DRAFT AIA® Document A151™ - 2019

## Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E)

AGREEMENT made as of the «\_\_\_\_» day of «\_\_\_\_» in the year «\_\_\_\_»  
(In words, indicate day, month, and year.)

BETWEEN the Owner:  
(Name, legal status, address, and other information)

« Indianapolis-Marion County Public Library  
2450 North Meridian Street  
Indianapolis, Indiana 46208  
»

and the Vendor:  
(Name, legal status, address, and other information)

«\_\_\_\_» «\_\_\_\_»  
«\_\_\_\_»  
«\_\_\_\_»  
«\_\_\_\_»

for the following Project:  
(Name, location, and detailed description)

«MIC SOU WRN Furniture Refresh Project 2026»

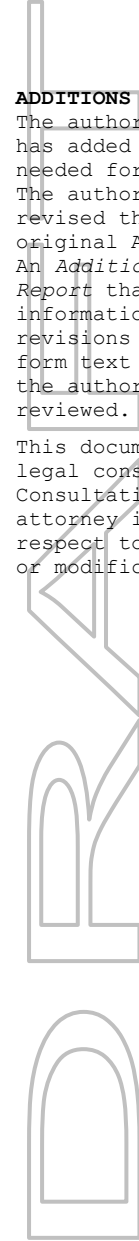
The Interior Designer:  
(Name, legal status, address, and other information)

«IDO Incorporated»  
«601 N Capital Ave.»  
«Indianapolis, IN, 46204»

The Owner and Vendor agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



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## TABLE OF ARTICLES

- 1 GENERAL PROVISIONS
- 2 CONTRACT SUM AND PAYMENTS
- 3 TIME
- 4 OWNER
- 5 VENDOR
- 6 TITLE AND RISK OF LOSS
- 7 DELIVERY AND INSTALLATION
- 8 ACCEPTANCE
- 9 WARRANTIES
- 10 INTERIOR DESIGNER
- 11 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS
- 12 PROTECTION OF PERSONS AND PROPERTY
- 13 INSURANCE
- 14 CLAIMS AND DISPUTES
- 15 ENUMERATION OF CONTRACT DOCUMENTS
- 16 OTHER TERMS AND CONDITIONS

### ARTICLE 1 GENERAL PROVISIONS

#### § 1.1 Governing Law, including the Uniform Commercial Code

This Agreement is for the sale of goods as specified in Vendor's Bid Form/response to Owner's Invitation to Bid dated \_\_\_\_\_, including all documents attached thereto and referred to therein, which are part of the furniture, furnishings, and equipment (FF&E), and shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rule and including the jurisdiction's Uniform Commercial Code (UCC) as adopted. If this Agreement conflicts with terms provided by the UCC, the Agreement shall prevail.

#### § 1.2 The Contract Documents

The Contract Documents are enumerated in Article 15 and consist of this Agreement (including, if applicable, Supplementary and other Conditions of the Contract), Owner's Invitation to Bid, \_\_\_\_\_ Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications and/or addenda to any of these documents issued after execution of this Agreement. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. Performance by the Vendor shall be required to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

#### § 1.3 The Contract

The Contract Documents form the Contract for the Work. The Contract represents the entire and integrated agreement between the parties hereto and supersedes all prior proposals, offers, terms and conditions, negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other

than the Owner and the Vendor. The primary purpose of the Contract is the sale of goods, and any services provided are incidental to such primary purpose.

#### **§ 1.4 Modifications**

A Modification is a written amendment to the Contract for changes in the Work signed by both parties or a written order for a minor change in the Work signed by the Interior Designer. A minor change in the Work is a change that is consistent with the intent of the Contract Documents and does not involve an adjustment in the Contract Sum or an extension of the Contract Time.

#### **§ 1.5 The Work**

The Work means the Vendor's performance, including the sale of FF&E and any incidental fabrication, shipping, warehousing, delivery, installation, and other items or services required by the Contract Documents and provided, or to be provided, by the Vendor. The Work includes all labor, materials, temporary protection, storage, and equipment necessary to fulfill the Vendor's obligations, except as specifically indicated in the Contract Documents to be the responsibility of others. The Work may constitute the whole or a part of the Project.

#### **§ 1.6 Instruments of Service**

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Interior Designer and the Interior Designer's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### **§ 1.7 Ownership and Use of Drawings, Specifications, and Other Instruments of Service**

**§ 1.7.1** Except as otherwise provided in the Contract Documents and subject thereto, the Interior Designer and the Interior Designer's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Vendor, sub-vendors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Interior Designer's or Interior Designer's consultants' reserved rights.

**§ 1.7.2** The Vendor, sub-vendors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to the protocols established pursuant to Sections 1.8 and 1.9, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors, and suppliers may not use the Instruments of Service on other projects, or in connection with additions to this Project outside the scope of the Work without the specific written consent of the Owner, Interior Designer, and the Interior Designer's consultants.

#### **§ 1.8 Digital Data Use and Transmission**

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

#### **§ 1.9 Building Information Models Use and Reliance**

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its vendors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

#### **§ 1.10 Severability**

The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

**§ 1.11 Notice**

**§ 1.11.1** Except as otherwise provided in Section 1.11.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic mail to the other party’s designated representative, as set forth herein.

**§ 1.11.2** Notice of Claims shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, by electronic mail or by courier and subject to the provision of proof of delivery.

**§ 1.12 Assignment of Contract**

Vendor shall not assign the Contract without written consent of the Owner.

**ARTICLE 2 CONTRACT SUM AND PAYMENTS**

**§ 2.1 Contract Sum**

**§ 2.1.1** The Owner shall pay the Vendor the Contract Sum in current funds for the Vendor’s performance of the Contract. The Contract Sum shall be « [redacted] » (\$ « [redacted] »), subject to additions and deductions as provided in the Contract Documents.

**§ 2.1.2 Alternates**

**§ 2.1.2.1** Alternates, if any, included in the Contract Sum:

Item	Price
[redacted]	[redacted]

**§ 2.1.2.2** Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. *(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

Item	Price	Conditions for Acceptance
[redacted]	[redacted]	[redacted]

**§ 2.1.3** Unit prices, if any:

*(Identify the item and state the unit price and the quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
[redacted]	[redacted]	[redacted]

**§ 2.1.4** Allowances, if any, included in the Contract Sum:

*(Identify each allowance.)*

Item	Price
[redacted]	[redacted]

**§ 2.1.5** Liquidated damages, if any:

*(Insert terms and conditions for liquidated damages, if any.)*

« »

**§ 2.1.6** Other:

*(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)*

« »

## § 2.2 Payments

§ 2.2.1 The Owner shall make payments to the Vendor in conformance with the following payment terms:

«Vendor shall proceed to order and receive the FF&E which is the subject of this Contract. Upon Vendor's receipt and secure storage of the FF&E, Owner shall make payment to Vendor in the amount of Vendor's actual costs for the FF&E, less retainage of ten percent (10%). Owner shall pay the balance of the Contract Sum, less 10% retainage upon Vendor's substantial completion of Work. When Vendor believes the Work is substantially complete, it shall so notify Owner and Interior Designer in writing and a final inspection shall be scheduled with the Owner, Interior Designer and Vendor. Upon final inspection and acceptance of the Work by Owner and Interior Designer, Owner shall remit final retainage to Vendor. »

§ 2.2.2 When payment is due pursuant to the payment terms of Section 2.2.1, the Vendor shall submit to the Owner an itemized invoice, supported by data substantiating the Vendor's right to payment.

§ 2.2.3 Vendor shall not engage in any activity, or offer any employment, interest, or contribution to the Owner's employees or consultants, that would reasonably appear to compromise the Owner's employees' or consultants' judgment with respect to this Project.

## ARTICLE 3 TIME

### § 3.1 Contract Time

§ 3.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for completion of the Work. The Contract Time shall be measured from the date of commencement. The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 3.1.2 Time limits stated in the Contract Documents are of the essence of the Contract. By executing this Agreement, the Vendor confirms that the Contract Time is a reasonable period for performing the Work.

§ 3.1.3 If the Vendor is delayed at any time in the commencement or progress of the Work by (1) changes ordered in the Work; (2) labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Vendor's control; or (3) other causes that the Vendor asserts, and the Interior Designer determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Interior Designer may determine, subject to the provisions of Article 14.

### § 3.2 Date of Commencement

The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

[ « X » ] The date of this Agreement.

[ « » ] A date set forth in a notice to proceed issued by the Owner.

[ « » ] Established as follows:  
*(Insert a date or a means to determine the date of commencement of the Work.)*

[ « » ]

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

### § 3.3 Completion

§ 3.3.1 Completion of the Work occurs upon acceptance of all FF&E in the Contract Documents in accordance with Article 8.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Vendor shall achieve completion of the entire Work:

*(Check the appropriate box and complete the necessary information.)*

[ « X » ] Not later than « X » ( « X » ) calendar days from the date of commencement of the Work.

[ « X » ] By the following date: « \_\_\_\_\_ 5 »

§ 3.3.3 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to completion of the entire Work, the Vendor shall achieve completion of such portions by the following dates:

Portion of Work	Completion Date
_____	_____

**ARTICLE 4 OWNER**

**§ 4.1 The Owner's Representative**

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall not be changed without ten days' prior notice to the Vendor. The Owner identifies the following representative:

*(Name, address, email address, and other information)*

« \_\_\_\_\_ »  
«Capital Projects Manager »  
«Indianapolis-Marion County Public Library »  
«2450 N. Meridian Street »  
«Indianapolis, IN 46208 »  
«Email: ; Telephone: »

**§ 4.2 Information and Services Required of the Owner**

§ 4.2.1 The Owner shall retain an Interior Designer. That person or entity is identified as the Interior Designer in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 4.2.2 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may use to perform the Work;
- .2 reasonable access to the Project premises for the Vendor at reasonable times;
- .3 information regarding any restrictions on the use of, or access to, the Project premises;
- .4 reasonably suitable space for receipt, inspection, acceptance, and staging of materials and FF&E;
- .5 utilities and facilities on the Project premises and vertical transportation necessary for progress and execution of the Work; and
- .6 a secured premises for storage of FF&E until acceptance.

§ 4.2.3 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

**ARTICLE 5 VENDOR**

**§ 5.1 The Vendor's Representative**

The Vendor shall identify a representative authorized to act on behalf of the Vendor with respect to the Project. The Vendor's representative shall not be changed without ten days' prior notice to the Owner and Interior Designer. The Vendor identifies the following representative:

*(Name, address, email address, and other information)*

« \_\_\_\_\_ »  
« \_\_\_\_\_ »  
« \_\_\_\_\_ »  
« \_\_\_\_\_ »  
«>>

§ 5.2 The Vendor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents by activities or duties of the Interior Designer in the Interior Designer's administration of the Contract.

**§ 5.3** The Vendor shall coordinate its Work with the work provided by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor may communicate with the Owner's other vendors, consultants, and contractors, for the purposes of completing the Work. The Vendor shall keep the Owner reasonably informed of any such communications. The Vendor shall determine the accuracy and completeness of work and information furnished by Owner's other vendors, consultants and contractors, as necessary for the proper completion of Vendor's Work and shall provide prompt written notice to the Owner if the Vendor becomes aware of any error, omission, or inconsistency in such work or information.

**§ 5.4 Review of Contract Documents and Inspection of Project Premises by Vendor**

**§ 5.4.1** Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises and correlated personal observations with requirements of the Contract Documents.

**§ 5.4.2** Before starting each portion of the Work, including placing orders for FF&E, the Vendor shall (1) carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 4.2; (2) visit and inspect the Project premises in order to gain an understanding of the conditions under which the Work is to be performed; (3) determine availability of facilities for access, delivery, transportation, and staging; (4) determine any restrictions imposed by the Owner and the Owner's separate vendors and contractors; and (5) correlate observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner and Interior Designer conditions observed that would impede the Vendor's performance of the Work. The Vendor's obligations to review the Contract Documents are for the purpose of facilitating delivery and installation by the Vendor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Vendor shall promptly report to the Interior Designer any errors, inconsistencies, or omissions discovered by or made known to the Vendor as a request for information in such form as the Interior Designer may require. It is recognized that the Vendor's review is made in the Vendor's capacity as a vendor and not as a licensed design professional, unless otherwise specifically provided for in the Contract Documents.

**§ 5.4.3** The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall promptly report to the Interior Designer any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Interior Designer may require.

**§ 5.4.4** If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Interior Designer issues in response to the Vendor's notices or requests for information pursuant to Sections 5.4.2 or 5.4.3, the Vendor shall submit Claims as provided in Article 14. If the Vendor fails to perform the obligations of Sections 5.4.2 or 5.4.3, the Vendor shall pay such costs and damages to the Owner, subject to Section 14.12, as would have been avoided if the Vendor had performed such obligations. If the Vendor performs those obligations, the Vendor shall not be liable to the Owner or Interior Designer for damages resulting from errors, inconsistencies, or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

**§ 5.5 Supervision**

**§ 5.5.1** The Vendor shall supervise and direct the Work using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures of fabrication, shipment, delivery, and installation, and for coordinating all portions of the Work under the Contract.

**§ 5.5.2** The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors, and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of the Vendor or any of its sub-vendors.

**§ 5.5.3** The Vendor shall be responsible for inspection of portions of the Work already performed to determine that such portions are in proper condition for subsequent Work.

**§ 5.6 Labor and Materials**

**§ 5.6.1** Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, tools, installation equipment and machinery, delivery, and other facilities and services necessary for proper execution

and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

**§ 5.6.2** The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

**§ 5.6.3** The Vendor shall make no substitution or change in the Contract Documents unless done in accordance with a Modification, and after providing the Interior Designer notice and a reasonable opportunity to evaluate the proposed substitution or change and consult with the Owner.

### **§ 5.7 Taxes**

The Vendor shall pay sales, consumer, use, and other similar taxes that are legally enacted when quotes are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

### **§ 5.8 Permits, Fees, Notices, and Compliance with Laws**

**§ 5.8.1** Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

**§ 5.8.2** The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work. If the Vendor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

### **§ 5.9 Allowances**

The Vendor shall include in the Contract Sum all allowances stated in the Contract Documents. The Owner shall select items under allowances with reasonable promptness. Allowance amounts shall include the costs to the Vendor of items delivered at the Project premises and all required taxes, less applicable trade discounts. Vendor's costs for unloading and handling at the Project premises, labor, installation, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowance. Whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Modification. The amount of the Modification shall reflect the difference between actual costs and the allowances under Section 2.1.4.

### **§ 5.10 Vendor's Schedules**

**§ 5.10.1** The Vendor, promptly after being awarded the Contract, shall submit for the Owner's and Interior Designer's information a progress schedule for the Work. The schedule shall not exceed time limits specified in the Contract Documents, shall be revised at appropriate intervals as required by the progress of the Work and Project, shall be related to the entire Project, and shall provide for expeditious execution of the Work.

**§ 5.10.2** The Vendor shall perform the Work in accordance with the most recent schedule submitted to and approved by the Owner and Interior Designer.

**§ 5.10.3** The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work within the Contract Time, including dates for order placement, fabrication, shipping, delivery, and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, and materials. The Vendor shall obtain and submit for the Owner's and the Interior Designer's information written confirmation from sub-vendors of dates of fabrication and delivery.

**§ 5.10.4** The Vendor shall cooperate with the Owner and Interior Designer in coordinating the Vendor's progress schedule with those of contractors and separate vendors and with the requirements of the Owner and Interior Designer. The Vendor shall cooperate in determining mutually acceptable dates and times for delivery, installation, and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.

### **§ 5.11 Submittals**

**§ 5.11.1** The Vendor shall review for compliance with the Contract Documents and submit to the Interior Designer shop drawings, product data, samples, and similar submittals required by the Contract Documents in coordination with the Vendor's progress schedule and in such sequence as to allow the Interior Designer reasonable time for review. By submitting shop drawings, product data, samples, and similar submittals, the Vendor represents to the Owner and Interior Designer that the Vendor has (1) reviewed and approved them; (2) determined and verified materials, field measurements, and field installation criteria related thereto, or will do so; and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents. The Work shall be in accordance with approved submittals. Shop drawings, product data, samples and similar submittals are not Contract Documents.

**§ 5.11.2** The Vendor shall provide the Owner with available manufacturer's warranty documents, product data, and material safety data sheets.

### **§ 5.12 Cleaning Up**

The Vendor shall keep the Project premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Vendor shall remove waste materials, rubbish, the Vendor's tools, construction equipment, machinery, and surplus material from and about the Project.

### **§ 5.13 Access to Work**

The Vendor shall provide the Owner and Interior Designer with reasonable access to the Work in preparation and progress wherever located.

### **§ 5.14 Indemnification**

**§ 5.14.1** To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Interior Designer, Interior Designer's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 5.14.1.

**§ 5.14.2** In claims against any person or entity indemnified under Section 5.14.1 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 5.14.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Vendor or sub-vendor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

**§ 5.14.3** The Vendor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any sub-vendor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Vendor and Vendor shall immediately cause the discharge and/or release of any such claim.

