

**FILING SYSTEMS, MOBILE, STATIONARY, & CANTILEVER-STATEWIDE
ATTACHMENT B - GENERAL TERMS AND CONDITIONS
RFx #3000019196
T # 92371**

Purpose & Background:

The purpose of this Invitation to Bid is to establish statewide contract(s) for the purchase of high-density mobile, stationary, and cantilevered filing systems and shelving for use by State Agencies and eligible Political Subdivisions and Quasi-Agencies.

Delivery Requirements:

Standard delivery shall be tailgate delivery to agency's dock.

The vendor shall have the capability of also providing both inside delivery (not assembled or set in place) and assembled and set-in-place delivery. If assembly and set-in-place delivery are chosen, Contractor shall clean up and remove from the premises all debris resulting from his work, and shall ensure that all the items furnished are left in good working order, clean and properly set in place.

The required delivery option will be specified by the agency at time of order placement.

Back Orders:

The Contractor shall notify the agency within forty-eight (48) hours of receipt of the order of any item that cannot be filled within the quoted delivery period. The balance of the order is not to be held due to the back ordered item(s).

Price Adjustment:

Price adjustments may be considered once in each contract period, including the initial term of the contract and at subsequent annual contract renewals.

The Contractor should submit a written request for price adjustments to the Office of State Procurement at least ninety (90) days prior to the contract anniversary date. No adjustment shall be effective until approved in writing by the Office of State Procurement. The State reserves the right to accept, reject or negotiate the price adjustment or to rebid the contract. Orders shall be invoiced at the contract prices in effect on the date of the Agency's purchase order.

The Producer Price Index (PPI), for the Product Codes **3371273371275- "Public building and related furniture, excluding bar, bowling, cafeteria, restaurant, and school," 337215337215E - "Storage racks and accessories, except wood," 3372143372147 - "Office files, storage units, and tables, except wood," and 3312—3312--,"Steel product manufacturing from purchased steel"** as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC, will be used **as a guide** to evaluate the request. The base index shall be the index announced for the month in which the bid is awarded. Price adjustments shall be applied to the prices currently in effect. Contractor must provide documentation that the price adjustment requested does not result in contract prices that are higher than the manufacturer's most current published price list.

A copy of the new catalog/price list(s) shall accompany the written request for the price adjustment. If the updated price list reflects an increase that exceeds that shown by PPI data, then the updated price list may be rejected or negotiated.

The quoted discount(s) shall remain the same throughout the terms of the contract.

Right to Audit:

The State Legislative Auditor, Federal Auditors, and Internal Auditors of the Division of Administration (DOA), or others designated by DOA, shall have the option to audit all accounts directly pertaining to the contract for a period of five (5) years from the date of the last payment made under the contract. Records shall be made available during normal working hours for this purpose.

Packaging and Labeling:

Each item shall be packaged in accordance with standard commercially accepted methods. Contractors are encouraged to consider delivery methods that utilize recyclable or reusable packaging material and containers.

Current Products:

All products offered in response to this solicitation shall be in current and ongoing production; shall have been formally announced for general marketing purposes; shall be a model or type currently functioning in a user environment and capable of meeting or exceeding all specifications and requirements set forth in this solicitation.

Warranty:

Any manufacturer's warranties or guarantees normally offered on items covered under the contract shall be applicable.

Customer Service/Support:

Contractor shall have a toll free telephone and fax numbers for associated activities under the contract.

Contractor should have local representation sufficient for providing services on a statewide basis. Services include consultation, delivery, assembly and set-in-place, if required.

Bidder should provide with their bid their plan for servicing the contract on a statewide basis.

Exclusions:

The following items are excluded from purchase under the resulting contract. This list may be amended to include additional items, as necessary:

- Office furniture (except storage)
- Library furniture (except shelving)
- Science lab furniture (except storage)

Product Catalog:

A. The catalog from which the bidder's discount is quoted must be the most current catalog available at the time of the bid opening. The name and date of the catalog is to be entered as specified in the solicitation on Attachment D – Price Sheet. Any terms and conditions contained in the Contractor's catalog contrary to those of the State of Louisiana shall be null and void. An electronic copy of the catalog should be furnished with the bid, or provided within five (5) business days after request by OSP.

