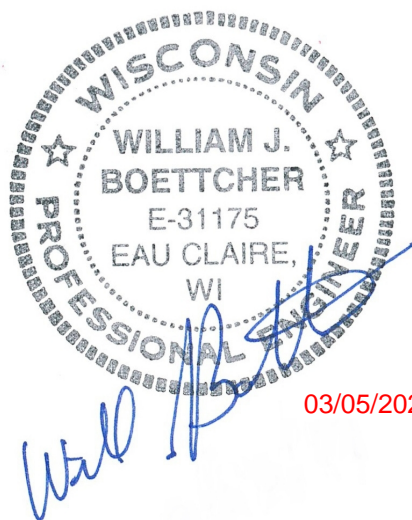


**PROJECT MANUAL
BIDDING SPECIFICATION
FURNITURE PACKAGE**

FOR

**New Public Library
Village of Fall Creek
511 W Lincoln Ave.
Fall Creek, WI 54742**

**Project No. 24061
03/05/2026**



Construction Manager

R.J. Jurowski Construction, Inc.
36385 Jurowski Drive
PO Box 335
Whitehall, WI 54773
Phone: 715-538-4661

Architect/Engineer

Lien & Peterson Architect, Inc.
4675 Royal Drive
Eau Claire, WI 54701
Phone: 715-835-7500
Email: admin@2dlp.com

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**NEW PUBLIC LIBRARY
FURNITURE PACKAGE
VILLAGE OF FALL CREEK
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SECTION 00 11 13
ADVERTISEMENT FOR BIDS

PROJECT INFORMATION

Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.

Project Identification: **New Public Library, Furniture Package, Village of Fall Creek.**

Project Location: **511 W Lincoln Ave, Fall Creek, WI 54742.**

Owner's Representative: **Jared McKee.**

Project Number: **24061**

Design Firm: **Lien & Peterson Architects, Inc.**

Supervising Professional: **William Boettcher, PE**

Construction Manager: **R.J. Jurowski Construction, Inc.**

Project Description:

The Village of Fall Creek is accepting bids for furniture and installation for the new public library and community building. The building is anticipated to be completed by September 1 and the Village will need the new furniture delivered and installed prior to opening at the end of September. The successful bidder will need to coordinate with the Construction Manager for timing of the installation work.

BID SUBMITTAL AND OPENING,

Sealed bids for the New Public Library Furniture Package will be received by the Village of Fall Creek at the day, time, and location indicated below. This project has Less Than Thirty Day Bid Period.

Bid Date: **Thursday, March 26, 2026**

Bid Time: **1:00 p.m., local time.**

Location: **122 E. Lincoln Ave, Fall Creek, WI 54742**

Delivery: **Bids can be mailed to PO Box 156, Fall Creek, WI 54742; hand delivered to the address above or emailed to Jared.mckee@fallcreekwi.gov.**

Bids will be thereafter publicly opened and read aloud.

PREBID MEETING

A per-bid tour will not be scheduled. Building is under construction and not open to the public.

DOCUMENTS

Online Procurement of Contracting Documents: Bid document will be available at the follow Builders Exchange website and the Designer's Plan page. Any questions or clarifications of the Contract Documents must be submitted to Lien & Peterson Architects by May 13th.

Northwest Regional Builders Exchange - <https://www.nwrbx.com/>

Builders Exchange of Wisconsin - <https://www.bxwi.com/>

La Crosse Builders Exchange - <https://www.laxbx.com/>

Wausau Builders Exchange - <https://www.wausaubex.com/>

Minneapolis Builders Exchange - <https://www.mbex.org/>

Lien & Peterson - <https://www.lienandpetersonarchitects.com/plans>

TIME OF COMPLETION

Bidders shall begin the Work on receipt of the Notice to Proceed (issued by the Owner) and shall complete the Work within the Contract Time. Substantial Completion September 2026.

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BIDDER'S QUALIFICATIONS

Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

FFP GRANT

Each bidder must deposit with their bid, an amount to secure the bid and subject to the conditions provided in the information for bidders, in accordance with bidding requirements set forth in Wis.Stats. § 66.0901 list other statute(s) pertaining to the grantee and their project, including but not limited to § 59.52(29)-(31) (county), § 60.47 (town), § 61.50 and § 61.54 through § 61.57 (village), and § 62.15 (city).

The contract shall be subject to the Contract Work Hours and Safety Standards Act (CWHSSA), 40 U.S.C. 3702 and 3704, and DOL (29 CFR Part 5); Fair Labor Standards Act (FLSA); and fair labor practices and wage standards for the program under which the contract is funded, and list other federal labor laws, if applicable to the project; and subject to the federal and state equal opportunity provisions, as specified in the bid packet. Small businesses, minority-owned and women-owned business enterprises (MBEs, WBEs), disabled veteran-owned businesses (DVBs), and firms in labor surplus markets are encouraged to participate in the bidding.

No bidder may withdraw, modify, or cancel their bid within 30 days after the date of the opening thereof.

Contracts awarded under this advertisement for bids may be funded in whole or in part by the U.S. Department of Treasury's Capital Project Fund through a grant awarded to the owner named above from the State of Wisconsin Department of Administration Flexible Facilities Program (FFP); and will be subject to all program requirements specified in the bid packet.

END OF DOCUMENT

1
2 **SECTION 00 41 13**
3 **BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)**

4 **BID INFORMATION**

5 Bidder: _____.
6
7 Project Name: New Public Library, Furniture Package, Village of Fall Creek.
8 Project Location: 511 W. Lincoln Avenue, Fall Creek, WI 54742.
9 Owner: Village of Fall Creek.
10 Architect: Lien & Peterson Architects, Inc.
11 Architect Project Number: 24061.
12

13 **CERTIFICATIONS AND BASE BID**

14 Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the
15 Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all
16 subsequent Addenda, as prepared by Lien & Peterson Architects, Inc. and Architect's consultants, having
17 visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to
18 furnish all material, labor, equipment and services, including all scheduled allowances, necessary to
19 complete the construction of the above-named project, according to the requirements of the Procurement
20 and Contracting Documents, for the stipulated sum of:

21
22
23 _____ Dollars (\$ _____).
24 The above amount may be modified by amounts indicated by the Bidder on the attached Document
25 004323 "Alternates Form."
26

27 **BID GUARANTEE**

28 The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish
29 surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of
30 bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check,
31 U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting
32 five percent (5%) of the Base Bid amount above:
33

34
35 _____ Dollars (\$ _____).
36

37 In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return
38 to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.
39

40 **INFORMATIONAL BIDS**

41 The owner is requesting breakdown of the bid by functional area for internal accounting purposes:

42
43 Library Furniture Cost Installed: _____.

44
45 Village Office Furniture Cost Installed: _____.

46
47 Community Room Furniture Cost Installed: _____.
48

49 **TIME OF COMPLETION**

50 The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on
51 a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work
52 by September 30, 2026.

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ACKNOWLEDGMENT OF ADDENDA

The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

- Addendum No. 1, dated _____.
- Addendum No. 2, dated _____.
- Addendum No. 3, dated _____.
- Addendum No. 4, dated _____.

BID SUPPLEMENTS

The following supplements are a part of this Bid Form and are attached hereto.

- Bid Form Supplement - Alternates.
- Bid Form Supplement - Bid Bond Form (AIA Document A310-2010).

SUBMISSION OF BID

Respectfully submitted this ____ day of _____, <Insert year>.

Submitted By: _____ (Name of bidding firm or corporation).

Authorized Signature: _____ (Handwritten signature).

Signed By: _____ (Type or print name).

Title: _____ (Owner/Partner/President/Vice President).

Witnessed By: _____ (Handwritten signature).

Attest: _____ (Handwritten signature).

By: _____ (Type or print name).

Title: _____ (Corporate Secretary or Assistant Secretary).

Street Address: _____.

City, State, Zip: _____.

Phone: _____.

License No.: _____.

Federal ID No.: _____ (Affix Corporate Seal Here).

END OF DOCUMENT

1
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3
4 **SECTION 00 43 23**
5 **ALTERNATES FORM**

6 **BID INFORMATION**

7 Bidder: _____.
8 Project Name: New Public Library, Furniture Package, Village of Fall Creek.
9 Project Location: 511 W. Lincoln Avenue, Fall Creek, WI 54742.
10 Owner: Village of Fall Creek.
11 Architect: Lien & Peterson Architects, Inc.
12 Architect Project Number: 24061.

