

Buildings and General Services
Office of Purchasing & Contracting
10 Baldwin St
Montpelier VT 05633-7501
USA



Vendor ID 0000018247
Creative Office Interiors
148 College St Ste 400
Burlington VT 05401
USA

Phone #: 802-660-7000

Contract ID 00000000000000000000031781		Page 3 of 7
Contract Dates 10/01/2016 to 09/30/2018		Origin CPS
Description: CPS-HERMAN MILLER MOD FURN		Contract Maximum \$999,999.99
Buyer Name LaRose, Deborah L	Buyer Phone 828-4635	Contract Status Approved

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SAFETY CODE #101 AND THE UNDERWRITER'S LABORATORIES REQUIREMENTS FOR USE WITH ENERGY DISTRIBUTION COMPONENTS (LISTED BY UL OFFICE FURNISHINGS QAWZ, AS TESTED BY THE STANDARD UL 1286). PERMANENTLY FIRE RETARDANT FABRICS MUST BE USED ON ALL PANELS, TACK BOARDS AND FLAPPER DOORS.

PANELS SHOULD BE TESTED ACCORDING TO BIFMA (OR SIMILAR) CRITERIA AS REGARDS PANEL DEFLECTION/LEAN, SURFACE IMPACT RESISTANCE, SHELF DEFLECTION/STRENGTH, LATERAL FILE AND FLAPPER LID CYCLE.

ONLY ACOUSTICAL PANELS MAY BE PROVIDED UNDER THIS CONTRACT UNLESS PRIOR APPROVAL BY THIS DEPARTMENT IS GIVEN.

CONTRACTOR MUST ENSURE THAT EQUIPMENT OFFERED AS MANUFACTURED OR BY MODIFICATION (IF IT IS REASONABLY AVAILABLE WITHIN THE INDUSTRY) BE ACCESSIBLE TO PERSONS WITH DISABILITIES AS OUTLINED IN THE CURRENT FEDERAL "AMERICANS WITH DISABILITIES ACT" BEFORE THE EQUIPMENT WILL QUALIFY TO BE PURCHASED BY THE STATE.

CONTRACTOR MUST PROVIDE DETAILED WRITTEN COST ESTIMATES, INCLUDING DRAWINGS, IN ADVANCE FOR ALL JOBS.

CONTRACTORS MUST PROVIDE ITEMIZED INVOICES THAT CLEARLY SHOW EACH COMPONENT, WITH MANUFACTURER'S PART NUMBER THAT IS BEING CHARGED AS WELL AS OTHER CHARGES BEING MADE AGAINST THE JOB.

CONTRACT(S) WILL BE A SPECIFIC MANUFACTURER'S LINE. PRODUCTS NOT COVERED UNDER THE LINE OR NOT LISTED IN THE PRICE BOOK MAY NOT BE SOLD WITHOUT PERMISSION OF THIS OFFICE. THIS INCLUDES SEATING, FREE STANDING DESKS, FILES, ETC.

WORK SURFACES: WORK SURFACES SHALL BE PANEL SUPPORTED AND FREE STANDING. THEY SHALL CONSTRUCTED SO THEY ARE FULLY CANTILEVERED AND REQUIRE NO ADDITIONAL LEGS OR END PANELS. WORK SURFACE MUST NOT RELY ON PEDESTAL FOR SUPPORT. HANGING BRACKETS SHOULD REQUIRE NO TOOLS FOR INSTALLATION. TOPS ARE TO BE WARP RESISTANT THREE PLY COMPOSITION OF AT LEAST ONE-INCH PARTICLE BOARD, FACED WITH EITHER HIGH PRESSURE PLASTIC LAMINATE OR WOOD VENEER. UNDERSIDES SHALL BE SMOOTH FINISHED AND PRE-DRILLED TO ACCEPT HANGING DRAWER STORAGE. WORK SURFACES SHALL HAVE AVAILABLE A GROMMET OR EXIT CAP FOR WIRE/PLUG MANAGEMENT.

ACOUSTICAL RATING: CONTRACTORS MUST PROVIDE ACOUSTICAL PANELS WHICH HAVE A MINIMUM NOISE REDUCTION COEFFICIENT (NRC) RATING OF 80 SOUND TRANSMISSION CLASSIFICATION (STC) RATING OF 23 OR HIGHER, MEETS OR EXCEEDS SPEECH PRIVACY/NOISE ISOLATION CLASS (NIC) BARRIER RANKING THAT 21 AT A DISTANCE PF SEVEN FEET OF FLANKING RATING AT OF 22 AT A DISTANCE OF 12 FEET.

PRODUCT LONGEVITY: CONTRACTOR'S PRODUCT MUST BE MANUFACTURED BY AN ESTABLISHED SOURCE WHICH HAS BEEN PRODUCING THE PROPOSED SYSTEM ESSENTIALLY IN ITS PRESENT FORM FOR AT LEAST 10 YEARS.