- B. The vendor's catalog shall contain a full line of high quality, low maintenance furniture to meet the needs of High-Density Filing Systems with the capability to withstand heavy everyday use and versatility. The catalog shall include detailed descriptions of the products and list prices including pictures sufficient for customers to easily select desired products.
- C. The successful vendor shall make available to any ordering agency catalogs/price lists as awarded. Catalogs may be provided to agencies in hard copy, flash drive, or via electronic distribution.

NOTE: The catalog(s)/price list(s) submitted for a specific Category, as listed in Attachment C, must be from a single manufacturer. A different manufacturer's products may be bid for each different Category, but all items bid within a Category must be the same brand. Bidders are encouraged to bid on all categories.

Method of Award:

The categories of high-density file systems shall be defined as Mobile, Stationary, and Cantilevered. The categories may be evaluated and awarded separately. Bidders do not have to bid on all categories in order to be considered for an award.

The lowest responsive, responsible bidder(s) by category will be determined via evaluation of the typical scenarios as described on Attachment D – Price Sheet.

It is the State's intent to award to one (1), two (2), or (3) contracts for all categories, provided the range in the awarded prices does not exceed a ten percent (10%) differential between the lowest and highest bids being considered for award, as determined by Attachment D – Price Sheet.

Should multiple bids be received for the same manufacturer's line of products, only the lowest responsive, responsible bidder among those bids will be considered for an award. Multiple awards will not be made to different bidders for the same manufacturer's line of products.

If multiple awards are made by category, using agencies will determine which contract they will use based on their best value determination, which may include, but is not limited to, such considerations as cost, product features, service, and delivery.

Worksheet Instructions:

Bidders should submit their prices and associated information on the form provided (Attachment D). Failure to provide the comprehensive information requested may be cause for rejection of the bid.

Attachment D is included as a market basket, consisting of three (3) categories of high-density file storage. Within each category (Mobile, Stationary, Cantilevered) are typical scenarios representative of those projects commonly purchased from the previous contracts. In order to evaluate all bids equally, bidders must bid on all line items within a category.

On Attachment C, bidder is to enter the information requested for each item in the Category being bid. This includes brand and model number, and catalog list price (with no discounts included), as well as the Name and Date of the Manufacturer's Catalog the items are taken from—at the bottom of the worksheet.

Every item offered on Attachment D should have sufficient information enclosed with the bid, in order to determine quality, suitability, and compliance with the specifications. Failure to include this information may result in rejection of the bid.

At the bottom of Attachment D, bidder is to quote a percentage discount from catalog list price for each price tier, within each of the Categories bid.

Discounts quoted shall take into consideration the inclusion of any and all freight charges, and shall be based on F.O.B. Destination to any location within the State of Louisiana

IMPORTANT: The discount quoted for items in each Category listed on the Attachments shall be the same discount applied to all related items in the vendor's catalog for that specific Category.

The State reserves the right to reject any bid for failure to comply with the specifications and other requirements of this Invitation to Bid or if the prices are deemed exorbitant or non-competitive. The State reserves the right to (1) compare list prices entered on Attachment D against the catalog submitted with vendor's bid, and make corrections on Attachment D if necessary; (2) make any necessary corrections in extensions or calculations on Attachment D; (3) determine product equivalency based on published specifications; and (4) reject any and all proposals submitted in response to this Invitation to Bid (ITB) and waive any informality.

The State reserves the right to require additional information from bidders and to determine accuracy of the bid response information.

GENERAL SPECIFICATIONS

MOBILE & STATIONARY FILING SYSTEMS AND SHELVING

These general specifications establish the minimum requirements for Mobile and Stationary High Density Filing Systems and Shelving. The minimum acceptable requirements for manufacturer's extent of product line, design, materials, workmanship, performance, safety and services are set forth hereinafter. Pricing of Filing Systems installation will include all items necessary to provide a complete and functioning work environment, including all power connectors for Electric Systems bracing and support for depicted components and configurations.

All components and accessories shall be of design, materials and workmanship to withstand hard daily usage over an extended life with a minimum of maintenance and repair. The manufacturer shall guarantee that for a minimum period of eight (8) years from contract signing that components will be available. The shelving shall be compatible with the carriage system and shall coordinate in appearance. All shelving bid shall be from one (1) manufacturer. All carriages bid shall be from one (1) manufacturer.