## **ARTICLE 6 TITLE AND RISK OF LOSS**

**§ 6.1** Title to all FF&E shall be transferred to the Owner upon acceptance in accordance with Article 8.

**§ 6.2** The risk of loss with respect to all FF&E provided by the Vendor shall remain with the Vendor, and the Owner has no obligation to insure such FF&E, until acceptance in accordance with Article 8.

## **ARTICLE 7 DELIVERY AND INSTALLATION**

**§ 7.1** The Vendor shall deliver FF&E in accordance with the Vendor's progress schedule, or at a time agreed upon by the Owner and Interior Designer, and in accordance with Article 5.

**§ 7.2** Delivery and installation of all FF&E shall be made at the Project premises unless otherwise specified in the Contract Documents.

§ 7.3 The Vendor shall coordinate with the Owner regarding the logistics of the Vendor's delivery and installation obligations at the Project premises.

## ARTICLE 8 ACCEPTANCE

§ 8.1 The Owner and Interior Designer may conduct a preliminary inspection of FF&E within seven days after its delivery to the Project premises for the purpose of verifying the delivery and quantities. Preliminary inspections shall not constitute acceptance of, taking charge over, or taking control of, such FF&E. The Interior Designer shall report to the Vendor any defects, damage, deficiencies, or nonconformity observed during the preliminary inspection.

§ 8.2 When the Vendor considers the Work, or a portion thereof which the Owner agrees to accept separately, to be complete, the Vendor shall notify the Owner and Interior Designer. The Vendor shall allow the Owner and Interior Designer a reasonable amount of time to inspect the FF&E to determine, based on conformance with the Contract Documents, if it is accepted or rejected in whole or in part. Based on the Interior Designer's recommendation to the Owner and the Owner's own inspection, if any, the Owner shall accept or reject the FF&E, in whole or in part.

§ 8.3 If the Owner rejects any of the FF&E, the Owner, or the Interior Designer acting on behalf of the Owner, shall notify the Vendor within seven days of the date of inspection, specifying the basis for such rejection. Upon rejection, the Vendor shall provide a remedy and evidence of arrangements to accomplish such remedy. The Owner shall allow the Vendor a reasonable amount of time to remedy the rejected FF&E. When the Vendor considers the remedied FF&E to be complete, the parties shall follow the procedures set forth in Section 8.2. If the Owner rejects any of the FF&E for a second time, the Owner shall promptly notify the Vendor and the Vendor shall promptly remove the rejected FF&E from the Project premises and refund payments made for such rejected goods to the Owner. If the Vendor disagrees with an Owner's rejection, the Vendor may make a claim.

§ 8.4 FF&E inspected in accordance with Section 8.2 and not rejected in accordance with Section 8.3 shall be deemed accepted.

§ 8.5 The Owner's acceptance under this Article 8 cannot be revoked; however, the provisions of this Article 8 do not preclude recovery of damages as provided by law. The Owner's acceptance, or failure to discover a Vendor's breach after acceptance, shall not bar the Owner from making claims in accordance with Article 14 or from remedies and damages due to the Vendor's breach of this Agreement, including the Vendor's breach of warranties in Article 9.

## ARTICLE 9 WARRANTIES

§ 9.1 The Vendor warrants to the Owner that the FF&E furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Vendor further warrants that the FF&E will conform to the requirements of the Contract Documents. FF&E not conforming to these requirements may be considered defective. The Vendor's warranty excludes remedy for damage or defect caused by abuse, alterations to the FF&E not executed by the Vendor, improper operation, or normal wear and tear and normal usage.

§ 9.2 The Vendor assigns to the Owner all FF&E manufacturers' warranties and guarantees upon acceptance in accordance with Article 8.

§ 9.3 The Vendor hereby provides to the Owner all warranties relating to the FF&E implied by law, including the warranty of merchantability and warranty of fitness for a particular purpose.

§ 9.4 The Vendor acknowledges that no exclusion of, or limitation on, warranties contained in any proposal, product literature, or other submittal shall affect the warranties provided in this Article 9.

## ARTICLE 10 INTERIOR DESIGNER

§ 10.1 The Interior Designer will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during the Vendor's performance, and until completion, of the Work. The Interior Designer will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 10.2 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Vendor shall endeavor to communicate with each other through the Interior Designer about matters arising out of or relating to the Contract. Communications by and with the Interior Designer's consultants shall be through the Interior Designer. Communications by and with sub-vendors and suppliers shall be through the Vendor.

Communications by and with separate vendors shall be through the Owner. The Contract Documents may specify other communication protocols.

**§ 10.3** The Interior Designer will assist the Owner in coordinating schedules for fabrication, delivery, and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with applicable schedules, unless such failure is caused and/or contributed to by any action or failure to act on the part of Interior Designer.

**§ 10.4** The Interior Designer will visit the Project premises at intervals appropriate to the stage of the Work, or as otherwise agreed with the Owner, to become generally familiar with, and to keep the Owner informed about, the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Interior Designer will not have control over, charge of, or responsibility for, the means, methods, techniques, sequences, or procedures of fabrication, shipment, delivery, storage, or installation, or for the safety precautions and programs in connection with the Work, as these are solely the Vendor's rights and responsibilities under the Contract Documents, but shall promptly report such to Owner and Vendor and assist as reasonably necessary to achieve remedy of such issues.

**§ 10.5** The Interior Designer may order minor changes in the Work. The Interior Designer's order for minor changes shall be in writing. If the Vendor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Vendor shall notify the Interior Designer and shall not proceed to implement the change in the Work. If the Vendor performs the Work set forth in the Interior Designer's order for a minor change without prior notice to the Interior Designer that such change will affect the Contract Sum or Contract Time, the Vendor waives any adjustment to the Contract Sum or extension of the Contract Time.

**§ 10.6** The Interior Designer will conduct inspections of FF&E and provide recommendations as set forth in Article 8. Pursuant to Article 8, the Interior Designer is only responsible for identifying defects, deficiencies, or nonconformities that the Interior Designer actually observes, or reasonably should observe, during its inspections. The Interior Designer is not required to make exhaustive or continuous inspections to fulfill its responsibilities in Article 8 and has no responsibility to discover latent defects.

**§ 10.7** The Interior Designer will review and approve or take other appropriate action upon the Vendor's submittals such as shop drawings, product data, and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

## **ARTICLE 11 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS**

**§ 11.1** The Owner shall coordinate the activities of the Owner's own forces and of each separate vendor or contractor, if any, with the Work.

**§ 11.2** If the Work depends for proper execution or results upon activities by the Owner or a separate vendor or contractor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Owner and Interior Designer apparent discrepancies or defects in, or arising from, the activities of the Owner or separate vendors or contractors, that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report reasonably discoverable discrepancies or defects, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

**§ 11.3** The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor or contractor because of the Vendor's delays, improperly timed activities, or damage to the work of a separate vendor or contractor. The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities, or damage to the Work caused by a separate vendor or contractor.

**§ 11.4** If a dispute arises among the Vendor, separate vendors, or contractors, and the Owner as to the responsibility under their respective contracts for maintaining the Project premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Interior Designer will allocate the cost among those responsible.

## ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

### § 12.1 Safety Precautions and Programs

The Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work, and materials and FF&E to be incorporated therein, whether in storage on or off the Project premises, under care, custody, or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto.

The Vendor shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury, or loss. The Vendor shall promptly remedy damage and loss to property caused in whole or in part by the Vendor, sub-vendors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Vendor is responsible under Sections 12.1.2 and 12.1.3. The Vendor may make a claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Interior Designer, or of anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor. The foregoing obligations of the Vendor are in addition to the Vendor's obligations under Section 5.14.

### § 12.2 Hazardous Materials and Substances

**§ 12.2.1** The Vendor is responsible for compliance with the requirements of the Contract Documents regarding hazardous materials or substances. If the Vendor encounters a hazardous material or substance not addressed in the Contract Documents, and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the Project premises by the Vendor, the Vendor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Interior Designer of the condition. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Vendor. By written agreement between the Owner and Vendor, the Contract Time shall be extended appropriately, and the Contract Sum shall be increased in the amount of the Vendor's reasonable additional costs of shutdown, delay, and start-up.

## ARTICLE 13 INSURANCE

**§ 13.1** The Vendor shall provide Vendor's general liability and other insurance as follows:

Vendor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of the Agreement, which policies shall protect against any loss or claim arising from or relating to this Agreement, Vendor's activities or presence at the Project, and any negligent act or omission of Vendor or its employees and/or agents or subcontractors in connection with the Services provided under this Agreement, and shall cover the contractual indemnification liability assumed by Vendor pursuant to this Agreement:

- (A) Commercial General Liability Insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence for bodily injury (including death) and property damage, Two Million Dollars (\$2,000,000) per occurrence for products and completed operations liability, One Million Dollars (\$2,000,000) fire damage, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Vendor's activities at the Project. Any deductible shall be at Vendor's cost;
- (B) Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Vendor's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than One Million Dollars (\$1,000,000);
- (C) Property Insurance coverage for all tools, materials, equipment and other items owned, borrowed or leased by Vendor shall be Vendor's responsibility. Owner shall not be responsible for such tools, materials, equipment and other items owned, borrowed or leased by Vendor. Owner shall not be responsible for equipment and materials to be installed at the Facilities by Vendor until such time that the equipment or materials are installed by Vendor and such installation is deemed substantially complete;

(D) Automobile Liability insurance with a limit of not less than Two Million Dollars (\$2,000,000) combined single limit and covering for all owned, non-owned and hired vehicles and insuring, at a minimum, against loss, damage or liability for bodily injury, death and property damage;

(E) Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence and in the aggregate providing for excess coverage over the limits and coverage's prescribed above in clauses (A), (B) and (D) above, which such policy shall be written on an occurrence basis;

(F) All insurance policies addressed in clauses (A), (C), (D) and (E) above shall be endorsed to name the following as additional insureds:

Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, volunteers, representatives, agents, contractors, licensees and successors.

All insurance policies required hereunder (i) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to Owner, (ii) shall provide for a waiver of rights of subrogation against the additional insured's on the part of the insurance carriers, (iii) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (iv) shall provide for no less than thirty (30) days advance written notice to Owner prior to cancellation, non-renewal or material modification.

Vendor shall deliver to Owner, prior to providing the Services under this Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to Owner by the aforementioned time, or if any of such policies are canceled, Owner shall have the right to terminate this Agreement immediately and/or deny Vendor access to the Project.

These insurance provisions are minimum requirements and shall not relieve Vendor of its indemnity, defense and hold harmless obligations.

If Vendor's insurance contains a deductible (or self-insured retention amount), Vendor shall disclose the amount, and be responsible for payment of any claim equal to or less than the deductible (or self-insured retention amount). Owner reserves the right to reject insurance policies with a deductible (or self-insured retention amount) in excess of \$15,000 for which adequate financial strength of the Vendor cannot be demonstrated to the satisfaction of Owner.

**§ 13.2** The Owner shall provide property insurance to cover the value of the Owner's property, including any Work provided under this Agreement. The Vendor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

**§ 13.3** The Vendor shall obtain an endorsement to its general liability insurance policy to cover the Vendor's obligations under Section 5 of this Agreement.

**§ 13.4** Unless specifically precluded by the Owner's property insurance policy, the Owner and Vendor waive all rights against each other and any of their subcontractors, suppliers, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance or other insurance applicable to the Work.

**§ 13.5** These insurance requirements are intended to satisfy the minimum insurance requirements required by Ind. Code § 5-16-13-10.

**§ 13.6** The Vendor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Sections 13.2 and 13.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 13.7 If the Vendor is required to furnish professional services as part of the Work, the Vendor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than «Five Million Dollars » (\$ «5,000,000.00 » ) per claim and «Five Million Dollars » (\$ «5,000,000.00 » ) in the aggregate.

§ 13.8 The Vendor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article 13 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final invoice and thereafter upon renewal or replacement of such coverage until the expiration of the period required by Section 13.1. The certificates will show the Owner as an additional insured on the Vendor's Commercial General Liability and excess or umbrella liability policy.

§ 13.9 The Vendor shall disclose to the Owner any deductible or self- insured retentions applicable to any insurance required to be provided by the Vendor.

§ 13.10 To the fullest extent permitted by law, the Vendor shall cause the commercial liability coverage required by this Article 13 to include (1) the Owner, the Interior Designer, and the Interior Designer's Consultants as additional insureds for claims caused in whole or in part by the Vendor's negligent acts or omissions during the Vendor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Vendor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Interior Designer and the Interior Designer's Consultants, CG 20 32 07 04.

§ 13.11 Within three (3) business days of the date the Vendor becomes aware of an impending or actual cancellation or expiration of any insurance required by this Article 13, the Vendor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Vendor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Vendor. The furnishing of notice by the Vendor shall not relieve the Vendor of any contractual obligation to provide any required coverage.

§ 13.12 **Public Works Payment/Performance Bonds.** The Vendor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201–2017, including all payment and/or performance bonds required by applicable Indiana law pertaining to Public Works Projects, as specified in Indiana Code §36-1-12 et. seq.

## ARTICLE 14 CLAIMS AND DISPUTES

### § 14.1 Binding Dispute Resolution

For any claim subject to, but not resolved by, mediation pursuant to Section 14.6, the method of binding dispute resolution shall be Litigation in the State or Federal Courts located in Marion County, Indiana.

If the Owner and Vendor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, claims will be resolved in a court of competent jurisdiction.

§ 14.2 Claims, disputes, and other matters in question arising out of or relating to this Contract, including those alleging an error or omission by the Interior Designer but excluding those arising under Section 12.2, shall be referred initially to the Interior Designer for decision. Such matters, except those waived as provided for in Section 14.12, shall, after initial decision by the Interior Designer or 30 days after submission of the matter to the Interior Designer, be subject to mediation as a condition precedent to binding dispute resolution.

### § 14.3 Notice of Claims

Claims by either the Owner or Vendor shall be initiated by notice to the other party in accordance with Section 1.11.2.

**§ 14.4 Time Limits on Claims**

The Owner and Vendor shall commence all claims and causes of action against the other and arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in this Agreement, whether in contract, tort, breach of warranty, or otherwise, within the period specified by applicable law.

**§ 14.5 – Intentionally Omitted.**

**§ 14.6** The parties shall endeavor to resolve their disputes by mediation which shall be conducted pursuant to the provisions of Indiana Rules of Alternative Dispute Resolution then in effect. A request for mediation shall be made in writing and delivered to the other party to this Agreement. The request may be made concurrently with the binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

**§ 14.7 Continuing Contract Performance**

Pending final resolution of a Claim, except as otherwise agreed in writing, the Vendor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

**§ 14.8 Waiver of Claims for Consequential Damages**

The Vendor and Owner waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business, and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages. Nothing contained in this Section 14.12 shall be deemed to preclude an assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

**ARTICLE 15 ENUMERATION OF CONTRACT DOCUMENTS**

**§ 15.1** The Contract Documents are defined in Article 1 and, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

**§ 15.2** The Agreement is this executed AIA Document A151™–2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment.

**§ 15.3** [TBD].

**§ 15.4** [TBD].

**§ 15.5** Any Drawings prepared by Interior Designer for the Project.

**§ 15.6** The Addenda, if any.

Portions of Addenda relating to quotations or proposal requirements are not part of the Contract Documents unless the quotation or proposal requirements are enumerated in this Article 15.

**§ 15.7** Additional documents, if any, forming part of the Contract Documents:

- .1 Other Exhibits:  
*(Check all boxes that apply.)*

[  ] The Sustainability Plan:

Title	Date	Pages

[ « » ] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

- 2 Other documents, if any, listed below:  
(List here any additional documents that are intended to form part of the Contract Documents.)

« »

## ARTICLE 16 OTHER TERMS AND CONDITIONS

**§16.1 Equal Opportunity/Non-Discrimination.** The Contractor and the Contractor's Subcontractors shall not discriminate against an employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination. Further, pursuant to Ind. Code § 5-16-6-1, Contractor understands and agrees:

- (a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the state of Indiana who is qualified and available to perform the work to which the employment relates;
- (b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin or ancestry;
- (c) That there may be deducted from the amount payable to the contractor by the state of Indiana or by any municipal corporation thereof, under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; and
- (d) That this contract may be cancelled or terminated by the state of Indiana or by any municipal corporation thereof, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract.

**§16.2 Investment Verification Requirements Of Ind. Code § 5-22-16.5-13.** Pursuant to Ind. Code § 5-22-16.5-13(b), Contractor certifies that Contractor is not engaged in any investment activities in Iran.

**§16.3 Records.** Contractor shall maintain complete and accurate records of all documents associated with providing the Services under this Agreement. All such records shall be available for inspection and audit by Owner, its designee, or the Indiana State Board of Accounts. Failure to maintain accurate records and valid licenses, registrations, certifications, or insurance shall constitute breach of this Agreement and may result in termination of the Agreement.

