

Request for Proposals  
for  
Furniture Standards Planning,  
Procurement, and Installation Services



County of San Mateo  
Project Development Unit

**Issued: November 6, 2018**  
**Responses due: December 5, 2018 at 2:30pm PDT**

Sam Lin, Manager  
County of San Mateo Project Development Unit  
1402 Maple Street  
Redwood City, CA 94063  
Email: [slin@smcgov.org](mailto:slin@smcgov.org)

## PART 1 – INTRODUCTION

- 1.01 The County of San Mateo (“County”) has reviewed all Statements of Qualifications (“SOQ”) submitted by the dealerships (“Respondents” or “Vendors”) interested in contracting with the County to provide furniture standards planning, procurement, and installation services (“Services”) for the County’s multiple new construction projects. The County invites Vendors who have been prequalified to respond to this Request for Proposals (“RFP”).
- 1.02 The submitted SOQ’s were the first stage in the County’s process for determining which Respondent or Respondents will be awarded the contract to provide the Services (“Furniture Contract”). For this second stage of the process, Respondents will submit a Proposal responding to the County’s Request for Proposals (“RFP”).
- 1.03 The County will conduct an in-depth evaluation of the Proposals submitted (“Proposals”) and select a minimum of three (3) Respondents for setting up physical mockups and attending interviews to determine the most qualified Respondent for the Project. The County will then begin sequential contract negotiations beginning with the most qualified Respondent. The interview stage is likely to be combined with Respondents’ mockup evaluations.
- 1.04 The previously submitted RFSOQ and the SOQ, along with the RFP and the Proposal(s) of the selected Respondent(s), will be included in the County’s Furniture Contract following the award.

## PART 2 – PROJECT BACKGROUND

- 2.01 The County of San Mateo Project Development Unit (“PDU”) will be the office providing project management services for this furniture procurement standardization effort. See the PDU website for a list of projects (“Project” or “Projects”) that may require the Services - <https://cmo.smcgov.org/projects>
- 2.02 As a part of the overall County vision, a long-term plan for the purchasing and installation of furniture has been established with the following goals:
  - A. Streamline and standardize the furniture procurement process for all new County projects for best value products and services.
  - B. Provide a user-friendly platform for furniture purchasing that is categorized by area/space types based upon a determined set of County standards.
  - C. Ensure consistency of functional performance, finishes, quality, aesthetics, accessory options, ergonomic standards, environmental standards, and safety/seismic standards across all furniture to be purchased for County projects.
  - D. Support efficient, flexible workplace reconfiguration and maintenance needs.

## PART 3 – SCOPE OF SERVICES

### 3.01 Basic Scope

The selected Vendor(s) shall provide furniture standards planning, procurement, and installation services to support the multiple County new construction projects. Upon award, the selected Vendor(s) shall begin assisting the PDU team with the Furniture Standards development and documentation to support/inform the furniture selection database content and eventually the procurement and installation process. A Furniture Typology document that outlines the standard space/area types for which furniture is to be purchased and the specifications/requirements for the furniture types is included as an enclosure in this RFP (Enclosure B). The document will also be used as a resource for developing the required product-specific Furniture Standards Manual and Database.

### 3.02 Scope of Services

The County requests that the Vendor(s) ultimately awarded the Furniture Contract commit a dedicated team to be readily available to assist the County with various services which will include, but not be limited to, the following scope of work:

#### A. Furniture Standards development and documentation

1. The awarded Vendor(s) evaluate and select furniture pieces and specifications based on the needs outlined in the Furniture Typology document noted in Section 3.01 above.
2. The Vendor(s) shall provide necessary visual graphic representation (i.e. AutoCAD and Revit symbols, etc.) of selected furniture pieces for the PDU team to incorporate into a concise "Manual" of the County of San Mateo Furniture Standards.
3. The Vendor(s) shall develop or use their own available programs/platforms to provide a comprehensive "Database" of all items included in the Furniture Standards for the County's use to support efficient future purchasing and planning.
  - a. The Database is essentially a comprehensive manual/catalogue of product collections and systems that are available for selection under the Furniture Contract.
  - b. The Database shall include, but not be limited to, detailed information regarding specifications, finishes, accessory options, pricing, estimated lead times, warranty information, etc., for each available piece of furniture and accessory.
  - c. The Database shall be in an electronic format that can be accessed online and offline (i.e. without internet connection), available to be in use by multiple people at once, searchable, and easy to update.

4. The Vendor(s) shall develop and make available a "Library" of AutoCAD symbols, Revit families, and SketchUp models to the County for planning purposes.
5. Assist the County with furniture selection from various product lines that meets the design requirements, orders placement and tracking, transportation/delivery management, storage, and furniture installation as appropriate that aligns with construction project schedules.
6. Assist the County to evaluate costs and propose alternate furniture options to meet project budgetary constraints when needed.
7. Evaluate the planning and design of furniture systems for technical and design accuracy and appropriateness for each space/room type on a per project basis.
8. Provide post-install education and guidance to end-user groups on the proper usage, maintenance, and reconfiguration of installed furniture.
9. Provide warranty, maintenance, and reconfiguration services as needed for installed furniture.
10. Furniture projects are to be designed, documented and delivered using Building Information Modeling (BIM) to support multi-disciplinary coordination, design visualization, 3D presentations, model walk-through, and other uses as appropriate to collaborate with various project design teams as needed.
11. Selected projects are targeted for zero net energy design and LEED certification. Vendors shall assist with points calculation, furniture data, etc. as it pertains to meeting required certification where applicable.

## PART 4 – GUIDELINES AND SUBMISSION REQUIREMENTS

### 4.01 Guidelines

- A. Respondents should address every item requested in this RFP, even if the item was addressed previously in other sections of the RFP. Brevity and clarity are of utmost importance.
- B. Respondents should read the entire RFP, all addendum/addenda posted including enclosures before preparing their response. Respondents should seek clarification of requirements they do not fully understand in accordance with Section 4.05 below.
- C. Responses that do not comply with all applicable requirements stipulated in this RFP will not be considered.
- D. Prequalified firms invited to this RFP are required to attend a **Mandatory Pre-Proposal Conference at PDU on November 19, 2018 at 1:30pm** at 1402 Maple Street, Redwood City, California, to review the information about the RFP. At

least one (1) representative from your team should attend and sign in as part of the RFP requirement.

#### 4.02 Submission Deadline

All Proposal submissions are to be received by PDU no later than **2:30 PM on December 5, 2018** at the address noted in Section 4.03 below. Submittals received late will not be opened or given any consideration and will be returned to Respondent(s) unopened. It is the responsibility of the Respondents to ensure submittals are received at the specified address by the specified deadline noted in this RFP request. All submittals will be date- and time-stamped upon receipt. The County will not be responsible for late or incomplete responses due to weather, mistakes, or delays of the Respondent or its carrier.