PRODUCTS/DESIGN DETAILS

1. Track

- 1.1 Track shall be constructed of solid steel with a minimum 5/8" surface width. Top of track shall be flush with and not extend above the finished floor covering.

- 1.2 All track connection joints shall be designed to provide horizontal and vertical continuity between track sections, to gradually transfer the concentrated wheel point load to and from adjoining track sections and to prevent track separation.
- 1.3 Where stationary platforms end in an open area, a track skirt shall be installed to cover the gap created from the slab floor to the top of the track and elevated deck.
- 1.4 All tracks are to be securely fastened to the floor and grouted the entire length of the tracks to assure uniform load transmission to the floor, total rail support, and to minimize deflection.

2. Elevated Deck System:

- 2.1 An elevated deck shall be installed beneath the entire range length and between the track housings. Elevated deck shall be constructed of plywood, particle board, steel or structure wood.
- 2.2 A ramp of steel or plywood shall be provided at the front of the assembly to allow for a smooth transition from the main floor onto the deck.
- 2.3 The ramp shall not extend past the front of the units into the main access aisle.
- 2.4 Floor covering on ramp and elevated deck shall be provided by the State of Louisiana and installed by the Contractor.
- 2.5 Finished floor and floor covering shall create a flush surface with the top of the track.

3. Carriage:

- 3.1 Carriages shall be minimum 1000 lbs. per linear carriage foot capacity, shall be constructed of steel or aluminum alloy and be bolted, welded or riveted. Bolted carriages shall use steel bolts and vibration-proof hardware. Riveted carriages must use structural rivets. If carriages are bolted or riveted, there shall be no exposed bolt heads or rivet heads on the exposed carriage face.
- 3.2 Carriage design shall be capable of safely retaining shelving sections to eliminate sliding or becoming dislodged off of carriage.
- 3.3 Stationary platform construction shall be the same in materials, design and height as the movable carriage and shall be securely anchored to the tracks/floor underneath.

4. Wheels:

- 4.1 Wheels shall be guided by a roller guide, flanged guide or V-design in track, and shall be designed to be compatible with the type of track used.
- 4.2 Wheels shall be constructed of solid steel, or cast iron, precision ground, balanced and hardened. All wheel bearings shall be permanently sealed, shielded and lubricated.

4.3 Drive wheels shall be minimum 5" diameter.

5. Mechanical Assist Operation:

5.1 Each mobile carriage shall be equipped with a mechanical assist handle, which transmits power through a direct drive to the drive wheels. One pound of effort on the handle shall move a minimum of 3,000 pounds of carriage load.

5.2 No more than seven (7) complete turns of the handle shall be required to open a 36"W aisle.

5.3 The mechanical-assist system shall be completely enclosed behind an end panel to prevent tampering by unauthorized persons.

6. Mechanical Assist Safety System:

6.1 Each mechanical assist operator shall be equipped with a manually engaged safety lock device.

7. Electric Power and Controls:

7.1 Each carriage to be equipped with a 90 volt D.C. current limited, fractional horsepower gear motor.

7.2 System controls shall start motors sequentially to minimize power demands and shall brake motors to rest dynamically to provide smooth operation.

7.3 Overhead pantograph or in rail power and communications distribution system shall conceal all interconnecting wiring.

7.4 There shall be one (1) carriage control handle or button for each movable carriage. The control shall have, at minimum, a RESET/STOP push-button and a backlit red reset light. All controls and indicator lights shall be solid state and shall provide visual indication of safety system operation.

7.5 Either a hand-held rechargeable or on-board rechargeable power override unit shall be used if there is total power failure to the system.

7.6 Entire system shall be U.L. listed. Proof of compliance shall be provided.

7.7 Modifications to the building to accommodate the power requirements for an electric system requiring electrical connections will be made by the State of Louisiana at no cost to the Contractor. This will not include any final connections of the system itself to the buildings power source. The Contractor will be required to use a licensed electrician to make all final connections to the mobile system.