**§16.4 Laws, Rules, and Regulations.** In performing the Work, Contractor warrants that it has knowledge of, understands, and shall comply with all applicable federal, state, and local laws and regulations, including without limitation, those laws and regulations relating to public works, environment, health, safety, and welfare, discrimination in employment, conflicts of interest, and accounting records and requirements. SHOULD ANY APPLICABLE LAW OR REGULATION CHANGE DURING THE TERM OF THIS AGREEMENT, CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE VERSION OF SUCH LAW OR REGULATION IN FORCE AT THE TIME THE SERVICES ARE PROVIDED UNDER THIS AGREEMENT.

**§16.5 Permits and Licenses.** Contractor and any of its approved sub-contractors shall obtain and keep in effect all permits, licenses, registrations, insurance certificates, and other certificates or approvals required for every aspect of the Work performed under this Agreement. At the request of Owner, Contractor shall provide Owner with copies of all licenses, permits, registrations, insurance certificates, and other certificates and approvals related to performing the

Work described under this Agreement. Contractor and any of its employees and subcontractors will comply with all applicable licensing standards, certification standards, accrediting standards and any other laws or regulations governing the Work to be provided by Contractor pursuant to this Agreement. Owner shall not be required to reimburse Contractor for any services performed when Contractor or its employees, contractors or subcontractors are not in compliance with such applicable standards, laws or regulations. Contractor shall give Owner immediate verbal and written notice of any revocation or cancellation of any required license, permit, registration, and insurance certificate or approval. If the Contractor is a foreign (out-of-state) entity, it shall be required to furnish a certificate from the Secretary of State of Indiana showing that the entity is registered and authorized to transact business in the State of Indiana.

**§16.6 Records; Audit.** Contractor shall maintain books, records, documents, and other evidence directly pertinent to performance of the Work under this Agreement in accordance with generally accepted accounting principles and practices consistently applied. Contractor shall also maintain the financial information and data used by Contractor in the submission or preparation of any cost submission, statement or summary submitted to Owner or any funding agency. Owner shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine, inspect, audit, and copy directly pertinent books, documents, papers and records of Contractor involving any transaction related to this Agreement. The periods of access and examination as described herein shall continue until any disputes, claims, or litigation arising out of the performance of this Agreement has been resolved.

**§16.7 Non-Appropriation.** Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by Owner are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then Owner shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding.

**§ 16.8 Right to Delay or Suspension of Work.** Owner may, at any time and for any reason, direct Contractor to delay or suspend the Work under this Agreement for a period of time. Such direction shall specify the period during which the Work is to be stopped. If Owner directs Contractor to delay or suspend the Work for a reason other than necessity arising by reason of any act or omission of Contractor or Contractors subcontractors or material suppliers, or any of their respective agents or employees, Contractor shall be entitled only to payment of that portion of total compensation that therefore has not been paid to Contractor to the date of such suspension on account of the Work actually and satisfactorily performed by it prior to such delay or suspension. Contractor shall resume the Work upon the date specified in such direction or upon such other date as Owner may thereafter specify upon reasonable notice to Contractor.

**§ 16.9 Limitation of Liability.**

**§ 16.9.1** Owner shall not, under any circumstances, be liable for any damages (whether foreseen, unforeseen, actual, consequential, or otherwise) suffered by the Contractor, its agents, or subcontractors (or anyone else for whom the Contractor may be liable) arising from or in connection with any injury or damage suffered while on or around the Project site or any portion thereof.

**§ 16.9.2** Notwithstanding anything to the contrary contained elsewhere in this Agreement, in no event shall the Contractor or any subcontractors or material suppliers claim or receive any consequential or other special damages, or lost profits on account of any claim submitted in connection with this Agreement, including, without limitation, expenses arising from Owner's performance or nonperformance of the terms of this Agreement, or otherwise, or claim damages for delay for any reason, for which the exclusive and sole remedy shall be an extension of the time for completion of the services, if such is warranted and permitted by Owner.

**§ 16.10 Mechanics Liens.** Contractor will pay when due all claims for services, material or labor incurred at Contractor's request in the performance of this Contract. To the fullest extent permitted by law, Contractor will indemnify, defend and hold harmless owner and the Project from and against any and all mechanics' liens or stop notices of any kind or character whatsoever that may be recorded, filed or served with respect to the Project by Contractor or Contractor's Subcontractors or material suppliers arising out of or in any manner connected with the performance of this Contract or any subcontract made pursuant to or in connection with the performance of this Contract. Contractor will, at its own expense, defend any and all actions based upon such mechanics' liens or stop notices and will pay all charges of attorneys and all costs and other expenses arising therefrom. If Contractor fails to defend any such action to Owner is a party, Owner may defend itself with counsel of its choice, and Contractor will indemnify Owner from and against all costs and fees incurred by Owner in such action. If any such lien or stop notice is recorded or served with respect to the Project or Contractor's Subcontractors or material suppliers arising out of or in any manner connected with the performance of this Contract, Contractor will, at its sole cost and expense, immediately record or file, or cause to be

recorded or filed, in the office of the appropriate public official in which such lien or stop notice was recorded, or with person(s) on whom such notice was served, a bond executed by a good and sufficient surety, and approved by Owner, in a sum equal to two (2) times the amount of such lien or stop notice, which bond will guarantee the payment of any amounts that Contractor's subcontractors or material suppliers may recover on the lien or stop notice together with any attorneys' fees and costs of suit in the action, if any, that such Subcontractors or material suppliers may recover therein.

**§16.11 Non-Collusion.** Except with the Owner's knowledge and consent, the Contractor shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Contractor's professional judgment with respect to this Project. Contractor represents and warrants that no officer, director, employee or agent of Owner has been or will be employed, retained or paid a fee, or otherwise has received or will receive any personal compensation or consideration by or from Contractor or any of Contractor's directors, officers, employees or agents in connection with the obtaining, arranging or negotiation of this Agreement. Both parties agree that the consideration to be paid by Owner under this Agreement represents fair and reasonable consideration relative to the value of work to be provided by Contractor to Owner.

**§16.12 Identification of Tier Contractors.** The Contractor understands and agrees that the terms and conditions of Ind. Code § 5-16-13 are made a part hereof and incorporated herein by reference and that Contractor shall conform in all respects to such provisions and further represents and confirms it is a Tier 1 Contractor as defined by Ind. Code § 5-16-13-4 (1). The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner the names of subcontractors (defined as Tier 2 contractors, Tier 3 contractors, or Lower tier contractors accordingly as defined by Ind. Code § 5-16-13-4 (2)-(4)) and material and equipment suppliers for each portion of the Work. The Contractor shall not contract with any Tier 2 contractor, Tier 3 contractor, or Lower tier contractor or supplier to whom the Owner has made a timely and reasonable objection.

**§ 16.13 Drug Testing – Compliance with all Laws and Regulations.** Contractor shall and shall require any lower tier contractors to be in compliance with all laws and regulations for drug testing, including without limitation, Ind. Code § 4-13-18-1 through Ind. Code § 4-13-18-7, as required by Ind. Code § 5-16-13-11 (6). Further, pursuant to Ind. Code §4-13-18-7, Contractor understands and agrees that:

- (1) That the Contractor shall implement its employee drug testing program described in the contractor's plan.
- (2) Owner shall terminate this Contract if Contractor:
  - (A) fails to implement its employee drug testing program during the term of the contract;
  - (B) fails to provide information regarding implementation of the Contractor's employee drug testing program at the request of the Owner; or
  - (C) provides to the Owner false information regarding the Contractor's employee drug testing program.

**§ 16.14 Use of Domestic Steel Products.**

**§16.14.1** Pursuant to Indiana Code §5-16-8, if any steel or foundry products are to be used or supplied in the performance of the Work under this contract and/or any subcontract entered into by Contractor in furtherance of the performance of the Work, only steel or foundry products made in the United States shall be used or supplied in the performance of the Work under this contract and any subcontracts, unless Owner determines, in writing, that the cost of steel or foundry products is considered to be unreasonable. As defined in Indiana Code §5-16-8-1, "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 and "foundry products" means products cast from ferrous and nonferrous metals by foundries in the United States.

**§ 16.14.2** For purposes of the preceding paragraph, the 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.

**§16.14.3** In furtherance of this section 16.14, Contractor shall provide to Owner, to Owner's reasonable satisfaction verifiable evidence of the applicable comparative pricing of domestic and foreign steel products which will be used in completion of the Work.

This Agreement entered into as of the day and year first written above.

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**OWNER** *(Signature)*

«Gregory A. Hill »«CEO »

*(Printed name and title)*

---

**VENDOR** *(Signature)*

« »« »

*(Printed name and title)*

TELBAR

**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: \_\_\_\_\_

## 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 Locations:

Michigan Road  
6201 Michigan Road  
Indianapolis, IN 46268

Southport  
2630 East Stop 11 Road  
Indianapolis, IN 46227

Warren  
9701 East 21<sup>st</sup> Street  
Indianapolis, IN 46229

- B. The Work will be completed in multiple phases and consists of, but is not limited to, furnishing all labor, tools, materials, transportation and equipment necessary for installing all products as indicated in the Contract Documents. IndyPL reserves the right to award contracts to multiple vendors.
- 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. All prospective bidders have the option to visit the Project site and to examine existing conditions and make note of any conditions, which may pertain to his class of work. Failure to do so will not relieve bidder of responsibility in connection with his work.

## 1.3 CONTRACTOR'S USE OF PREMISES

### A. Temporary Facilities:

- 1. Working with the construction manager, the Contractor shall provide all necessary traffic control barriers and provide direction of personnel for the performance of the Work.

### B. Contract Limits:

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

### C. Protection of Property:

- 1. Contractor shall provide adequate protection for portions of existing building, parked vehicles and surrounding pavements, lawns and landscaping. Contractor shall assume all costs resulting from any damages.
- 2. If applicable, maintain exit access to stairs and exit egress from building(s) during construction activities. Do not block exit(s) 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.

## 1.3 PARKING AND STORAGE

- A. Parking areas for use of contractor and his employees, if any, shall be described at the Pre-bid Meeting.

- B. Contractor's vehicles shall be plainly marked on sides or with plaque at least 8.5" x 11" on the dashboard.
- 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 24 hours before removal and disposal.

#### 1.4 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.

1.5 WORK SEQUENCE

- A. Prior to starting work, the successful contractor shall submit a complete schedule that coordinates with the construction manager's project schedule for the Owner's Representative review and approval. No work shall commence without the approval of the Owner.

1.6 FINAL CLEAN-UP

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

1.7 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.

1.8 PROTECTION

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

1.9 SCHEDULING

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

1.10 WARRANTY

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

Indianapolis Public Library  
MIC SOU WRN Furniture Refresh 2026  
Furniture, Fixtures, and Equipment Project  
Indianapolis, Indiana

Section 01 01 00  
Summary of Work

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 Interior Designer and the Owner. Products, materials, and equipment of manufacturers other than those specified, may be used, if equivalent and approved by the Interior Designer.
- B. The Interior Designer 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 Interior Designer 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 Interior Designer 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 Interior Designer.
- 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

## PART 1 - GENERAL

### 1.1 CONTRACTOR'S RESPONSIBILITIES

- A. The Contractor shall submit shop drawings, product information, and samples to the Architect at the earliest practical time, and in the order of priority in which materials are required at the project site to maintain schedule. Contractor shall submit required information with such promptness so as to cause no delay in the work, or in that of any subcontractor.
- B. Failure to submit shop drawings, product information, and samples in ample time to allow for proper review, approval, return, and distribution will not justify delays or extension of time for fabrication, deliveries, and installation of the work.
- C. The Contractor shall thoroughly and accurately prepare and/or review shop drawings, product information, and samples for completeness and compliance with the Contract Documents, before submitting them to the Architect.
- D. Each Sub-contractor shall submit their shop drawings, product information, and samples to the Contractor. Information shall be thoroughly checked and approved by the Contractor, for completeness and compliance with the Contract Documents, before submission to the Architect.
  - 1. Contractor shall affix his mark or stamp of approval to indicate that he has satisfied the review requirements.
  - 2. Deviation from requirements of the Contract Documents shall be clearly identified in the submittal.

### 1.2 CONTRACTOR'S SUBMISSION REQUIREMENTS

- A. Time for Architect's review:
  - 1. The Contractor shall submit shop drawings, product information, and samples to the Architect in ample time to allow 10 working days for the Architect's review.
- B. Transmittal Letter:

1. The Contractor shall accompany all submittals with a transmittal letter containing the following information:
  - a. Date.
  - b. Project Name and Project Number.
  - c. Contractor's Name and Address.
  - d. Project Manual section and submittal number.
  - e. The quantity of each type of information submitted.
  - f. Description of information submitted.
  - g. Notification of any deviations from the Contract Documents.
  - h. Notification of any other pertinent information such as questions, clarifications, etc.

C. Quantity Requirements:

1. Shop drawings: Submit in digital .pdf format.
2. Product information: Submit in digital .pdf format. Poor quality or unclear scans of documents will be rejected.
3. Samples: Submit three (3) samples or three (3) sets of samples.

D. Shop Drawings:

1. Shop drawings shall bear the following identification and information:
  - a. Date (use same date on each sheet in set).
  - b. Project Name and Project Number.
  - c. Name of Contractor, Sub-contractor, and/or supplier.
  - d. Project Manual section and submittal number.
  - e. Number sheets in a set consecutively and retain same numbering system throughout all revisions.
  - f. Revision dates.
  - g. Shop drawings shall in be submitted in digital .pdf format on sheet sizes as follows:
    1. Minimum size: 8-1/2" x 11".
    2. Preferred size: 24" x 36", or 30" x 42".
  - h. Leave adequate clear space on each drawing for Architect's stamp.
  - i. Reference to Specifications and/or Drawings, if applicable and practical.
  - j. Reference to applicable standards, such as ASTM or Federal Specification numbers.
  - k. Show complete and thorough identification, layout, details, and

all pertinent information in order to fully describe and illustrate the work.

- l. Field measurements shall be made, as required, and noted on the shop drawings as such.
- m. Details and/or other information to show the relationship of materials to adjoining and/or adjacent materials and structures.
- n. Show or note any qualifications, departure, or deviation from the requirements of the Contract Documents.
- o. Show additional information as may be required by the Drawings and Specifications.
- p. Contractor's approval stamp.

E. Product Information:

1. Product information shall bear the following identification:
  - a. Date of submittal.
  - b. Project Name and Project Number.
  - c. Name of Contractor, Sub-contractor, and/or supplier/manufacturer.
  - d. Project Manual section and submittal number.
  - e. Contractor's approval stamp.
2. Product Information shall include the following:

Manufacturer's/Supplier's standard drawings, catalog cuts, data sheets, performance charts, schedules, brochures, diagrams, illustrations, and other standard descriptive data.

  - a. Modify drawings to delete information which is not applicable.
  - b. Supplement standard information to provide additional information applicable.
  - c. Clearly mark to identify pertinent materials, products or models applicable.
  - d. Show performance characteristics and capacities.
  - e. Show dimensions and clearances required.
  - f. Show wiring diagrams and controls.
2. Refer to specification Section 018113 Sustainable Project Requirements for additional Product Information, Product data, or LEED Submittal requirements that shall be submitted. The Sustainable product information may be submitted with other product data, or as a separate submittal.

1.3 RESUBMISSION REQUIREMENTS

- A. Shop Drawings: Revise original drawings as required and resubmit as specified for initial submission. Clearly indicate on revised drawings any changes which have been made, other than those requested by the Architect.
- B. Product Information and Samples: Submit revised or new product information and/or new samples as required.

#### 1.4 ARCHITECT'S RESPONSIBILITIES

- A. The Architect shall review shop drawings, product information, and samples, in a timely manner, for conformance with the design concept of the project, as outlined in the General Conditions.

#### PART 2 - PRODUCTS

Not Used.

#### PART 3 - EXECUTION

Not Used.

END OF SECTION

## PART 1 - GENERAL

### 1.1 GENERAL REQUIREMENTS

- A. Definitions: Closeout is defined to include general requirements near end of Contract Time, in preparation for final acceptance, final payment, normal termination of contract, occupancy by Owner and similar actions evidencing completion of the work. Specific requirements for individual units of work are specified in various Sections. Time of Closeout is directly related to "Substantial Completion", and therefore may be either a single time period for entire work or a series of time periods for individual parts of the work which have been certified as substantially complete at different dates. That time variation (if any) shall be applicable to other provisions of this section.
- B. Maintain at the site one record copy of:
1. Contract Documents.
  2. Approved shop drawings, product data and samples.
  3. Record Documents.
  4. Schedule, submittal schedule, record of progress payments, and insurance documents.

### 1.2 PREREQUISITES TO SUBSTANTIAL COMPLETION

- A. General: Prior to requesting Interior Designer's inspection for certification of substantial completion (for either entire work or portions thereof) complete the following and list known exceptions in request:
1. In progress payment request, coincident with or first following date claimed, show either 100% completion for portion of work claimed as "substantially complete", or list incomplete items, value of incompleteness, and reasons for being incomplete.
  2. Include supporting documentation for completion.
  3. Submit statement showing accounting of changes to Contract Sum.