13 **BID FORM SUPPLEMENT**

14 This form is required to be attached to the Bid Form.

15
16 **DESCRIPTION**

17 The undersigned Bidder proposes the amount below be added to or deducted from the Base Bid if particular
18 alternates are accepted by Owner. Amounts listed for each alternate include costs of related coordination,
19 modification, or adjustment.

20 Cost-Plus-Fee Contract: Alternate price given below includes adjustment to Contractor's Fee.

21 If the alternate does not affect the Contract Sum, the Bidder shall indicate "NO CHANGE."
22

23 If the alternate does not affect the Work of this Contract, the Bidder shall indicate "NOT APPLICABLE."
24

25 The Bidder shall be responsible for determining from the Contract Documents the affects of each alternate
26 on the Contract Time and the Contract Sum.

27 Owner reserves the right to accept or reject any alternate, in any order, and to award or amend the Contract
28 accordingly within 60 days of the Notice of Award unless otherwise indicated in the Contract Documents.
29

30 Acceptance or non-acceptance of any alternates by the Owner shall have no affect on the Contract Time
31 unless the "Schedule of Alternates" Article below provides a formatted space for the adjustment of the
32 Contract Time.

33
34
35
36
37 **SCHEDULE OF ALTERNATES**

38 Alternate No. Desk D3 Alternate: :

39 ADD ___ DEDUCT ___ NO CHANGE ___ NOT APPLICABLE ___.

40 _____ Dollars (\$ _____).

41
42
43
44 **SUBMISSION OF BID SUPPLEMENT**

45 Respectfully submitted this ___ day of _____, <Insert year>.

46 Submitted By: _____ (Name of bidding firm or corporation).

47 Authorized Signature: _____ (Handwritten signature).

48 Signed By: _____ (Type or print name).

49 Title: _____ (Owner/Partner/President/Vice President).

50
51
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53
54 **END OF DOCUMENT**
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WISCONSIN FLEXIBLE FACILITIES PROGRAM (FFP) PROJECT CONTRACT TERMS & CONDITIONS

For Prime Contractors and Subcontractors

*This document must be included in all construction and non-construction
prime contracts and subcontracts for an FFP project.*

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Overview:

The Flexible Facilities Program (FFP) is funded by the U.S. Department of Treasury’s Capital Projects Fund (CPF), and administered by the State of Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources (DEHCR). The contracting entity (the “contractor” hereafter) signing the contract to which this document is attached agrees to comply with the requirements of section 604 of the Social Security Act (the Capital Projects Fund Statute), as added by section 9901 of the American Rescue Plan Act of 2021, and guidance issued by the Treasury and DEHCR regarding the foregoing. The contractor also agrees to comply with all other applicable federal statutes, regulations, and executive orders, including but not limited to applicable statutes and regulations prohibiting discrimination in programs receiving federal financial assistance and all applicable federal environmental laws and regulations. The contractor shall provide for such compliance by other parties in any agreements it enters into with other parties relating to the FFP project.

The FFP requirements applicable to the contract award include, without limitation, the following:

1. **Uniform Cost Principles:** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, other than such provisions as Treasury may determine are inapplicable to the FFP grant and associated contracts, and subject to such exceptions as may be otherwise provided by Treasury or DOA-DEHCR.
2. **Recipient Integrity and Performance Matters:** Recipient Integrity and Performance Matters pursuant to which the award term set forth in 2 CFR Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
3. **Conflict of Interest Restrictions:** Conflict of interest restrictions and requirements in accordance with 2 CFR Part 200.112, 2 CFR Part 200.318 and 2 CFR Part 200.319(b).
2 CFR Part 200.112. All conflicts must be disclosed by the contractor to the owner of this contract prior to contract execution, and will be reported to Treasury, as deemed appropriate, by the State of Wisconsin.
2 CFR Part 200.318. Entities must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member of a grantee or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. However, the grantee or subrecipient may set standards for situations where the financial interest is not substantial or a gift is an unsolicited item of nominal value. The grantee's or subrecipient's standards of conduct must also provide for disciplinary actions to be applied for violations by its employees, officers, agents, or board members.
2 CFR Part 200.319(b). To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those procurements.
4. **SAM.gov Debarment and Suspension:** OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement) through the System for Award Management (*SAM.gov* at <https://sam.gov/content/entity-information>), pursuant 2 CFR Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 CFR Part 180, subpart B) that the award is subject to 2 CFR Part 180 and Treasury's implementing regulation at 31 CFR Part 19.
5. **SAM.gov Records:** "Recipient Integrity and Performance Matters," pursuant to which the award term set forth in 2 CFR Part 200, Appendix XII to Part 200, hereby incorporated by reference, pertaining to entity records on *SAM.gov*.
6. **Lobbying Restrictions and Disclosure of Lobbying Activities:** The new restrictions on lobbying per 31 CFR Part 21. The contractor is to comply with lobbying certification and lobbying disclosure requirements for the FFP project. If the amount of the award under this contract is greater than \$100,000.00, the contractor certifies that to the best of their knowledge and belief, that:
 - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [accessed at: <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/disclosure.pdf>].

(c) The contractor shall require that the language of this certification be included in the contract award documents for all subawards at all tiers (including subcontracts and contracts under grants, loans, and cooperative agreements) and that all subcontractors shall certify and disclose accordingly.

The certification in this contract is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

7. **Domestic Preference Expectation:** In accordance with the domestic preference provisions of *2 CFR Part 200.322*, the contractor agrees, to the greatest extent practicable and consistent with law, to provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
8. **Build America Buy America (BABA) Exemption (Conditional):** A general exemption has been granted by Treasury from the domestic preference requirements of *Executive Order 14005: Ensuring the Future is Made in All of America by All of America's Workers* (January 25, 2021) and the Build America Buy America Act (*2 CFR 184*, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021) for projects funded by the Treasury's Capital Projects Fund (CPF). They are *not applicable* to FFP projects *unless* otherwise triggered by another federal funding source for the CPF-funded project, which is specified in this contract.
9. **Consideration for Small Businesses, Women-Owned, Minority-Owned, and Disabled Veteran-Owned Businesses and Labor Surplus Area Firms:** The contractor and their subcontractors (all tiers) shall take all affirmative steps to ensure small businesses, woman-owned, minority-owned and disabled veteran-owned businesses, and labor surplus area firms are considered for sources of supplies and services in accordance with 2 CFR Part 200.321 and Department policy, and as defined below:
 - **Small Business** – A business firm that matches the revenue and employment status of a small business in their industry, as specified in *13 CFR Part 121.101* and the *North American Industry Classification System (NAICS)*. Registered small businesses may be found in directories available on the *U.S. Small Business Administration website*.
 - **Minority-Owned Business Enterprise- (MBE)*** – A firm that is at least 51% owned, controlled, and actively managed by one or more members of an eligible minority group member; is a sole proprietorship, corporation, LLC, or joint ventures; is organized in a for profit basis and currently performing a useful business function; and is not held in trust. If the business is a subsidiary or affiliate, the parent company must be at least 51% owned by a minority or minority owners. Eligible racial ethnic categories include: American Indian, Asian-Indian, Asian-Pacific, Black, Eskimo or Aleut, Hispanic, and Native Hawaiian [*Wis. Stat. § 16.287(1)* and *Wis. Admin. Code §§ 84.01(29)(a-e)*].
 - **Women-Owned Business Enterprise (WBE)*** – A firm that is at least 51% owned, controlled, and actively managed by one or more women; is a sole proprietorship, corporation, LLC, or joint ventures; is organized in a for profit basis and currently performing a useful business function; and if held in trust, it must be a woman or women as the owner, beneficiary, and trustee of the trust. If the business is a subsidiary or affiliate, the parent company must be at least 51% owned by a woman or women owners.
 - **Disabled Veteran-Owned Business (DVB)*** – A firm that it least 51% owned, controlled, and actively managed by one or more service-disabled veterans; is a sole proprietorship, corporation, LLC, or joint ventures; is organized in a for profit basis and currently performing a useful business function; and is not held in trust. If the business is a subsidiary or affiliate, the parent company must be at least 51% owned by a service-disabled veteran owner or service-disabled veteran owners. The headquarters must be located in Wisconsin. A disabled veteran is defined as having a Certificate of Release or Discharge from Active Duty (Form DD214); being a resident of Wisconsin; having a Disability Rating of at least 0% with the Department of Veteran's Affairs or an Armed Services Branch [*Wis. Stat. § 16.283(1)(b)* and *Wis. Admin. Code § 82.22*].
 - **Labor Surplus Area Firm** – A business that operates in a "labor surplus area" as designated by the U.S. Department of Labor (USDOL). USDOL publishes a list of LSAs on a fiscal year basis on the *USDOL Labor Surplus Area website* [<https://www.dol.gov/agencies/eta/lisa>].