#### 4.03 Deliverables

Respondents are requested to submit the following:

- A. **One (1) original, signed, bound Proposal and seven (7) additional bound copies** delivered to:

Sam Lin, Manager  
County of San Mateo, Project Development Unit  
1402 Maple Street  
Redwood City, CA 94063

- B. One (1) electronic PDF of Proposal saved with the filename: "SMC Furniture Proposal [respondent/company name]" uploaded to <http://dbinbox.com/smc pdu> by the same due date and time noted in Section 4.02 above.

#### 4.04 Formatting

- A. The Proposals shall be printed and bound vertically or portrait on standard 8 ½" by 11" paper.
- B. Type size shall be no smaller than 10-point font, but preferably larger.
- C. Proposals shall be printed single sided and shall not exceed 30 pages (excluding résumés, tabs, lists of projects, financial documents, and any marketing materials), but will preferably be much shorter.
- D. The Proposal shall separate sections with tabs relating to the Proposal submission requirements outlined in Part 5 of this RFP.
- E. The top of page one of the Proposal shall state the Respondent's name, address, phone number, fax number, e-mail address, and contact name. Cover letter is optional.
- F. The original Proposal must include a statement signed by an owner, officer, or authorized agent of the Respondent acknowledging and accepting the terms and conditions of this RFP.

- G. The Proposal must be verified under oath by the Respondent and each of its members by including the following statement on page one of the Proposal; "I declare under penalty of perjury under the laws of the State of California, that all information submitted under this RFP is true and correct."
- H. Respondents shall acknowledge the receipt of all published Addendum/Addenda by listing them on page one of the Proposal indicating the understanding and acceptance of the changes noted therein.
- I. Proposal graphics and organization shall be presented in a clear, organized way to help facilitate owner review with proposals. Utilize graphics, bullet points, and photography to best illustrate the required information.

#### 4.05 Inquiries

All written inquiries and requests for additional information pertaining to this RFP, any addenda, or any matter relating to the selection process, must, unless otherwise identified in an addendum, be directed to the following point of contact by the due date/time noted in PART 10:

Sam Lin, Manager  
County of San Mateo Project Development Unit  
1402 Maple Street  
Redwood City, CA 94063  
Email: slin@smcgov.org

### PART 5 – PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following information organized by sections. All sections must clearly indicate which requested item is being addressed and be separated by corresponding tabs. Proposal shall consist of the following sections presented in the same sequence listed:

#### 5.01 Company Information and Qualifications

- A. State any changes to your company since the date of your Statement of Qualifications ("SOQ") such as ownership, staff size, any significant legal actions pending against the company.
- B. Provide any clarifications to your SOQ to better describe your team's ability to meet the requirements of the program.
- C. Describe the current and forecasted workload of the personnel included in your proposal for this Project.
- D. Elaborate on any items not checked off on the evaluation checklist provided in the submitted response to the RFSOQ.

## 5.02 Proposed Project Team Qualifications and Availability

- A. If not previously included in your SOQ, attach resumes for your team that will be committed to the Project with a listing of projects similar in scope and scale to the Projects noted in Section 2.01 above. Provide a clear understanding of:
  - 1) Role and time commitment (% availability) of each team member
  - 2) Each team members' current and projected work on other projects
  - 3) Who will attend each meeting and be the main point of contact
  - 4) Who will be performing what work and where.
  - 5) Relevant project experience of each team member within the last 5-10 years.
  - 6) Years in the industry for each team member.
- B. Present written assurances that if awarded the Project, the proposed team will be assigned for the entire duration of the Project.
- C. If different than noted in your SOQ, describe the proposed organizational and reporting structure of your team for the Project.

## 5.03 Project Approach

- A. Elaborate on the information provided in the submitted response to the RFSOQ to describe your design philosophy and how it relates to the County and the Projects.
- B. Describe your methodology for completing the Projects including coordination with project stakeholders. Indicate the number of meetings with PDU and other consultants for each phase of the Projects and the tasks/goals to be accomplished at each meeting. Specifically state who from your firm will attend each meeting and what their roles are.
- C. Describe your proposed strategy for the phasing of furniture procurement, specifically when expedited furniture design, planning, and installation is needed.
- D. Describe your strategy to create state of the art and flexible workplace environments to serve the County's and its Constituents' needs for the next 10 plus years. Discuss also the latest use of technology and trends in workplace design.
- E. Describe your approach to ensuring the furniture system incorporates sound Zero Net Energy principles and LEED requirements. Explain how the design can optimize the County's goals and objectives while minimizing operational costs to meet or exceed the stated sustainability goal.
- F. Elaborate on any items not checked off on the evaluation checklist provided in the submitted response to the RFSOQ.

- G. Describe your approach to delivering and installing furniture product. Explain if delivery and installation services are in-house or contracted out – and why this approach will benefit the County. Elaborate on the advantages and disadvantages of each approach.

#### **5.04 Available Product Lines**

- A. Provide a list of main lines and open lines available.

#### **5.05 Compensation**

- A. Propose your fee by completing the attached Fee Schedule (Enclosure C). Fee schedule will be evaluated by PDU as a point of cost comparison among Respondents for similar products. Refer to Furniture Typology Document (Enclosure B) for furniture requirements to be used to generate costs.

Respondents shall take into consideration the following when you provide the "Unit Cost" in this Proposal for each of the requested items/system:

- 1) The Unit Cost shall be an all-inclusive price that also incorporates the fee for design/planning services, installation services (including routing of power and data), project management services and delivery services.
  - 2) The Unit Cost shall reflect and incorporate volume discounts, assuming aggregate workstation quantity across all projects to be approximately 500-1,000 per type. Exact purchase quantity may vary with each individual project.
  - 3) Respondents shall attach your quantity pricing tier structure to the Fee Schedule (Enclosure C), elaborating on the unit cost for different levels of purchases.
- B. Include hourly Billing Rates for all personnel providing the required Services, including management staff, design professionals, installation crew, etc. See Section 7.02 for billing policy. These rates will be for PDU reference. Pricing structure shall be based upon tiered pricing of product for aggregate furniture pieces across all projects per Fee Schedule (Enclosure C).

#### **5.06 Acceptance of the County's Professional Services Agreement**

A draft of the County's Professional Services Agreement is attached to Part 11 of this RFP as Enclosure A. Respondents are instructed to include exceptions (if any) to the County's Draft Professional Services Agreement with specific alternate language in the form of redlines. If no exceptions are stated, the County will assume, and the Respondent will have thereby represented, that the Respondent is prepared to sign the County contract as-is. The County reserves the right to modify the draft agreement during the negotiations with the selected Vendor and is not bound to the terms set forth in the draft agreement.

