

Request for Proposal

Office Furniture

Issued: Tuesday, January 20, 2026

Due: Tuesday, February 3, 2026

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INTRODUCTION

The Mid America Regional Council (MARC) is seeking proposals from office furniture vendors to provide furniture for their new location at 801 Pennsylvania.

BACKGROUND

MARC Organizational Structure

The Mid-America Regional Council (MARC) is the metropolitan planning organization and association of city and county governments serving the bi-state Kansas City region. It is a public, non-profit agency. MARC serves nine counties with 119 cities, including Cass, Clay, Jackson, Platte, and Ray counties in Missouri; and, Johnson, Leavenworth, Miami, and Wyandotte counties in Kansas.

MARC was formed in 1972 and is governed by a 33-member board of directors composed of city and county elected officials. In addition to the board, MARC has dozens of policy, technical and advisory committees and decision-making entities overseeing its work and providing important and diverse stakeholder involvement. These committees and working groups enable MARC to engage a diverse array of community interests and representatives from often under-represented constituencies.

MARC employs approximately 170 people with work programs that include regional transportation planning, aging and adult services, early learning and head start, local government services, data and economy, regional environmental initiatives, emergency services planning and the regional 911 network.

Information about the Building & Required Insurance

MARC offices and conference center are moving to a new location at 801 Pennsylvania, Kansas City, Missouri 64105. Built in 1997, the building is a 158,482 rentable square-foot facility, with MARC leasing approximately 48,623 square feet on floors 1 and 4. It consists of 5 floors and has accessible loading dock.

1. Insurance

Contractor shall maintain, for itself and its sub-contractors, insurance against risks of injury, physical damage or loss and shall provide a Certificate of Insurance evidencing coverage at Contractor's expense, at the following minimum amounts:

- a. Workers Compensation: As required by law with Employers Liability Limits of not less than \$500,000 for bodily injury limits per accident, \$500,000 for bodily injury by disease each employee, and \$500,000 for bodily injury by disease per policy.
- b. Commercial General Liability with limits of \$1,000,000 for each occurrence, \$1,000,000 products and completed operations aggregate, \$1,000,000 general aggregate, \$1,000,000 personal injury and advertising injury. This coverage will respond to any allegation, claim, loss, damage, demand or judgment, or other causes of action to the extent caused by Contractor's work done at the Property.

- c. Comprehensive Auto Liability: \$1,000,000. This coverage will respond to any allegation, claim, loss, damage, demand or judgment, or other cause of action arising out of ownership, maintenance or use of an owned, hired, or non-owned vehicle to the extent caused by the Contractor, its employees or agents.
- d. Umbrella/Excess Liability: \$5,000,000. This coverage shall be excess of the Employers Liability, Commercial General Liability and Auto Liability policies.

SCOPE OF WORK AND DELIVERABLES

MARC is inviting proposals for the purpose of selecting a furniture vendor to select, order, and install furniture for their office relocation to 801 Pennsylvania Avenue, Kansas City, Missouri. Due to an expedited schedule and set funding, we have prepared a 'Selective Furniture Specifications Package' focusing on the large quantity and high value items only.

A general furniture specification has been created for each of these furniture items, and they are noted on the floor plan included as "Included in Selective Bid". In addition to the selective scope, the furniture vendor shall be responsible for the additional highlighted furniture items noted on the plan as "Overall Scope". It is the preference of MARC to receive new furniture for their new space, with exceptions of some existing furniture items, also noted on the plan as "Existing". Once a vendor has been awarded, they will work closely with MARC's furniture consultant (STUHF Studio, LLC) to prepare and present final selections and finishes for all items in preparation for the final order.

WORKING SCHEDULE AND CONDITIONS

Installation of furniture is planned to take place between June 1, 2026, and June 30, 2026, with final punch and completion of installation no later than July 15, 2026. Installation shall take place Monday through Friday, 8:00 a.m. to 5:00 p.m.

SUBMITTAL REQUIREMENTS

The proposal shall be limited to 15 pages, organized in the following format and shall include the following information:

(1) Cover Letter

The cover letter is to be signed by an officer of the firm authorized to execute a contract with MARC and should include the following company information:

- Company's legal name, address, and telephone number
- Number of years in business
- Number of employees

(2) General Qualifications

Provide a summary of the firm's qualifications demonstrating your expertise, understanding and ability to accomplish MARC's primary objectives; and general information about the firm to include the location of office(s), years in business and areas of expertise.

(3) Key Staff

Identify key staff to be assigned to this project and include a description of their abilities, qualifications and experience. Include a proposed project management structure and organizational chart. Identify any portion of the scope of work that would be subcontracted. Include firm qualifications (brief) and key personnel, telephone number and contact person for all subcontractors. MARC reserves the right to approve or reject all consultants, internal staff performing consulting services, or sub-consultants proposed.

(4) Product

Furniture on this project shall be contract grade furnishings and equipment. All proposed products in the Proposal Response Form bid response shall clearly call out manufacturer, product name, and warranty terms. All proposed products should include an image of the item, and as needed confirm finishes available as requested in specification sheet. Furniture specification sheets have been included as a guideline for finish types and grade, size, and general aesthetic directive.

(5) References

Provide a list of three references for your firm and any sub-consultants, including the names, addresses and telephone numbers of recent clients, preferably public agencies for which you have recently done similar work. Include the specific projects associated with each reference; date work was performed, costs and key personnel involved.

(6) Proposal Response Form

Complete the Proposal Response Form providing a not-to-exceed cost proposal for all work described in (1), (2) and (3) of the Scope of Work and a separate not to exceed cost for (4). You are encouraged to submit suggestions for cost savings that could be obtained and any other ways to promote cost-efficiency.

QUESTIONS AND TOURS

All questions regarding this Request for Proposal (RFP) should be directed to Erin Baird by email at erin@stuhfstudio.com. Responses to questions will be provided to all interested parties.

A building tour will be offered at 2 p.m. on Friday, January 23 for all furniture vendors interested in walking the space. If someone from your firm would like to participate in the tours contact Amanda Graor at agraor@MARC.ORG to rsvp. Please limit to no more than two people from your firm. Another date may be added if necessary.