8. Electric Safety System:

- 8.1 Every potential aisle shall be protected with one (1) safety sweep running the entire length of the movable carriage. When activated, the affected carriage shall hard-brake-stop. All other moving carriages shall soft-stop. Safety sweep location shall be identified by OSHA demarcation tape for visual identification.
- 8.2 A supervisor controlled safety system override key shall be provided for system. An audible warning beep will alert the user when the carriages are moving in this mode, since the safety system is not in operation.
- 8.3 Controls shall automatically lock aisle out once created. Provide a manual reset button on control head to reset carriages prior to movement and to facilitate a visual check of the aisle before initiation movement.

9. Face Panels:

- 9.1 All exposed ends of mobile carriages and stationary platforms shall have plastic laminate or steel face panels. Plastic laminate panels shall have a core of 45 lb. density particle board. Color is to be selected by the agency from manufacturer's standard finishes.
- 9.2 Panels shall cover the entire height and width of the shelving and carriage face.
- 9.3 Provide card holders and all other hardware for a complete installation.

SHELVING / CASE TYPE

Shelving:

- CT-1: Five (5) basic parts: uprights, shelves, shelf supports, shelf reinforcements and dividers which are assembled without loose hardware, nuts, bolts, sway braces, gussets, clamps, brackets, adapters, accessories, modifications or special tools of any kind.
- CT-2: There shall be no holes on exposed surfaces, except that the shelves shall be punched for dividers and two (2) holes for center stops.
- CT-3: Shelves shall be adjustable on 1½" or 2" centers.
- CT-4: Uprights shall be 76 ¼"H for all mobile shelving systems and 88 ¼"H for all stationary shelving. Total mobile shelving system height shall be approximately 84"H.

Case Uprights:

- CU-1: Uprights shall consist of 18-gauge cold rolled steel formed into either a 2" wide "T" shape common post or a 1" wide "L" shape end post, with keyhole-shaped slots on 1½" centers vertically on the inner face of the posts.
- CU-2: There shall be no holes on any visible surface.

- CU-3: Front and back posts shall be joined by two (2) welded 24-gauge closure panels between the posts and flush with the outer edges of the uprights.
- CU-4: All 24"D and 30"D uprights shall have a stiffening channel formed along the vertical center line of the closure panel.
- CU-5: All row end uprights shall be "L" shape and all intermediate (common) uprights shall be "T" shape.

Shelf:

- SH-1: Formed of 22 gauge cold rolled steel with 3/4" flanges on all sides turned in front and back.
- SH-2: Shelves adjustable on 1 1/2" centers.
- SH-3: Shelf shall be slotted and punched to accept dividers and center stops.
- SH-4: Top shelves shall be non - slotted.

Shelf Supports:

- SS-1: Formed of 11 gauge steel for all 42"W sections and shall provide two (2) shelf supports per shelf.
- SS-2: Supports are to have double rivets except bottom supports on bottom shelf of all mobile systems, which will have single rivets, to eliminate gap between bottom shelf and top of carriage.

Shelf Reinforcement:

- SR-1: Shelf reinforcements shall be provided where one (1) shelf is used for double entry or where single entry has a shelving depth which requires shelf reinforcements. All 42"W x 24"D shelves shall have two (2) shelf reinforcements and all 42"W x 30"D shelves shall have three (3) shelf reinforcements per shelf, excluding top shelf.

Dividers:

- SD-1: Formed of a minimum of 20 gauge steel and shall fit easily into slotted shelves, center stops and back stops.
- SD-2: There shall be two (2) dividers per shelf opening on all 42"W sections of shelving.

Center Stops:

- CS-1: Slotted center stops formed of 18 gauge steel with a formed channel at top and stiffener at bottom and slotted to accept dividers. Center stops to be used on all double face shelving sections and are to be attached with bolts and nuts. One (1) per double face shelf, excluding

top shelf.

CS-2: Center stops shall be installed as per manufacturer's specifications.

Back Stops:

BS-1: Slotted back stops shall be formed of 18 gauge steel and slotted to accept dividers. Back stops shall be used on all single face shelving sections. One (1) per single face shelf, excluding top shelf.

BS-2: Back stops shall be installed as per manufacturer's specifications.

Steel Backs:

SB-1: Steel shelving back shall be formed of a minimum of 24 gauge steel and closes off the back of the shelving section.