*A directory of MBE, WBE and DVB firms may be accessed on the *Wisconsin Supplier Diversity Program* website [<https://supplierdiversity.wi.gov/Pages/Home.aspx>].

10. **Drug-Free Workplace:** The Government-wide Requirements for Drug-Free Workplace, 31 CFR Part 20 is hereby incorporated by reference.
11. **Environmental Laws:** Generally applicable federal environmental laws and regulations, as summarized in DOA – DEHCR’s *FFP Environmental Report Template*.
12. **Solid Waste Disposal Act:** Pursuant to 2 CFR Part 200.323, the contractor represents and warrants that in its performance under the Agreement, contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
13. **Clean Air Act:** If the contractor’s prime contract or subcontract for the FFP project is in excess of \$150,000, the contractor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387) and agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with the FFP Grant Award. Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
14. **Protections for Whistleblowers:**
 - (a) In accordance with 41 U.S.C. § 4712, contractor may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
 - (b) The list of persons and entities referenced in the paragraph above includes the following:
 - 1) A member of Congress or a representative of a committee of Congress;
 - 2) An Inspector General;
 - 3) The Government Accountability Office;
 - 4) A Treasury employee responsible for contract or grant oversight or management;
 - 5) An authorized official of the Department of Justice or other law enforcement agency;
 - 6) A court or grand jury; or
 - 7) A management official or other employee of Grantee or DOA – DEHCR, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
 - (c) Grantee shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.
15. **Encouraging Seat Belt Use:** To promote increasing seat belt use in the United States and pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), contractors are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

16. **Reducing Text Messaging While Driving:** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), the contractor is encouraged to adopt and enforce policies that ban text messaging while driving, and Grantee should establish workplace safety policies to decrease accidents caused by distracted drivers.
17. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment:** The FFP funds may not be used to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 CFR Part 200.216, including covered telecommunication and video surveillance services or equipment provided or produced by entities owned or controlled by the People’s Republic of China and telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
18. **Publications:** Any publications produced with funds from this contract award must display the following language: “This project [is being] [was] supported, in whole or in part, by federal award number CFDA # 21.029, awarded to [name of FFP project grantee] via the Wisconsin Department of Administration by the U.S. Department of the Treasury.”
19. **Assurances with Compliance with Civil Rights Requirements:** The following equal opportunity and Civil Rights compliance laws for which the associated requirements apply to FFP project contracts:
1. Executive Order 11246 as amended by EO 11375
 2. Executive Order 12250
 3. Executive Order 13160
 4. Executive Order 13166
 5. Title VI of the Civil Rights Act of 1964
 6. Title IX of the Education Amendments of 1972
 7. Section 504 of the Rehabilitation Act of 1973
 8. Age Discrimination Act of 1975
- (a) As a condition of receipt of federal funding under this contract, the contractor provides the following assurances with respect to the fulfillment of the contract:
- 1) **Title VI of the Civil Rights Act of 1964.** The contractor will ensure its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
 - 2) **Executive Order 13166 - Access to Services for Persons with Limited English Proficiency.** The contractor acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency” [<https://www.justice.gov/crt/executive-order-13166>], seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). The contractor understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, contractor shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. The contractor understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the contractor’s programs, services, and activities.
 - 3) **LEP Persons Consideration.** The contractor agrees to consider the need for language services for LEP persons when the contractor develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

- 4) **Civil Rights Act Contract Clause.** The contractor acknowledges and agrees that it must require any subcontractors, successors, transferees, and assignees to comply with assurances (1)-(3). above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between contractor and its subcontractors, successors, transferees, and assignees:

Civil Rights Act Subcontract Clause:

The subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with “Limited English Proficiency” in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

- (b) The contractor shall cooperate with the owner of this contract, the FFP grantee, and the State of Wisconsin FFP in any enforcement or compliance review activities by the U.S. Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions.

20. **Equal Opportunity Contract Clause:**

Compliance with **state and federal** equal opportunity and nondiscriminatory practices in contracting and employment, per **Wisconsin Statute 16.765**, the **Civil Rights Act of 1964**, and **EO 11246**, as amended, is required.

41 CFR Part 60-1.4(b) Equal Opportunity Clause. [EO 11246, as amended by EO 11375]

Federally assisted construction contracts.

- (a) **Law and Provisions.** Except as otherwise provided under 41 CFR Part 60, if the contractor has been awarded a construction contract for the federally assisted FFP project, then the contractor shall comply with, and include in all construction subcontracts for the FFP project, the equal opportunity clause provided under 41 CFR Part 60-1.4(b), as listed on the pages that follow. This is required in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (b) **Contract Language.** Except as otherwise provided, the FFP grantee, grant subrecipient, each prime contractor and each subcontractor is required to agree to the terms and include the following language as a condition of any contract for the FFP project:

The contractor signing this contract hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at **41 CFR Chapter 60**, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, 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 to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The contractor further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the contractor so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The contractor agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The contractor further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order.

In addition, the contractor agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the contractor under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such contractor; and refer the case to the Department of Justice for appropriate legal proceedings.

- (c) **Subcontracts.** Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.
- (d) **Inclusion of the equal opportunity clause by reference.** *[This is not a provision allowable for or applicable to FFP project construction contractors and subcontractors.]*
- (e) **Incorporation by operation of the order.** By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.
- (f) **Adaptation of language.** Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.

[80 FR 54975, Sept. 11, 2015]

Wis. Stat. 16.765 Nondiscriminatory Contracting

Except as otherwise provided under *Wis. Stat. § 16.765*, if the contractor has been awarded a construction contract exceeding \$10,000 for the publicly funded FFP project, then the contractor shall comply with, and include in all construction subcontracts that exceed \$10,000 for the FFP project, the equal opportunity clause provided in this section.

- (1) Grantees, subrecipients, contractors and subcontractors shall include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in *§ 51.01 (5)*, sexual orientation as defined in *§ 111.32 (13m)*, or national origin and, except with respect to sexual orientation, obligating the contractor to take affirmative action to ensure equal employment opportunities.
- (2) Grantees, subrecipients, contractors and subcontractors shall include the following provision in every contract executed by them:

“In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in *§ 51.01 (5)*, sexual orientation or national origin. This provision 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. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause”. Pursuant to 2019 Wisconsin Executive Order 1, the contractor agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract or subcontract because of

military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

- (3) Subsections (1) and (2) of § 16.765 shall not apply to contracts to meet special requirements or emergencies, if approved by the Department.
- (4) Grantees, subrecipients, contractors and subcontractors shall take appropriate action to revise the standard contract forms under this section.
- (5) Compliance monitoring and the response to complaints will be conducted in accordance with *Wis. Stat. § 16.765*.
- (6) The contractor shall under this contract, if it exceeds \$10,000, submit an Affirmative Action Plan or a Request for Exemption from Submitting an Affirmative Action Plan and a Contractor's Subcontractor List to the Department of Administration (DOA) Division of Enterprise Operations, P.O. Box 7867, Madison, WI 53707-7867 or via email at DOADEOSBOPPrograms@wisconsin.gov within fifteen (15) working days after the execution of their contract. Failure to comply with the conditions of this requirement may result in the declaration of contractor ineligibility, the termination of the contract, and/or the withholding of funds.