TIME OF RESPONSE

Responses to this Request for Proposal should be directed to Erin Baird no later than 5 p.m. on **Tuesday, February 3, 2026**. Responses should be submitted in a PDF electronic format to Erin Baird at erin@stuhfstudio.com and a cc to: Amanda Graor at agraor@MARC.ORG.

Note: It is your responsibility to verify the receipt of RFP Response as there is always the possibility of emails getting blocked by MARC's firewall/spam filter.

SELECTION

Each proposal will be reviewed to ensure that the firm submitted a transmittal/cover letter, and products that meet MARC's requirements as set forth in this RFP.

Proposals will be evaluated based on qualifications, including but not necessarily limited to:

- Quality and value of product
- Quality of references received
- Available product for the cost
- Ability to meet the timeline
- Guarantee of future pricing on additional purchases
- Knowledge, expertise and experience of key staff in the planning, project management and execution of the services required
- Experience and demonstrated competence of similar projects
- Demonstrated understanding of project scope and MARCs primary objectives

MARC may conduct interviews of some, all, or none of the vendors submitting proposals. MARC reserves the right to waive technical irregularities in submissions or to reject any or all proposals if to do so is in the best interest of MARC.

MARC staff may contact respondents with questions regarding the contents of proposals and to ask for clarifications during the evaluation process. MARC is not under obligation to select the lowest priced proposal. MARC reserves the right to accept or reject any proposal or part of any

proposal for any reason, or no reason, without recourse by any proposer and to award a contract to any vendor on any basis which MARC, in its sole and absolute discretion, determines to be in the best interest of MARC. Proposals will remain in effect for a minimum of 60 days.

SELECTION SCHEDULE

The following schedule will be used. Other than the Deadline for Proposal Submittal, the selection dates may vary, but will generally follow this schedule.

Request for Proposal Issued	January 20
Optional Facility Tours	January 23
Deadline for Proposal Submittal	February 3
Evaluation of Proposals/Possible Interviews of top firms	February 19
Select Preferred Vendor (<i>MARC Budget and Personnel Committee</i>)	February 24
Work Commence	February 25

ENGAGEMENT

This Request for Proposal does not commit MARC to award a contract or to pay costs incurred in the preparation of a response to this Request for Proposal. MARC reserves the right to accept or reject any or all responses received because of this request if it is considered in the best interest of MARC. MARC may require the proposer selected to participate in negotiations to refine the Scope of Work and Deliverables to fit within the allocated budget.

OTHER KEY INFORMATION

Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Proposals, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the request for proposal. If a proposer has information that it considers proprietary, a proposer shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Proposal, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as "Proprietary Information" as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law."

Protest Procedures

In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by MARC staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC's Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.



NOT FOR CONSTRUCTION

PROJECT NAME
PROJECT NAME00000 STREET NAME CITY, STATE
12345

PROJECT STATUS


DESIGN DEVELOPMENT SET

REVISIONS

PROJECT INFORMATION
PROJECT NO.
000000
ISSUE DATE
DD/MM/YYSHEET NAME
FURNITURE AND
EQUIPMENT PLAN -
LVL 4 BID PLAN

SHEET NUMBER

F104.3



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MID-AMERICA REGIONAL COUNCIL
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SELECTIVE FURNITURE SPECIFICATION PACKAGE



PROJECT INFORMATION

PROJECT	Mid-America Regional Council (MARC) 801 Pennsylvania Avenue Kansas City, MO 64105	FFE SPECIFIER	Erin Baird STUHF Studio erin@stuhfstudio.com 913.671.9750
		Architect & Interiors	Michelle Barrett SLATTERY Design + Architecture

PROPOSAL

Proposals Due	Tuesday, February 3, 2026
NOTES	All proposals to be emailed to Erin Baird Please include the following in Proposal Response: Company Profile & Project Team Warranty Information for Proposed Products Strategy to Meet Target Completion Date of July 15th, 2026 Access to SourceWell Contract (Not Required to Respond to Furniture Specification Sheets Quoted Estimate (Including Itemized Product Cost)

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

GENERAL CONDITIONS

FURNITURE ON THIS PROJECT SHALL BE CONTRACT GRADE FURNISHINGS AND EQUIPMENT THAT WILL BE PURCHASED, WAREHOUSED, AND INSTALLED ACCORDING TO OWNER'S COMPLETION SCHEDULE.

FURNITURE PUNCH LIST WILL OCCUR ON THE FINAL DAY OF INSTALLATION WITH OWNER AND SPECIFIER. ALL CORRECTIONS AND/OR REPLACEMENTS NEED TO BE COMPLETED WITHIN 3 WEEKS OF INSTALLATION. EXCEPTIONS TO THIS TIMELINE WILL BE CONSIDERED UNDER UNIQUE CONDITIONS.

OWNER HAS THE OPTION TO EXPEDITE OR DELAY THE FURNITURE DELIVERY / INSTALLATION BASED ON CONSTRUCTION PROGRESS AND THE ABILITY TO OBTAIN MUNICIPAL AND/OR OTHER APPROVALS.

FURNITURE CONTRACTOR WILL COMPLY WITH OWNER AND CONTRACTOR'S INSURANCE REQUIREMENTS.

FURNITURE CONTRACTOR WILL HONOR ALL QUOTED PRICING FOR THE DURATION OF THE PROJECT, INCLUDING FABRIC COSTS

FURNITURE CONTRACTOR IS RESPONSIBLE FOR OBTAINING OWNER AND DESIGNER'S VERIFICATION AND APPROVAL OF FURNITURE TYPES, QUANTITIES, AND LOCATIONS PRIOR TO ORDERING SPECIFIED ITEMS.

FURNITURE CONTRACTOR TO PROVIDE FINAL FURNITURE PLAN SHOWING ACTUAL SIZES OF ALL ITEMS SPECIFIED.

FURNITURE CONTRACTOR TO PROVIDE AT LEAST ONE BASEFEED PER EIGHT LINKED WORKSTATIONS.