Back Holder:

BH-1: Back holder shall be formed of a minimum of 20 gauge steel and holds the top of steel shelving back in place.

Hinged Doors:

HD-1: Hinged doors shall be formed of a minimum of 20 gauge steel and are designed in pairs to enclose a full height section of shelving and provide security for contents. Doors are center opening and should have a two-point locking rod and keyed lock core.

SHELVING / 4-POST "LT"

Shelving:

LT-1: Five (5) basic parts: uprights, shelves, shelf supports, shelf reinforcements and dividers which are assembled without loose hardware, nuts, bolts, sway braces, gussets, clamps, brackets, adapters, accessories, modifications or special tools of any kind.

LT-2: There shall be no holes on exposed surfaces, except that the shelves shall be slotted and punched for dividers and two (2) holes for center stops.

LT-3: Shelves shall be adjustable on 1 ½" or 2" centers.

LT-4: Uprights shall be 76 ¼"H for all mobile shelving systems and 88 ¼"H for all stationary shelving. Total mobile shelving system height shall be approximately 84"H.

"LT" Closed Uprights:

LTCU-1: Formed from 2" wide 18 gauge cold rolled steel posts rolled into a double wall "T" formation (or "L" formation at row ends) with keyhole slots on 1 ½" centers on the inner

wall only.

- LTCU-2: There shall be no holes on any visible surface.
- LTCU-3: Front and back posts shall be joined by welded 24 gauge closure sheet to give the required upright depth rigidity and base for erection.
- LTCU-4: Closed “L” uprights shall be used for row ends. See system component list for closed “T” requirements.

“LT” Open Uprights:

- LTOU-1: Formed from 18 gauge cold rolled steel, rolled in a 2" hollow “T” or 1" wide hollow “L” shape, with keyhole slots on 1 ½" centers on the inner wall only.
- LTOU-2: There shall be no holes in the exposed surface of the post.
- LTOU-3: Front and back post shall be joined by welding 18 gauge spacers to maintain the required distance and add rigidity to the assembly.
- LTOU-4: Open “T” upright shall be used as a common (intermediate) upright between units where noted. See system component list for open upright requirements and where closed “T” uprights are to be used as common (intermediate) uprights between units.

Shelf:

- SH-1: Formed of 22 gauge cold rolled steel, for filing applications, or 18 gauge cold rolled steel, for storage applications, with 3/4" flanges on all sides turned in front and back. See system component list for 18 gauge or 22 gauge shelf requirements.
- SH-2: Shelves adjustable on 1 ½" centers.
- SH-3: Shelf may be slotted and punched to accept dividers and center stops.
- SH-4: Top shelves shall be non - slotted.

Shelf Supports:

- SS-1: Formed of 11 gauge steel for all 42"W sections and shall provide two (2) shelf supports per shelf.
- SS-2: Supports are to have double rivets except bottom supports on bottom shelf of all mobile systems, which will have single rivets, to eliminate gap between bottom shelf and top of carriage.

Shelf Reinforcement:

- SR-1: Shelf reinforcements shall be provided where one (1) shelf is used for double entry or

where single entry has a shelving depth which requires shelf reinforcements. For 22 gauge steel shelves, all 42"W x 24"D shelves shall have two (2) shelf reinforcements and all 42"W x 30"D shelves shall have three (3) shelf reinforcements per shelf, excluding top shelf. For 18 gauge steel shelves, all 42"W x 24"D and 42"W x 30"D shelves shall have two (2) shelf reinforcements per shelf, excluding top shelf.

Dividers:

SD-1: Formed of a minimum of 20 gauge steel and shall fit easily into slotted shelves, center stops and back stops.

SD-2: There shall be four (4) dividers per shelf opening on all 42"W sections of shelving where dividers are required. See system component list for divider requirements.

Center Stops:

CS-1: Slotted center stops formed of 18 gauge steel with a formed channel at top and stiffener at bottom and slotted to accept dividers. Center stops to be used on double face shelving sections and are to be attached with bolts and nuts. One (1) per double face shelf, excluding top shelf, where required. See system component list for center stop requirements.

CS-2: Center stops shall be installed as per manufacturer's specifications.