4. Advise Owner of pending insurance changeover requirements.
  5. Submit specific warranties, workmanship/maintenance bond, maintenance agreements, final certifications, and similar documents.
  6. Submit Record Drawings, and Operation and Maintenance Manuals.
  7. Deliver spare parts, extra stocks of materials, and similar physical items to Owner.
  8. Complete final cleaning requirements.
  9. Repair and restore marred exposed finishes.
- B. Inspection Procedures: Upon receipt of Contractor's request, Interior Designer will either proceed with inspection or advise Contractor of prerequisites not fulfilled. Following initial inspection, Interior Designer will either prepare certificate of substantial completion or advise the Contractor of work which must be performed prior to issuance of certificate; and repeat inspection when requested and assured that work has been substantially completed. Results of completed inspection will form initial "punch-list" for final acceptance.

### 1.3 PREREQUISITES TO FINAL ACCEPTANCE

- A. General: Prior to requesting Interior Designer's final inspection for certification of final acceptance and final payment, as required by The General Conditions (Section 000700), complete the following and list known exceptions (if any) in request:
1. Submit final payment request with final releases, and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
  2. Submit updated final statement, accounting for changes to Contract Sum.
  3. Submit Final Application for Payment.

4. Submit signed copy of Interior Designer's final punch-list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by Architect.
  5. Submit consent of surety to Final Payment.
  6. Revise and submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Re-inspection Procedure: Upon receipt of Contractor's notice that the work has been completed, including punch-list items resulting from earlier inspections, and excepting incomplete items delayed because of acceptable circumstances, Interior Designer will re-inspect the work. Upon completion of re-inspection, Interior Designer will either prepare certificate of final acceptance or advise Contractor of work not completed or obligations not fulfilled as required for final acceptance. If necessary, the procedure will be repeated until the work is accepted.

#### 1.4 RECORD DOCUMENT SUBMITTALS

- A. Project Record Documents: See Section 017200.

#### 1.5 FINAL CLEANING

- A. General: Special cleaning for specific units of work. Provide final cleaning of the work, at time indicated, consisting of cleaning each surface or unit of work to normal "clean" condition expected for a first-class building cleaning and maintenance program. Comply with manufacturer's instructions for cleaning operations. The following are examples of cleaning levels required:
1. Remove labels, which are not required as permanent labels.
  2. Remove debris and surface dust from interior.
  3. Vacuum clean carpeted surfaces and similar soft surfaces.

END OF SECTION

## PART 1 – GENERAL

### 1.1 SECTION INCLUDES

- A. Project Record Documents.

### 1.2 RELATED SECTIONS

- A. Section 01 71 00 - Project Closeout.

### 1.3 PROJECT RECORD DOCUMENTS

- A. The Contractor shall maintain, on a frequent and regular basis, at the project site, for periodic inspection by the Owner and Architect, one complete set of Project Record Documents, as follows, for the sole purpose of recording all changes, errors, omissions, corrections, and discrepancies occurring during the course of the Work.
  - 1. Contract Documents (including the Drawings and Specifications).
  - 2. Addenda.
  - 3. Construction Change Directives.
  - 4. Change Orders and other modifications to the contract.
  - 5. Reviewed shop drawings, product information and samples.
- B. Project Record Documents shall be accessible to all Project personnel to make immediate notes or revisions.
  - 1. Maintain daily and keep current with all changes.
  - 2. Maintain a register of the changes and the reporting individual.
- C. Ensure entries are complete and accurate, enabling future reference by Owner.
- D. Store Project Record Documents separate from other documents used for construction.
- E. Record information concurrent with construction progress.
- F. Drawings: Legibly mark each item to record all revisions and actual construction including:
  - 1. Show location of interior mechanical and electrical services, utilities, and appurtenances concealed in the facility, referenced to visible and accessible features of the facility.
  - 2. Structural and architectural dimensional changes to the Drawings.

3. Revisions, no matter how minor, to any detail shown on the Drawings.

4. Details not included on the Drawings.

G. Specifications: Legibly mark and record, within each applicable Section, description of actual products installed, including the following:

1. Manufacturer's name, and product model and number.
2. Product substitutions or alternates utilized.
3. Changes made by Addenda and modifications.

H. The maintenance of this information will be a condition for acceptance of monthly applications for payment.

1. Failure to maintain Project Record Documents, as outlined, will be cause for rejection of Contractor's pay request.

#### 1.4 SUBMITTALS

A. At completion of the project, the Project Record Documents shall be reviewed as to accuracy and completeness by the Contractor, prior to submission to the Owner.

B. Project Record Documents shall be submitted to the Interior Designer within thirty (30) days of the date of substantial completion. Acceptability of Project Record Documents shall be a condition for final payment.

#### PART 2 - PRODUCTS

Not Used.

#### PART 3 - EXECUTION

Not Used.

END OF SECTION



**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH01

**MANUFACTURER:** KI Seating

**ITEM NAME:** Doni Arm Chair - SOU

**MODEL NUMBER:** DN3A11

**DESCRIPTION:** Two-Tone Poly Stacking Sled Base Arm Chair with Steel Glides

**DIMENSIONS:** 25.375" W x 22.125" D x 33.75" H

**FABRIC:** N/A

**FINISHES:** Hazy Jade and Light Tone Plastic & Starlight Silver Paint

**ADDITIONAL SPECS:** Custom color combination subject to upcharge

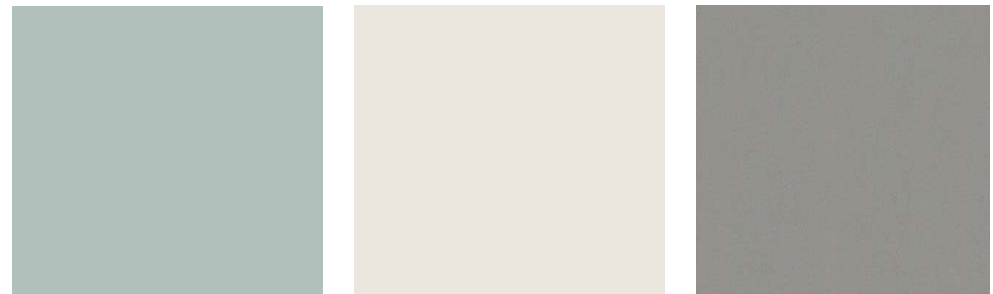
**QTY:** 18

**LOCATION:** SOU

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH02

**MANUFACTURER:** KI Seating

**ITEM NAME:** Doni Armless Chair - SOU

**MODEL NUMBER:** DN3A00

**DESCRIPTION:** Two-Tone Poly Stacking Sled Base Armless Chair with Steel Glides

**DIMENSIONS:** 22.25" W x 22.125" D x 33.75" H

**FABRIC:** N/A

**FINISHES:** Hazy Jade and Light Tone Plastic & Starlight Silver Paint

**ADDITIONAL SPECS:** Custom color combination subject to upcharge

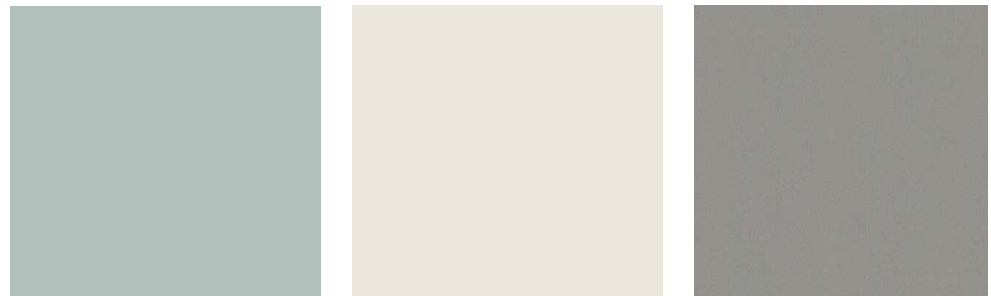
**QTY:** 49

**LOCATION:** SOU

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH03-W

**MANUFACTURER:** Encore

**ITEM NAME:** Sunny Kids Chair

**MODEL NUMBER:** 8316

**DESCRIPTION:** Littler Kids Guest Chair

**DIMENSIONS:** 16" W x 19" D x 24.25" H

**FABRIC:** N/A

**FINISHES:** White Oak on Ash Wood

**ADDITIONAL SPECS:** N/A

**QTY:** 5

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH04

**MANUFACTURER:** TMC

**ITEM NAME:** Red Eisenhower Child Chair

**MODEL NUMBER:** SEMC11316-110-01

**DESCRIPTION:** Maple Eisenhower Child Chair

**DIMENSIONS:** 16" W x 21.5" D x 33.5" H

**FABRIC:** N/A

**FINISHES:** Aztec Red Shell & Clear Maple Base

**ADDITIONAL SPECS:** N/A

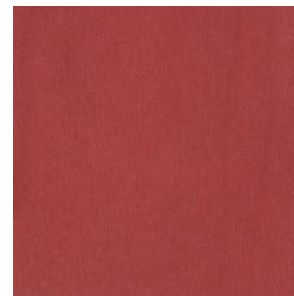
**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH05

**MANUFACTURER:** TMC

**ITEM NAME:** Yellow Eisenhower Child Chair

**MODEL NUMBER:** SEMC11316-101-01

**DESCRIPTION:** Maple Eisenhower Child Chair

**DIMENSIONS:** 16" W x 21.5" D x 33.5" H

**FABRIC:** N/A

**FINISHES:** Grapefruit Shell & Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH06

**MANUFACTURER:** TMC

**ITEM NAME:** Green Eisenhower Child Chair

**MODEL NUMBER:** SEMC11316-46-01

**DESCRIPTION:** Maple Eisenhower Child Chair

**DIMENSIONS:** 16" W x 21.5" D x 33.5" H

**FABRIC:** N/A

**FINISHES:** Fern Shell & Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH07

**MANUFACTURER:** TMC

**ITEM NAME:** Blue Eisenhower Child Chair

**MODEL NUMBER:** SEMC11316-109-01

**DESCRIPTION:** Maple Eisenhower Child Chair

**DIMENSIONS:** 16" W x 21.5" D x 33.5" H

**FABRIC:** N/A

**FINISHES:** Blue Bell Shell & Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH08

**MANUFACTURER:** KI Seating

**ITEM NAME:** Doni Armless Chair - WRN

**MODEL NUMBER:** DN3A00

**DESCRIPTION:** Two-Tone Poly Stacking Sled Base Armless Chair with Steel Glides

**DIMENSIONS:** 22.25" W x 22.125" D x 33.75" H

**FABRIC:** N/A

**FINISHES:** Tarragon and Light Tone Plastic & Black Paint

**ADDITIONAL SPECS:** N/A

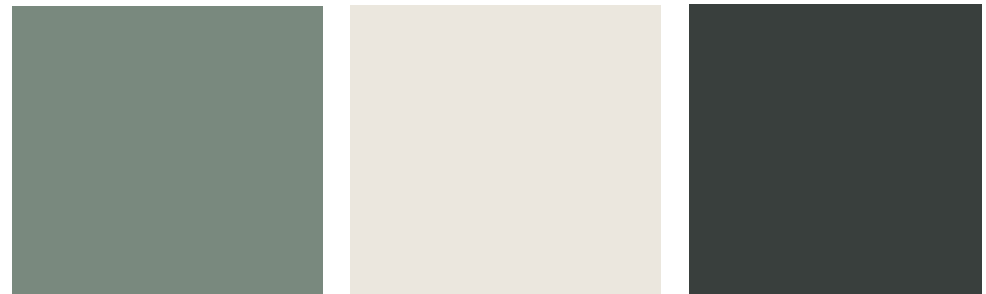
**QTY:** 51

**LOCATION:** WRN Central Corridor & WRN Teen Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH09

**MANUFACTURER:** KI Seating

**ITEM NAME:** Doni Arm Chair - WRN

**MODEL NUMBER:** DN3A11

**DESCRIPTION:** Two-Tone Poly Stacking Sled Base Arm Chair with Steel Glides

**DIMENSIONS:** 25.375" W x 22.125" D x 33.75" H

**FABRIC:** N/A

**FINISHES:** Tarragon and Light Tone Plastic & Black Paint

**ADDITIONAL SPECS:** N/A

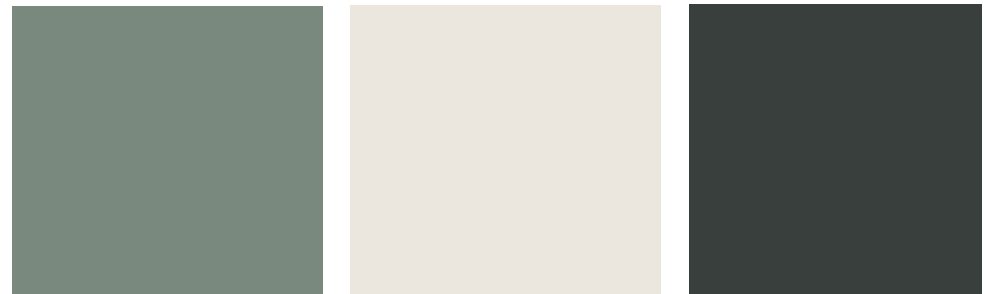
**QTY:** 12

**LOCATION:** WRN Side Corridor

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH10

**MANUFACTURER:** TMC

**ITEM NAME:** Red Lottie Child Chair

**MODEL NUMBER:** SLTC11316-XX-78-01

**DESCRIPTION:** Maple Lottie Child Chair

**DIMENSIONS:** 18" W x 17" D x 27.25" H

**FABRIC:** N/A

**FINISHES:** Petunia Shell & Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 4

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH11

**MANUFACTURER:** TMC

**ITEM NAME:** Purple Lottie Child Chair

**MODEL NUMBER:** SLTC11316-XX-112-01

**DESCRIPTION:** Maple Lottie Child Chair

**DIMENSIONS:** 18" W x 17" D x 27.25" H

**FABRIC:** N/A

**FINISHES:** Iris Shell & Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 4

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH12

**MANUFACTURER:** TMC

**ITEM NAME:** Green Lottie Child Chair

**MODEL NUMBER:** SLTC11316-XX-103-01

**DESCRIPTION:** Maple Lottie Child Chair

**DIMENSIONS:** 18" W x 17" D x 27.25" H

**FABRIC:** N/A

**FINISHES:** Pistachio Shell & Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 4

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** CH13

**MANUFACTURER:** TMC

**ITEM NAME:** Yellow Lottie Child Chair

**MODEL NUMBER:** SLTC11316-XX-101-01

**DESCRIPTION:** Maple Lottie Child Chair

**DIMENSIONS:** 18" W x 17" D x 27.25" H

**FABRIC:** N/A

**FINISHES:** Grapefruit Shell & Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 4

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS01-A/B

**MANUFACTURER:** Arcadia

**ITEM NAME:** TOOaPICNIC Bench - MIC

**MODEL NUMBER:** 8555

**DESCRIPTION:** Powered Two-Seat Bench Booth with Backrest

**DIMENSIONS:** 77.75" W x 26.5" D x 33.75"H

**FABRIC:** Stinson Obi Stripe Pier (Back Panel) & Architex Whitehall Harbor (Seats & Backrests)

**FINISHES:** White Oak on Ash Wood

**ADDITIONAL SPECS:** Include surface power module with two simplex outlets and one USB-C+A charging port (SPM-72)

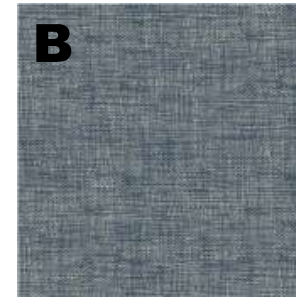
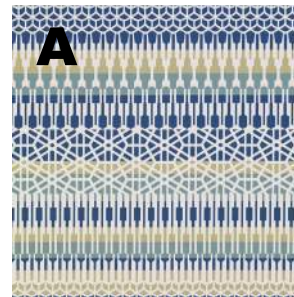
**QTY:** 1

**LOCATION:** MIC Lobby

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS02-C/D

**MANUFACTURER:** psfurniture

**ITEM NAME:** Müm Ottoman - MIC

**MODEL NUMBER:** MUM-LRKBO-COM-HUM-LWB

**DESCRIPTION:** Short Ottoman with Rock Base

**DIMENSIONS:** 16.7" W x 16.7" D x 18.25"H

**FABRIC:** Mayer Zip Sea Upholstery & Brayton Copenhagen  
Ultramarine Handle

**FINISHES:** Light Wood Finish

**ADDITIONAL SPECS:** N/A

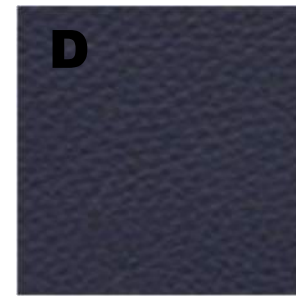
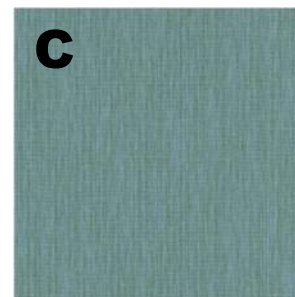
**QTY:** 1