FURNITURE CONTRACTOR TO CONFIRM EXISTING POWER ACCESS AT FLOOR CORES. **NO NEW FLOOR CORES TO BE PROVIDED DURING CONSTRUCTION.** FURNITURE CONTRACTOR TO CONFIRM REQUIREMENTS FOR BASEFEEDS TO EXISTING CONNECTIONS AND FINAL LAYOUT OF WORKSTATIONS.

FURNITURE CONTRACTOR TO PROVIDE ALL PROPER POWER AND SUPPORTS PER MANUFACTURER RECOMMENDATIONS. FURNITURE SPEC SHEETS SHOW INTENT OF LAYOUT AND COMPONENT DESCRIPTION.

WARRANTY INFORMATION FOR ALL FURNITURE ITEMS TO BE INCLUDED AS PART OF FINAL BID RESPONSE.

FURNITURE CONTRACTOR'S ALTERNATES SELECTIONS MUST FOLLOW ALL PERFORMANCE AND WARRANTY REQUIREMENTS, AND ARE NOT DEEMED FINAL AND APPROVED UNLESS FORMALLY APPROVED IN WRITING BY OWNER AND/OR DESIGNER.

FURNITURE CONTRACTOR IS RESPONSIBLE FOR CHECKING THE AVAILABILITY OF ALL FABRICS AND PLACING THEM ON RESERVE AS NEEDED. IF A FABRIC IS DISCONTINUED OR FAILS TESTING, FURNITURE CONTRACTOR WILL PROVIDE 2-3 ALTERNATE MATERIALS FOR CONSIDERATION.

ALL FABRICS AND FILLING MATERIAL TO PASS CAL-117 FLAMMABILITY REQUIREMENTS, AND IF REQUESTED, THE FURNITURE CONTRACTOR SHALL PROVIDE OWNER WITH FLAME-SPREAD CERTIFICATES FOR ALL FABRICS AT END OF PROJECT.

FURNITURE CONTRACTOR TO SUBMIT ANY ALTERNATE FINISHES FOR FINAL APPROVAL, INCLUDING BUT NOT LIMITED TO WOOD, LAMINATE, AND FABRIC.

FURNITURE CONTRACTOR TO PROVIDE ANY FINAL AND NECESSARY FIELD MEASURING FOR WORKSTATION PLACEMENT. AS REQUIRED, FURNITURE CONTRACTOR SHALL ALSO REVIEW AND/OR PROVIDE DIMENSIONED CORE DRILL LOCATIONS FOR ALL POWERED FURNITURE AND WORKSTATIONS.

NON-UNION INSTALLATION IS ACCEPTABLE.

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

GENERAL CONDITIONS

SAMPLES OF FABRICS AND FINISHES PROPOSED FOR WORKSTATIONS TO BE SUBMITTED WITH BID AS PART OF FINAL REVIEW PROCESS.

THE BUILDING HAS ACCESS TO LOADING DOCK AND FREIGHT ELEVATORS THAT MAY BE USED DURING INSTALLATION.

DROP SHIPMENTS ARE NOT PERMITTED, AND WAREHOUSING FOR FURNITURE ITEMS SHALL BE PROVIDED FOR UP TO 30 CALENDAR DAYS FREE OF CHARGE.

ALL BOXES, WRAPPING AND DEBRIS, ETC. TO BE REMOVED FROM PREMISES BEFORE VENDOR LEAVE JOBSITE. FURNITURE CONTRACTOR MUST PROVIDE THEIR OWN MEANS OF TRASH DISPOSAL; BUILDING PROVIDED DISPOSAL FACILITIES SHALL NOT BE USED FOR SUCH ITEMS.

FURNITURE CONTRACTOR TO PROVIDE PROTECTION FOR FLOORING AND WALLS IN PUBLIC SPACES AND ELEVATORS NEEDED TO ACCESS OWNER'S SUITE.

FURNITURE CONTRACTOR IS RESPONSIBLE FOR REPLACING ANY ITEMS DAMAGED WHILE UNDER FURNITURE CONTRACTOR'S CARE AND SUPERVISION, SPECIFICALLY BUT NOT EXCLUSIVELY DURING SHIPPING, WAREHOUSING, DELIVERY, AND INSTALLATION.

SUBMIT MANUFACTURER'S CARE AND CLEANING INSTRUCTIONS FOR ALL FURNITURE AND FABRICS.

FURNITURE CONTRACTOR MUST PROVIDE ACCESS TO SPECIAL PRICING AGREEMENT FOR AT LEAST ONE YEAR FROM TIME OF ORDER PLACEMENT. AFTER ONE YEAR, FURNITURE CONTRACTOR MUST HAVE ACCESS TO 'SOURCEWELL' CONTRACT OR SIMILAR PURCHASING CONTRACT FOR FUTURE PURCHASES BY MARC.

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PROPOSAL RESPONSE FORM

DATE	CONTACT
COMPANY	PHONE
ADDRESS	EMAIL

PURSUANT TO NOTICES GIVEN, THE UNDERSIGNED WILL PROVIDE ALL LABOR AND MATERIALS FOR THE COMPLETE INSTALLATION OF THE SPECIFIED FURNITURE AT **MID-AMERICA REGIONAL COUNCIL (MARC), 801 PENNSYLVANIA AVE, KANSAS CITY, MISSOURI 64105**, IN ACCORDANCE WITH THE ATTACHED PROPOSAL DOCUMENTS.

SUBSTITUTIONS

SUBSTITUTIONS WILL BE REVIEWED FOR THE FULL COMPLIANCE OF THE PERFORMANCE SPECIFICATIONS AND WARRANTIES BY BOTH THE OWNER AND DESIGNER.

QUOTED COSTS

REFER TO PROVIDED SPREADSHEET TEMPLATE FOR UNIT COSTS AND EXTENDED PRODUCT COSTS. OUR SIGNATURE INDICATES WE HAVE VERIFIED ALL QUANTITIES FROM SPECIFICATIONS AND DRAWINGS.