Each proposal must include a statement of the Respondent's commitment and ability to comply with each of the terms of the following:



- A. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over 40), disability, medical condition (including but not limited to AIDS, HIV positive diagnosis or cancer), political affiliation or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this agreement.
- B. Respondents shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under any contract that may result from this submittal. Respondents' personnel policies shall be made available to County upon request.
- C. Respondents shall assure compliance with section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of compliance. Respondents shall be prepared to submit a self-evaluation and compliance plan to County upon request within one (1) year of the execution of any agreement that may result from this submittal.
- D. Respondents must comply with the County Ordinance Code with respect to the provision on employee benefits. As set forth in the ordinance, such Respondents are prohibited from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- E. Respondents shall comply with the County Jury Duty Ordinance Code with respect to the provision of jury duty pay to employees and adhere to a written policy that provides its employees, on an annual basis, no less than five (5) days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service be deducted from the employees' regular pay the fees received for jury service.
- F. In addition, the Respondent should include a statement that it will agree to have any disputes regarding any Agreement venued in the County of San Mateo. Also include a statement indicating your ability to obtain liability insurance of a minimum of \$2,000,000 for comprehensive general liability, and a minimum of \$1,000,000 for motor vehicle and professional liabilities, and full statutory coverage for worker's compensation.

## 5.07 Workstation Mockup

- A. Respondents shall submit the Proposals including the materials requested in Section 5.01 to 5.06 above by the due date/time noted in PART 10.
- B. Upon review of the submitted Proposals, PDU will shortlist a minimum of three (3) Respondents to set up physical mockups and attend interviews for consideration to award the Furniture Contract.
- C. Shortlisted Respondents shall provide and install two (2) selected workstations as described on page 1 of Furniture Typology Document (Enclosure B) in the PDU office. Assembly dated for installation of mockup for each shortlisted Respondent will be coordinated by Dreyfuss + Blackford Architecture with PDU.

- D. All costs related to the provision and installation of the mockups are the responsibility of the Respondents and will not be assumed in full or in part by the County. At the conclusion of the RFP process, Respondents will be notified to coordinate a time to disassemble the mockups.

## **PART 6 – REVIEW AND SELECTION PROCESS**

### **6.01 Review of Proposals**

- A. The County will evaluate the information based on materials submitted in response to this RFP. All Respondents should submit information in response to this RFP based on the requested information specified.
- B. Respondents should prepare their response according to the RFP format, i.e., by section and paragraph noted in this RFP. The County reserves the right to reject any response to this RFP not submitted within the required timeframe; reject any incomplete RFP submitted; contact client references; require further information; and/or require interviews with any Respondent. All costs related to the preparation, submittal, and/or presentation of this RFP are the responsibility of the Respondent and will not be assumed in full or in part by the County.
- C. Proposals shall be used to determine the applicant’s capability of rendering the Services to be provided and the cost for the Services. By submitting a proposal, each Respondent certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The County reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a successful Respondent, or none at all.
- D. The County reserves the right to waive any requirements of this RFP when it is determined that waiving a requirement is in the best interest of the County.
- E. The County will evaluate Proposals based on each Respondent’s written submission only. Evaluation will be performed only on the materials included directly in the Proposal itself unless otherwise indicated by the County in this RFP. The Evaluation Committee will not access company web sites or read sales brochures, marketing materials, or white papers in evaluating vendor experience or proposed methodology unless doing so is in the County’s best interest. You may submit additional materials or reference online information in your Proposal if you wish, but these may not be considered during the proposal evaluation process.
- F. If errors are found in a Proposal, the County may reject the Proposal. However, the County may, in its sole discretion, correct arithmetic and/or transposition errors or contact a Respondent for clarification. The Respondent will be informed of the errors and corrections.
- G. The County reserves the right to accept other than the lowest costs submitted and to negotiate with a Respondent on a fair and equal basis when the best interests of the County are served by doing so.

## 6.02 Interview

The Selection Committee appointed by the Project Development Unit will conduct interviews for a minimum of three (3) Respondents on the dates noted in the schedule in Part 14. Interview format will include evaluation of the Respondent's installed mockups noted in Section 5.07 above. The Selection Committee will notify Respondents of the results of the evaluation by telephone, mail or email to the designated contact person.

## 6.03 Evaluation Criteria

- A. Completeness of Proposal submission – Proposals should contain a comprehensive description of services, respond to each of the items set forth in this RFP, and adhere to the formatting rules.
- B. Personnel experience and qualification – Evaluation of the proposed project personnel, including their qualifications, overall experience, and recent experience on projects of similar nature and complexity to the proposed projects.
- C. Depth and quality of respondent's performance – Review of past performance on County of San Mateo projects and/or other projects of similar nature and complexity to the County's projects; evaluation of client references; and overall responsiveness to County's needs.
- D. Staffing / availability – Evaluation of the current and projected workload of the Respondent, the proposed staffing, and the office location(s) of the proposed staff to be assigned to the project(s).
- E. Financial stability – Evaluation of the overall financial position of the Respondent as determined from financial information required by the RFSOQ.
- F. Sustainable practices – Evaluation of the respondent's experience in sustainable design, and LEED certifications as demonstrated in the design strategy, experience, and scope of past projects of comparable scope to the County's project.
- G. Quality and Design of Mockups – Review of the demonstrated quality and functionality of the workstations in terms of materials, aesthetics, usage, assembly, durability, flexibility, etc. The County will perform a formal review of mockups by testing their quality and function while in use. The County will also evaluate aesthetics, fit and finish and appropriateness of these aesthetics with their various project types. Mockup setup and disassembly will also be observed to evaluate ease of reconfiguration.

## PART 7 – ADMINISTRATIVE REQUIREMENTS AND POLICIES

7.01 Respondents will be required to comply with all non-discrimination employment regulations, including the following.

- A. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over 40), disability, medical condition (including but not limited to AIDS, HIV positive

diagnosis, or cancer), political affiliation, or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this agreement.

- B. Respondents shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under any contract that may result from this submittal. Respondents' personnel policies shall be made available to the County upon request.
- C. Respondents shall assure compliance with section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of compliance. Respondents shall be prepared to submit a self-evaluation and compliance plan to the County upon request within one (1) year of the execution of any agreement that may result from this submittal.
- D. Respondents must comply with the County Ordinance Code with respect to the provision on employee benefits. As set forth in the ordinance, such respondents are prohibited from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- E. Respondents shall comply with the County Jury Duty Ordinance Code with respect to the provision of jury duty pay to employees and adhere to a written policy that provides its employees, on an annual basis, no less than five (5) days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service be deducted from the employees' regular pay the fees received for jury service.

**7.02 Proposal Fees.** Respondents may elect to present their proposal fee in a way that they deem more competitive. General County billing guidelines are below:

- A. Hourly Billing Rates and Reimbursables. If work authorized is based on time, equipment, and materials (T&M), all reimbursable services shall require advanced authorization, in writing. Hourly Billing Rates are deemed to include office overhead. All reimbursables are on an actual-cost basis without mark-up. When invoicing for reimbursable costs, detailed back up shall be provided to the County, including detailed material or equipment fees, receipts, hourly rates, time spent on tasks and a description of the task ("Detailed Backup"). Use of sub-consultants, with advanced authorization in writing, must also present in the Detailed Backup.