Back Stops:

BS-1: Slotted back stops shall be formed of 18 gauge steel and slotted to accept dividers. Back stops to be used on single face shelving sections. One (1) per single face shelf, excluding top shelf, where required. See system component list for back stop requirements.

BS-2: Back stops shall be installed as per manufacturer's specifications.

Steel Backs:

SB-1: Steel shelving back shall be formed of a minimum of 24 gauge steel and closes off the back of the shelving section.

Back Holder:

BH-1: Back holder shall be formed of a minimum of 20 gauge steel and holds the top of steel shelving back in place.

Hinged Doors:

HD-1: Hinged doors shall be formed of a minimum of 20 gauge steel and are designed in pairs to enclose a full height section of shelving and provide security for contents. Doors are center opening and should have a two-point locking rod and keyed lock core.

Rollout Drawers:

- RD-1: Rollout drawers shall be steel with lockable fixed drawer front attached to a frame assembly and extension slides designed to fit standard 4-Post shelving using only "Closed" uprights for structural integrity. File and Storage Drawers shall have three (3) adjustable steel dividers per drawer.
- RD-2: Drawer locks shall have the ability to be keyed alike or differently.
- RD-3: Rollout drawer units shall be provided with a positive interlock system which prevents tip-over of shelving units by allowing only one (1) drawer to open and extend at a time.

SHELVING / CANTILEVER

Welded Frame Uprights:

- WFU-1: The welded frame shall consist of two (2) vertical upright columns constructed of a minimum 16-gauge steel. Upright column shall be 2" deep. The uprights are fully welded to a tubular top spreader and a channel bottom spreader. The uprights shall have shelf attachment slots on 1" increments the entire length of the upright. Uprights shall include location indicators the entire length of upright on a minimum of 6" centers. Uprights shall be 84"H.
- WFU-2: The tubular top and bottom spreaders shall be a minimum of 16-gauge steel.

Base Supports:

- BS-1: A base support shall be provided to provide lateral unit stability. The support shall be a minimum of 16-gauge steel. Support shall attach to frame upright. Support shall be designed and constructed with shear tabs that interlock/mate with the upright to provide a positive connection that will give additional stability to welded frame in addition to the bolted connectors. Shear tabs ensure squareness and alignment of the base support to the welded frame. Base support design must allow the frame to transfer loads to floor or levelers.

Leveler Kits:

- LK-1: Static shelving units shall include leveling feet. Upright frames and/or base supports shall include leveling feet. Cantilever shelving units installed on mobile carriages shall use gussets or gusseted base supports to support and/or level the unit. Gussets or gusseted base supports shall be installed per manufacturer's standard installation requirements and be made of a minimum of 16 gauge steel.

Shelf End Brackets:

- SEB-1: Shelf end brackets shall be made of minimum 16-gauge steel of a depth not less than that of the shelf on which they are used. The top and front edges shall be rounded or designed to prevent accidental knifing of material. Shelf brackets shall have a minimum of two (2) hooks at the top for engaging into the column (post) and one (1) safety lug to prevent

accidental dislodgment at the bottom. For aesthetic reasons as well as to prevent sharp corners, the upper front corner of the shelf brackets shall be radiused.

Base Shelves:

BAS-1: Base shelves to be formed of either triple 90-degree bend on the rear of shelf and a double bend with a 3" surface at the front, or be formed of 3/4"H box shaped front and rear faces having a minimum of three 90-degree bends per face with the surface of the bottom shelf being flush with the top surface of the 3"H bottom spreader. All shelves shall be a minimum of 18-gauge cold rolled steel.

Shelves:

S-1: Shelves shall be formed from minimum 20 gauge for 8", 9" and 10" shelves and 18 gauge for 12", 13" and 15" cold rolled steel with a triple 90-degree bend on both front and rear edges with a shelf thickness to be 3/4". Slotted shelves shall be slotted to accept adjustable steel dividers. Plain shelves shall have no slots or holes on visible surface.

Dividers:

D-1: Formed of a minimum of 20 gauge steel and shall fit easily into slotted shelves and slotted backstops.

D-2: There shall be two (2) dividers per shelf opening on all 36"W sections of shelving where dividers are required. See system component list for divider requirements.

D-3: Adjustable dividers shall be available in a minimum of 6" height with depth of the dividers matching the depth of the shelf.

