



Furniture Mockup Informational Call  
RFP for Furniture Standards Planning, Procurement,  
and Installation Services

February 5<sup>th</sup>, 2019 9:00am

COUNTY OF SAN MATEO



# Agenda

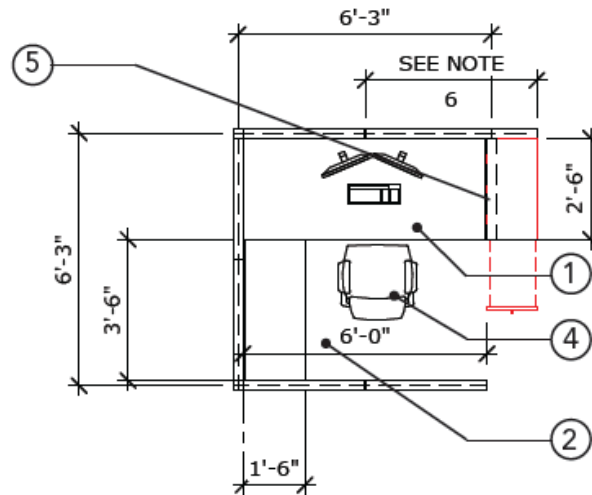
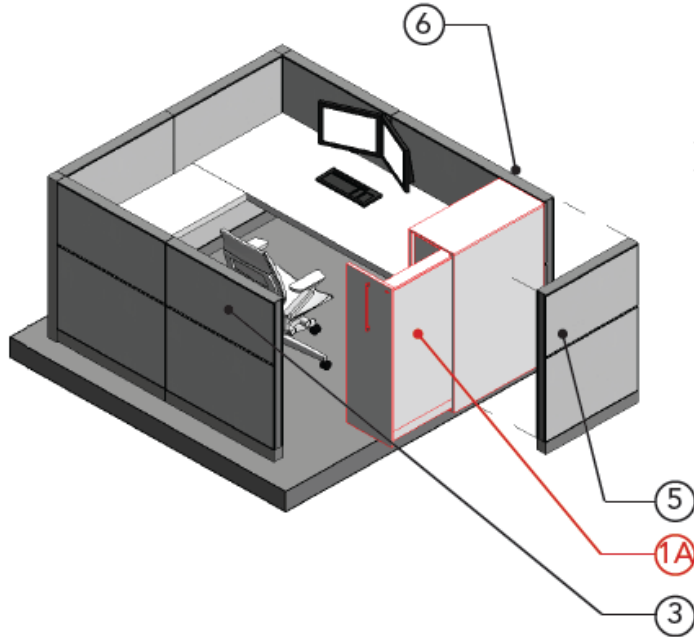
1. Mockup Revisions Review
2. Mockup Location Update
3. Upcoming Addendum Preview
4. RFP Schedule
5. Q&A



# Workstation Mockups

- **2 workstation styles:**
  1. Typical Workstation Type 1 Revised with add alternates
  2. Benching Workstation 6-pack Revised with add alternates
- **Location:** 111 Anza Blvd. Suite 122, Burlingame
- **Assembly Duration:** available 2/11 – 3/15
- Evaluation Criteria - Design, Functionality and Quality:
  - **Design** - aesthetics, fit, finish
  - **Functionality** - usage, assembly, disassembly
  - **Quality** - materials, usage, durability, flexibility

# Revised Mockup - WS1



## Workstation Type 1 (Mockup) Total Area: Approx. 6'-3"x6'-3"

### Design Characteristics

Approximately 6'-3"x6'-3" standard workstation will include motorized adjustable height work surface with fixed height return work surface and approximately 48"H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

### Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. (6) Approx. 36"Wx48"H upholstered panels
4. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
5. Base bid: upholstered end panel; approx. 30"Wx48"H. See below for add alternate
6. Provide panel wide enough to cover back of pantry as needed. Dimensions of panel(s) may vary per vendor

### Finishes - Mid-Grade:

- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

### Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

### Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

### NOTE:

Due to add alternate items some of the desk and panel dimensions may have changed from previous enclosure B package provided to vendors. Please review revised package and make necessary adjustments to desk and panel sizes.