Office overhead should be calculated into the line items within the classifications of the professional rate schedule, and cannot be billed separately. Overhead includes, but is not limited to, accounting functions, office functions, certified payroll compliance, office equipment, phone calls, postage, maintaining books and records, filing, word processing, dictation, office overhead, etc.

Deliverables as specified in the scope in hard copies or electronically are not reimbursable (reports, photos, drawings, etc.), except when additional hard copies are required.

- B. Travel Costs. There are some general guidelines regarding reimbursement rates that will apply. In general, the following restrictions should be kept in mind:

- i. Reimbursable Expenses shall not include Local Travel, see below for definition.
- ii. Travel expense beyond Local Travel for travel by automobile shall be reimbursed at the current rate set by the U.S. Government, and for travel by other means shall be the actual expense incurred by the Firm without mark-up.
- iii. "Local Travel" means travel between Firm's offices and San Mateo County, and travel to any location within a fifty-mile radius of either Firm's office or San Mateo County.
- iv. Reimbursement for the actual cost of lodging, meals, and incidental expenses ("LM&I Expenses") is limited to the then-current Continental United States ("CONUS") rate for the location of the work being done (San Mateo/Foster City/Belmont, California), as set forth in the Code of Federal Regulations and as listed by the website of the U.S. General Services Administration (available online by searching [www.gsa.gov](http://www.gsa.gov) for the term 'CONUS'); airline and car rental travel expenses ("Air & Car Expenses") are limited to reasonable rates obtained through a cost-competitive travel service (for example, a travel or car-rental website), with air travel restricted to coach fares and car rental rates restricted to the mid-level size range or below; and certain other reasonable travel expenses ("Other Expenses") such as taxi fares, parking costs, train or subway costs, etc. are reimbursable on an actual-cost basis without mark-up. If there are no air flights involved, rental cars and pay for rides, where allowed, are reimbursed at the GSA rate from the office or place of ride origin, whichever is less.

**7.03** The County reserves the right to accept or reject any or all Proposals submitted or to request clarification or additional information or an alternative presentation of data from any Respondent, at the County's sole discretion. Further, while every effort has been made to ensure the information presented in the RFP is accurate and thorough, the County accepts no responsibility or liability for any unintentional errors or omissions in this document.

**7.04** Should the Respondent realize during the review process that there has been a substantive error or omission in its submittal, which does not alter basic services and has not already resulted in disqualification from participating in the RFP process for other reasons, said Respondent is invited to submit to the County Project Manager a written request and explanation of Respondent's desire to correct its submittal. It shall be at the sole discretion of the County's selection committee to decide whether to grant the Respondent's request to correct its Proposal submittal.

**7.05** All submittals become the property of the County and as such become public documents available to be reviewed by the public upon request. The Government Code Sections 6250 et. seq., the Public Records Act, define public record as any writing containing information relating to the conduct of public business. This applies to submittals pursuant to this RFP. The Public Records Act provides that public records shall be disclosed upon written request and that any citizen has the right to inspect any public record, unless the document is exempted from the disclosure requirements. The County cannot represent or guarantee that any information submitted in response to the RFP will be confidential.

If the County receives a request for any document submitted in response to this RFP, it will not assert any privileges that may exist on behalf of the person or business submitting the Proposal. Rather, the County will notify the party whose submittal is being sought. In the event that a party who has submitted a Proposal wishes to prevent disclosure, it is the sole responsibility of that party to assert any applicable privileges or reasons why the document should not be produced and to obtain a court order prohibiting disclosure.

- 7.06** Notifications relating to this RFP will be posted on the PDU website at <http://www.smcpcdu.org>. Successful and unsuccessful Respondents will receive a written notification of whether they have been awarded the Furniture Contract. The written notification will be emailed to the name and email address of the authorized officer of the dealership provided in the Proposal submittal. The timing of written notification to Respondents is entirely at the County's sole discretion.

## **PART 8 – GENERAL CONDITIONS & LEGAL REQUIREMENTS**

- 8.01** The Proposal should be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the Proposal meets the County's requirements. To this end, each Proposal should be as specific, detailed, and complete as to clearly and fully demonstrate that the respondent has a thorough understanding of and has demonstrated knowledge of the requirements to perform the work (or applicable portion thereof). Proposal graphics and organization shall be presented in a clear, organized way to help facilitate owner review with proposals. Utilize graphics, bullet points, and photography to best illustrate the required information.
- 8.02** The submission of a Proposal does not obligate the County to award a contract for the project, to pay costs incurred in the preparation of a Proposal, Mockup or to procure or contract for any services. Costs for preparing the Proposal and Mockup will be paid entirely by the Respondents.
- 8.03** The County reserves the right to interpret or change any provision of this RFP at any time prior to the Proposal submission date. Such interpretations or changes shall be in the form of addendum/addenda to this RFP and posted on the PDU website. The County, in its sole discretion, may determine that a time extension is required for submission of Proposals, in which case such addendum/addenda shall indicate a new Proposal submission deadline. The County reserves the right to waive inconsequential deviations from stated requirements.
- 8.04** The County retains the right to reject any or all Proposals, to contract work with whomever and in whatever manner the County decides or to abandon the work entirely. The County shall make final decisions regarding a Respondent's qualifications as of RFP release day. All decisions concerning Respondent selection shall be made in the County's best interests.
- 8.05** The County has determined in accordance with Section 6255 of the Government Code that all Proposals submitted in response to this RFP shall not be made public by the County until after the County issues a notice of intent to enter into a contract with the successful Respondent. In addition, the County has determined in accordance with

Section 6255 of the Government Code that all Respondents' proprietary financial information submitted in response to this RFP and specifically identified by the Respondent as "confidential" will not be made public by the County unless otherwise required by law. In the event a Respondent wishes to claim other portions of its Proposal exempt from disclosure under the Public Records Act, the Respondent should clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page and include a written justification as to why such information should be exempt from disclosure. Blanket designations of "confidential" shall not be effective. However, the County will make a decision based upon applicable laws.

- A. The County will notify the applicable Respondents of any requests for disclosure under the Public Records Act. Respondents agree to defend and indemnify the County from any claims and/or litigation arising from such requests.
- B. Proprietary or confidential data should be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal. Confidential data is normally restricted to confidential financial information. The price of products offered or the cost of services shall not be designated as proprietary or confidential information.

**8.06 REQUIRED LICENSE(S):** Respondent possesses a valid and current license for all the required Services including the installation of the furniture and related systems. Respondent's license has not been revoked at any time in the last five (5) years.