THE OWNER RESERVES THE RIGHT TO ADJUST QUANTITIES AS THE PROJECT MAY REQUIRE. QUANTITIES IN THIS PACKAGE ARE ACCURATE BUT MAY BE SUBJECT TO CHANGE.

PRICING FOR ALL ITEMS IS TO BE HONORED FOR THE FULL DURATION OF THE PROJECT, AND WILL TAKE INTO ACCOUNT ANY VENDOR PRICE INCREASES.

DISCOUNTS ARE TO HOLD FIRM FOR A THREE MONTH PERIOD OF TIME FROM OWNER'S OFFICIAL DATE OF OCCUPANCY, TO COVER ADDS, MOVES, AND CHANGES THAT MAY BE REQUIRED FOR THE PROJECT.

COMPLETION DATE

THE UNDERSIGNED AGREES TO COORDINATE AND EXPEDITE HIS WORK IN ACCORDANCE WITH THE SCHEDULES AND NEEDS OF MEDIWARE, AND AGREES TO COORDINATE HIS WORK IN A MANNER THAT WILL NOT ADVERSLY AFFECT THE OPERATIONS AND SERVICE OF THE PROJECT LOCATION OR PROJECT COMPANY.

WE HAVE RECEIVED AND THOROUGHLY REVIEWED THE PROPOSAL DOCUMENTS AND FURNITURE PLANS FOR THE ABOVE PROJECT AND HAVE COMPLETED AND SIGNED OUR COST SUMMARY.

PAYMENT TERMS ARE FULLY DESCRIBED HEREIN, AND OUR PROPOSAL INCLUDES THE OWNER'S INFORMATION WITH CONTACT NAME AND SIGNATURE LINE FOR APPROVAL AND PROCESSING.

SUBMITTED BY

SIGNATURE

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

SC-01

DESCRIPTION	SIDE CHAIR, CONFERENCE / MEETING ROOMS
MANUFACTURER	TBD
MODEL	TBD
OPTIONS	UPHOLSTERED SEAT FULLY UPHOLSTERED BACK METAL, 4-LEG BASE WITH ARMS



DIMENSIONS | IN

W 22 H 34 1/2 D 24

*REQUIRED OPTIONS MAY NOT BE ILLUSTRATED IN STOCK IMAGE

NOTES

REFER TO IMAGE FOR DESIGN INTENT AND BASIS OF DESIGN. SUBSTITUTES ARE ACCEPTABLE AND WILL BE CONSIDERED AESTHETICALLY AGAINST BASIS OF DESIGN.

MANUFACTURER CONTACT

FINISHES

FABRIC TBD	MANUFACTURER	TBD	MANUFACTURER	
	PATTERN	WOVEN FABRIC	PATTERN	
	COLOR	TBD	COLOR	
FINISH TBD	NOTES	ASSUME GRADE C	NOTES	
	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	CHROME	PATTERN	
	COLOR	CHROME	COLOR	
	NOTES	-	NOTES	
	MANUFACTURER		MANUFACTURER	
	PATTERN		PATTERN	
	COLOR		COLOR	
	NOTES		NOTES	

LOCATIONS AND QUANTITIES:

LEVEL 01 BOARDROOM	29
LEVEL 01 MED CONF	6
LEVEL 04 MED CONF	10
LEVEL 04 MED CONF	9

TOTAL 54

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

SC-02

DESCRIPTION	SIDE CHAIR, PRIVATE OFFICE
MANUFACTURER	TBD
MODEL	TBD
OPTIONS	UPHOLSTERED SEAT FULLY UPHOLSTERED BACK METAL, 4-LEG BASE WITH ARMS



DIMENSIONS | IN

W 22.5 H 33 1/2 D 21

*REQUIRED OPTIONS MAY NOT BE ILLUSTRATED IN STOCK IMAGE

NOTES

REFER TO IMAGE FOR DESIGN INTENT AND BASIS OF DESIGN. SUBSTITUTES ARE ACCEPTABLE AND WILL BE CONSIDERED AESTHETICALLY AGAINST BASIS OF DESIGN.

MANUFACTURER CONTACT

FINISHES

FABRIC TBD	MANUFACTURER	TBD	MANUFACTURER	
	PATTERN	VINYL, LEATHER LOOK	PATTERN	
	COLOR	TBD	COLOR	
FINISH TBD	NOTES	ASSUME GRADE C	NOTES	
	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	PAINTED METAL OR CHROME	PATTERN	
	COLOR	TBD	COLOR	
	NOTES	-	NOTES	
	MANUFACTURER		MANUFACTURER	
	PATTERN		PATTERN	
	COLOR		COLOR	
	NOTES		NOTES	

LOCATIONS AND QUANTITIES:

PRIVATE OFFICES 20

TOTAL 20

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

SC-02

DESCRIPTION	SIDE CHAIR, HIGH DENSITY STACKER
MANUFACTURER	TBD
MODEL	TBD
OPTIONS	POLY SEAT POLY BACK METAL SLED BASE NO ARMS *INCLUDE DOLLY STORAGE



DIMENSIONS | IN

W 20 H 32 D 22

*REQUIRED OPTIONS MAY NOT BE ILLUSTRATED IN STOCK IMAGE

NOTES

REFER TO IMAGE FOR DESIGN INTENT AND BASIS OF DESIGN. SUBSTITUTES ARE ACCEPTABLE AND WILL BE CONSIDERED AESTHETICALLY AGAINST BASIS OF DESIGN.