### DISCLAIMER:

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

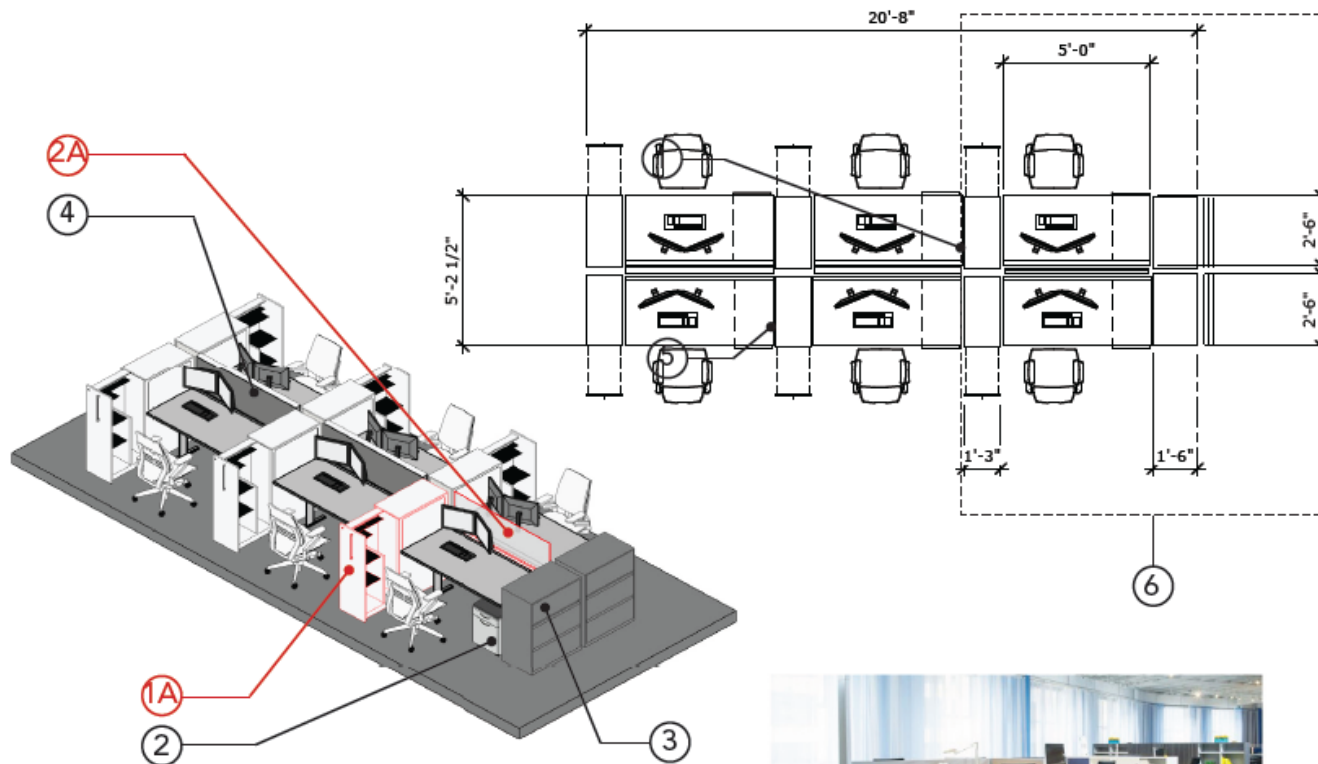
Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.

### ADD ALTERNATE ITEMS:

1A. Approx. 15"Wx30"Dx48"H storage pantry (If storage panel is not included in workstation footprint please replace with upholstered end panel approx. 30"Wx48"H)

# Revised Mockup – Benching WS



## NOTE:

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## ADD ALTERNATE ITEMS:

**1A.** Approx. 15"Wx30"Dx48"H storage pantry (If storage panel is not included in workstation footprint please replace with upholstered end panel approx. 30"Wx48"H)

**2A.** (3) Approx. 60"Wx48"H fabric panels with frosted glass top. Provide loose fabric sample to test with privacy panel.