21. Labor – Mechanics & Laborers:

- (a) **Contract Work Hours and Safety Standards Act (CWHSSA).** Where applicable, all contracts awarded for this project financed in whole or in part with the grant award in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. § 3702 of the Contract Work Hours and Safety Standards Act (CWHSSA), each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Liquidated damages, if applicable, for violations are to be computed based on the guidance on the [U.S. Department of Labor \(USDOL\) CWHSSA website](#). The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
 - i. If such certification is not provided, a contractor must provide a project employment and local impact report detailing:
 - The number of contractors and sub-contractors working on the Project;
 - The number of employees on the Project hired directly and hired through a third party;
 - The wages and benefits of workers on the Project by classification; and
 - Whether those wages are at rates less than those prevailing (As determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the “Davis-Bacon Act”), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed).
- (b) **Davis-Bacon Act (DBA) Exemption (Conditional).** Contractors and subcontractors are not subject to Davis-Bacon Act compliance requirements for the FFP project (per an exemption allowed by Treasury for projects funded by the Capital Project Fund) unless DBA requirements are triggered by another funding source for the FFP project. If triggered by another funding source, the DBA requires contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, to pay their laborers and mechanics employed under the contract no less than the prevailing wages and fringe benefits for corresponding work on similar projects in the area, as established by the federal wage rates published on [SAM.gov](#).
- (c) **Copeland “Anti-Kickback” Act (40 U.S.C. 3145) Exemption (Conditional).** FFP projects are not subject to Copeland “Anti-Kickback” Act compliance requirements unless the project is subject to the Davis-Bacon Act and Federal wages, if triggered by another funding source to the FFP project. The Copeland Act, as supplemented by the U.S. Department of Labor (USDOL) regulations ([29 CFR Part 3, Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States](#)), is only applicable

to construction projects subject to the Federal wage standards (i.e., Davis-Bacon Act wage requirements). If DBA is triggered by another funding source for the FFP project, the Copeland Act is applicable. The Copeland Act provides that each contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The payroll reporting, monitoring, and recordkeeping specifications of [29 CFR Part 3](#) would apply.

- (d) **Fair Labor Practices - Fair Wages, Payroll Reporting, & Monitoring Requirements.** Competitive wages and payroll documentation are required for construction laborer and mechanic job classifications. The contractor agrees to ensure workers in a laborer or mechanic job classification are paid wages and benefits in accordance with the applicable provisions summarized as follows:
- 1) If the Davis-Bacon Acts (DBA) is deemed to apply to this contract for the FFP project as required by another funding source other than the Flexible Facilities Program funds (which are *not* subject to DBRA compliance), then the contractor agrees to comply with all requirements of the DBA, Copeland Anti-Kickback, CWHSSA, and related laws for labor and wages.
 - 2) If DBA is confirmed to *not* apply to this contract for the FFP project, the contractor agrees to comply with the requirement of having fair labor practices and fair wages in accordance with the following FFP labor standards:
 - If the laborer or mechanic is a member of a collective bargaining agreement, the laborer or mechanic shall be paid wages and benefits in accordance with the collective bargaining agreement.
 - If the laborer or mechanic is not a member of a collective bargaining agreement, the laborer or mechanic is entitled to wages and benefits in accordance with whichever is the higher of:
 - Their regular hourly wage and fringe benefits rate for other similar work they perform for the contractor;
 - An hourly wage rate (including cash wage plus fringe benefits rate) not less than a total wage and fringe hourly rate of **\$17.75 per hour**.
 - Apprentices shall be compensated according to the provisions of their Federal or State recognized apprenticeship documentation.
 - 3) The contractor agrees to provide payroll documentation for its employees and payroll documentation for its subcontractors' employees working on the project to verify fair labor practices, including providing certified payroll records to the owner of this contract no later than **seven (7) days** after the conclusion of each payroll period for all pay periods in which their employees work on the FFP project. Records are to be submitted weekly or bi-weekly, depending on the contractor's regular payroll cycle.

In accordance with the CWHSSA recordkeeping requirements specified on the [USDOL CWHSSA guidance](#), the payroll documentation will include the following:

- Contractor/employer company name;
- Payroll period dates;
- Employee names – for each laborer or mechanic working on the FFP project for construction (i.e., new construction, renovation, rehabilitation, expansion, demolition, and related infrastructure and equipment installation at the FFP project site)
- Each employee's unique identification (ID) number (the assigned employee ID number or last four digits of their social security number);
- Each employee's address
- Each employee's telephone number
- Each employee's job classification for work performed
- Number of hours each employee worked per day and total hours worked each week on the FFP project;
- Hourly rate of pay, including the hourly wage rate for straight-time (ST) hours (hours worked that total 40 and less during the work week) and overtime (OT) hours (hours worked over 40 in the work week);
- The total gross wages amount earned, and net wages amount paid to the employee after deductions;
- Hourly fringe benefits rates, including the hourly rate cash equivalent of each fringe benefit;
- Payroll deductions made for the pay period; and

- Additional payroll supporting documentation related to wages, fringe benefits plans and rates, records of payments made to employees and fringe benefits plans, and deductions (types, employee authorizations, etc.) on file, which must be provided upon request to the grantee, subrecipient, DOA, the U.S. Department of Treasury, and/or other state and federal agencies.
- (e) **Labor Standards Records Retention.** Contractors must maintain these records during the course of the work and for a period of three (3) years after all the work on the prime contract is completed. They also must be made available to the contracting agency (including Department of Treasury and the State of Wisconsin, FFP grantee and subrecipient, if applicable) and the Department of Labor upon request. [Note: Grantees must retain all records for the FFP project, including the contracting and payroll and related records collected from contractors for seven (7) years in accordance with the FFP requirements.]
22. **Termination Clauses in Contracts:** All contracts made by the contractor and owner of this contract under a federal award, as applicable must contain the contract provisions required under 2 CFR Part 200, Appendix II to Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Specifically, contractor must ensure that all subcontracts in excess of \$10,000 address termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement.
23. **Records and Inspection:** The contractor shall maintain records and financial documents sufficient to evidence compliance with the Treasury Capital Projects Fund Statute, the Uniform Guidance, this contract and the FFP. The grantee, subrecipient (if applicable), the State of Wisconsin, Treasury Office of Inspector General, the Government Accountability Office, Treasury, and their authorized representatives, shall have the right of access to records (electronic and otherwise) of the contractor related to the FFP grant in order to conduct inspections, audits or other investigations. This right also includes timely and reasonable access to the contractor's personnel for the purpose of interview and discussion related to such documents.
24. **General Compliance:** The contractor agrees to comply with the FFP, CPF Statute and the Guidance and all other applicable federal statutes, regulations, and executive orders, including but not limited to applicable statutes and regulations prohibiting discrimination in programs receiving federal financial assistance and all applicable federal environmental laws and regulations, and the contractor shall provide for such compliance in any agreements it enters into with other parties relating to the FFP project.
25. **False Statements:** The contractor understands that making false statements or claims in connection with this contract is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

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SECTION 01 78 23
OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

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35

SUMMARY

Section Includes: Administrative and procedural requirements for preparing operation and maintenance manuals, including the following:

- 9 Operation and maintenance documentation directory manuals.
- 10 Product maintenance manuals.

11
12

CLOSEOUT SUBMITTALS

Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.

16 Designer will comment on whether content of operation and maintenance submittals is acceptable.

17 Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

19
20 Format: Submit operation and maintenance manuals in the following format:

21 Submit by email to Designer. Enable reviewer comments on draft submittals.

22
23 Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Designer will return copy with comments.

26 Correct or revise each manual to comply with Designer's comments. Submit copies of each corrected manual within 15 days of receipt of Designer's comments and prior to commencing demonstration and training.

29
30 Comply with Section 01 77 00 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

31
32
33

FORMAT OF OPERATION AND MAINTENANCE MANUALS

34 Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.

36 Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.