MANUFACTURER CONTACT

FINISHES

POLY SEAT / BACK TBD	MANUFACTURER	TBD	MANUFACTURER	
	PATTERN	-	PATTERN	
	COLOR	TBD	COLOR	
	NOTES	MIN. 4 COLORS SELECTIONS	NOTES	
FINISH TBD	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	CHROME	PATTERN	
	COLOR	TBD	COLOR	
	NOTES	-	NOTES	
	MANUFACTURER		MANUFACTURER	
	PATTERN		PATTERN	
	COLOR		COLOR	
	NOTES		NOTES	

LOCATIONS AND QUANTITIES:

BOARD RM (AUDITORIUM LAYOUT)	165

TOTAL **165**

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

ST-01

DESCRIPTION	TYPICAL TASK CHAIR		
MANUFACTURER	TBD		
MODEL	TBD		
OPTIONS	MID BACK, MESH BACK	LUMBAR ADJUSTMENT	
	SWIVEL	3-WAY PIVOT ADJ. ARM	
	HEIGHT ADJUSTABLE	TIILT / TIILT LOCK	
	PAINTED BASE	SEAT SLIDER	
	UPHOLSTERED SEAT	CARPET CASTER	



DIMENSIONS | IN

W TBD H TBD D TBD

*REQUIRED OPTIONS MAY NOT BE ILLUSTRATED IN STOCK IMAGE

NOTES

REFER TO IMAGE FOR DESIGN INTENT AND BASIS OF DESIGN. SUBSTITUTES ARE ACCEPTABLE AND WILL BE CONSIDERED AESTHETICALLY AGAINST BASIS OF DESIGN.

MANUFACTURER CONTACT

FINISHES

FABRIC TBD	MANUFACTURER	TBD	MANUFACTURER	
	PATTERN	WOVEN FABRIC	PATTERN	
	COLOR	TBD	COLOR	
FINISH TBD	NOTES	ASSUME GRADE B	NOTES	
	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	PAINTED METAL OR CHROME	PATTERN	
MESH TBD	COLOR	TBD	COLOR	
	NOTES	-	NOTES	
	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	MESH BASE	PATTERN	
	COLOR	GRAY	COLOR	
	NOTES	-	NOTES	

LOCATIONS AND QUANTITIES:

TYPICAL

215

TOTAL 215

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

ST-02

DESCRIPTION	TYPICAL CONFERENCE / MEETING CHAIR
MANUFACTURER	TBD
MODEL	TBD
OPTIONS	POLY SEAT SWIVEL HEIGHT ADJUSTABLE PAINTED BASE FIXED ARMS



DIMENSIONS | IN

W TBD

H TBD

D TBD

*REQUIRED OPTIONS MAY NOT BE ILLUSTRATED IN STOCK IMAGE

NOTES

REFER TO IMAGE FOR DESIGN INTENT AND BASIS OF DESIGN. SUBSTITUTES ARE ACCEPTABLE AND WILL BE CONSIDERED AESTHETICALLY AGAINST BASIS OF DESIGN.

MANUFACTURER CONTACT

FINISHES

POLY SEAT / BACK TBD	MANUFACTURER	TBD	MANUFACTURER	
	PATTERN	-	PATTERN	
	COLOR	TBD	COLOR	
	NOTES	MIN. 4 COLORS SELECTIONS	NOTES	
FINISH TBD	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	PAINTED METAL	FINISH	
	COLOR	TBD	COLOR	
	NOTES	-	NOTES	
FINISH TBD	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	WOVEN FABRIC	FINISH	
	COLOR	TBD	COLOR	
	NOTES	ASSUME GRADE B	NOTES	

LOCATIONS AND QUANTITIES:

TYPICAL

106

TOTAL 106

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

ST-03

DESCRIPTION	TYPICAL BOARD ROOM CHAIR		
MANUFACTURER	TBD		
MODEL	TBD		
OPTIONS	MID BACK, MESH BACK	FIXED ARM	
	SWIVEL	TIILT	
	HEIGHT ADJUSTABLE	CARPET CASTER	
	CHROME BASE		
	UPHOLSTERED SEAT		



DIMENSIONS | IN

W TBD H TBD D TBD

*REQUIRED OPTIONS MAY NOT BE ILLUSTRATED IN STOCK IMAGE

NOTES

REFER TO IMAGE FOR DESIGN INTENT AND BASIS OF DESIGN. SUBSTITUTES ARE ACCEPTABLE AND WILL BE CONSIDERED AESTHETICALLY AGAINST BASIS OF DESIGN.

MANUFACTURER CONTACT

FINISHES

FABRIC TBD	MANUFACTURER	TBD	MANUFACTURER	
	PATTERN	VINYL, LEATHER LOOK	PATTERN	
	COLOR	TBD	COLOR	
FINISH TBD	NOTES	ASSUME GRADE C	NOTES	
	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	PAINTED METAL OR CHROME	PATTERN	
MESH TBD	COLOR	TBD	COLOR	
	NOTES	-	NOTES	
	MANUFACTURER	TBD	MANUFACTURER	
	FINISH	MESH BASE	PATTERN	
	COLOR	GRAY	COLOR	
	NOTES	-	NOTES	

LOCATIONS AND QUANTITIES:

LEVEL 01 BOARDROOM

34

TOTAL 34

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

TT-01A

DESCRIPTION	TRAINING TABLES, RECTANGULAR, FLIP-TOP		
MANUFACTURER	TBD		
MODEL	TBD		
OPTIONS	END-SIT BASE	FLIP-TOP	
	LAMINATE TOP	NON-POWERED	
	3MM MATCHING EDGE		
	NO MODESTY		
	LOCKING CASTER		
	GANGING CLIPS		



DIMENSIONS | IN

W 66 H 30 D 30

*ALL LISTED OPTIONS MAY NOT BE ILLUSTRATED IN STOCK IMAGE

NOTES

BASE TO ALLOW FOR LEG ROOM AT ENDS OF TABLE

MANUFACTURER CONTACT

FINISHES

LAMINATE FINISH (TBD)	MANUFACTURER	-	MANUFACTURER	
	PATTERN	WOOD LOOK	PATTERN	
	COLOR	TBD	COLOR	
TRIM COLOR TBD	NOTES	ASSUME GRADE B	NOTES	
	MANUFACTURER	-	MANUFACTURER	
	PATTERN	-	PATTERN	
	COLOR	BLACK, SILVER, OR WHITE	COLOR	
	NOTES	ASSUME GRADE A	NOTES	
	MANUFACTURER		MANUFACTURER	
	PATTERN		PATTERN	
	COLOR		COLOR	
	NOTES		NOTES	

LOCATIONS AND QUANTITIES:

LEVEL 1 MED CONF	4
LEVEL 1 BOARDROOM	17

TOTAL **21**

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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