**8.07 MINIMUM AND PREVAILING WAGE LAWS:** The successful Respondent must comply with any applicable County, State, or Federal wage laws, including but not limited, and to the extent applicable, State prevailing wage laws governing the installation of free standing and affixed modular office systems. (See e.g., California Labor Code 1771, 1720.)

## **PART 9 – APPEAL OF DECISION**

Unsuccessful Respondents/firms shall have five (5) business days from the delivery of County's letter of rejection to submit a written appeal, addressed directly to the Director of the Project Development Unit at the address below. Appeals received after the deadline will not be accepted. The written appeal should specifically address any perceived irregularities in the process and/or the RFP review committee's recommendation. The committee will review the written appeal, and to present to the County the reason for the committee's recommendations. An appeal that merely addresses a single aspect of the selected proposal, e.g., comparing the cost of the selected proposal in relation to the non-selected proposal, is not sufficient to support an appeal. A successful appeal will include sufficient evidence and analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

The County will respond to a protest within fourteen (14) business days of receiving it, and the County may, at its election, set up a meeting with the Respondent to discuss the concerns raised by the protest. The decision of the County will be final. The protest letter must be addressed as follows, with a copy to the County Contact Person:

Deborah Bazan  
Director of the Project Development Unit  
1402 Maple Street  
Redwood City, CA 94063

## PART 10 – SCHEDULE

<b>Events</b>	<b>Dates*</b>
Project Development Unit issues RFP to shortlisted Respondents	11/6/18
RFP Questions via email due at 5:00pm	11/14/18
<b>Mandatory Pre-proposal Conference at 1:30pm</b>	<b>11/19/18</b>
Responses to Questions Posted to PDU website	11/21/18
<b>Scope of services and fee proposals due: 2:30pm</b>	<b>12/5/18</b>
Shortlist for Mockup & Interview posted on PDU website	<b>12/7/18</b>
<b>Mockup setup / Completion</b>	<b>1/11/19</b>
Interviews with shortlisted respondents	1/14/19
Selection committee provides final selection	1/15/19
Board of Supervisors approves contract	1/29/19

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

## PART 11 – ENCLOSURES

- A. Draft County Professional Services Agreement (including Attachment I and Attachment IP)
- B. Furniture Typology Document
- C. Fee Schedule

**END OF RFP DOCUMENT**



**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO  
AND [Consultant Name]**

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and [Insert contractor legal name here], hereinafter called "Contractor."

"Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and;

Whereas, it is necessary and desirable that Contractor be retained for the purpose of [Enter information here].

**Now, therefore, it is agreed by the parties to this Agreement as follows**

**Exhibits and Attachments**

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates
- Attachment I—§ 504 Compliance
- Attachment IP – Intellectual Property

**1. Services to be performed by Contractor**

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

**2. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed [write out amount] (\$Amount). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

**3. Term**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from [Month and day] , 20[last 2 digits of start year], through [Month and day] , 20[last 2 digits of end year].

**4. Termination**

This Agreement may be terminated by Contractor or by the Director of Public Works or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

**5. Contract Materials**

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as “contract materials”) prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

**6. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

**7. Hold Harmless**

**a. General Hold Harmless**

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor’s failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor’s duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

## **b. Intellectual Property Indemnification**

Contractor hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Contractor warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b) County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

## **8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

## **9. Insurance**

### **a. General Requirements**

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage

to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy. Sub-consultants must also comply with all requirements of this RFP.

**b. Workers' Compensation and Employer's Liability Insurance**

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

**c. Liability Insurance**

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

i. Comprehensive General Liability...	\$2,000,000
ii. Motor Vehicle Liability Insurance...	\$1,000,000
iii. Professional Liability.....	\$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

**10. Compliance With Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

**11. Non-Discrimination and Other Requirements**

**a. General Non-discrimination**

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

**b. Equal Employment Opportunity**

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

**c. Section 504 of the Rehabilitation Act of 1973**

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

**d. Compliance with County's Equal Benefits Ordinance**

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

**e. Discrimination Against Individuals with Disabilities**

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

**f. History of Discrimination**

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

**g. Reporting; Violation of Non-discrimination Provisions**

Contractor shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of

any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

## **12. Compliance with County Employee Jury Service Ordinance**

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

## **13. Retention of Records; Right to Monitor and Audit**

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to

determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

**14. Merger Clause; Amendments**

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

**15. Controlling Law; Venue**

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

**16. Notices**

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: [insert]  
Address: [insert]  
Telephone: [insert]  
Facsimile: [insert]  
Email: [insert]

In the case of Contractor, to:

Name/Title: [insert]  
Address: [insert]  
Telephone: [insert]  
Facsimile: [insert]  
Email: [insert]

**17. Electronic Signature**

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

\* \* \*

**THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO WORK WILL COMMENCE UNTIL THIS DOCUMENT HAS BEEN SIGNED BY THE COUNTY PURCHASING AGENT OR AUTHORIZED DESIGNEE.**

[SIGNATURE PAGE FOLLOWING THIS PAGE]

**For Contractor:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



**For County of San Mateo:**

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Department Head Name



# ATTACHMENT I

## Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

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The undersigned (hereinafter called "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

a. Employs fewer than 15 persons.

b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R.

84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

**Name of 504 Person:**

**Name of Contractor(s):**

**Street Address or P.O. Box:**

**City, State, Zip Code:**

**I certify that the above information is complete and correct to the best of my knowledge**

**Signature:**

**Title of Authorized Official:**

**Date:**

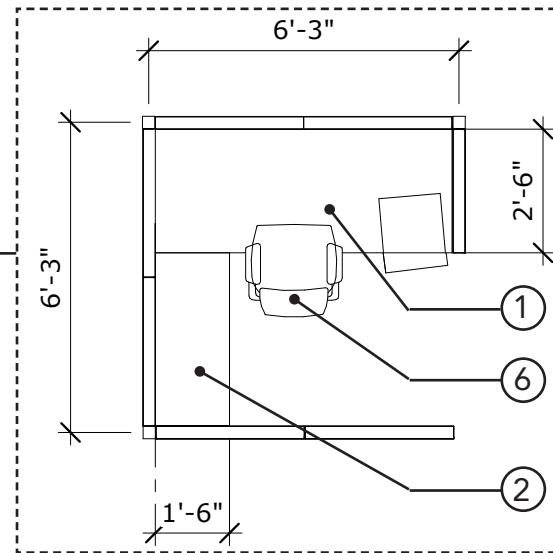
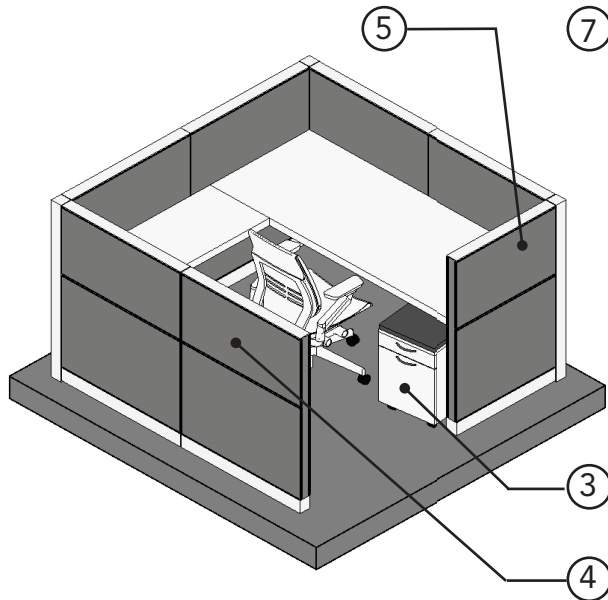
\*Exception: DHHS regulations state that: "If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