**LOCATION:** MIC Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS02-E/D

**MANUFACTURER:** psfurniture

**ITEM NAME:** Müm Ottoman - MIC

**MODEL NUMBER:** MUM-LRKBO-COM-HUM-LWB

**DESCRIPTION:** Short Ottoman with Rock Base

**DIMENSIONS:** 16.7" W x 16.7" D x 18.25"H

**FABRIC:** Mayer Zip Spring Upholstery & Brayton Copenhagen  
Ultramarine Handle

**FINISHES:** Light Wood Finish

**ADDITIONAL SPECS:** N/A

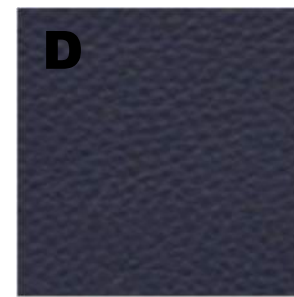
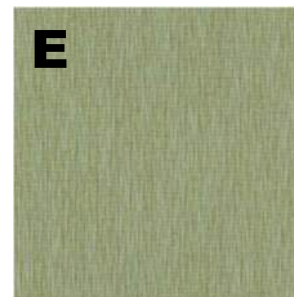
**QTY:** 1

**LOCATION:** MIC Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS03-F/G/H

**MANUFACTURER:** Allsteel

**ITEM NAME:** Rise Climbing Sectional

**MODEL NUMBER:** Various

**DESCRIPTION:** Climbing Sectional consisting of (2) Rise Two Tier Seats, (2) Rise Three Tier Seats, (1) Rise Inside Corner Seat, (2) Rise Lumbar Pillows, (5) Rise Laminate Boxes and (4) Rise Seat Cushions configured as shown in rendering

**DIMENSIONS:** 132" W x 132" D x 34"H

**FABRIC:** Allsteel Whisper Slate (Body), Stinson Watercolor Grid Spritzer (Pillows) & Mayer Discovery Spearmint (Cushion Tops)

**FINISHES:** Natural Maple Laminate

**ADDITIONAL SPECS:** N/A

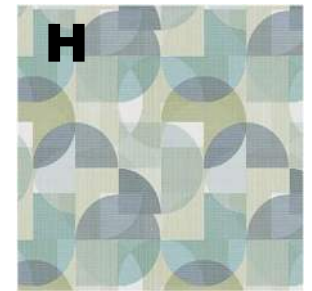
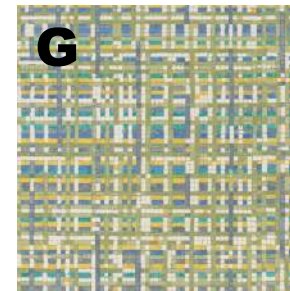
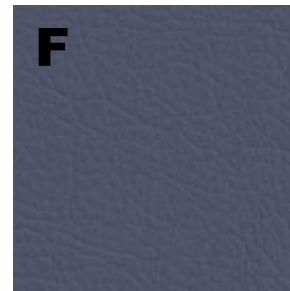
**QTY:** 1

**LOCATION:** MIC Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS04-I

**MANUFACTURER:** JSI

**ITEM NAME:** Indie Rocker

**MODEL NUMBER:** INS3536-38

**DESCRIPTION:** Single Seat Rocker with Headrest

**DIMENSIONS:** 36" W x 34.5" D x 38"H

**FABRIC:** Mayer Belmont Raintree

**FINISHES:** Pilsner Maple Frame

**ADDITIONAL SPECS:** Include one arm mounted power block (EC32) with graphite cord per chair (one right arm and one left arm)

**QTY:** 2

**LOCATION:** MIC Quiet Room

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS05-J

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Tailor Club Sofa

**MODEL NUMBER:** 9103M-CLUB

**DESCRIPTION:** Three Seat Sofa

**DIMENSIONS:** 77" W x 27.5" D x 33"H

**FABRIC:** Mayer Score Turquoise

**FINISHES:** Silver Metal Frame

**ADDITIONAL SPECS:** N/A

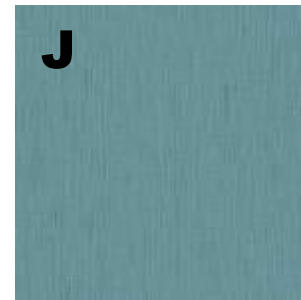
**QTY:** 1

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS05-K

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Tailor Club Sofa

**MODEL NUMBER:** 9103M-CLUB

**DESCRIPTION:** Three Seat Sofa

**DIMENSIONS:** 77" W x 27.5" D x 33"H

**FABRIC:** Mayer Score Violet

**FINISHES:** Silver Metal Frame

**ADDITIONAL SPECS:** N/A

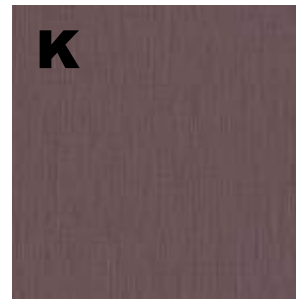
**QTY:** 1

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS06-L/M

**MANUFACTURER:** Encore

**ITEM NAME:** Mayland Lounge Chair

**MODEL NUMBER:** 5901-W

**DESCRIPTION:** Lounge Chair with Wood Frame

**DIMENSIONS:** 31.75" W x 31" D x 29.75"H

**FABRIC:** Wayside Cerulean (Back and Seat) & Facet Aquarium (Outer Shell)

**FINISHES:** Slate Grey Beech Wood

**ADDITIONAL SPECS:** N/A

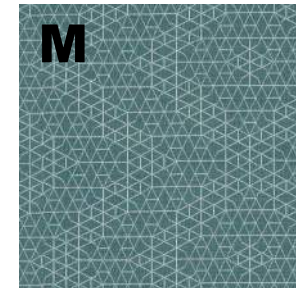
**QTY:** 2

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS06-N/O

**MANUFACTURER:** Encore

**ITEM NAME:** Mayland Lounge Chair

**MODEL NUMBER:** 5901-W

**DESCRIPTION:** Lounge Chair with Wood Frame

**DIMENSIONS:** 31.75" W x 31" D x 29.75"H

**FABRIC:** Wayside Cerulean (Back and Seat) & Facet Aquarium (Outer Shell)

**FINISHES:** Slate Grey Beech Wood

**ADDITIONAL SPECS:** N/A

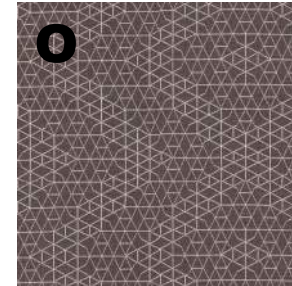
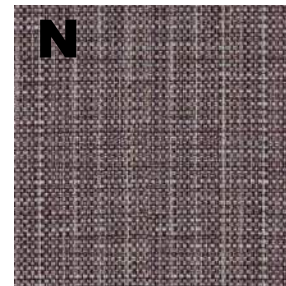
**QTY:** 2

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS07-C/P

**MANUFACTURER:** psfurniture

**ITEM NAME:** Müm Ottoman - SOU

**MODEL NUMBER:** MUM-LRKBO-COM-HUM-LWB

**DESCRIPTION:** Short Ottoman with Rock Base

**DIMENSIONS:** 16.7" W x 16.7" D x 18.25"H

**FABRIC:** Mayer Zip Sea Upholstery & Brayton Copenhagen Dove Handle

**FINISHES:** Dark Wood Finish

**ADDITIONAL SPECS:** N/A

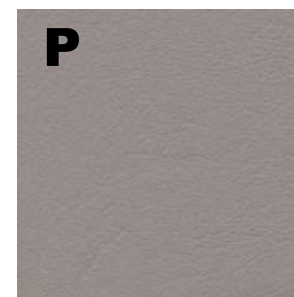
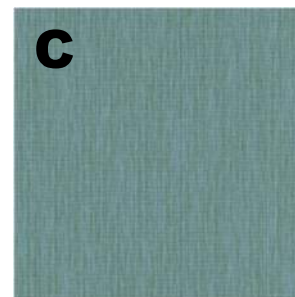
**QTY:** 1

**LOCATION:** SOU Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS07-Q/P

**MANUFACTURER:** psfurniture

**ITEM NAME:** Müm Ottoman - SOU

**MODEL NUMBER:** MUM-LRKBO-COM-HUM-LWB

**DESCRIPTION:** Short Ottoman with Rock Base

**DIMENSIONS:** 16.7" W x 16.7" D x 18.25"H

**FABRIC:** Mayer Zip Punch Upholstery & Brayton Copenhagen Dove Handle

**FINISHES:** Dark Wood Finish

**ADDITIONAL SPECS:** N/A

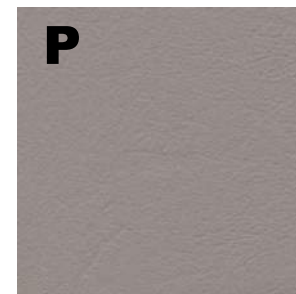
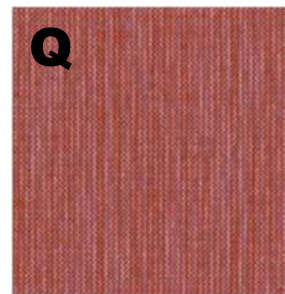
**QTY:** 1

**LOCATION:** SOU Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS07-AL/AM

**MANUFACTURER:** psfurniture

**ITEM NAME:** Müm Ottoman - WRN

**MODEL NUMBER:** MUM-LRKBO-COM-HUM-LWB

**DESCRIPTION:** Short Ottoman with Rock Base

**DIMENSIONS:** 16.7" W x 16.7" D x 18.25"H

**FABRIC:** Designtex Particle Fresco Upholstery & Brayton  
Copenhagen Cashmere Handle

**FINISHES:** Dark Wood Finish

**ADDITIONAL SPECS:** N/A

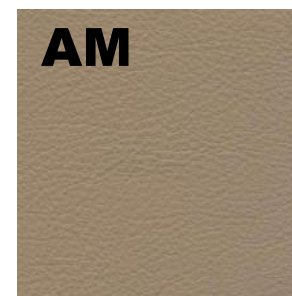
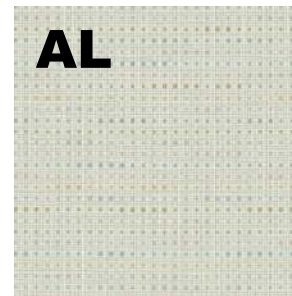
**QTY:** 1

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS07-AN/AM

**MANUFACTURER:** psfurniture

**ITEM NAME:** Müm Ottoman - WRN

**MODEL NUMBER:** MUM-LRKBO-COM-HUM-LWB

**DESCRIPTION:** Short Ottoman with Rock Base

**DIMENSIONS:** 16.7" W x 16.7" D x 18.25"H

**FABRIC:** Designtex Particle Comet Upholstery & Brayton  
Copenhagen Cashmere Handle

**FINISHES:** Dark Wood Finish

**ADDITIONAL SPECS:** N/A

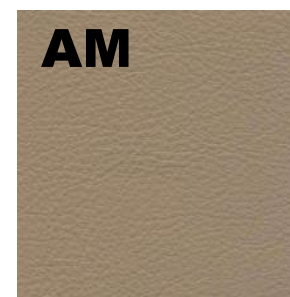
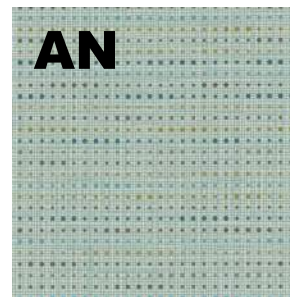
**QTY:** 1

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS07-AO/AM

**MANUFACTURER:** psfurniture

**ITEM NAME:** Müm Ottoman - WRN

**MODEL NUMBER:** MUM-LRKBO-COM-HUM-LWB

**DESCRIPTION:** Short Ottoman with Rock Base

**DIMENSIONS:** 16.7" W x 16.7" D x 18.25"H

**FABRIC:** Designtex Particle Leaf Upholstery & Brayton  
Copenhagen Cashmere Handle

**FINISHES:** Dark Wood Finish

**ADDITIONAL SPECS:** N/A

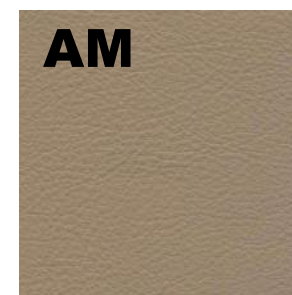
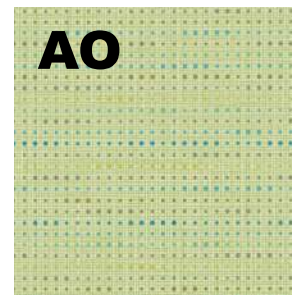
**QTY:** 1

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS07-AP/AM

**MANUFACTURER:** psfurniture

**ITEM NAME:** Müm Ottoman - WRN

**MODEL NUMBER:** MUM-LRKBO-COM-HUM-LWB

**DESCRIPTION:** Short Ottoman with Rock Base

**DIMENSIONS:** 16.7" W x 16.7" D x 18.25"H

**FABRIC:** Designtex Particle Stone Upholstery & Brayton  
 Copenhagen Cashmere Handle

**FINISHES:** Dark Wood Finish

**ADDITIONAL SPECS:** N/A

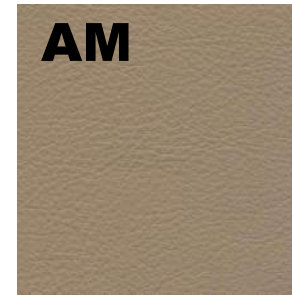
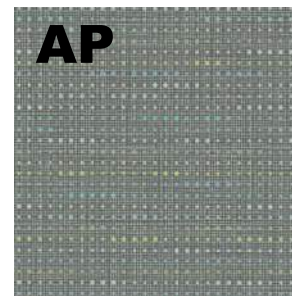
**QTY:** 1

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS08-R/S

**MANUFACTURER:** Allsteel

**ITEM NAME:** Townhall Rock Chair - SOU

**MODEL NUMBER:** ACEGUM

**DESCRIPTION:** Multi Upholstery Soft Rocker

**DIMENSIONS:** 31" W x 31" D x 31"H

**FABRIC:** Stinson Bandwidth Bit (Cushion) & Designtex  
Chunky Tweed Multi (Shell)

**FINISHES:** Light Gray Handle

**ADDITIONAL SPECS:** N/A

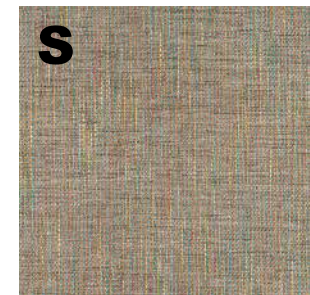
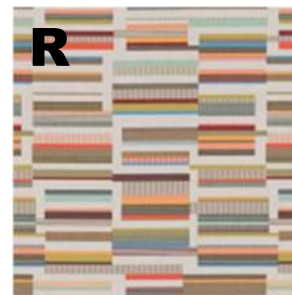
**QTY:** 2

**LOCATION:** SOU Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS08-AJ/AK

**MANUFACTURER:** Allsteel

**ITEM NAME:** Townhall Rock Chair - WRN

**MODEL NUMBER:** ACEGUM

**DESCRIPTION:** Multi Upholstery Soft Rocker

**DIMENSIONS:** 31" W x 31" D x 31"H

**FABRIC:** Stinson Bandwidth Circuit (Cushion) & Designtex Wayside Avocado (Shell)

**FINISHES:** Light Gray Handle

**ADDITIONAL SPECS:** N/A

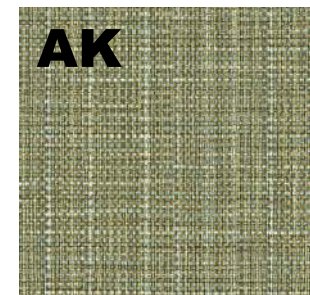
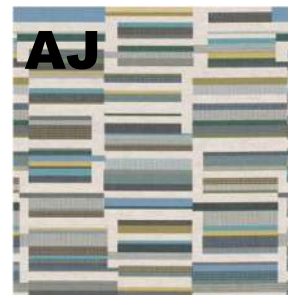
**QTY:** 2