TT-01B

DESCRIPTION	TRAINING TABLES, RECTANGULAR, FLIP-TOP		
MANUFACTURER	TBD		
MODEL	TBD		
OPTIONS	END SIT BASE	FLIP-TOP	
	LAMINATE TOP	NON-POWERED	
	3MM MATCHING EDGE		
	NO MODESTY		
	LOCKING CASTER		
	GANGING CLIPS		



DIMENSIONS | IN

W 60 H 30 D 30

*REQUIRED OPTIONS MAY NOT BE ILLUSTRATED IN STOCK IMAGE

NOTES

BASE TO ALLOW FOR LEG ROOM AT ENDS OF TABLE

MANUFACTURER CONTACT

FINISHES

LAMINATE FINISH (TBD)	MANUFACTURER	-	MANUFACTURER	
	PATTERN	WOOD LOOK	PATTERN	
	COLOR	TBD	COLOR	
TRIM COLOR TBD	NOTES	ASSUME GRADE B	NOTES	
	MANUFACTURER	-	MANUFACTURER	
	PATTERN	-	PATTERN	
MODESTY FABRIC TBD	COLOR	BLACK, SILVER, OR WHITE	COLOR	
	NOTES	ASSUME GRADE A	NOTES	
	MANUFACTURER	-	MANUFACTURER	
	PATTERN	MICRO - TEXTURE	PATTERN	
	COLOR	TBD	COLOR	
	NOTES	ASSUME GRADE B	NOTES	

LOCATIONS AND QUANTITIES:

LEVEL 04 MED CONF	5
LEVEL 04 MED CONF	8
LEVEL 04 MED CONF	6

TOTAL 19

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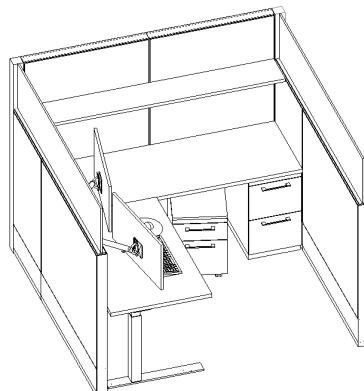
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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

WS-01

DESCRIPTION	TYPICAL 6 X 6 WORKSTATION
MANUFACTURER	TBD
MODEL	3" FRAME & TILE PANEL SYSTEM W/ METAL STORAGE
OPTIONS	SEE INFO BELOW



DIMENSIONS | IN

W 72 H 66 D 72

NOTES

REFER TO OVERALL FURNITURE PLANS FOR REFERENCE.
REFER TO NEXT PAGE FOR SPECIFIC PART INFORMATION.

MANUFACTURER CONTACT

TBD

FINISHES

PANEL FABRIC TBD	MANUFACTURER -	PATTERN MICRO - TEXTURE	GLASS TOPPER	MANUFACTURER -	PATTERN FROSTED
		COLOR TBD			COLOR -
		NOTES ASSUME GRADE B			NOTES -
LAMINATE COLOR TBD	MANUFACTURER -	PATTERN WOOD LOOK	MOBILE PED CUSHION FABRIC	MANUFACTURER -	PATTERN TBD
		COLOR TBD			COLOR TBD
		NOTES ASSUME GRADE B			NOTES ASSUME GRADE C
TRIM COLOR TBD	MANUFACTURER -	PATTERN -			
		COLOR WHITE OR SILVER			
		NOTES ASSUME GRADE A			

LOCATIONS AND QUANTITIES:

TYPICAL

146

TOTAL 146



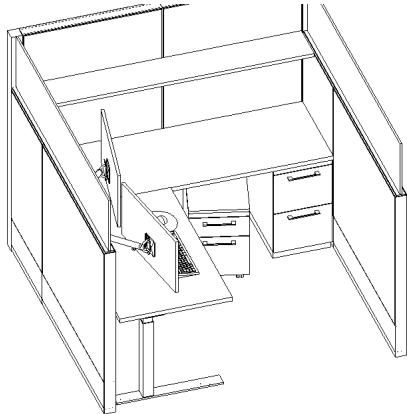
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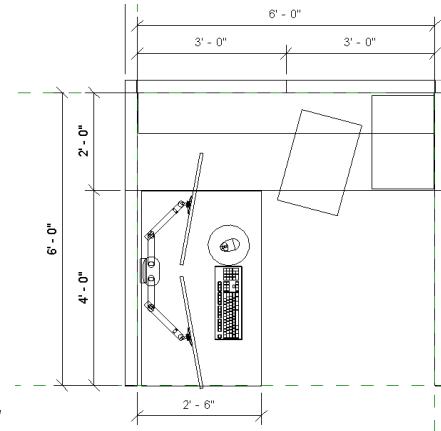
SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

WS-01



DESCRIPTION



PLAN VIEW

WORKSTATION COMPONENTS

PANELS	2	66" H X 36" W FABRIC TILE PANEL W/ RACEWAY, POWERED (INCLUDE TACKABLE TILES BETWEEN WORKSURFACE & SHELF)
PANLES	2	50" H X 24" W FABRIC TILE PANEL W/ RACEWAY
PANELS	2	50" H X 48" W FABRIC TILE PANEL W/ RACEWAY, POWERED
PANELS	2	16" H X 72" W FROSTED GLASS TOPPER
WORKSURFACE	1	30" D X 48" W HEIGHT ADJUSTABLE TABLE, POWERED W/ AT LEAST 22" - 48" ADJ HEIGHT RANGE (INCLUDE WIRE MGMT)
WORKSUFACE	1	24" D X 72" W WORKSURFACE RETURN W/ CENTER CUTOUT
STORAGE	1	BOX / FILE MOBILE PEDESTAL W/ CUSHION, METAL W/ APPLIED PULL HARDWARE (INTEGRAL PULL NOT ACCEPTABLE)
ACCESSORIES	1	60" WIDE LED LOW PROFILE TASK LIGHT
ACCESSORIES	1	DUAL MONITOR ARM, CLAMP MOUNT, SILVER FINISH
POWER / DATA	3	DUPLEX POWER OUTLETS THAT MATCH COLOR OF BASE RACEWAY