## **Attachment IP**

### **Intellectual Property Rights**

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1. The County of San Mateo ("County"), shall and does own all titles, rights and interests in all Work Products created by Contractor and its subcontractors (collectively "Vendors") for the County under this Agreement. Contractor may not sell, transfer, or permit the use of any Work Products without the express written consent of the County.
2. "Work Products" are defined as all materials, tangible or not, created in whatever medium pursuant to this Agreement, including without limitation publications, promotional or educational materials, reports, manuals, specifications, drawings and sketches, computer programs, software and databases, schematics, marks, logos, graphic designs, notes, matters and combinations thereof, and all forms of intellectual property.
3. Contractor shall not dispute or contest, directly or indirectly, the County's exclusive right and title to the Work Products nor the validity of the intellectual property embodied therein. Contractor hereby assigns, and if later required by the County, shall assign to the County all titles, rights and interests in all Work Products. Contractor shall cooperate and cause subcontractors to cooperate in perfecting County's titles, rights or interests in any Work Product, including prompt execution of documents as presented by the County.
4. To the extent any of the Work Products may be protected by U.S. Copyright laws, Parties agree that the County commissions Vendors to create the copyrightable Work Products, which are intended to be work-made-for-hire for the sole benefit of the County and the copyright of which is vested in the County.
5. In the event that the title, rights, and/or interests in any Work Products are deemed not to be "work-made-for-hire" or not owned by the County, Contractor hereby assigns and shall require all persons performing work pursuant to this Agreement, including its subcontractors, to assign to the County all titles, rights, interests, and/or copyrights in such Work Product. Should such assignment and/or transfer become necessary or if at any time the County requests cooperation of Contractor to perfect the County's titles, rights or interests in any Work Product, Contractor agrees to promptly execute and to obtain execution of any documents (including assignments) required to perfect the titles, rights, and interests of the County in the Work Products with no additional charges to the County beyond that identified in this Agreement or subsequent change orders. The County, however, shall pay all filing fees required for the assignment, transfer, recording, and/or application.
6. Contractor agrees that before commencement of any subcontract work it will incorporate this **ATTACHMENT IP** to contractually bind or otherwise oblige its subcontractors and personnel performing work under this Agreement such that the County's titles, rights, and interests in Work Products are preserved and protected as intended herein.



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

### Design Characteristics

Approximately 6'-3"x6'-3" standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, 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. Approx. 12"Wx24"D lockable mobile storage pedestal
4. (6) Approx. 36"Wx48"H upholstered panels
5. (1) Approx. 30"Wx48"H upholstered panel
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Extends of one workstation/mock-up requirement

### 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

### 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.

## Benching Workstation - 4 Pack Total Area: Approx. 22'-0"x5'-0" Design Characteristics

Approximately 72"Wx30"D benching workstations placed in group of (6) to allow for collaborative workspace. Mobile storage boxes located at each workstation and shared lateral file storage with laminate tops 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. 72"Wx30"D motorized adjustable height work surface
2. Approx. 12"Wx24"D lockable mobile storage pedestal
3. (2) Approx. 30"Wx24"D lockable lateral file storage with laminate top or low storage bookcase
4. (3) Approx. 72"Wx48"H fabric panels
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

### 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:

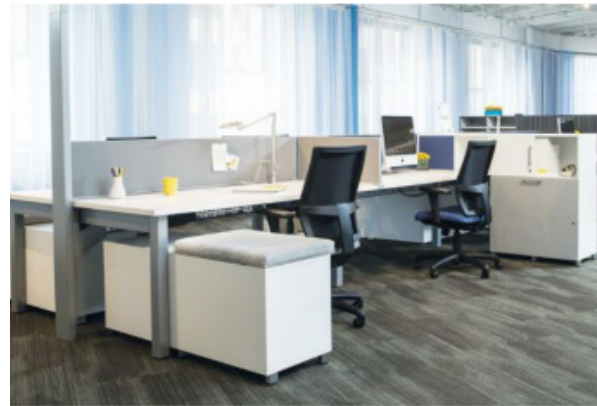
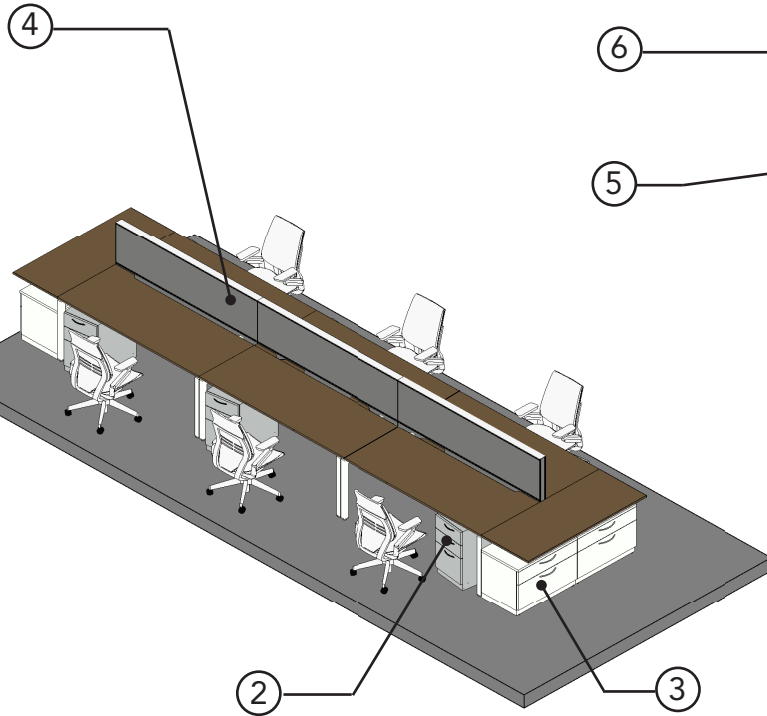
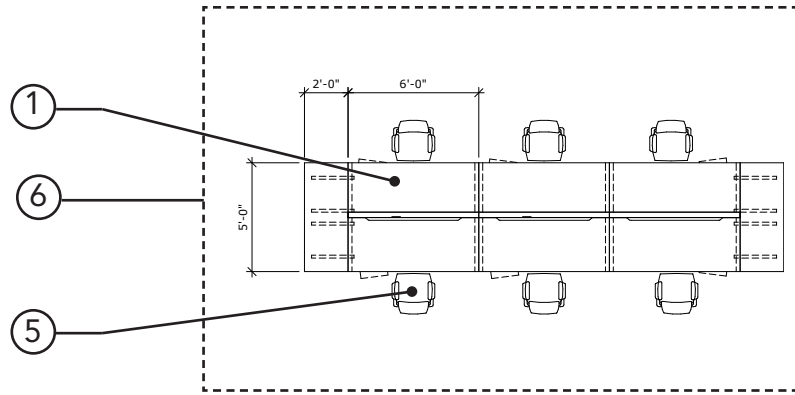
- High Pressure laminate work surfaces with metal bases
- Painted metal mobile pedestal storage with high pressure laminate top
- Painted metal lateral storage/bookcase with high pressure laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star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