PANELS SYSTEM: CONTRACTOR'S PANEL SYSTEM MUST BE CAPABLE OF VARIETY OF CONFIGURATIONS, WITH THE CAPABILITY OF ARRANGING TWO, THREE OR FOUR PANELS RADIATING FROM A SINGLE POINT. IT IS TO BE A NON--PROGRESSIVE CONNECTION SYSTEM WHICH ALLOWS REMOVAL OR A PANEL IN THE MIDDLE OF A CONFIGURATION WITHOUT DISASSEMBLY OF THE ENTIRE RUN AND ALLOWS FOR INSTALLATION TO BEGIN AT ANY POINT, NOT ONLY AT THE END OF AN ASSEMBLY. PANELS MUST BE JOINED IN THAT WAY THERE WILL BE A CONTINUOUS, FULL HEIGHT TOP TO BOTTOM SEAL FOR ACOUSTICAL AND VISUAL INTEGRITY. ALL PANEL FACES SHALL BE UNIFORM IN APPEARANCE SHOWING NO BLISTERS, TEARS, WAVINESS OR UNFINISHED EDGES. PANELS MUST HAVE RACEWAYS ABOUT TO ACCEPT COMMUNICATION AND COMPUTER WIRING AS WELL AS ELECTRICAL DISTRIBUTION SYSTEM. PANELS SHOULD HAVE SUITABLE SIZED GLIDES TO SUPPORT THE WEIGHT OF THE SYSTEM ALLOWING THE MOVEMENT OF AN ENTIRE WORK STATION WITHOUT DISASSEMBLY. FRAME SHALL BE GALVANIZED. STEEL MADE AROUND THE PERIMETER OF THE PANEL STEEL REINFORCED ON EACH CORNER, AND BE POSITIONED SO THE OPEN SIDE IS TOWARDS THE FRAME PERIMETER PERMITTING EASY CABLE ACCESS. THE FRAME AND STRUCTURAL SUPPORT SHALL BE RESISTANCE WELDED TO FORM A RIDGE STRUCTURAL UNIT. ON ALL PANELS WIDER THAN 42", A THIRD VERTICAL SUPPORT MEMBER SHALL BE RESISTANCE WELDED TO THE FRAME. EACH FACE OF THE FABRIC COVERED PANELS SHALL HAVE A SINGLE PIECE FABRIC COVERING THAT SHALL BE STRETCHED OVER THE ENTIRE FACE OF THE PANEL. THE FABRIC SHALL BE ATTACHED SECURELY AND CONTINUOUSLY ALONG THE ENTIRE PERIMETER OF THE PANEL AND SHALL BE CAPABLE OF BEING REMOVED AND REPLACED IN THE FIELD. PROVIDE PRODUCT LITERATURE THAT CLEARLY DESCRIBES AND CONSTRUCTION OF THE PANEL. THE DESCRIPTION MUST INCLUDE PANEL THICKNESS, CORE MAKEUP, ETC. THE FABRIC PANEL SHALL BE TACKABLE WITH THE USE OF "T" PINS.

PANEL RACEWAYS SHALL CONSIST OF THE FOLLOWING COMPONENTS:

RACEWAY PAN A 14-GAUGE GALVANIZED STEEL PAN SHALL RUN THE WIDTH OF THE PANEL AND FOR A THIRD HORIZONTAL STRUCTURAL CROSS MEMBER.

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COMBINATION STEEL AND COMPOSITION MATERIAL FINISHED IN ENAMEL AND HIGH PRESSURE LAMINATE OR WOOD VENEER. SUSPENSION IS TO HAVE TELESOPING, BALL BEARING DRAWER GLIDES. DRAWERS MUST BE CONSTRUCTION SO THAT THEY OPEN AND CLOSE EASILY, WITHOUT RACKING AND BINDING NO MATTER HOW FULL. A LOCKING MECHANISM IS TO BE AVAILABLE.

SHELF STORAGE: SHELVES SHALL BE CONSTRUCTED OF STEEL WITH BAKED ENAMEL FINISH AND SHALL BE CAPABLE OF ACCEPTING ORGANIZERS, TASK LIGHTS AND OTHER ACCESSORIES. FRONT AND REAR EDGES SHALL BE ROUNDED. END PANELS SHALL HAVE THREADED STEEL INSERTS FOR THE ATTACHMENT OF SHELVES AND DOORS. ENCLOSURE SHALL BE AVAILABLE FOR THE SHELVES. SHALL ENCLOSURES MAY BE LAMINATE OR FABRIC COVERED AND BE CAPABLE OF LOCKING. THEY HAVE HARDWARE DESIGNED TO HALT RACKING AND BINDING AND SHOULD BE ABLE TO OPERATED BY A SEATED PERSON.