GENERAL NOTES

1. THE WORKSTATION COMPONENTS LISTED ABOVE SHALL BE USED AS A GUIDE IN PROVIDING THE APPROPRIATE WORKSTATION SPECIFICATION, BUT SHOULD NOT BE USED AS THE FINAL BILL OF MATERIALS.
 2. IT IS THE RESPONSIBILITY OF THE FURNITURE DEALER TO REVIEW THE OVERALL FURNITURE PLAN TO DETERMINE THE FINAL BILL OF MATERIALS NECESSARY FOR CONNECTIONS, SUPPORT, POWER, AND AESTHETIC, AS WELL AS ADDITIONAL PANELS SHOWN PER CLUSTER LAYOUT FOR SPACE DIVISION.
 3. ALL WORKSTATIONS AND OFFICES TO BE KEYED ALIKE PER PLAN.
 4. APPROPRIATE WIRE MANAGEMENT TO BE PROVIDED AND COORDINATED FOR A CLEAN AESTHETIC.
 5. SHOULD COMPONENTS OF THE WORKSTATION BLEND DIFFERENT MANUFACTURERS, FURNITURE DEALER SHALL CLEARLY STATE WHAT
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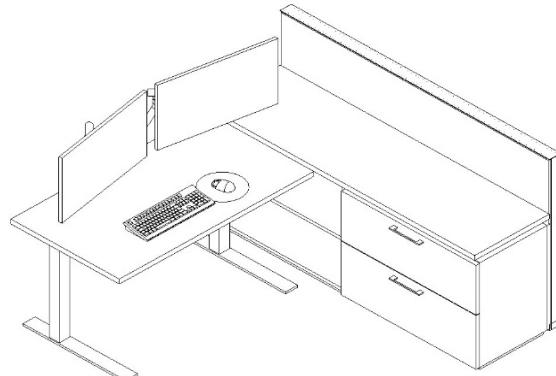
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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

WS-02

DESCRIPTION	SECONDARY 'BENCHING' 6 X 6 WORKSTATION
MANUFACTURER	TBD
MODEL	3" FRAME & TILE PANEL SYSTEM W/ METAL STORAGE
OPTIONS	SEE INFO BELOW



DIMENSIONS | IN

W 78 H 66 D 75

NOTES

REFER TO OVERALL FURNITURE PLANS FOR REFERENCE.
REFER TO NEXT PAGE FOR SPECIFIC PART INFORMATION.

MANUFACTURER CONTACT

NA

FINISHES

PANEL FABRIC	MANUFACTURER	-	MANUFACTURER	TBD
TBD	PATTERN	MICRO - TEXTURE		
	COLOR	TBD	GLASS TOPPER	PATTERN
	NOTES	ASSUME GRADE B		COLOR
				NOTES
LAMINATE	MANUFACTURER	-	MANUFACTURER	-
COLOR TBD	PATTERN	WOOD LOOK		
	COLOR	TBD	MOBILE PED	PATTERN
	NOTES	ASSUME GRADE B	CUSHION	COLOR
			FABRIC	NOTES
TRIM COLOR	MANUFACTURER	-		
TBD	PATTERN	-		
	COLOR	WHITE OR SILVER		
	NOTES	ASSUME GRADE A		

LOCATIONS AND QUANTITIES:

TYPICAL

39

TOTAL 39

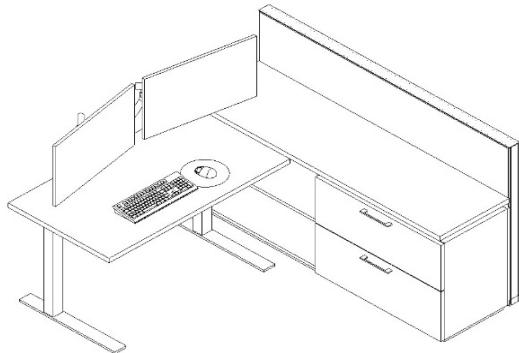
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SELECTIVE FURNITURE SPECIFICATION PACKAGE

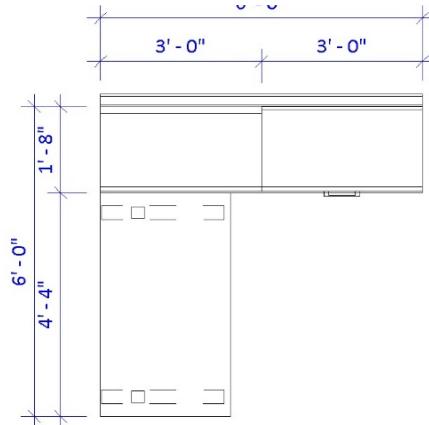
PRODUCT INFORMATION



DESCRIPTION

PLAN VIEW

WS-02



WORKSTATION COMPONENTS

PANELS	1	30" H X 72" W FABRIC TILE PANEL W/ RACEWAY, POWERED (INCLUDE ADDITIONAL REQ. FOR HAT / EQUIP. POWERED ACCESS)
WORKSURFACE	1	30" D X 52" HEIGHT ADJUSTABLE TABLE, POWERED W/ AT LEAST 22" - 48" ADJ HEIGHT RANGE (INCLUDE WIRE MGMT)
WORKSURFACE	1	20" D X 72" W WORKSURFACE RETURN W/ CENTER GROMMET
STORAGE	1	20" D X 36" W 2H OPEN STORAGE
STORAGE	1	20" D X 36" W 2H FILE / FILE PEDESTAL, METAL W/ APPLIED PULL HARDWARE (INTEGRAL PULL NOT ACCEPTABLE)
ACCESSORIES	1	DUAL MONITOR ARM, CLAMP MOUNT, SILVER FINISH
POWER / DATA	2	DUPLEX POWER OUTLETS THAT MATCH COLOR OF BASE RACEWAY
POWER / DATA	1	DESKTOP CLAMP MOUNTED POWER PORT (MIN. 3 POWER OUTLETS PROVIDED)