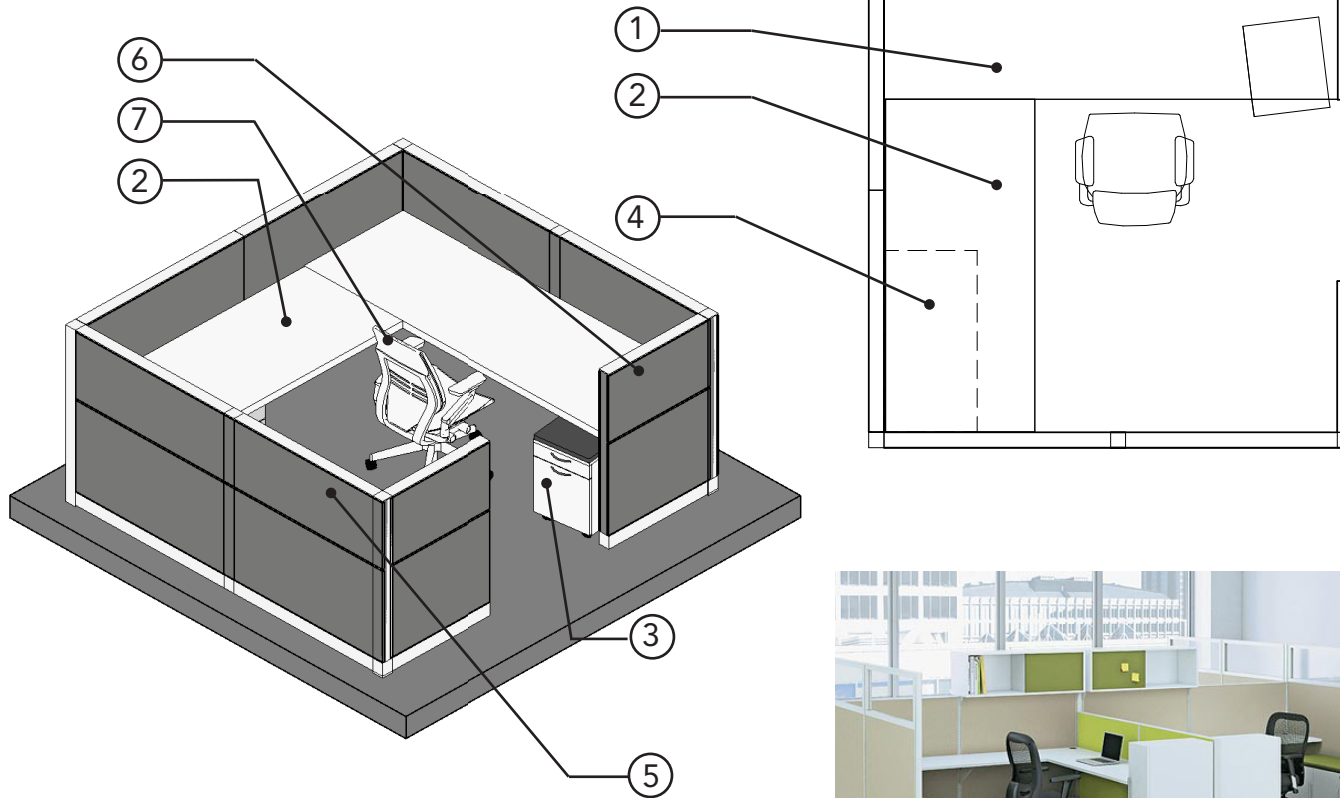


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## Workstation Type 2

Total Area: Approx. 8'-3"x7'-9"

### Design Characteristics

Approximately 8'-3"x7'-9" standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, fixed height return work surface with lockable lateral file 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. 90"Wx30"D motorized adjustable height work surface
2. Approx. 66"Wx30"D fixed height work surface/return
3. Approx. 12"Wx24"D lockable mobile storage pedestal
4. Approx. 36"Wx18"D lockable lateral file
5. (6) Approx. 48"Wx48"H upholstered panels
6. (2) Approx. 30"Wx48"H upholstered panel
7. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

### Finishes- Mid Grade:

- Laminate work surfaces with plastic base
- Tackable fabric panels with painted frames
- Painted metal storage pedestal
- Painted metal lateral file
- 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
- High pressure laminate or painted metal lateral file
- 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"-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

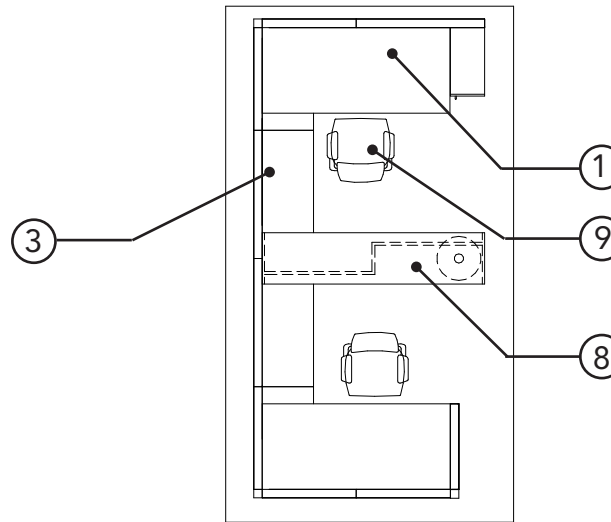
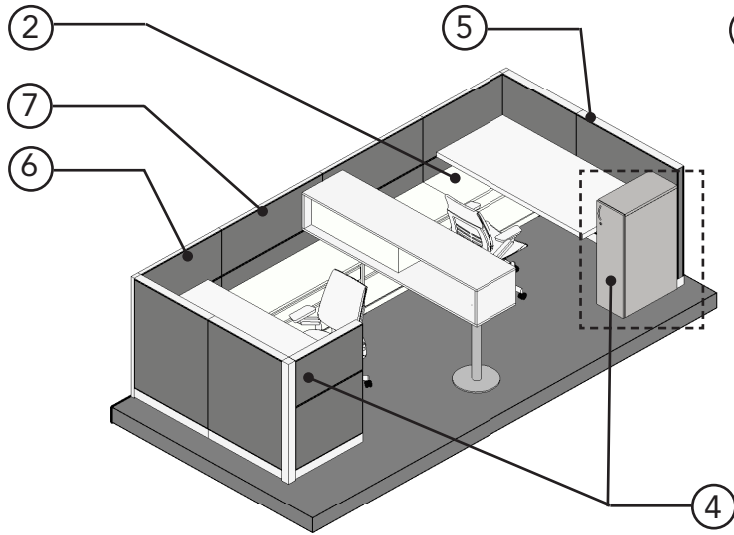