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS09-T/U

**MANUFACTURER:** Arcadia

**ITEM NAME:** TOOaPICNIC Bench - SOU

**MODEL NUMBER:** 8555

**DESCRIPTION:** Powered Two-Seat Bench Booth with Backrest

**DIMENSIONS:** 77.75" W x 26.5" D x 33.75"H

**FABRIC:** Designtex Tangram Colorwheel (Back Panel) & Mayer Zip Chamois (Seats & Backrests)

**FINISHES:** Smoky Umber Ash Wood

**ADDITIONAL SPECS:** Include surface power module with two simplex outlets and one USB-C+A charging port (SPM-72)

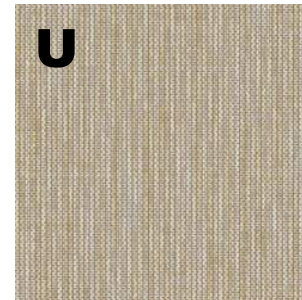
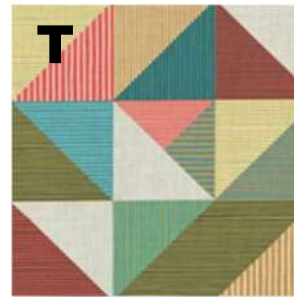
**QTY:** 2

**LOCATION:** SOU Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS10-X/Y

**MANUFACTURER:** Arcadia

**ITEM NAME:** Leaf Love Seat

**MODEL NUMBER:** 3702

**DESCRIPTION:** Love Seat with Wood Legs

**DIMENSIONS:** 55" W x 29.25" D x 31" H

**FABRIC:** ArcCom Britannica Primary (Back & Base) & Mayer Zip Mocha (Seat Cushion)

**FINISHES:** Natural Beech Wood

**ADDITIONAL SPECS:** N/A

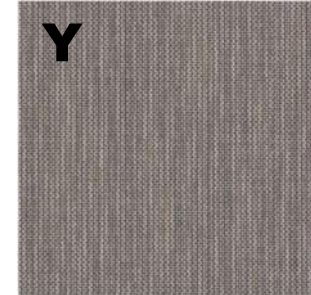
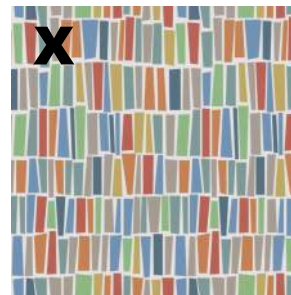
**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS11-AF/AG

**MANUFACTURER:** Arcadia

**ITEM NAME:** Iso Work Lounge Grouping

**MODEL NUMBER:** 6610-R-TA01, 66-B-1C & 66-R

**DESCRIPTION:** Grouping of four single seating units ganged together with shared privacy panels in a pinwheel configuration. Components include (4) Cubby Right Single Seat Units with Rotating Tablets, (4) Single Seat with Cubby Back Panels, (4) Right Side Panels & Included Ganging Connectors

**DIMENSIONS:** 87" W x 87" D x 58"H

**FABRIC:** Carnegie Maxwell Print 113 (Panels) & Momentum Beeline EPU Lake (Seating)

**FINISHES:** Absolute Acajou Laminate & Satin Black Metal

**ADDITIONAL SPECS:** Specify white outlets and ports for included power nodes, see drawing for layout

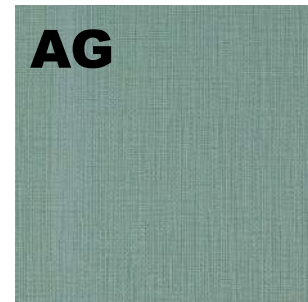
**QTY:** 1

**LOCATION:** WRN Central Corridor

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS12-AH/AI

**MANUFACTURER:** Arcadia

**ITEM NAME:** TOOaPICNIC Bench - WRN

**MODEL NUMBER:** 8555

**DESCRIPTION:** Powered Two-Seat Bench Booth with Backrest

**DIMENSIONS:** 77.75" W x 26.5" D x 33.75"H

**FABRIC:** Stinson Ripple 2.0 Informal Gray (Back Panel) & Momentum Beeline EPU Lake (Seats & Backrests)

**FINISHES:** Slate Gray Ash Wood

**ADDITIONAL SPECS:** Include surface power module with two simplex outlets and one USB-C+A charging port (SPM-72)

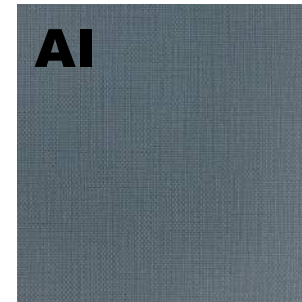
**QTY:** 2

**LOCATION:** WRN Side Corridor

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS13-AQ

**MANUFACTURER:** JSI

**ITEM NAME:** Indie Lounge Chair

**MODEL NUMBER:** INS3627-27

**DESCRIPTION:** Single Seat Low Lounge Chair

**DIMENSIONS:** 27" W x 36" D x 27"H

**FABRIC:** Pallas Rove Char

**FINISHES:** Loft Maple Wood Finish

**ADDITIONAL SPECS:** Include one black flush mount power block (EC31) per chair (one right side and one left side)

**QTY:** 2

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS14-AR/AS/AT/AU/AV

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Tailor L-Shaped Sectional – WRN Teen Area

**MODEL NUMBER:** 9103MC-NA, 9101MCCRNR & 9102MC-NA

**DESCRIPTION:** L-Shaped Sectional consisting of (1) Armless Three Seat Sofa, (1) Corner Seat & (1) Armless Two Seat Sofa. Each individual seat (back & cushion) to be upholstered in a different fabric.

**DIMENSIONS:** 98" W x 75" D x 33"H

**FABRIC:** From Left to Right: ArcCom Axis Ocean, Luum Welded 2 Herb, Designtex Tangram Mediterranean, ArcCom Terra Caribbean, Designtex Tangram Mediterranean & Momentum Speakeasy CV Kohl

**FINISHES:** Black Metal Base

**ADDITIONAL SPECS:** N/A

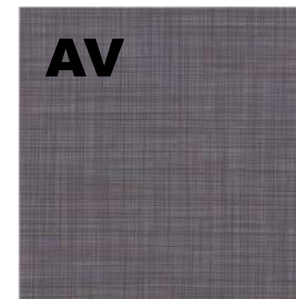
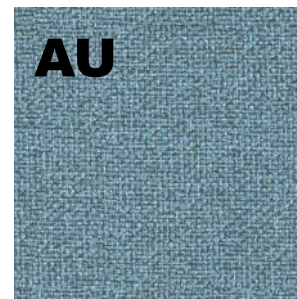
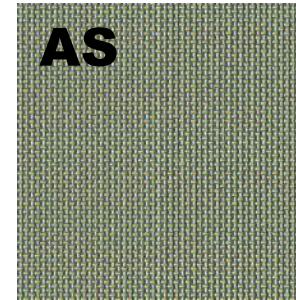
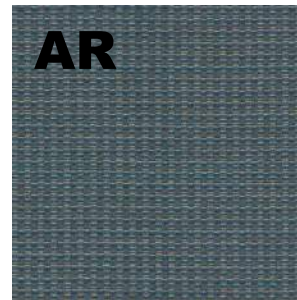
**QTY:** 1

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS15-AW/AX/AY/AZ/BA/BB

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Tailor L-Shaped Sectional – WRN Children’s Area

**MODEL NUMBER:** 9103MC-NA, 9101MCCRNR & 9103MC-NA

**DESCRIPTION:** L-Shaped Sectional consisting of (1) Armless Three Seat Sofa, (1) Corner Seat & (1) Armless Three Seat Sofa. Each individual seat (back & cushion) to be upholstered in a different fabric.

**DIMENSIONS:** 98” W x 98” D x 33”H

**FABRIC:** From Left to Right: Momentum Jot Uph Lime Spark, ArcCom Angle Confetti, Wolf Gordon Marcotte Denim, Architex Affinity Orchid, Maharam Equate Eggplant, ArcCom Angle Confetti & Mayer Truss Persimmon

**FINISHES:** Silver Metal Frame

**ADDITIONAL SPECS:** N/A

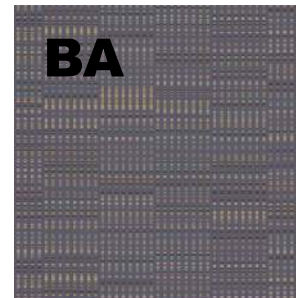
**QTY:** 1

**LOCATION:** WRN Children’s Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** LS16-BC

**MANUFACTURER:** IOA

**ITEM NAME:** Fun Forms Splat Ottoman

**MODEL NUMBER:** FP-01

**DESCRIPTION:** Splat Shaped Ottoman

**DIMENSIONS:** 48" W x 29.5" D x 13" H

**FABRIC:** Momentum Spunk CV Madras

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

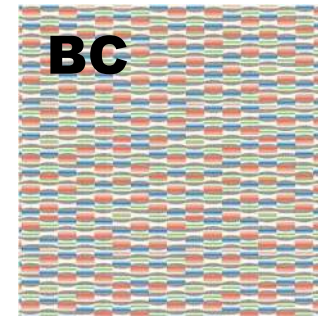
**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** MW01-G

**VENDOR:** Pronto Services, Inc. / Michael Caporale

**ITEM NAME:** Reupholstered Cushions – MIC

**MODEL NUMBER:** N/A

**DESCRIPTION:** Reupholster (7) cushions on built-in benches along window wall

**DIMENSIONS:** 44.5 - 49"W x 18.5"D x 3.5"H

**FABRIC:** Stinson Watercolor Grid Spritzer

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

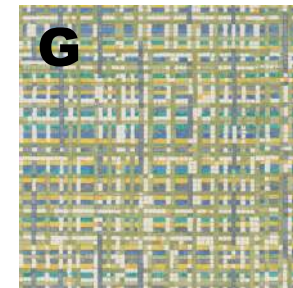
**QTY:** 1

**LOCATION:** MIC Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** MW02

**MANUFACTURER:** Millwork

**ITEM NAME:** 58" x 30" Laminate Tabletop

**MODEL NUMBER:** Casework

**DESCRIPTION:** (1) 58" x 30" Laminate Tabletop with Eased Edge

**DIMENSIONS:** 58" W x 30" D

**FABRIC:** N/A

**FINISHES:** Wilsonart Alabaster Laminate

**ADDITIONAL SPECS:** To be mounted between two walls at 29" AFF

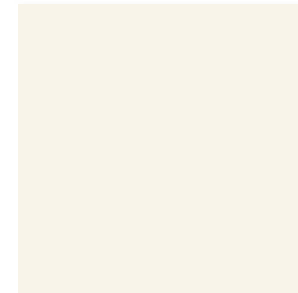
**QTY:** 1

**LOCATION:** SOU Study Area

**NOTES:** Shop drawings required for approval



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** MW03-V

**VENDOR:** Pronto Services, Inc. / Michael Caporale

**ITEM NAME:** Reupholstered Cushions – SOU

**MODEL NUMBER:** N/A

**DESCRIPTION:** Reupholster (2) back cushions on built-in banquettes

**DIMENSIONS:** TBD

**FABRIC:** Stinson Watercolor Grid Cafe

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

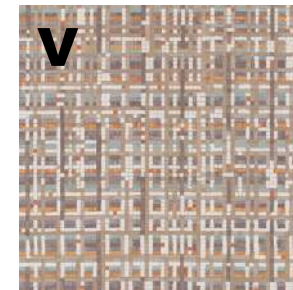
**QTY:** 1

**LOCATION:** SOU Study Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** MW04-BD

**VENDOR:** Pronto Services, Inc. / Michael Caporale

**ITEM NAME:** Reupholstered Cushions – WRN

**MODEL NUMBER:** N/A

**DESCRIPTION:** Reupholster (8) cushions on floating serpentine shaped benches in children’s area

**DIMENSIONS:** TBD

**FABRIC:** Momentum Silica Strata Fuchsia

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

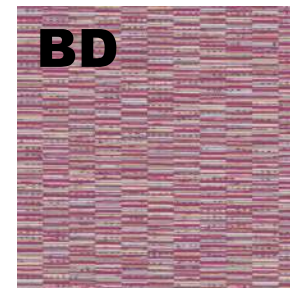
**QTY:** 1

**LOCATION:** WRN Children’s Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** SG01

**MANUFACTURER:** JSI

**ITEM NAME:** BeSPACE Bookcase

**MODEL NUMBER:** BS1854-48DBCR/CL

**DESCRIPTION:** Storage Bookcase with Lower Doors and Tower

**DIMENSIONS:** 54" W x 18" D x 48"H

**FABRIC:** N/A

**FINISHES:** Rift Cut White Oak Wood, Gale Force Painted Doors & Arctic Silver Metal Legs

**ADDITIONAL SPECS:** Specify with low back, include optional bent plywood shelf and linking hardware

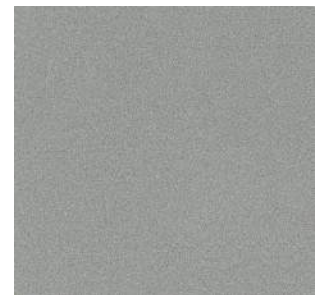
**QTY:** 2 CR & 2 CL (CR & CL linked together with towers in center x 2)

**LOCATION:** MIC Lobby

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** SG02

**MANUFACTURER:** Surfaceworks

**ITEM NAME:** Audrey Credenza

**MODEL NUMBER:** AUD ASY C2A 246029

**DESCRIPTION:** Credenza Assembly with Two Double Door Storage Cabinets

**DIMENSIONS:** 60" W x 24" D x 29"H

**FABRIC:** N/A

**FINISHES:** Neowalnut Laminate & Metallic Silver Base Finish and Door Pulls

**ADDITIONAL SPECS:** Include one right and one left Nacre-Mini Power Units (PUL & PUR)

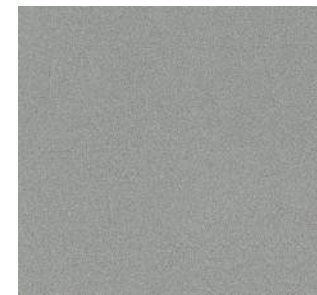
**QTY:** 1

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST01-Z**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Round Bud Stool - SOU

**MODEL NUMBER:** 2501

**DESCRIPTION:** 18" High & 16" Round Collaborative Stool

**DIMENSIONS:** 16" DIA x 18" H

**FABRIC:** Mayer Essence Truffle

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** ST01-BD/Z

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Round Bud Stool - WRN

**MODEL NUMBER:** 2501

**DESCRIPTION:** 18" High & 16" Round Collaborative Stool

**DIMENSIONS:** 16" DIA x 18" H

**FABRIC:** Stinson Swizzle Gateway (Sides) & Mayer Essence Truffle (Top)

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

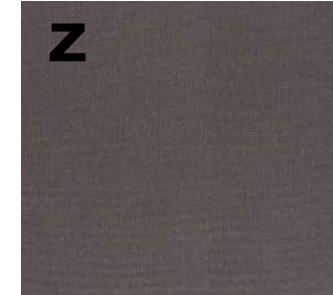
**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST02-AA**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Crescent Bud Stool

**MODEL NUMBER:** 2503

**DESCRIPTION:** 14" High & 16" Crescent Collaborative Stool

**DIMENSIONS:** 16" DIA x 14" H

**FABRIC:** Mayer Essence Sunray

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

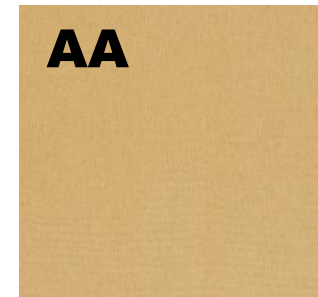
**QTY:** 2

**LOCATION:** SOU Children's Area & WRN Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST02-AB**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Crescent Bud Stool

**MODEL NUMBER:** 2503

**DESCRIPTION:** 14" High & 16" Crescent Collaborative Stool

**DIMENSIONS:** 16" DIA x 14" H

**FABRIC:** Mayer Essence Indigo

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

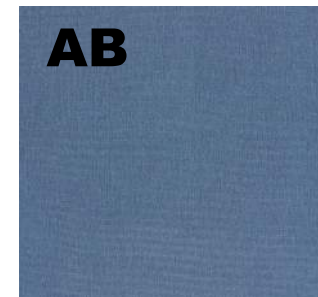
**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST02-AC**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Crescent Bud Stool

**MODEL NUMBER:** 2503

**DESCRIPTION:** 14" High & 16" Crescent Collaborative Stool

**DIMENSIONS:** 16" DIA x 14" H

**FABRIC:** Mayer Essence Tomato

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

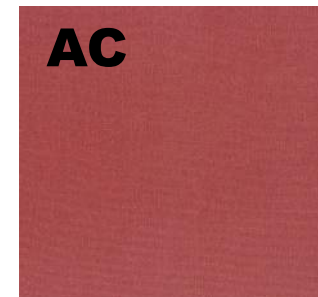
**QTY:** 2

**LOCATION:** SOU Children's Area & WRN Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST02-AD**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Crescent Bud Stool