GENERAL NOTES

1. THE WORKSTATION COMPONENTS LISTED ABOVE SHALL BE USED AS A GUIDE IN PROVIDING THE APPROPRIATE WORKSTATION SPECIFICATION, BUT SHOULD NOT BE USED AS THE FINAL BILL OF MATERIALS.
2. IT IS THE RESPONSIBILITY OF THE FURNITURE DEALER TO REVIEW THE OVERALL FURNITURE PLAN TO DETERMINE THE FINAL BILL OF MATERIALS NECESSARY FOR CONNECTIONS, SUPPORT, POWER, AND AESTHETIC, AS WELL AS ADDITIONAL PANELS SHOWN PER CLUSTER LAYOUT FOR SPACE DIVISION.
3. ALL WORKSTATIONS AND OFFICES TO BE KEYED ALIKE PER PLAN.
4. APPROPRIATE WIRE MANAGEMENT TO BE PROVIDED AND COORDINATED FOR A CLEAN AESTHETIC.
5. SHOULD COMPONENTS OF THE WORKSTATION BLEND DIFFERENT MANUFACTURERS, FURNITURE DEALER SHALL CLEARLY STATE WHAT

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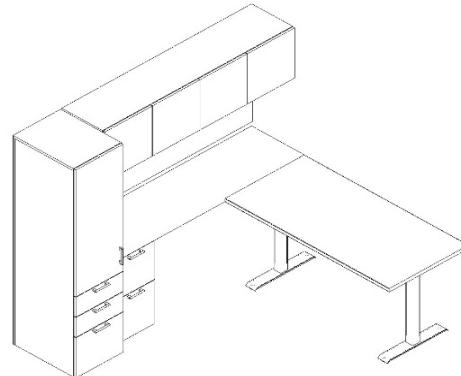
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SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION

DK-01

DESCRIPTION	TYPICAL DESK, LAMINATE
MANUFACTURER	TBD
MODEL	TBD
OPTIONS	



DIMENSIONS | IN

W 82 H 90 D 72

NOTES

REFER TO OVERALL FURNITURE PLANS FOR REFERENCE.
REFER TO NEXT PAGE FOR SPECIFIC PART INFORMATION.

MANUFACTURER CONTACT

NA

FINISHES

TACKBOARD TBD	MANUFACTURER - PATTERN MICRO - TEXTURE COLOR TBD NOTES ASSUME GRADE B	
LAMINATE COLOR TBD	MANUFACTURER - PATTERN WOOD LOOK COLOR TBD NOTES ASSUME GRADE B	
TRIM COLOR TBD	MANUFACTURER - PATTERN - COLOR WHITE OR SILVER NOTES ASSUME GRADE A	

LOCATIONS AND QUANTITIES:

TYPICAL 20

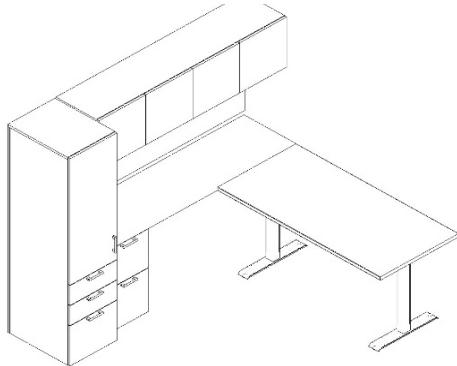
TOTAL 20

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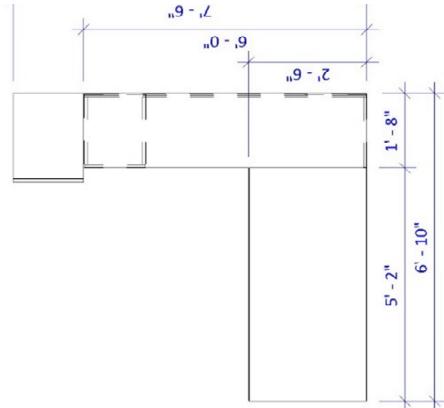
SELECTIVE FURNITURE SPECIFICATION PACKAGE

PRODUCT INFORMATION



DESCRIPTION

DK-01



PLAN VIEW

WORKSTATION COMPONENTS

WORKSURFACE	1	30" D X 62" W HEIGHT ADJUSTABLE TABLE, POWERED, LAMINATE
WORKSURFACE	1	22" D X 72" W LAMINATE WORKSURFACE RETURN W/ CENTER AND FRONT CORNER GROMMET
STORAGE	1	FILE / FILE PEDESTAL WITH METAL W/ APPLIED PULL HARDWARE (INTEGRAL PULL NOT ACCEPTABLE)
STORAGE	1	20" D X 18" W BOX / BOX / FILE BELOW WARDROBE W/ SHELVING AND COAT HOOK, LAMINATE FRONT & CASE
STORAGE	1	20" D X 72" W OVERHEAD CABINET
ACCESSORIES	1	72" W X 24" H TACKBOARD
ACCESSORIES	1	DUAL MONITOR ARM, CLAMP MOUNT, SILVER FINISH

GENERAL NOTES

1. THE DESK COMPONENTS LISTED ABOVE SHALL BE USED AS A GUIDE IN PROVIDING THE APPROPRIATE SPECIFICATION, BUT SHOULD NOT BE USED AS THE FINAL BILL OF MATERIALS.
 2. IT IS THE RESPONSIBILITY OF THE FURNITURE DEALER TO REVIEW THE OVERALL FURNITURE PLAN TO DETERMINE THE FINAL BILL OF MATERIALS NECESSARY FOR CONNECTIONS, SUPPORT, POWER, AND AESTHETIC.
 3. IT IS THE RESPONSIBILITY OF THE DEALER TO DETERMINE THE ORIENTATION OF ALL DESKS AND TO SPECIFY ACCORDINGLY.
 4. ALL WORKSTATIONS AND OFFICES TO BE KEYED ALIKE PER PLAN.
 5. APPROPRIATE WIRE MANAGEMENT TO BE PROVIDED AND COORDINATED FOR A CLEAN AESTHETIC.
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