## Benching Workstation - 6 Pack (Revised)

**Total Area: Approx. 20'-8"x5'-2.5"**

### Design Characteristics

Approximately 60"Wx30"D benching workstations placed in group of (6) to allow for collaborative workspace. Mobile storage boxes and storage pantry located at each workstation and shared lateral file storage located at end of benching system. Approximately 48"H fabric panel will be located in between workstations to allow separation and privacy between workstations. Benching workstation aesthetic is to be open, sleek, and modern in design.

### Features

1. Approx. 60"Wx30"D motorized adjustable height work surface
2. Approx. 12"Wx24"D lockable mobile storage pedestal
3. (2) Approx. 30"Wx18"Dx40"H lockable lateral file storage
4. ~~(3) Approx. 60"Wx48"H fabric panels (Base bid - See below for add alternate)~~ (Not applicable for mockup)
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
6. Extents of benching workstation/mock-up requirement with add alternates included

### Finishes - Mid Grade:

- Laminate work surfaces with plastic bases
- Painted metal mobile pedestal storage
- Painted metal lateral storage/bookcase with laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Finishes - High-End:

- High Pressure laminate work surfaces with metal bases
- Painted metal mobile pedestal storage with high pressure laminate top
- Painted metal lateral storage/bookcase with high pressure laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star metal base on hard caster wheels

### Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

### Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

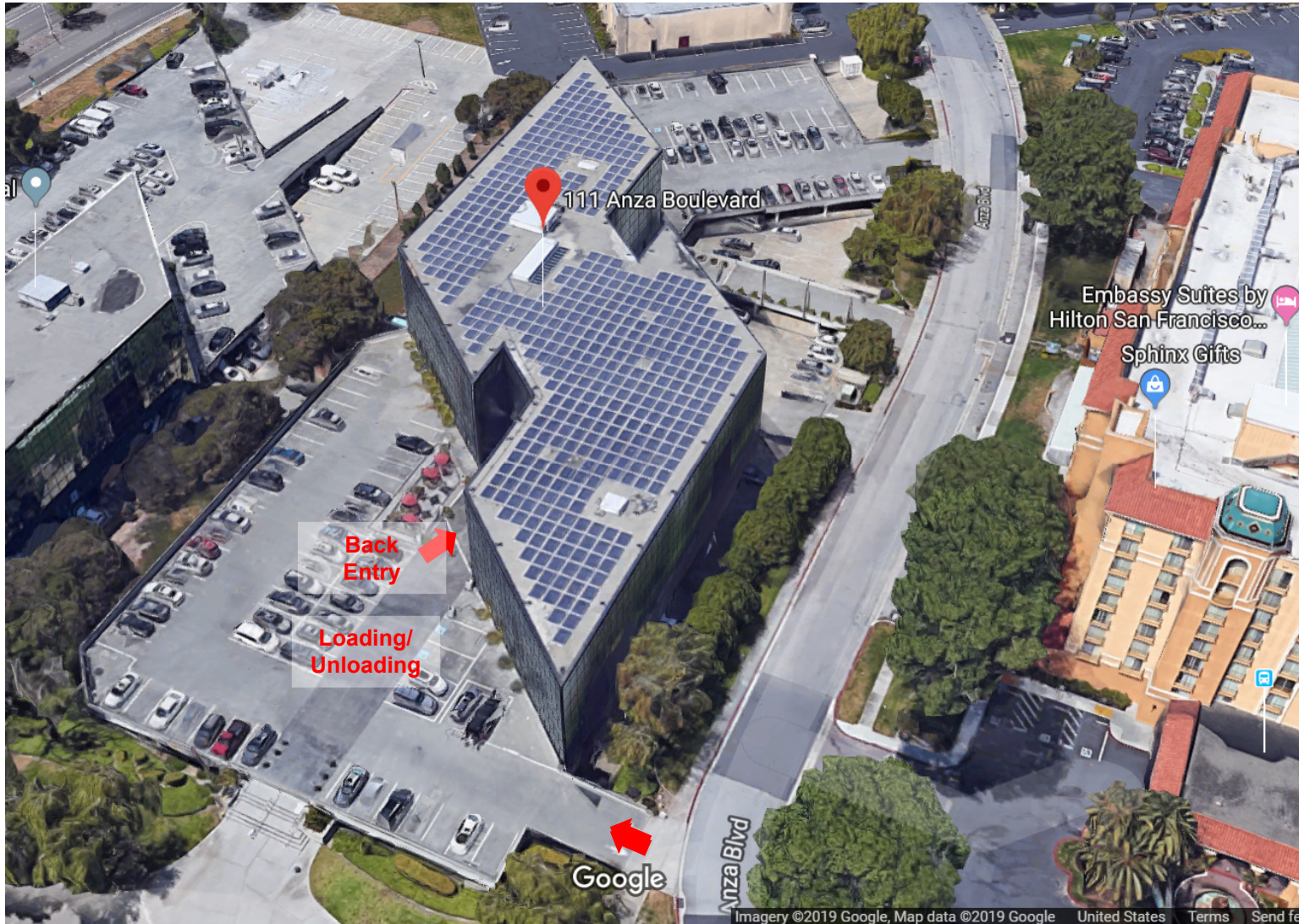
# Mockup Venue – 111 Anza Blvd, Suite 122, Burlingame