**MODEL NUMBER:** 2503

**DESCRIPTION:** 14" High & 16" Crescent Collaborative Stool

**DIMENSIONS:** 16" DIA x 14" H

**FABRIC:** Mayer Essence Hedge

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

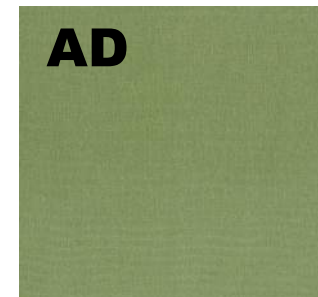
**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST02-AE**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Crescent Bud Stool

**MODEL NUMBER:** 2503

**DESCRIPTION:** 14" High & 16" Crescent Collaborative Stool

**DIMENSIONS:** 16" DIA x 14" H

**FABRIC:** Mayer Essence Persimmon

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST02-BE**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Crescent Bud Stool

**MODEL NUMBER:** 2503

**DESCRIPTION:** 14" High & 16" Crescent Collaborative Stool

**DIMENSIONS:** 16" DIA x 14" H

**FABRIC:** Mayer Essence Plum

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST02-BF**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Crescent Bud Stool

**MODEL NUMBER:** 2503

**DESCRIPTION:** 14" High & 16" Crescent Collaborative Stool

**DIMENSIONS:** 16" DIA x 14" H

**FABRIC:** Mayer Essence Sea

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** **ST02-BG**

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Crescent Bud Stool

**MODEL NUMBER:** 2503

**DESCRIPTION:** 14" High & 16" Crescent Collaborative Stool

**DIMENSIONS:** 16" DIA x 14" H

**FABRIC:** Mayer Essence Citron

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** ST03-AA

**MANUFACTURER:** TMC

**ITEM NAME:** Plover Stool

**MODEL NUMBER:** SPL21714

**DESCRIPTION:** Plover Upholstered Stool

**DIMENSIONS:** 16" W x 14" D x 14" H

**FABRIC:** Mayer Essence Sunray

**FINISHES:** Clear Maple Base

**ADDITIONAL SPECS:** N/A

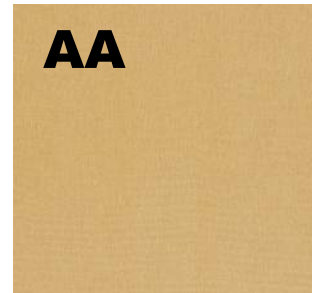
**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** ST03-AC

**MANUFACTURER:** TMC

**ITEM NAME:** Plover Stool

**MODEL NUMBER:** SPL21714

**DESCRIPTION:** Plover Upholstered Stool

**DIMENSIONS:** 16" W x 14" D x 14" H

**FABRIC:** Mayer Essence Tomato

**FINISHES:** Clear Maple Base

**ADDITIONAL SPECS:** N/A

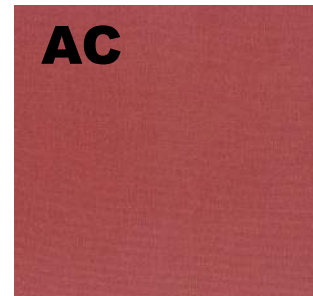
**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** ST03-BE

**MANUFACTURER:** TMC

**ITEM NAME:** Plover Stool

**MODEL NUMBER:** SPL21714

**DESCRIPTION:** Plover Upholstered Stool

**DIMENSIONS:** 16" W x 14" D x 14" H

**FABRIC:** Mayer Essence Plum

**FINISHES:** Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** ST03-BG

**MANUFACTURER:** TMC

**ITEM NAME:** Plover Stool

**MODEL NUMBER:** SPL21714

**DESCRIPTION:** Plover Upholstered Stool

**DIMENSIONS:** 16" W x 14" D x 14" H

**FABRIC:** Mayer Essence Plum

**FINISHES:** Clear Maple Base

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB01

**MANUFACTURER:** JSI

**ITEM NAME:** Powered Moto Table - MIC

**MODEL NUMBER:** MTVF36ROUN

**DESCRIPTION:** Powered 36" Round Conical Base Work Table

**DIMENSIONS:** 36" DIA x 26"H

**FABRIC:** N/A

**FINISHES:** Pilsner Laminate Top & Base

**ADDITIONAL SPECS:** Include white Moire power unit (EC23) with three power outlets and one USB-C+A charging port

**QTY:** 1

**LOCATION:** MIC Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB02

**MANUFACTURER:** Spec Furniture

**ITEM NAME:** Drum Table

**MODEL NUMBER:** 30D Drum SE KP

**DESCRIPTION:** 30" Round Drum Table

**DIMENSIONS:** 30" W x 30" D x 18"H

**FABRIC:** N/A

**FINISHES:** Wilsonart Pinnacle Walnut Laminate (Table) & Formica Brushed Aluminum (Kickplate)

**ADDITIONAL SPECS:** Include black Cove power module (COVC2P2U-B) with two power outlets and one USB-C+A charging port

**QTY:** 2

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB03

**MANUFACTURER:** JSI

**ITEM NAME:** Copilot Table – SOU

**MODEL NUMBER:** 60TF27T

**DESCRIPTION:** 27” H Fixed Height Laptop Table

**DIMENSIONS:** 22” W x 14” D x 27”H

**FABRIC:** N/A

**FINISHES:** Pinnacle Walnut Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** N/A

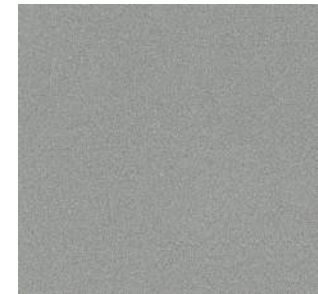
**QTY:** 4

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB04

**MANUFACTURER:** JSI

**ITEM NAME:** Nosh 30" Round Counter Height Table

**MODEL NUMBER:** NST30-36RDX

**DESCRIPTION:** 30" Round Counter Height Table with X Base and Reverse Bevel Edge

**DIMENSIONS:** 30" DIA x 36"H

**FABRIC:** N/A

**FINISHES:** Pinnacle Walnut Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** N/A

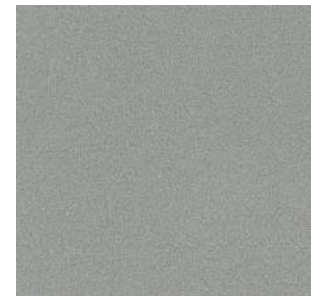
**QTY:** 2

**LOCATION:** SOU Open Area & SOU Front Lobby

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB05

**MANUFACTURER:** JSI

**ITEM NAME:** Nosh 60" x 30" Table

**MODEL NUMBER:** NST3060-29TTT

**DESCRIPTION:** 60" x 30" Rectangular Table with T-Base and Reverse Bevel Edge

**DIMENSIONS:** 60" W x 30" D x 29"H

**FABRIC:** N/A

**FINISHES:** Pinnacle Walnut Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** N/A

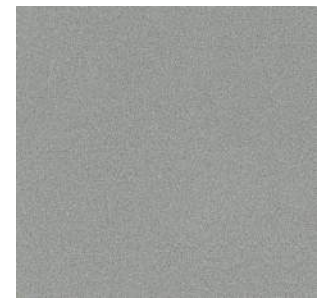
**QTY:** 1

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB06

**MANUFACTURER:** JSI

**ITEM NAME:** Lok 36" x 24" Table

**MODEL NUMBER:** LK-TT29-2436T & LK-TBF-TT29-2436

**DESCRIPTION:** 36" x 24" Rectangular Table with Fixed T-Base

**DIMENSIONS:** 36" W x 24" D x 29"H

**FABRIC:** N/A

**FINISHES:** Pinnacle Walnut Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** N/A

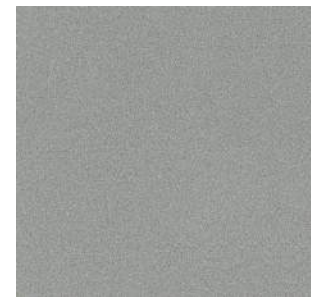
**QTY:** 2

**LOCATION:** SOU Front Lobby & SOU Open Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB07

**MANUFACTURER:** JSI

**ITEM NAME:** Nosh 24" Square Counter Height Table

**MODEL NUMBER:** Custom Size

**DESCRIPTION:** 24" Square Counter Height Table with Square Base and Reverse Bevel Edge

**DIMENSIONS:** 24" W x 24" D x 36"H

**FABRIC:** N/A

**FINISHES:** Pinnacle Walnut Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** N/A

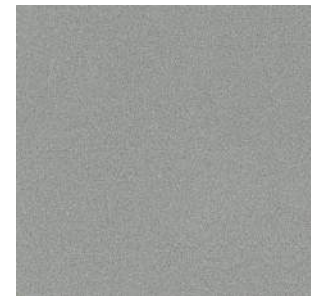
**QTY:** 1

**LOCATION:** SOU Open Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB08

**MANUFACTURER:** JSI

**ITEM NAME:** Non-Powered Nosh 30" Square Work Height Table

**MODEL NUMBER:** NST3030-29SQX

**DESCRIPTION:** 30" Square Work Height Table with X Base and Reverse Bevel Edge

**DIMENSIONS:** 30" W x 30" D x 29"H

**FABRIC:** N/A

**FINISHES:** Alabaster Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** N/A

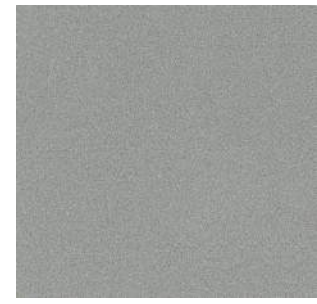
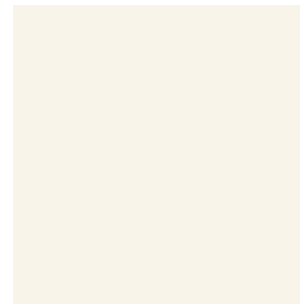
**QTY:** 6

**LOCATION:** SOU Study Rooms

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB09

**MANUFACTURER:** JSI

**ITEM NAME:** Powered Nosh 30" Square Work Height Table

**MODEL NUMBER:** NST3030-29SQX

**DESCRIPTION:** 30" Square Work Height Table with Power Accessible X Base and Reverse Bevel Edge

**DIMENSIONS:** 30" W x 30" D x 29"H

**FABRIC:** N/A

**FINISHES:** Alabaster Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** Include electrical cutout and white Moire power unit (COB\_EC23) with three power outlets and one USB-C+A charging port

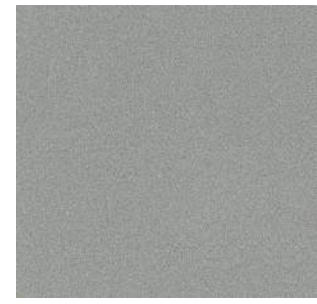
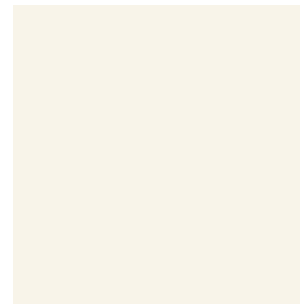
**QTY:** 3

**LOCATION:** SOU Teen Area & SOU Study Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB10

**MANUFACTURER:** JSI

**ITEM NAME:** Powered Nosh 36" Round Work Height Table

**MODEL NUMBER:** NST36-29RDX

**DESCRIPTION:** 36" Round Work Height Table with Power Accessible X Base and Reverse Bevel Edge

**DIMENSIONS:** 36" DIA x 29"H

**FABRIC:** N/A

**FINISHES:** Alabaster Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** Include electrical cutout and white Moire power unit (COB\_EC23) with three power outlets and one USB-C+A charging port

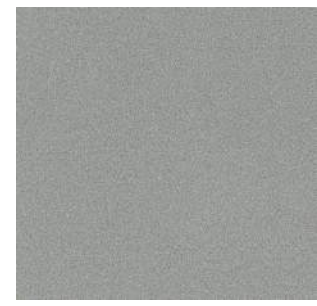
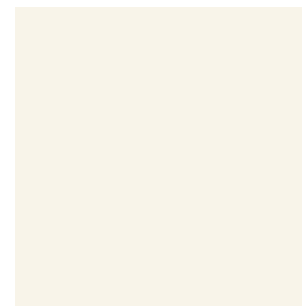
**QTY:** 2

**LOCATION:** SOU Magazine / Newspaper Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB11

**MANUFACTURER:** JSI

**ITEM NAME:** Nosh 60" x 24" Table

**MODEL NUMBER:** Custom Size

**DESCRIPTION:** 60" x 24" Rectangular Table with Square Base and Reverse Bevel Edge

**DIMENSIONS:** 60" W x 24" D x 29"H

**FABRIC:** N/A

**FINISHES:** Alabaster Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** N/A

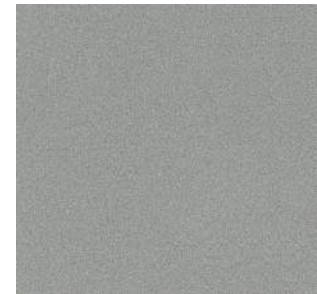
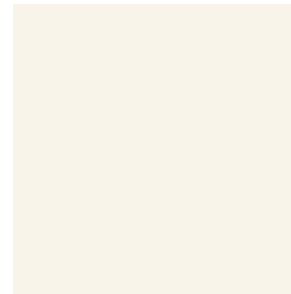
**QTY:** 1

**LOCATION:** SOU Study Area

**NOTES:** No substitutions allowed



IMAGES FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB12

**MANUFACTURER:** JSI

**ITEM NAME:** Powered Moto Table - SOU

**MODEL NUMBER:** 65T36RDKH & 65T2028CNBH

**DESCRIPTION:** Powered 36" Round Conical Base Work Table

**DIMENSIONS:** 36" DIA x 26"H

**FABRIC:** N/A

**FINISHES:** Alabaster Laminate Top & Base

**ADDITIONAL SPECS:** Include white Moire power unit (EC23) with three power outlets and one USB-C+A charging port

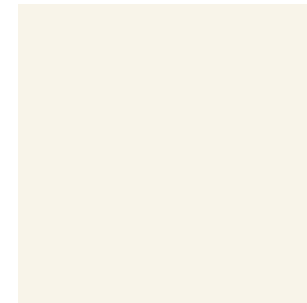
**QTY:** 1

**LOCATION:** SOU Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB13

**MANUFACTURER:** TMC

**ITEM NAME:** Alphabet Table

**MODEL NUMBER:** TC36M20P26MD-01

**DESCRIPTION:** 36" Alphabet Table with 26" Plover Legs

**DIMENSIONS:** 36" DIA x 27.125"H

**FABRIC:** N/A

**FINISHES:** Clear Maple Wood Finish

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** SOU Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB14

**MANUFACTURER:** psfurniture

**ITEM NAME:** Revolution Table

**MODEL NUMBER:** REV3072MXEPXXX-ACB

**DESCRIPTION:** 72" x 30" Folding Arched T-Leg Table with Eased Edge and Recessed Wheels / Levelers

**DIMENSIONS:** 72" W x 30" D x 30" H

**FABRIC:** N/A

**FINISHES:** Wilsonart Casual Linen Laminate, Pewter Edge Color & Carbon Leg Color

**ADDITIONAL SPECS:** N/A

**QTY:** 12

**LOCATION:** SOU Community Room

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB15

**MANUFACTURER:** psfurniture

**ITEM NAME:** Revolution Table Cart

**MODEL NUMBER:** HD-REV-TTT-30

**DESCRIPTION:** Revolution Ready Set Table Cart for 24"-30" Tables

**DIMENSIONS:** 55.5" W x 30.75" D x 74.5" H

**FABRIC:** N/A

**FINISHES:** N/A

**ADDITIONAL SPECS:** N/A

**QTY:** 1

**LOCATION:** SOU Community Room

**NOTES:** No substitutions allowed

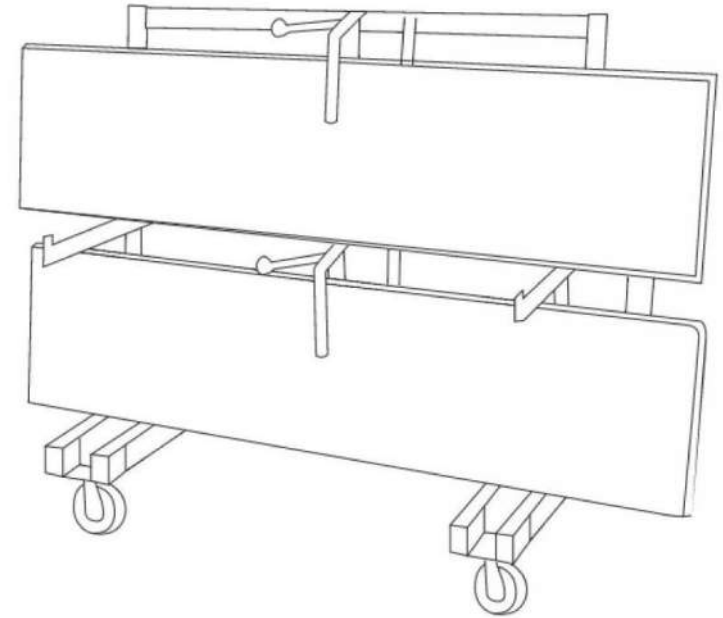


IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.