38 File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

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REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

46 Organization of Manuals: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual to contain the following materials, in the order listed:

49 Title page.

50 Table of contents.

51 Manual contents.

52
53 Title Page: Include the following information:

54 Subject matter included in manual.

55 Name and address of Project.

- 1 Name and address of Owner.
- 2 Date of submittal.
- 3 Name and contact information for Contractor.
- 4
- 5 Table of Contents: List each product included in manual, identified by product name, indexed to the
- 6 content of the volume, and cross-referenced to Specification Section number in Project Manual.
- 7
- 8 Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system,
- 9 subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components
- 10 of one system into a single binder.
- 11
- 12 Identification: In the documentation directory and in each operation and maintenance manual, identify each
- 13 system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no
- 14 designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and
- 15 Maintenance Documentation for Building Systems."
- 16
- 17 **PRODUCT MAINTENANCE MANUALS**
- 18 Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and
- 19 maintenance of each product, material, and finish incorporated into the Work.
- 20
- 21 Content: Organize manual into a separate section for each product, material, and finish. Include source
- 22 information, product information, maintenance procedures, repair materials and sources, and warranties and
- 23 bonds, as described below.
- 24
- 25 Product Information: Include the following, as applicable:
- 26 Product name and model number.
- 27 Manufacturer's name.
- 28 Color, pattern, and texture.
- 29 Material and chemical composition.
- 30 Reordering information for specially manufactured products.
- 31
- 32 Maintenance Procedures: Include manufacturer's written recommendations and the following:
- 33 Inspection procedures.
- 34 Types of cleaning agents to be used and methods of cleaning.
- 35 List of cleaning agents and methods of cleaning detrimental to product.
- 36 Schedule for routine cleaning and maintenance.
- 37 Repair instructions.
- 38
- 39 Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- 40
- 41 Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions
- 42 that would affect validity of warranties or bonds.
- 43 Include procedures to follow and required notifications for warranty claims.
- 44

45 **PART 2 - PRODUCTS (Not Used)**

46 **PART 3 - EXECUTION (Not Used)**

47 **END OF SECTION**

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**SECTION 12 50 00
FURNITURE**

PART 1 - GENERAL

SUMMARY

- Section Includes:
 - Seating and Seating Carts.
 - Lounge.
 - Tables and Table Carts.
 - Desk and Desk D3 Alternate.
 - Accessories.
 - Storage.
 - Shelving.
 - Fixtures and Specialty Items.

ACTION SUBMITTALS

- Product Data: For each type of product.
- Shop Drawings: Include plans, elevations, sections, and attachment details.
- Samples: For factory-applied color finishes.

CLOSEOUT SUBMITTALS

- Maintenance data.

PART 2 - PRODUCTS

BASIS OF DESIGN

The attached document provided a basis of design for the new furniture to be installed in the building. Products that are equal or better are allowed to be bid. It is the bidder's responsibility to ensure that their product is equal.

PART 3 - EXECUTION

INSTALLATION

Contractor is to assemble and install all products provided for this project. All costs associated with providing the finished product, including product delivery, assembly and installation work to be included in bid cost.

END OF SECTION

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Village of Fall Creek

Public Library
Community Center
Village Office

RFP

FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C1

QUANTITY: 192

MANUFACTURER: National Public Seating

Model/Style # Airflex 1400 Series

Description:

Premium Polypropylene Folding Chair (Pack of 4); Supports up to 1000 lb

Dimensions: Open: 31"H x 19.75W x 20.25"D
9.6 lb each

Finish: TBD, available in 3 color options

Location(s): Community Room/
Storage, Break Rooms

Additional Information:

Quantity needed for additional configurations and are not fully drawn in plan.

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C1-CART

QUANTITY: 3

MANUFACTURER: National Public Seating

Model/Style # 84

Description:

Double tier cart to hold specified folding chairs – 84 total per cart

Dimensions: 67"W x 33.25"D x 70"H

Finish: Brown

Location(s): Community Room Storage

Additional Information:

Accepts up to 84 Airflex folding chairs
Heavy-duty casters on all four corners for easy mobility

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C2

QUANTITY: 10

MANUFACTURER: Hon

Model/Style # Cliq

Description:

Mesh back chair with upholstered seat, cantilever arms

Dimensions: N/A

Finish: Grade 1 Mesh, Grade 2 Upholstery, Fixed arm

Location(s): 116 Conference Room

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C3

QUANTITY: 8

MANUFACTURER: Hon

Model/Style # Ignition 2.0

Description:

Mid-back, Synchro-Tilt with Seat Slider, height & width adjustable arms, carpet casters, mesh back, lumbar, Upholstered seat

Dimensions: N/A

Finish: Grade 1 mesh, Grade 2 Upholstery, standard frame/base

Location(s): Private Offices

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C4

QUANTITY: 3

MANUFACTURER: Hon

Model/Style # Solve
Stool

Description:

Basic Synchro Tilt Mechanism,
Armless, Carpet/Hard Casters

Dimensions: N/A

Finish: Grade 1 mesh, Grade 1
Upholstery, standard
frame/base

Location(s): 120 Staff Work Room

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C5

QUANTITY: 6

MANUFACTURER: Hon

Model/Style # Ignition Guest Chair

Description:

Multi-purpose 4-Leg Chair, Fixed Arm, Glides, Mesh Back, Upholstered Seat

Dimensions: N/A

Finish: Grade 1 mesh, Grade 2 Upholstery, standard frame/base

Location(s): Village & Private Offices

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C6

QUANTITY: 6

MANUFACTURER: Hon

Model/Style # Ignition Guest Chair

Description:

Multi-purpose 4-Leg Chair, Armless,
Glides, Mesh Back, Upholstered Seat

Dimensions: N/A

Finish: Grade 1 mesh, Grade 2
Upholstery, standard
frame/base

Location(s): Village & Private Offices

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C7

QUANTITY: 10

MANUFACTURER: Hon

Model/Style # Ruck Chair

Description:

4-Leg molded wooden chair, Laminate shell, metal legs/frame

Dimensions: N/A

Finish: Laminate shell, metal frame

Location(s): Library

Additional Information:

Solid color laminate, no wood grain

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C8

QUANTITY: 4

MANUFACTURER: Hon

Model/Style # Ruck Stool

Description:

4-Leg molded wooden chair, Laminate shell, metal legs/frame

Dimensions: N/A

Finish: Laminate shell, metal frame

Location(s): Library

Additional Information:

Solid color laminate, no wood grain

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C9

QUANTITY: 9

MANUFACTURER: Hon

Model/Style # Solve Task Chair

Description:

Basic Synchro Tilt, Fixed Arms,
Carpet/Hard Casters, Mesh Back,
Upholstered Seat

Dimensions: N/A

Finish: Upholstery – Grade 2

Location(s): Library

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C10

QUANTITY: 16

MANUFACTURER: Hon

Model/Style # Motivate Nest/Stack

Description:

Four Leg with Flex-Back Nesting and Stack Chair. Mesh Back, Upholstered Seat, Carpet/Hard Casters

Dimensions: N/A

Finish: Upholstery – Grade 4

Location(s): Meeting Rooms A, B & C

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C11

QUANTITY: 16

MANUFACTURER: Hon

Model/Style # Motivate Nest/Stack

Description:

Armless Four Leg with Flex-Back
Nesting and Stack Chair with Arms.
Mesh Back, Upholstered Seat,
Carpet/Hard Casters

Dimensions: N/A

Finish: Upholstery – Grade 4

Location(s): Meeting Rooms A, B &
C

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C12

QUANTITY: 12

MANUFACTURER: National Public Seating

Model/Style # 6218H

Description:

6200 Series, 18.5-26.5 Inch Adjustable Height Heavy Duty Stool

Dimensions: N/A

Finish: Standard Paint TBD

Location(s): 128 Maker Space

Additional Information:

Must be push pin adjustable with no additional tool required

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C13

QUANTITY: 4

MANUFACTURER: Hon

Model/Style # Smartlink 12" Chair

Description:

Poly Shell Chair, 12" Seat Height

Dimensions: N/A

Finish: Standard Paint, Poly TBD

Location(s): Library

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C14

QUANTITY: 28

MANUFACTURER: Hon

Model/Style # Smartlink 14" Chair

Description:

Poly Shell Chair, 14" Seat Height

Dimensions: N/A

Finish: Standard Paint, Poly TBD

Location(s): Library

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Seating

CODE: C15

QUANTITY: 8

MANUFACTURER: Hon

Model/Style # Olson Stacker
H4041

Description:

High-density stacker, all poly, chrome frame

Dimensions: N/A

Finish: Grade 1 poly, Chrome frame

Location(s): Break Rooms

Additional Information:

Quantity needed for additional configurations and are not fully drawn in plan.