LIGHTING PRODUCTS: SYSTEM MUST HAVE SHELF LIGHTING THAT CAN BE USED AS TASK OR DISPLAY LIGHTING. UNITS MUST BE UL LISTED AND HAVE BALLISTIC OF THE LOW POWER FACTOR, INSTANT START TYPE. HOUSING IS TO BE OF STEEL CONSTRUCTION WITH APPROX. 7 FT. LONG GROUNDED CORD. THE ON/OFF SWITCH IS TO BE MOUNTED FOR EASY ACCESSIBILITY.

INSTALLATION SERVICES: THE MAJORITY OF ORDERS PLACED UNDER THIS CONTRACT REQUIRE CONTRACTOR INSTALLATION SERVICES. THE CONTRACTOR SHALL HAVE FULL TIME INSTALLATION PERSONNEL ON THEIR STAFF WHO CAN QUICKLY RESPOND TO A SERVICE CALL ANYWHERE IN THE STATE. THEY WILL BE CONTRACTOR AUTHORIZED SYSTEM FURNITURE HANDLER AND TECHNICAL INSTALLER. FOR LARGE JOBS, CONTRACTOR MAY BRING IN OUTSIDE EXPERIENCED HELP. THE SYSTEM FURNITURE PANELS AND COMPONENTS SHALL BE INSTALLED LEVEL, PLUMB SQUARE AND WITH PROPER ALIGNMENT. SERVICES TO BE INCLUDED UNDER INSTALLATION ARE AS FOLLOWS: RECEIVING, UNLOADING, STAGING/MOVING, UNPACKING PRODUCT, INSTALLATION OF PRODUCT, DEBRIS REMOVABLE/CLEAN UP; FINE TUNING AND USER ORIENTATION; FOLLOW UP ADJUSTMENTS. THE CONTRACTOR SHALL:

CONDUCT AN INSPECTION OF THE BUILDING TO IDENTIFY PHASING AND STAGING OR ANY RESTRICTIONS WHICH MIGHT IMPACT INSTALLATION.

RECEIVE INVENTORY, UNPACK AND STAGE PRODUCT. PACKING MATERIALS SHALL BE REMOVED FROM, THE WORK AREA AT THE END OF THE DAY. THE SITE WILL BE LEFT "BROOM CLEAN".

COORDINATE WITH THE PROJECT MANAGER, BUILDING ELECTRICIAN OR SUBCONTRACTOR, SUCH AS TELEPHONE, COMPUTER NETWORK, ETC. TO SCHEDULE TIME OF EACH.

REPAIR OBVIOUS SCRATCHES, TEARS AND DENTS THAT MAY OCCUR DURING HANDLING AND INSTALLATION.

ENSURE THAT THE FURNITURE SHALL BE CLEANED, ADJUSTED, LEVELED, INSPECTION FOR DAMAGE AND READIED FOR USE.

UPON COMPLETION OF PLACEMENT AND LEVELING OF ALL WORK STATIONS, NOTIFICATION THAT THEY ARE IS READY FOR "PUNCH LISTING" SHALL BE GIVEN TO THE PROJECT MANAGER

DISPOSABLE OF ALL DELIVERY AND INSTALLATION DEBRIS, INCLUDING PACKING MATERIALS WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. IN CASE OF DISPUTE THE STATE MAY REMOVE THE DEBRIS AND CHARGE THE COST TO THE CONTRACTOR.

ANY INSTALLATION JOB WILL NOT BE ACCEPTED AND CLEARED FOR PAYMENT UNTIL THE JOB HAS BEEN APPROVED BY THE PROJECT MANAGER OR OTHER RESPONSIBLE STATE EMPLOYEE.

DESIGN SERVICE: SOME ORDERS PLACED FOR THIS CONTRACT WILL REQUIRE DETAILED CONTRACTOR DESIGN SERVICES. WHEN DESIGN SERVICES ARE REQUIRED THE CONTRACTOR MUST BE ABLE TO:

DEVELOP A COMPLETE WORKING SPACE PLAN;

PROVIDE EQUIPMENT STANDARDS;

PROVIDE COMPLETE INSTALLATION DRAWINGS, INCLUDE ELEVATIONS, POWER AND PHONE LAYOUTS;

PROVIDE PLANNING TO INCLUDE INTERIOR WALL FINISHES, FABRIC SELECTION AND SPACE USAGE;

CONDUCT INTERVIEWS WITH PROJECT MANAGERS AND EXPECTED OCCUPANTS OF OFFICE TO DETERMINE SPACE AND EQUIPMENT REQUIREMENTS.

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VENDOR CONTACT INFORMATION:
DEREK MACDONALD
TELEPHONE: 802-660-7000 EXT 26
FAX: 802-660-7007
EMAIL: dmacdonald@cop-inc.com

IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT:
DEB LaROSE, PURCHASING AGENT,
TELEPHONE 802-828-4635,
FAX 802-828-2222
E-MAIL: deborah.larose@vermont.gov

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____