

**RECESSED MONITOR WORKSTATIONS - STATEWIDE
ATTACHMENT B - GENERAL FURNITURE CONDITIONS
RFx #3000022049
T # 92464**

Purpose & Background:

The purpose of this Invitation to Bid is to establish a statewide contract for Recessed Monitor Workstations for use by State Agencies and eligible Political Subdivisions.

Furniture under the contract is intended for use in computer laboratory settings from elementary schools through higher education.

The most recent total purchase volume under the contract is in excess of \$762,000.00. No commitment of any kind is made concerning the estimated value or the potential users of this contract.

Installation:

a. Basic Installation Services (at no additional cost) shall include:

- The vendor is responsible for unloading the furniture from the truck, fully assembling, (excluding the CPUs, monitors and mouse devices), placing each workstation in the area(s) at the discretion of the end user, and discarding off the premises all associated debris.
- The vendor shall inspect the furniture for any obvious damage and properly document the delivery ticket.
- The vendor shall provide on-site training to the end user in the proper installation and adjustment of one of the monitors into the workstation in accordance with the manufacturer's specifications.

b. Optional Installation Services (at additional cost) shall include:

- The installation of all CPUs, monitors, keyboards, and mouse devices in accordance with the manufacturer's specifications. Connectivity, cabling and hard-wired electrical services are not included. This does not include network cabling.

Consultation:

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:

Back Orders:

The Contractor shall notify the agency within 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).

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 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 this contract shall be applicable.

Exclusions:

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

- Classroom furniture (not including computer lab furniture)
- Office furniture
- Lounge furniture
- Library furniture
- Science lab furniture (not including computer lab furniture)
- Nursery/pre-school furniture
- Auditorium seating

Product Catalog:

- A. The catalog from which vendor’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. Any terms and conditions contained in the Contractor’s catalog contrary to those of the State of Louisiana shall be null and void.
- B. The vendor’s catalog shall contain a full line of high quality, low maintenance furniture to meet the needs of Computer Labs 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/price list submitted must be from a single manufacturer.

Worksheet Instructions:

On Attachment C-Price Sheet, bidder must enter the price list information, the offered discount off of the price list (line 1), and the hourly rate for Optional Installation Services.

On Attachment D-Market Basket, bidder must provide brand name, model number, catalog page number, catalog list price, the discount percentage carried over from Attachment C-Price Sheet, net price, and the extended net total. The extended net totals for all items will be combined to reach the Market Basket Total. The overall lowest responsive, responsible bidder bidding as specified will be the bidder with the lowest overall Market Basket Total.

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.

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.

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) correct list price against catalog submitted with 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 bid response information.

SPECIFICATIONS

Work Surfaces

Industrial grade minimum 1-1/8" particleboard meets or exceeds M-2 standards in accordance with the current ANSI 208.1 standard. Optional high-pressure decorative laminates should meet or exceed current NEMA LD3-2000-PF30 high -pressure laminate performance standards, under-surface sealed with resoback. Edge banded four sides with a minimum 2 mm PVC and minimum 2 mm radius trim on all sides and corners.

End Panels

Industrial grade minimum 1" particleboard meets or exceeds current M-2 standards in accordance with current ANSI 208.1 standards. The decorative surface paper to be a minimum 80 gram / 50 lb. basis weight (pre melamine saturation), thermally fused to substrate two sides. Laminate meets or exceeds current NEMA LD3-2000-GP20 standards. Edge banded minimum three sides with minimum 2 mm PVC, and minimum 2 mm radius trim on all sides and corners. Standard minimum 1-1/8" nickel-plated leveling glides with black nylon glide bottom, minimum 5/16" x 1" threaded stem fitted into metal insert.

Modesty Panels

Industrial grade 16 gauge metal or minimum 5/8" particleboard meets or exceeds current M-2 standards in accordance with current ANSI 208.1 standards. The decorative surface paper to be a minimum 80 gram / 50 lb. basis weight (pre-melamine saturation), thermally fused to substrate two sides. Laminate meets or exceeds current NEMA LD3-2000-GP20. Edge banded all sides with minimum 0.5 mm PVC.

Modesty Shelf/Compartments

Industrial grade, minimum 3/4" particleboard meets or exceeds current M-2 standards in accordance with ANSI 208.1 standards. The decorative surface paper to be minimum 80 gram / 50 lb. basis weight (pre-melamine saturation), thermally fused to substrate two sides. Laminate meets or exceeds current NEMA LD3-2000-GP20. Contour design component edge banded user side with minimum 2 mm radius trim long edges. The compartment should contain a wire management raceway, power strip, open or grommet ends for ease with daisy-chaining connections, cutout for CPU compartment and grommet holes for other wiring. Modesty cover to have an optional lock available.

All casework / components produced utilizing 32 mm wood working technology, tolerance +/- 0.4 mm. Metal-to-metal cam lock assembly using zinc cam to minifix connecting bolts.

Workstations

The workstations are to include the following as standard:

Power strip – UL/cUL listed cord set non-surge protected with lighted circuit breaker switch located in storage area, including six 110V outlets, and a minimum 6' grounded power cord.

Keyboard tray – minimum 34" wide textured black thermoformed keyboard drawer, featuring comfort radius edges and five positive outward stop locations. Outward locking tabs prevent accidental removal of the keyboard drawer.

Modesty panel includes removable panel for easy access to wire management, hardware and power strip on the approach (non-user) side of workstation.

Wire management raceway – raceway extrusion mounted horizontally between end panel grommets.

Grommets – Single grommet located on the top right corner of work surface and one located on each end panel, removable grommet covers included. Grommets to be interchangeable with data port.