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Lounge

CODE: L1

QUANTITY: 4

MANUFACTURER: Hon

Model/Style # Astir One+ Seat
Lounge with Low
Back

Description:

Cart with Casters to house (8)
Upholstered Floor Cushions

Dimensions: N/A

Finish: Multi-Fabric Lounge Chair,
Dowel Legs, Upholstery
Grade 4

Location(s): Library

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Lounge

CODE: L2

QUANTITY: 5

MANUFACTURER: Hon

Model/Style # Confetti Floor Lounge

Description:

Single Lounge with Handle

Dimensions: N/A

Finish: Grade 2 Upholstery

Location(s): Library

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Lounge

CODE: L3

QUANTITY: 3

MANUFACTURER: Hon

Model/Style # Confetti Floor
Cushions with Cart

Description:

Cart with Casters to house (8)
Upholstered Floor Cushions

Dimensions: N/A

Finish: Grade 2 Paint, Grade 4
Upholstery

Location(s): Library

Additional Information:

Multiple textiles

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Lounge

CODE: L4

QUANTITY: 6

MANUFACTURER: Hon

Model/Style # SoCo Single Seat

Description:

Single Seat, 30x30

Dimensions: N/A

Finish: Grade 2 Upholstery

Location(s): Library

Additional Information:

Total length of ottoman bench to be approximately 15'

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Lounge

CODE: L5

QUANTITY: 2

MANUFACTURER: Hon

Model/Style # SoCo Inside Curve
with Back

Description:

Inside Curve Lounge with Back, Single
Fabric, No Power

Dimensions: N/A

Finish: Grade 4 Upholstery

Location(s): Library

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Lounge

CODE: L6

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # SoCo Curve Seat

Description:

Curve Seat (No Back), Single Fabric,
No Power, Ganging Brackets

Dimensions: N/A

Finish: Grade 4 Upholstery

Location(s): Library

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Lounge

CODE: L7

QUANTITY: 12

MANUFACTURER: Hon

Model/Style # West Hill Single Seat
Lounge

Description:

West Hill Single Seat Lounge with
Pillow Cushion. Multi-Fabric and Cone
Wood Legs

Dimensions: N/A

Finish: Grade 4 Upholstery

Location(s): Library

Additional Information:

x

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T1 – Folding Option

QUANTITY: 20

MANUFACTURER: National Public Seating

Model/Style # BTR Series
BT60R

Description:

60" Round, 29.5" high Single Piece Top;
17-Gauge steel base, powder-coated
and can support up to 1000lb (evenly
distributed)

Dimensions:

60"W x 60"D x 29.5"H
54lb

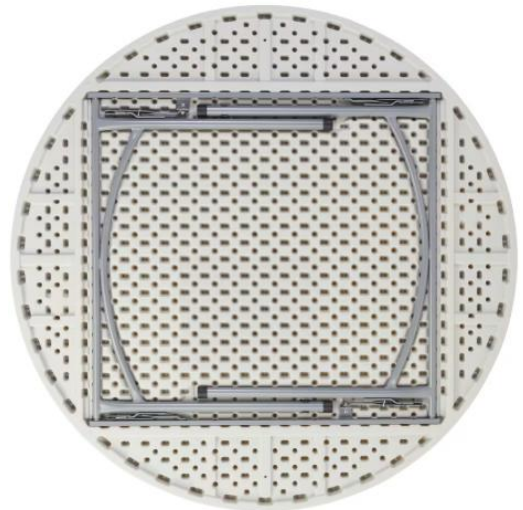
Finish: Speckled Gray Top

Location(s): Community Room,
Storage

Additional Information:

Gravity Slide Locks on Legs; Heat
resistant up to 212 degrees

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table Carts

CODE: T1 – Folding Option Carts

QUANTITY: 2

MANUFACTURER: National Public Seating

Model/Style # DYMU

Description:

Folding Table Dolly for Round & Rectangular Tables

Dimensions:

65”L x 27.75”W x 31.25”H

Finish: Brown Paint

Location(s): Community Room,
Storage

Additional Information:

Holds up to (10) folding tables;
Features carpeted table supports for added protection.

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T2

QUANTITY: 8

MANUFACTURER: National Public Seating

Model/Style # Easy Fold
MTSSF-R Series

Description:

30x60 Rectangular top, 29" high
Tabletop, 4" Ball-bearing Casters, Non-marring, Automatic Lock with 2-Point Manual Release Lever.

Dimensions:

60"W x 30"D x 29"H
Folded: 60"W x 20"D x 40"H

Finish: TBD - ¾" Particle Board Core, Protect Edge, Black or Chrome Base

Location(s): Community Room,
Storage

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T3

QUANTITY: 3

MANUFACTURER: Hon

Model/Style # Between

Description:

36" Square Top
Seated Height X-Base

Dimensions:

36" x 36" x 30"

Finish: Laminate: TBD
Paint: TBD

Location(s): Break Rooms

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T4

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Preside

Description:

Rectangular Table Top, Hollow Panel Base with Power

Dimensions:

48"W x 120"D x 30"H

Finish: Top Laminate: TBD
Base Laminate: TBD

Location(s): Conference Room

Additional Information:

2-ElloraB G2 Fliptop for
3Pwr/1USB/2Blank - Interlink Power
with Base In-Feed (15amp)

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T5

QUANTITY: 4

MANUFACTURER: Hon

Model/Style # Birk

Description:

36" Round Top
Seated Height X-Base

Dimensions:

36" x 36" x 30"

Finish: Laminate: TBD
Paint: TBD

Location(s): Library

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T6

QUANTITY: 2

MANUFACTURER: Hon

Model/Style # Birk

Description:

36" Round Top
Cafe Height X-Base

Dimensions:

36" x 36" x 42"H

Finish: Laminate Top: TBD
Painted Base: TBD

Location(s): Library

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T7

QUANTITY: 5

MANUFACTURER: Hon

Model/Style # Sculpt

Description:

16.5" Round Table, Laminate Top,
Metal Legs, Medium Height

Dimensions:

16.5"d x 16.5"w x 18.5"h

Finish: Laminate: TBD
Paint: TBD

Location(s): Library – Children's,
Young Adult, Coffee
Area, Library Staff Break

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T8

QUANTITY: 2

MANUFACTURER: Hon

Model/Style # Scramble End Table

Description:

24" diameter round end table, laminate top, wood legs with painted metal stretcher bars

Dimensions:

24"d x 24"w x 22"h

Finish: Laminate: TBD
Paint: TBD

Location(s): Library – Adult Section

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T9

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Scramble Coffee
Table

Description:

Rectangular coffee table; laminate top,
wood legs with painted metal stretcher
bars

Dimensions:

24"W x 48"L x 16"H

Finish: Laminate: TBD
Paint: TBD

Location(s): Library – Adult Section

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T10

QUANTITY: 16

MANUFACTURER: Hon

Model/Style # Between Nesting
Tables

Description:

Rectangular flip/nest tables on casters.
Laminate top with painted metal base

Dimensions:

24"D x 72"W x 29"H

Finish: Laminate: TBD
Paint: TBD

Location(s): Meeting Rooms A, B &
C

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T11

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Roll Call Lectern

Description:

Rectangular pneumatic height-adjustable mobile table

Dimensions:

20"D x 28"W x 28.5-43.5"H

Finish: Laminate: TBD
Paint: TBD

Location(s): Story Time

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T12

QUANTITY: 4

MANUFACTURER: 3Branch

Model/Style # Maker Flex Kids

Description:

Rectangular height-adjustable mobile table, crank adjustable

Dimensions:

36"D x 72"W x 24-34"H

Finish: Laminate: TBD
Paint: TBD

Location(s): Maker Space

Additional Information:

Must accommodate seating for kids and adults (C12 and C14)

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T13

QUANTITY: 2

MANUFACTURER: Hon

Model/Style # Build Student Table

Description:

Rectangular table with adjustable height legs on glides

Dimensions:

24"D x 30"W x 22-34"H

Finish: Laminate: TBD
Paint: TBD

Location(s): Library - Childrens

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T14

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Build Round Table

Description:

Round table with adjustable height legs on glides, youth height

Dimensions:

42"D x 42"W x 13"-18"H

Finish: Laminate: TBD
Paint: TBD

Location(s): Library - Childrens

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T15

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Voi

Description:

Rectangular table with metal O legs

Dimensions:

60"W x 20"D x 29"H

Finish: Laminate: TBD

Paint: TBD

Location(s): Library

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Table

CODE: T16

QUANTITY: 2

MANUFACTURER: Hon

Model/Style # Build Student Table

Description:

Rectangular table with adjustable height legs on glides

Dimensions:

24"D x 48"W x 22-34"H

Finish: Laminate: TBD
Paint: TBD

Location(s): Library - Childrens

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Desk

CODE: D1

QUANTITY: 3

MANUFACTURER: Hon

Model/Style # 10500

Description:

L-Desk Footprint: 6'-0" x 7'-0"
Low Storage: BBF & FF Pedestal

Dimensions:

6'-0" x 7'-0" or 7'-0"x6'-0"
depending on handedness

Finish: Laminate: TBD

Location(s): Offices 113, 115 & 129

Additional Information:

Closed backs (no open back panels against walls) on all desk shells. All storage to be keyed alike in room which may include other legend codes

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Desk

CODE: D2

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # 10500

Description:

L-Desk Footprint: 8'-0" x 8'-0"
Low Storage: BBF & FF Pedestals

Dimensions:

8'-0" x 8'-0"

Finish: TBD

Location(s): Office 117

Additional Information:

Closed backs (no open back panels against walls) on all components. All storage to be keyed alike in room, may include other legend codes

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Desk

CODE: D3

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # 10500

Description:

L-Desk Footprint: 6'-6" x 7'-0"
Low Storage: BBF & FF Pedestals

Dimensions:

6'-6" x 7'-0"

Finish: TBD

Location(s): Office 118

Additional Information:

Closed backs (no open back panels against walls) on all components. All storage to be keyed alike in room, may include other legend codes

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Desk

CODE: D3 - Alternate

QUANTITY: 3

MANUFACTURER: Hon

Model/Style # 10500

Description:

L-Desk Footprint: 6'-6" x 7'-0"
Height-adjustable desk, Low Storage:
BBF Pedestal

Dimensions:

6'-6" x 7'-0"

Finish: TBD

Location(s): Office 118

Additional Information:

HAT Base: 3 stage legs,
programmable control, cable
management and inset modesty panel.
All storage to be keyed alike in room,
may include other legend codes

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Desk

CODE: D5

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Empower

Description:

Dual-sided desking, 5' wide sections with integrated power and dividing 12" acoustic screens.

Dimensions:

5'-3" x 15'-0"

Finish: TBD

Location(s): Library

Additional Information:

Single base infeed power and integrated cable management required. At least 2 circuits.

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Desk

CODE: D6

QUANTITY: 3

MANUFACTURER: Hon

Model/Style # Voi

Description:

Rectangular desk with grommet in top and O-legs

Dimensions:

24"D x 42"W x 29"H

Finish: TBD

Location(s): Library

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Accessories – Tackboard

CODE: TB1

QUANTITY: 5

MANUFACTURER: Hon

Model/Style # Wall mounted
Tackboard

Description:

36" wide

Dimensions:

36"W x 18"H

Finish: Grade 1

Location(s): Offices 113, 114, 115,
118, 129

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Accessories – Tackboard

CODE: TB2

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Wall mounted
Tackboard

Description:

60" wide

Dimensions:

60"W x 18"H

Finish: Grade 1

Location(s): Offices 117

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Accessories – Whiteboard

CODE: WB1

QUANTITY: 2

MANUFACTURER: TBD

Model/Style # Wall mounted
Whiteboard

Description:

3'x4' Dry-Erase Porcelain Whiteboard

Dimensions:

36"h x 48"w

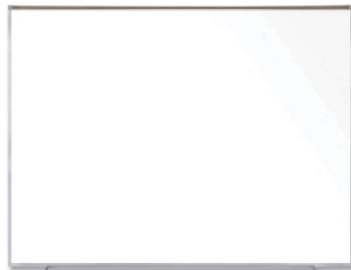
Finish: Porcelain board

Location(s): Office 117 & Staff Work
Room 120

Additional Information:

Magnetic board
Lifetime warranty from ghosting

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Accessories – Whiteboard

CODE: WB2

QUANTITY: 1

MANUFACTURER: TBD

Model/Style # Wall mounted
Whiteboard

Description:

4'x6' Dry-Erase Porcelain Whiteboard

Dimensions:

48"h x 72"w

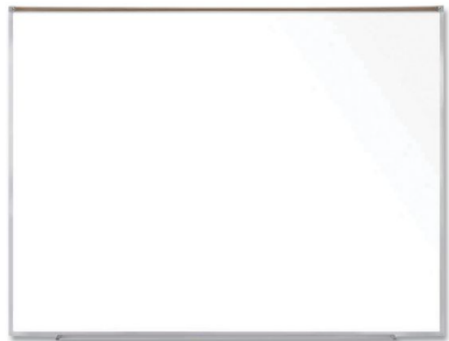
Finish: Porcelain board

Location(s): Conference Room 116

Additional Information:

Magnetic board
Lifetime warranty from ghosting

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S1

QUANTITY: 2

MANUFACTURER: TBD

Model/Style # Book Truck

Description:

Double sided with sloping shelves

Dimensions:

18"D x 36"W x 43"H

Finish: TBD

Location(s): Circulation Desk, Work Room

Additional Information:

Coordinate color with shelving/stacks

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S2

QUANTITY: 8

MANUFACTURER: Hon

Model/Style # Brigade 800

Description:

5-High lateral file

Dimensions:

18"D x 42"W x 64"H

Finish: TBD

Location(s): 109 Storage, 114, 115 &
118

Additional Information:

Keyed alike to room

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S3

QUANTITY: 8

MANUFACTURER: Hon

Model/Style # 10500

Description:

3 Shelf Bookcase

Dimensions:

13"D x 36"W x 43"H

Finish: TBD

Location(s): Book Sale, Adult
Reading Room, Offices
117, 118

Additional Information:

Laminate to match desking

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S4

QUANTITY: 19

MANUFACTURER: Hon

Model/Style # 10500

Description:

5 Shelf Bookcase

Dimensions:

13"D x 36"W x 71"H

Finish: TBD

Location(s): Book Sale Room

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S5

QUANTITY: 3

MANUFACTURER: Hon

Model/Style # 10500

Description:

Double door storage cabinet. Desk height for work counter and printer supply storage.

Dimensions:

24"D x 36"W x 29"H

Finish: TBD

Location(s): Library, Office 129

Additional Information:

Locking

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S6

QUANTITY: 2

MANUFACTURER: Hon

Model/Style # 10500

Description:

Stack-on open bookcase

Dimensions:

12"D x 36"W x 37"H

Finish: TBD

Location(s): Office 129

Additional Information:

Locking

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S7

QUANTITY: 2

MANUFACTURER: Hon

Model/Style # Class-ifi Tote Storage

Description:

3-High Tote Storage, 3 – Wide, with locking doors, accessory side panels with Fuse hanging bins, interior bins to contain 12-3” totes, 9 – 6” totes

Dimensions:

19”D x 40”W x 42”H

Finish: TBD

Location(s): Maker Space

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S8

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Brigade 800 Series

Description:

2-High lateral file

Dimensions:

18"D x 36"W x 28"H

Finish: TBD

Location(s): Office 114

Additional Information:

Keyed alike to room

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Storage

CODE: S9

QUANTITY: 1

MANUFACTURER: Hon

Model/Style # Brigade 800 Series

Description:

Mobile Box/Box/File Pedestal Storage

Dimensions:

23"D x 15"W x 28"H

Finish: TBD

Location(s): Office 114

Additional Information:

Keyed alike to room

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Shelving

CODE: SH1

QUANTITY: Youth: 35 double sided; Young Adult: 9 double sided;
Adult: 69 double sided (see plan)

MANUFACTURER: TBD

Model/Style # Adjustable Metal
Cantilever Shelving

Description:

Double-sided metal cantilever shelving with laminate end panels and tops. 12" shelf depth with integral backs.

Dimensions:

Each section approximately
24"D x 36"W x 66"H

Finish: Paint: TBD
Laminate: TBD

Location(s): Library

Additional Information:

Shelving should include sliding wire book supports
Specification to match plan for ends, adders, etc. depending on shelving manufacturer specified.

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Shelving

CODE: SH2

QUANTITY: 10

MANUFACTURER: TBD

Model/Style # Double-Sided
Browsing Bins

Description:

Double-sided metal shelving for browsing picture books, board books and readers. Laminate end panels. 12" shelf depth with sign holders on top.

Dimensions:

24"D x 36"W x 48"H

Finish: Paint: TBD
Laminate: TBD

Location(s): Library

Additional Information:

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Shelving

CODE: SH3

QUANTITY: 2

MANUFACTURER: TBD

Model/Style # New
Releases/Browsing

Description:

Grouping of book display shelving

Dimensions:

Approximate Footprint: 72"W x
30"D x 66"H

Finish: TBD

Location(s): Library

Additional Information:

Shelving to 66" high. Signage height
is in addition.

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Shelving

CODE: SH4

QUANTITY: 8

MANUFACTURER: TBD

Model/Style # Single-sided
Adjustable Metal
Cantilever Shelving

Description:

Single-sided metal cantilever shelving with laminate end panels and tops. 12" shelf depth with integral backs.