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# Mockup Venue – 111 Anza Blvd, Suite 122, Burlingame



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# Mockup Venue Layout ~4,600 SF





# Mockup Venue Photos



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# Mockup Venue Photos



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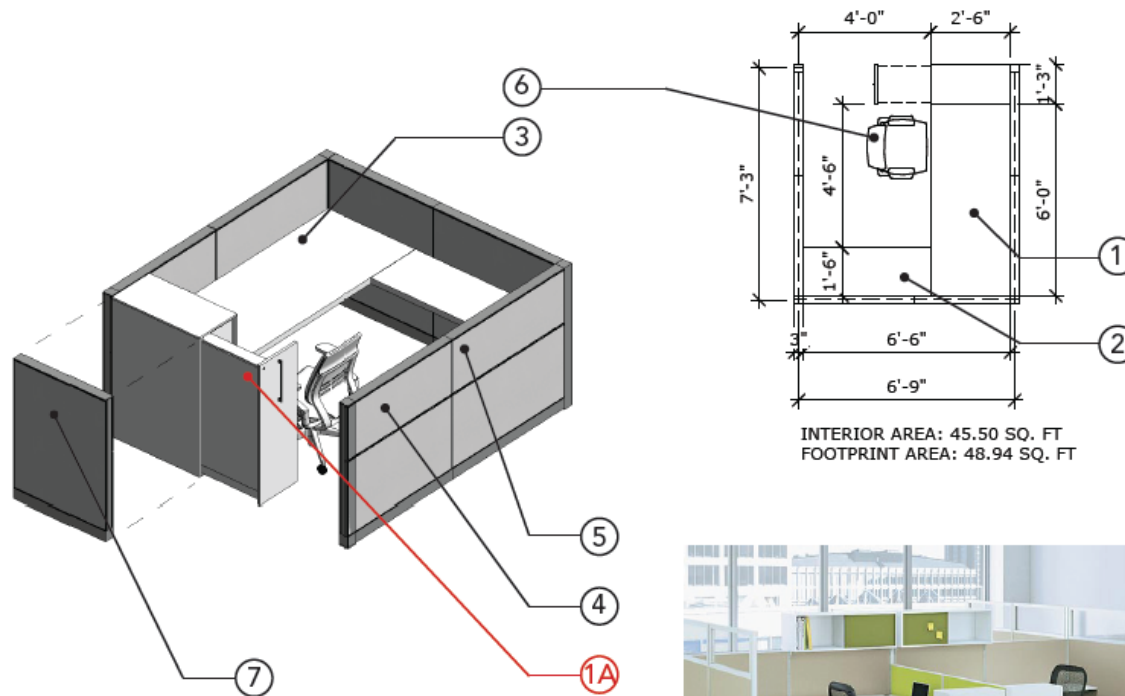


# Mockup Venue Photos



# Addendum: Additional Items for Pricing

## New: 48 SF Workstation



### NOTE:

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### ADD ALTERNATE ITEMS:

1A. Approx. 15"Wx30"Dx48"H storage pantry (If storage panel is not included in workstation footprint please replace with upholstered end panel approx. 30"Wx48"H)

### Workstation Type 1A

**Total Area: Approx. 48 Sq. Ft.**

#### Design Characteristics

Approximately 7'-3"x6'-9" standard workstation will include motorized adjustable height work surface with fixed height return work surface and approximately 48"H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

#### Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. (1) Approx. 36"Wx48"H upholstered panels
4. (3) Approx. 42"Wx48"H upholstered panels
5. (2) Approx. 45"Wx48"H upholstered panels
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Base bid: upholstered end panel; approx. 30"Wx48"H. See below for alternate

#### Finishes - Mid-Grade:

- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

#### Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

#### Accessories

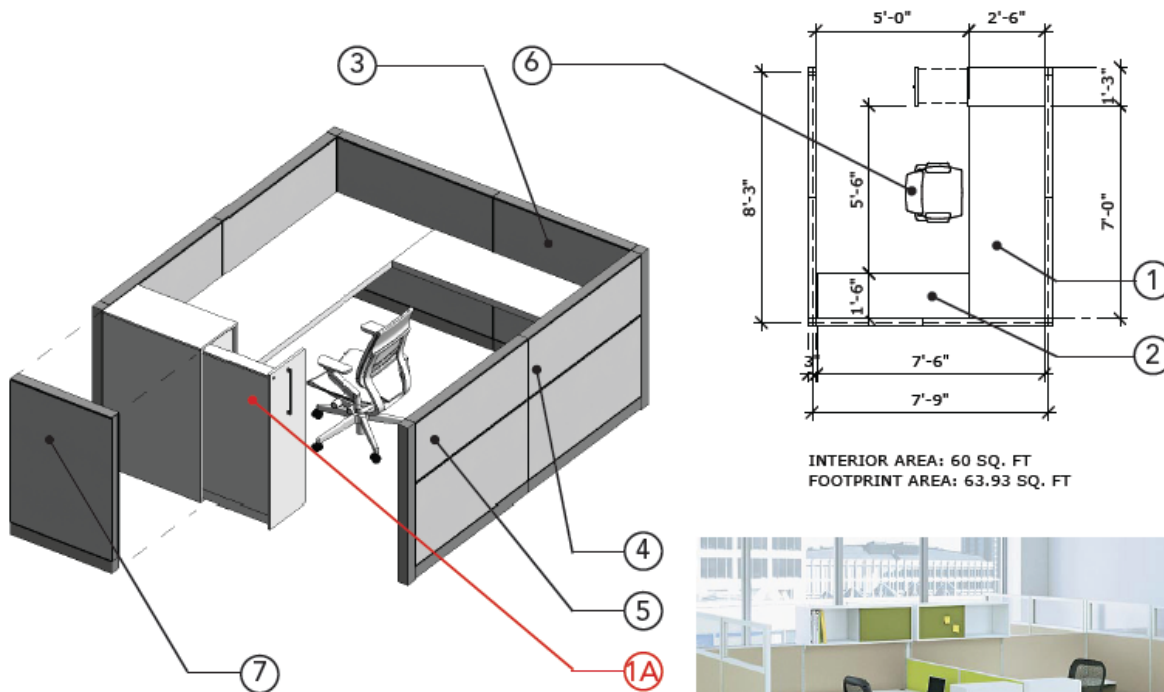
- Monitor arm: double arm with capacity for 24" or 34" monitor

#### Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

# Addendum: Additional Items for Pricing

## New: 64 SF Workstation



INTERIOR AREA: 60 SQ. FT  
FOOTPRINT AREA: 63.93 SQ. FT



### Workstation Type 1B

Total Area: Approx. 64 Sq. Ft.

#### Design Characteristics

Approximately 8'-3"x7'-9" standard workstation will include motorized adjustable height work surface with, fixed height return work surface and approximately 48" H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

#### Features

1. Approx. 84"Wx30"D motorized adjustable height work surface
2. Approx. 60"Wx18"D fixed height return work surface
3. (1) Approx. 42"Wx48"H upholstered panels
4. (3) Approx. 46"Wx48"H upholstered panels
5. (2) Approx. 48"Wx48"H upholstered panels
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Base bid: upholstered end panel; approx. 30"Wx48"H. See below for alternate

#### Finishes - Mid-Grade:

- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

#### Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Tackable fabric panels with painted frames
- High pressure laminate or painted metal storage pedestal
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

#### Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

#### Power/Data

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

#### NOTE:

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#### ADD ALTERNATE ITEMS:

1A. Approx. 15"Wx30"Dx48"H storage pantry (If storage panel is not included in workstation footprint please replace with upholstered end panel approx. 30"Wx48"H)

# Addendum: Fee Proposal Clarifications


## All-inclusive Pricing Strategy

	<i>Work-stations</i>	<i>Conf Room Furniture</i>	<i>Lounge/ Café Furniture</i>	<i>Outdoor Furniture</i>	<i>Storage</i>	<i>Others</i>
Discount off List Price (%)						
<b>All-inclusive Price Breakdown (% of All-Inclusive Price):</b>						
Design/planning services						
Installation services (incl. routing of power and data)						
Post-installation support						
Project management services						
Delivery services (incl. short-term temporary storage where needed)						
Applicable taxes.						
Total	0%	0%	0%	0%	0%	0%



# Addendum: Policy Acknowledgement

## San Mateo County Ergonomic Office Standards

 <p><b>San Mateo County</b> <b>Ergonomic Office Standards</b></p> <p>2014 Edition</p> <p>Ergonomic Office Standards 1</p>	<p><b>Table of Contents</b></p> <ul style="list-style-type: none"><li>I. SCOPE AND PURPOSE .....4</li><li>II. FUNDAMENTAL ERGONOMIC PRINCIPLES .....5</li><li>III. WORKSTATION STANDARDS .....5<ul style="list-style-type: none"><li>A. Workstation Height .....5</li><li>B. Work Surface .....5</li><li>C. Computer Surface .....6</li><li>D. Corner Computer Surface .....6</li><li>E. Leg Clearance .....6</li><li>F. Keyboard Cutouts .....6</li></ul></li><li>IV. SIT-STAND COMPUTER WORKSTATIONS .....7</li><li>V. MILL WORK AND CASE GOOD FURNITURE (BUILT-INS) .....7</li><li>VI. RECEPTION STATIONS .....7</li><li>VII. KEYBOARD PLATFORMS .....8</li><li>VIII. TASK SEATING .....8<ul style="list-style-type: none"><li>A. Specifications .....8</li><li>B. Armrests .....9</li><li>C. Construction and Design .....9</li><li>D. Specialized Seating .....10</li><li>E. Chair Fittings .....10</li></ul></li><li>IX. COMPUTER COMPONENTS .....11<ul style="list-style-type: none"><li>A. Monitors .....11</li><li>B. Monitor Arms, Dual Monitors .....11</li><li>C. CPU/Hard Drives .....11</li><li>D. Keyboards .....11</li><li>E. Mice .....12</li><li>F. Laptops .....12</li><li>G. Tablets and Touch Screen Devices .....12</li></ul></li><li>X. ACCESSORIES .....13<ul style="list-style-type: none"><li>A. Headsets .....13</li><li>B. Foot Rests .....13</li><li>C. Anti-Glare Screens and Privacy Filters .....13</li><li>D. Document Holders .....14</li><li>E. Speech Recognition Software .....14</li></ul></li></ul> <p>Ergonomic Office Standards 2</p>
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[https://hr.smcgov.org/sites/hr.smcgov.org/files/ErgonomicOfficeStandards\\_2014.pdf](https://hr.smcgov.org/sites/hr.smcgov.org/files/ErgonomicOfficeStandards_2014.pdf)



# RFP Schedule

Events	Dates
Informational call to review revised Mockup Requirements @ 9:00m	2/5/19
Mockup Questions from Respondents via email due @ 12:00pm	2/7/19
Mockup - Start	2/11/19
<b>Addendum No. 3 Posting on PDU Website</b>	<b>2/19/19</b>
<b>Mockup - Completion</b>	3/15/19?
<b>Interviews with selected Respondents</b>	3/25/19?
Evaluation committee provides final selection	3/27/19
Board of supervisors approves contract	4/23/19



*\*County reserves the right to modify this schedule at any time at its sole discretion.*



# Questions?

COUNTY OF SAN MATEO



# Thank you!

**Project Contact:**

Sam Lin, Assistant Director

County of San Mateo Project Development Unit

1402 Maple Street

Redwood City, CA 94063

Email: [slin@smcgov.org](mailto:slin@smcgov.org)

Project Website: <http://www.smcpdu.org>

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