D-4: Findable divider shall be constructed of a minimum of 16-gauge steel, be available in either 6" or 9" height, be of one (1) piece construction and have a minimum 5" base.

Snap In Hanging Wire Book Support:

SHWBS-1: Formed of a minimum of 0.25 diameter wire and shall snap into the bottom of the shelf above.

SHWBS-2: There shall be one (1) book support per shelf opening on all 36"W sections of shelving where book supports are required. See system component list for book support requirements.

Back Stops:

Bk-1: Slotted back stops shall be formed of a minimum of 20 gauge steel, be full height back stops (approx. 6"H) and slotted to accept dividers, or be incorporated in the shelf construction with a vertical flange 5"H with a 1/3" return to the rear and 1/4" return down, and be slotted to accept dividers.

BK-2: Back stops shall be installed as per manufacturer's specifications.

Metal Canopy Tops:

MCT-1: Shall be formed from minimum 20-gauge cold rolled steel with a triple 90-degree bend on front edges with a maximum edge thickness of 3/4". Single face and double face units to be one-piece design.

10. Paint and Color:

10.1 Shelving to have powder coat paint finish to resist abrasion and the color is to be selected by the agency from manufacturer's standard finishes.

11. Installation:

11.1 Units are to be installed in accordance with manufacturer's written instructions.

12. Cleanup:

12.1 Installation shall be left in broom clean condition, complete and ready for use by the department.

CONTRACT SERVICE SPECIFICATIONS

The Contractor and/or authorized dealers/installers shall follow all Manufacturers' recommended installation procedures and utilize manufacturer-certified installers as required. All systems and components shall be installed level, plumb, square and with proper alignment. The systems shall be securely interconnected and shall be securely attached to the building when required.

As part of the required installation services, the Contractor shall:

- a. Conduct an inspection of the building and construction plans to identify phasing and staging or any restrictions, which might impact installation.
- b. Receive inventory, un-carton and stage product. Packing materials shall be removed from the work area at the end of each day. The site will be left "broom clean".
- c. Coordinate with the agency's contact person and sub-contractors (i.e. telephone, electrical, etc.) to schedule timing of each.
- d. Repair or replace parts with obvious scratches, tears and dents that may occur prior to agency's acceptance.
- e. Ensure that the system shall be cleaned, adjusted, leveled, inspected for damage and readied for use.
- f. Upon completion of placement and leveling of all filing systems, compile a "punch list" with the agency's contact person and complete all items listed.

- g. Dispose of all delivery and installation debris, including packing materials.
- h. Contractor shall be available for consultation service through use of a “Hot Line” telephone number. List this telephone number for users to call when technical assistance is needed.

Area Code and Telephone Number:

MANUFACTURER/VENDOR SPECIFICATIONS

The product manufacturer shall operate nationwide. The manufacturer of the systems bid shall have been in the business of manufacturing filing systems for at least eight (8) years. The Contractor shall have in its employ at least one (1) full time representative who covers the State of Louisiana. The bidder and/or its authorized dealers shall have been actively engaged in installing and maintaining filing systems for a minimum of five (5) years on the date the bids are opened. The successful Contractor may be required to provide appropriate documentation to verify this information.

Successful Contractor(s) shall utilize the services of a registered interior designer. Plans submitted to the agency for filing systems must be stamped by a registered/licensed interior designer.

Contract prices include services, including training for user’s technician, showroom, warehousing, reconfiguration design, inventory systems, CAD documentation, and extraordinary installation (such as no parking, no elevators, after hours delivery). The contract prices do not include additional services (e.g. removing existing furniture, cleaning the room, removing carpet). Contractor(s) shall maintain a minimum inventory of touch-up paints, miscellaneous hardware, replacement parts, etc.

WARRANTY SPECIFICATIONS

The systems product line and electrical components shall have a minimum five (5) year warranty covering parts and labor. Service/repair calls, parts costs, delivery costs, travel, taxes, etc. will not be charged to the agency for warranty-covered parts. These costs will be the responsibility of the Contractor.

When a problem develops or is noticed with a product component or assembly, the appropriate Contractor will be contacted by the agency's contact person. The Contractor shall respond as necessary (site visit, order of replacement part, etc.) within two (2) working days.