Dimensions:

Each section approximately
12"D x 36"W x 66"H

Finish: Paint: TBD
Laminate: TBD

Location(s): Library – Library of
Things/AV

Additional Information:

Shelving should include sliding wire book supports
Specification to match plan for ends, adders, etc. depending on shelving brand specified.

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Fixtures and Specialty Items

CODE: F1

QUANTITY: 1

MANUFACTURER: Whitney Brothers

Model/Style # Nature View Play Greenhouse – WB0511

Description:

Maple and plywood with natural UV finish with acrylic panels

Dimensions:

60”D x 60”W x 60”H

Finish: As shown

Location(s): Library

Additional Information:

Match spec or pre-approved alternate
<https://www.whitneybros.com/nature-viewtm-play-greenhouse>

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Fixtures and Specialty Items

CODE: F2

QUANTITY: 1

MANUFACTURER: Whitney Brothers

Model/Style # Nature View Play House Cube And Mat Set – WB2452

Description:

Birch plywood with natural UV finish with acrylic panels

Dimensions:

29.5”D x 30.25”W x 29.5”H

Finish: As shown

Location(s): Library

Additional Information:

Match spec or pre-approved alternate
<https://www.whitneybros.com/nature-viewtm-play-house-cube-and-mat-set>

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Fixtures and Specialty Items

CODE: F3

QUANTITY: 1

MANUFACTURER: Whitney
Brothers

Model/Style # Nature View Acrylic
Back Cabinet 24H –
WB0247

Description:

Birch plywood with natural UV finish
with acrylic panels

Dimensions:

11.75"D x 48"W x 24.25"H

Finish: As shown

Location(s): Library

Additional Information:

Match spec or pre-approved alternate
<https://www.whitneybros.com/nature-viewtm-acrylic-back-cabinet-24h>

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Fixtures and Specialty Items

CODE: F4

QUANTITY: 1

MANUFACTURER: TMC

Model/Style # Freestanding - Arbor Tree

Description:

Freestanding Arbor tree with powdercoated white metal base. Predrilled holes in base allow for easy floor anchoring

Dimensions:

Base: 24"

Tree: 44"w x 95"h

Finish: TBD

Location(s): Library

Additional Information:

Match spec or pre-approved alternate

<https://tmcfurniture.com/products/grove-trees/>

Add optional matching wood base cap.

Note: awarded vendor to explore custom height and corner installation application.

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Fixtures and Specialty Items

CODE: F5

QUANTITY: 1

MANUFACTURER: TMC

Model/Style # Grove Trees

Description:

One of each

Dimensions:

46.25"w x 95"h; 40"w x 95"h;
21.25"w x 95"h

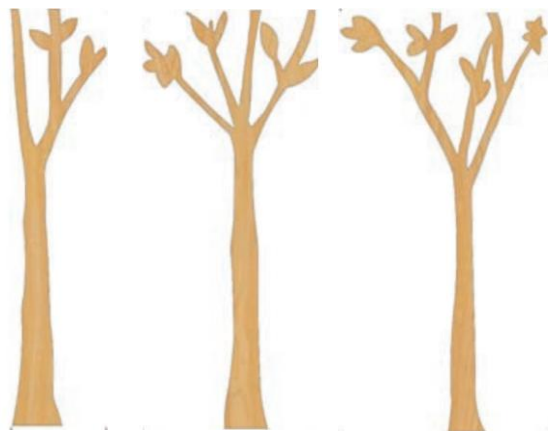
Finish: TBD

Location(s): Library

Additional Information:

Match spec or pre-approved alternate
<https://tmcfurniture.com/products/grove-trees/>

PRODUCT VISUAL:



FURNITURE SPECIFICATIONS

CATEGORY: Fixtures and Specialty Items

CODE: F6

QUANTITY: 2

MANUFACTURER: TMC

Model/Style # Aspen Trees Applique

Description:

1 standard (as shown) and 1 mirrored

Dimensions:

48.87”w x 85”h

Finish: TBD

Location(s): Story Time Room

Additional Information:

Match spec or pre-approved alternate

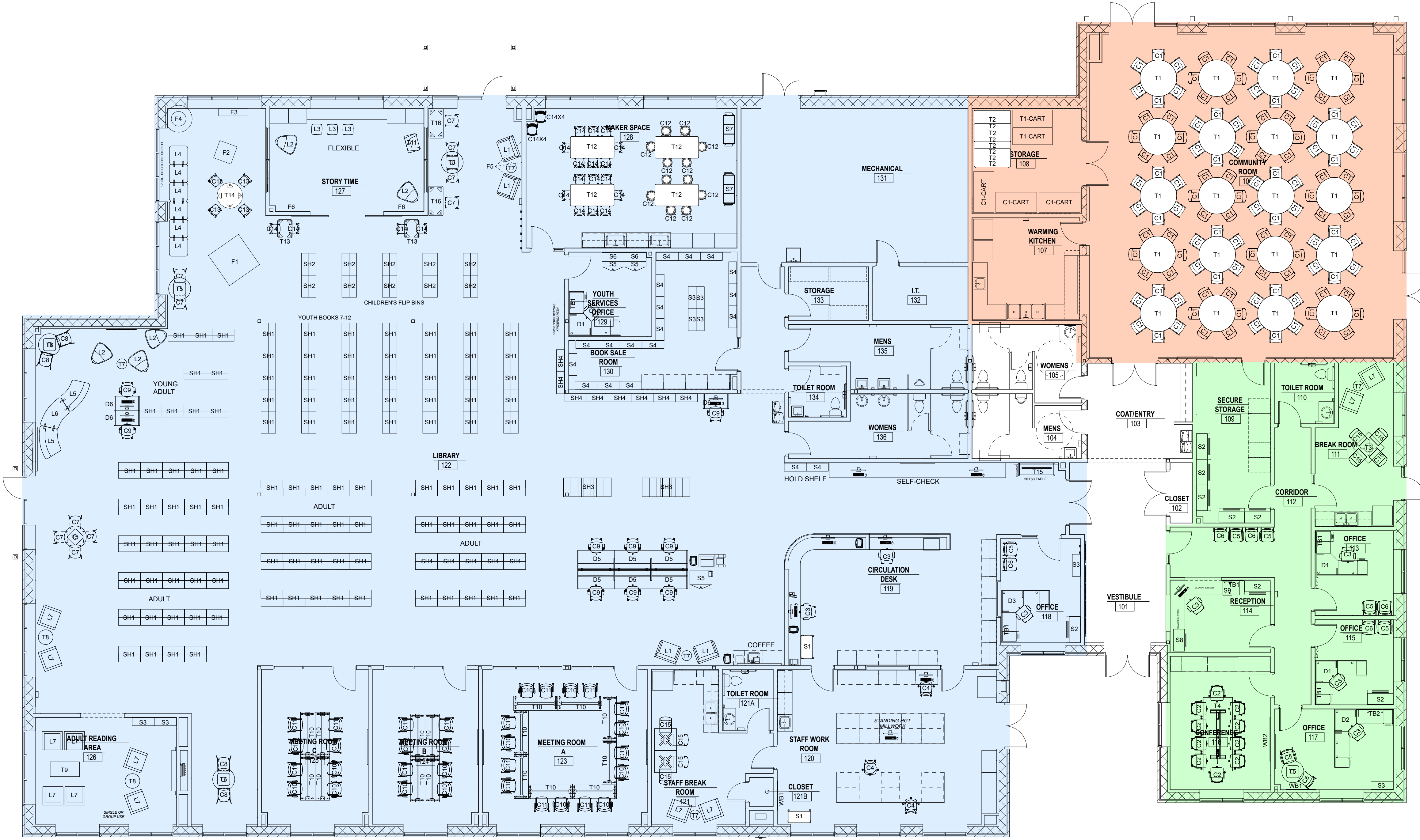
https://tmcfurniture.com/wp-content/uploads/2024/05/TMCkids_TR_EES-Brochure-2024.pdf

PRODUCT VISUAL:

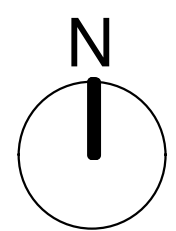




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1 FURNITURE LAYOUT PLAN
N.T.S.



REVISIONS:
NO. DATE

ISSUE DATE:
03.05.2026

F101