**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB16

**MANUFACTURER:** Agati

**ITEM NAME:** Adapt2 Table – WRN Central Corridor

**MODEL NUMBER:** ADP-TBL-RT-9636-30-M-B

**DESCRIPTION:** 96” x 36” Table with Laminate Top and Metal Powdercoat Legs

**DIMENSIONS:** 96” W x 36” D x 30” H

**FABRIC:** N/A

**FINISHES:** Wilsonart Casual Linen Laminate & Black Metal

**ADDITIONAL SPECS:** Include black MHO surface mount power module (ELEC-MHO2.2-P-USB-BK) with two outlets and two USB charging units

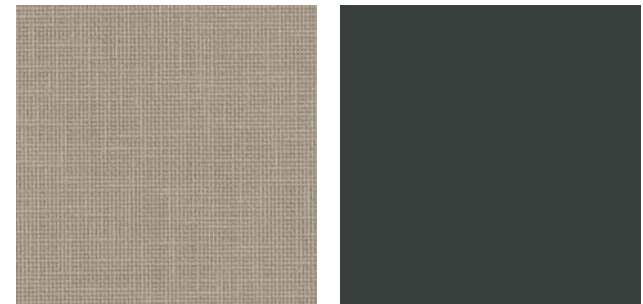
**QTY:** 1

**LOCATION:** WRN Central Corridor

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB17

**MANUFACTURER:** Arcadia

**ITEM NAME:** Flirt Work Height Table

**MODEL NUMBER:** FX8-4229-BV-PP3

**DESCRIPTION:** Powered 42" Round Work Height Table with Laminate Top and Metal Base

**DIMENSIONS:** 42" DIA x 29" H

**FABRIC:** N/A

**FINISHES:** Absolute Acajou Laminate & Satin Black Metal

**ADDITIONAL SPECS:** Include power unit with one outlet and one USB-C+A charging port (PP3)

**QTY:** 3

**LOCATION:** WRN Side Corridor

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB18

**MANUFACTURER:** Agati

**ITEM NAME:** Adapt2 Table – WRN Teen Area

**MODEL NUMBER:** ADP-TBL-RT-8436-30-M-B

**DESCRIPTION:** 84” x 36” Table with Laminate Top and Metal Powdercoat Legs

**DIMENSIONS:** 84” W x 36” D x 30” H

**FABRIC:** N/A

**FINISHES:** Wilsonart Casual Linen Laminate & Black Metal

**ADDITIONAL SPECS:** Include black MHO surface mount power module (ELEC-MHO2.2-P-USB-BK) with two outlets and two USB charging units

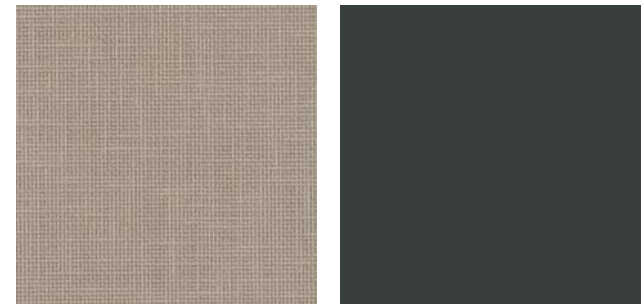
**QTY:** 2

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB19

**MANUFACTURER:** JSI

**ITEM NAME:** Copilot Table – WRN Teen Area

**MODEL NUMBER:** 60TF27T

**DESCRIPTION:** 27” H Fixed Height Laptop Table

**DIMENSIONS:** 22” W x 14” D x 27”H

**FABRIC:** N/A

**FINISHES:** Loft Laminate Top & Matte Black Metal Base

**ADDITIONAL SPECS:** N/A

**QTY:** 2

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB20

**MANUFACTURER:** JSI

**ITEM NAME:** Powered Moto Table - WRN

**MODEL NUMBER:** MTVF36ROUN

**DESCRIPTION:** Powered 36" Round Conical Base Work Table

**DIMENSIONS:** 36" DIA x 26"H

**FABRIC:** N/A

**FINISHES:** Loft Laminate Top & Base

**ADDITIONAL SPECS:** Include black Moire power unit (EC23) with three power outlets and one USB-C+A charging port

**QTY:** 1

**LOCATION:** WRN Teen Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB21

**MANUFACTURER:** JSI

**ITEM NAME:** Copilot Table – WRN Children’s Area

**MODEL NUMBER:** 60TF27T

**DESCRIPTION:** 27” H Fixed Height Laptop Table

**DIMENSIONS:** 22” W x 14” D x 27”H

**FABRIC:** N/A

**FINISHES:** Pilsner Laminate Top & Stardust Silver Metal Base

**ADDITIONAL SPECS:** N/A

**QTY:** 2

**LOCATION:** WRN Children’s Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.





**CLIENT NAME:** Indianapolis Public Library  
**PROJECT NAME:** MIC SOU WRN Furniture Refresh 2026  
**BID DATE:** May 12, 2026

**ITEM CODE:** TB22

**MANUFACTURER:** Arcadia

**ITEM NAME:** Flirt Children's Height Table

**MODEL NUMBER:** FX8-4226-BV-PP3

**DESCRIPTION:** Powered 42" Round Children's Height Table with Laminate Top and Metal Base

**DIMENSIONS:** 42" DIA x 26" H

**FABRIC:** N/A

**FINISHES:** Clear Maple Laminate & Metallic Silver Metal

**ADDITIONAL SPECS:** Include power unit with one outlet and one USB-C+A charging port (PP3)

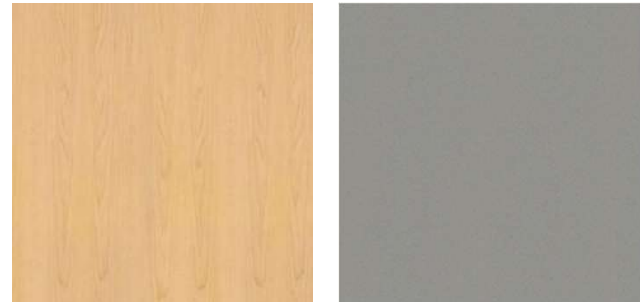
**QTY:** 2

**LOCATION:** WRN Children's Area

**NOTES:** No substitutions allowed



IMAGE FOR REFERENCE ONLY. REFER TO WRITTEN SPEC FOR REQUIREMENTS.



**FURNITURE BID PRODUCT COST SCHEDULE**  
MIC SOU WRN Furniture Refresh 2026

SUBMITTED BY: **Fill in Dealer Name**

**INSTRUCTIONS FOR COSTS BY MANUFACTURER SUMMARY**

- 1 DEALER IS RESPONSIBLE TO VERIFY ALL CALCULATIONS WITHIN THIS WORKSHEET ARE ACCURATE
- 2 PROVIDE UNIT COST PRICING FOR THE ITEMS LISTED BELOW THAT YOU ARE ABLE TO PROVIDE

A	B	C	D	E	F	G	H	J	K	L
ITEM CODE	MANUFACTURER	QTY	LIST UNIT COST (Grade: COM)	% DISCOUNT	NET UNIT COST (Grade: COM) (Will be D-(D*E)=F)	COM TOTAL YARDAGE	COM TOTAL <small>For Item Code (Including COM freight)</small>	FREIGHT	TOTAL UNIT COST <small>(Will be F+H+J=K)</small>	TOTAL INCLUDED FOR SUBMISSION
<b>CHAIRS (CH)</b>										
CH01	KI <i>Doni Arm Chair - SOU</i>	18			\$ -				\$ -	
CH02	KI <i>Doni Armless Chair - SOU</i>	49			\$ -				\$ -	
CH03-W	ENCORE <i>Sunny Kids Chair</i>	5			\$ -				\$ -	
CH04	TMC <i>Red Eisenhower Child Chair</i>	1			\$ -				\$ -	
CH05	TMC <i>Yellow Eisenhower Child Chair</i>	1			\$ -				\$ -	
CH06	TMC <i>Green Eisenhower Child Chair</i>	1			\$ -				\$ -	
CH07	TMC <i>Blue Eisenhower Child Chair</i>	1			\$ -				\$ -	
CH08	KI <i>Doni Armless Chair - WRN</i>	51			\$ -				\$ -	
CH09	KI <i>Doni Arm Chair - WRN</i>	12			\$ -				\$ -	
CH10	TMC <i>Red Lottie Child Chair</i>	4			\$ -				\$ -	
CH11	TMC <i>Purple Lottie Child Chair</i>	4			\$ -				\$ -	
CH12	TMC <i>Green Lottie Child Chair</i>	4			\$ -				\$ -	
CH13	TMC <i>Yellow Lottie Child Chair</i>	4			\$ -				\$ -	
<b>LOUNGE SEATING (LS)</b>										
LS01-A/B	ARCADIA <i>TOOaPICNIC Bench - MIC</i>	1			\$ -				\$ -	
LS02-C/D	PSFURNITURE <i>Mum Ottoman - MIC</i>	1			\$ -				\$ -	
LS02-E/D	PSFURNITURE <i>Mum Ottoman - MIC</i>	1			\$ -				\$ -	
LS03-F/G/H	ALLSTEEL <i>Rise Climbing Sectional</i>	1			\$ -				\$ -	
LS04-I	JSI <i>Indie Rocker</i>	2			\$ -				\$ -	
LS05-J	SPEC	1			\$ -				\$ -	

	<i>Tailor Club Sofa</i>								
<b>LS05-K</b>	<b>SPEC</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Tailor Club Sofa</i>								
<b>LS06-L/M</b>	<b>ENCORE</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Mayland Lounge Chair</i>								
<b>LS06-N/O</b>	<b>ENCORE</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Mayland Lounge Chair</i>								
<b>LS07-C/P</b>	<b>PSFURNITURE</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Mum Ottoman - SOU</i>								
<b>LS07-Q/P</b>	<b>PSFURNITURE</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Mum Ottoman - SOU</i>								
<b>LS07-AL/AM</b>	<b>PSFURNITURE</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Mum Ottoman - WRN</i>								
<b>LS07-AN/AM</b>	<b>PSFURNITURE</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Mum Ottoman - WRN</i>								
<b>LS07-AO/AM</b>	<b>PSFURNITURE</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Mum Ottoman - WRN</i>								
<b>LS07-AP/AM</b>	<b>PSFURNITURE</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Mum Ottoman - WRN</i>								
<b>LS08-R/S</b>	<b>ALLSTEEL</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Townhall Rock Chair - SOU</i>								
<b>LS08-AJ/AK</b>	<b>ALLSTEEL</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Townhall Rock Chair - WRN</i>								
<b>LS09-T/U</b>	<b>ARCADIA</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>TOOaPICNIC Bench - SOU</i>								
<b>LS10-X/Y</b>	<b>ARCADIA</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Leaf Love Seat</i>								
<b>LS11-AF/AG</b>	<b>ARCADIA</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Iso Work Lounge Grouping</i>								
<b>LS12-AH/AI</b>	<b>ARCADIA</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>TOOaPICNIC Bench - WRN</i>								
<b>LS13-AQ</b>	<b>JSI</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Indie Lounge Chair</i>								
<b>LS14-AR/AS/AT/AU/AV</b>	<b>SPEC</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Tailor L-Shaped Sectional - WRN Teen Area</i>								
<b>LS15-AW/AX/AY/AZ/BA/BB</b>	<b>SPEC</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Tailor L-Shaped Sectional - WRN Children's Area</i>								
<b>LS16-BC</b>	<b>IOA</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Fun Forms Splat Ottoman</i>								

**MILLWORK (MW)**

<b>MW01-G</b>	<b>PRONTO SERVICES</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Reupholstered Cushions - MIC</i>								
<b>MW02</b>	<b>MILLWORK</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>58" x 30" Laminate Tabletop</i>								
<b>MW03-V</b>	<b>PRONTO SERVICES</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Reupholstered Cushions - SOU</i>								
<b>MW04-BD</b>	<b>PRONTO SERVICES</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Reupholstered Cushions - WRN</i>								

**STORAGE (SG)**

<b>SG01</b>	<b>JSI</b>	<b>4</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>BeSPACE Bookcase</i>								
<b>SG02</b>	<b>SURFACEWORKS</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Audrey Credenza</i>								

**STOOLS (ST)**

<b>ST01-Z</b>	<b>SPEC</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Round Bud Stool - SOU</i>								

<b>ST01-BD/Z</b>	<b>SPEC</b> <i>Round Bud Stool - WRN</i>	1	\$	-	\$	-
<b>ST02-AA</b>	<b>SPEC</b> <i>Crescent Bud Stool</i>	2	\$	-	\$	-
<b>ST02-AB</b>	<b>SPEC</b> <i>Crescent Bud Stool</i>	1	\$	-	\$	-
<b>ST02-AC</b>	<b>SPEC</b> <i>Crescent Bud Stool</i>	2	\$	-	\$	-
<b>ST02-AD</b>	<b>SPEC</b> <i>Crescent Bud Stool</i>	1	\$	-	\$	-
<b>ST02-AE</b>	<b>SPEC</b> <i>Crescent Bud Stool</i>	1	\$	-	\$	-
<b>ST02-BE</b>	<b>SPEC</b> <i>Crescent Bud Stool</i>	1	\$	-	\$	-
<b>ST02-BF</b>	<b>SPEC</b> <i>Crescent Bud Stool</i>	1	\$	-	\$	-
<b>ST02-BG</b>	<b>SPEC</b> <i>Crescent Bud Stool</i>	1	\$	-	\$	-
<b>ST03-AA</b>	<b>TMC</b> <i>Plover Stool</i>	1	\$	-	\$	-
<b>ST03-AC</b>	<b>TMC</b> <i>Plover Stool</i>	1	\$	-	\$	-
<b>ST03-BE</b>	<b>TMC</b> <i>Plover Stool</i>	1	\$	-	\$	-
<b>ST03-BG</b>	<b>TMC</b> <i>Plover Stool</i>	1	\$	-	\$	-

**TABLES (TB)**

<b>TB01</b>	<b>JSI</b> <i>Powered Moto Table - MIC</i>	1	\$	-	\$	-
<b>TB02</b>	<b>SPEC</b> <i>Drum Table</i>	2	\$	-	\$	-
<b>TB03</b>	<b>JSI</b> <i>Copilot Table - SOU</i>	4	\$	-	\$	-
<b>TB04</b>	<b>JSI</b> <i>Nosh 30" Round Counter Height Table</i>	2	\$	-	\$	-
<b>TB05</b>	<b>JSI</b> <i>Nosh 60" x 30" Table</i>	1	\$	-	\$	-
<b>TB06</b>	<b>JSI</b> <i>Lok 36" x 24" Table</i>	2	\$	-	\$	-
<b>TB07</b>	<b>JSI</b> <i>Nosh 24" Square Counter Height Table</i>	1	\$	-	\$	-
<b>TB08</b>	<b>JSI</b> <i>Non-Powered Nosh 30" Square Work Height Table</i>	6	\$	-	\$	-
<b>TB09</b>	<b>JSI</b> <i>Powered Nosh 30" Square Work Height Table</i>	3	\$	-	\$	-
<b>TB10</b>	<b>JSI</b> <i>Powered Nosh 36" Round Work Height Table</i>	2	\$	-	\$	-
<b>TB11</b>	<b>JSI</b> <i>Nosh 60" x 24" Table</i>	1	\$	-	\$	-
<b>TB12</b>	<b>JSI</b> <i>Powered Moto Table - SOU</i>	1	\$	-	\$	-
<b>TB13</b>	<b>TMC</b> <i>Alphabet Table</i>	1	\$	-	\$	-
<b>TB14</b>	<b>PSFURNITURE</b> <i>Revolution Table</i>	12	\$	-	\$	-
<b>TB15</b>	<b>PSFURNITURE</b> <i>Revolution Table Cart</i>	1	\$	-	\$	-
<b>TB16</b>	<b>AGATI</b>	1	\$	-	\$	-

	<i>Adapt2 Table - WRN Central Corridor</i>								
<b>TB17</b>	<b>ARCADIA</b>	<b>3</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Flirt Work Height Table</i>								
<b>TB18</b>	<b>AGATI</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Adapt2 Table - WRN Teen Area</i>								
<b>TB19</b>	<b>JSI</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Copilot Table - WRN Teen Area</i>								
<b>TB20</b>	<b>JSI</b>	<b>1</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Powered Moto Table - WRN</i>								
<b>TB21</b>	<b>JSI</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Copilot Table - WRN Children's Area</i>								
<b>TB22</b>	<b>JSI</b>	<b>2</b>			<b>\$ -</b>			<b>\$ -</b>	
	<i>Flirt Children's Height Table</i>								

**SUB TOTAL** \$ -

**INSTALLATION**

**GRAND TOTAL** \$ -