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## Workstation - 2 Pack Total Area: Approx. 6'-0"x7'-0"

### Design Characteristics

Approximately 6'x7' workstation will include adjustable height work surface with locking storage pedestal, open shelving and lateral files below. Approximately 48"H fabric panels will surround 2-pack workstation and adjustable height task chair will be included. 2-pack workstation aesthetic is to be open, sleek, and modern in design.

### Features

1. Approx. 54"Wx30"D motorized adjustable height work surface
2. Approx. 36"Wx18"D open shelf storage file with laminate top
3. Approx. 45"Wx18"D lockable lateral file with laminate top
4. (2) Approx. 30"Wx48"H upholstered panels or option to have personal storage closet at end of workstation
5. (4) Approx. 33"Wx48"H upholstered panels
6. (2) Approx. 36"Wx48"H upholstered panels
7. (2) Approx. 45"Wx48"H upholstered panels
8. Approx. 78"W double sided storage bookcase
9. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

### Finishes - Mid-Grade:

- Laminate work surfaces with plastic bases
- Tackable fabric panel with painted frames
- Painted metal storage with laminate top
- Painted metal storage bookcase
- 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
- Tackable fabric panel with painted frames
- Painted metal storage with high pressure laminate top
- High pressure laminate or painted metal storage bookcase
- Upholstered task chair with plastic arms and 5-star metal base on hard caster wheels

### Accessories

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

### Power/Data

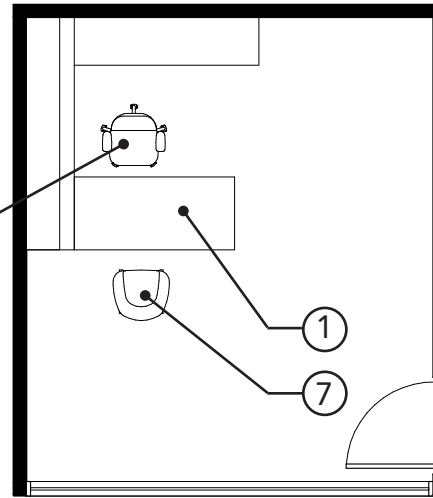
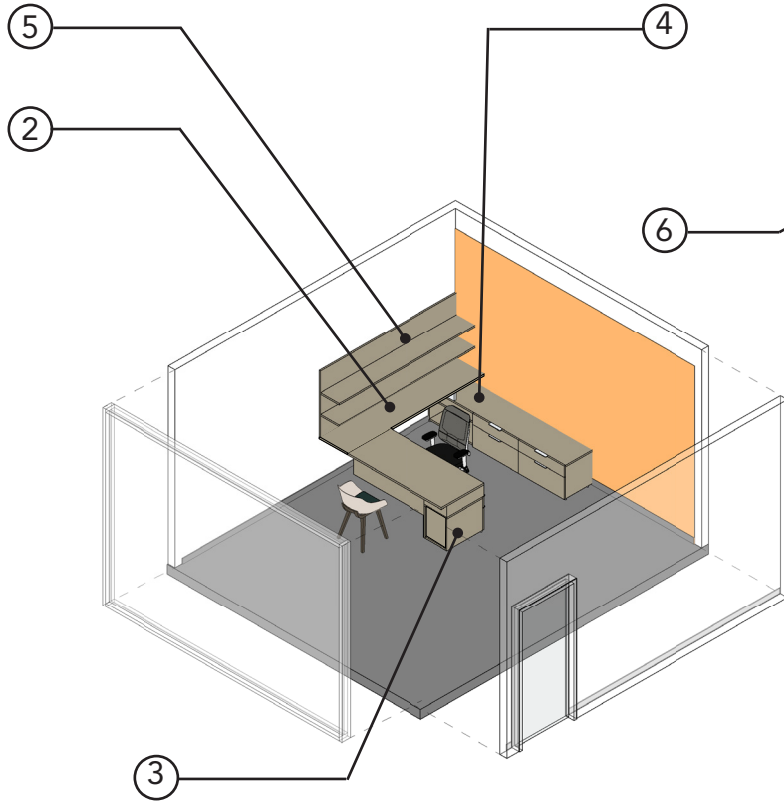
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management
- Power centered at each workstation-one receptacle at belt-line for computer and monitor and one at base

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## Private Office Total Area: Approx. 80 Sq. Ft

### Design Characteristics

Private office with approximately 80 sq. ft will include workstation with upper and lower storage and guest seating. Workstation will have adjustable height desk with modesty panel attached. Lateral storage will be located behind desk along with open upper storage shelves or closed cabinet. Mobile storage pedestal and guest seating will also be provided. Private office aesthetic is to be open, sleek, and modern in design.

### Features

1. Approx. 60"Wx30"D motorized adjustable height desk with modesty panel attached
2. Approx. 96"Wx20"D fixed height work surface
3. Approx. 15"Wx24"D lockable mobile storage pedestal
4. Approx. 36"Wx24"D lockable lateral file storage with laminate top
5. Approx. 72"W open upper storage shelf or closed storage cabinet (Wall backing to be coordinated at a later time)
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Upholstered guest arm chair

### Finishes

- Laminate work surface and base
- Laminate mobile pedestal storage
- Laminate lateral storage with laminate top
- Laminate upper open storage shelves
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels
- Upholstered guest arm chair with wood or metal base

### Accessories

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

### Power/Data

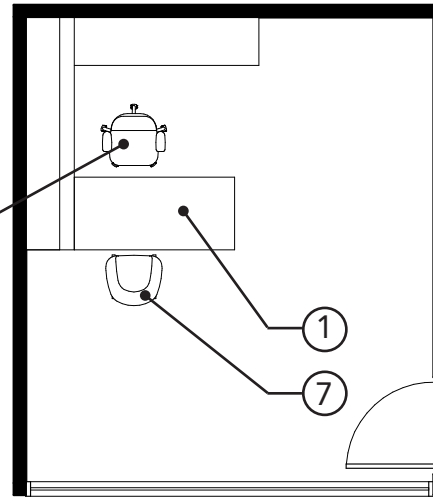
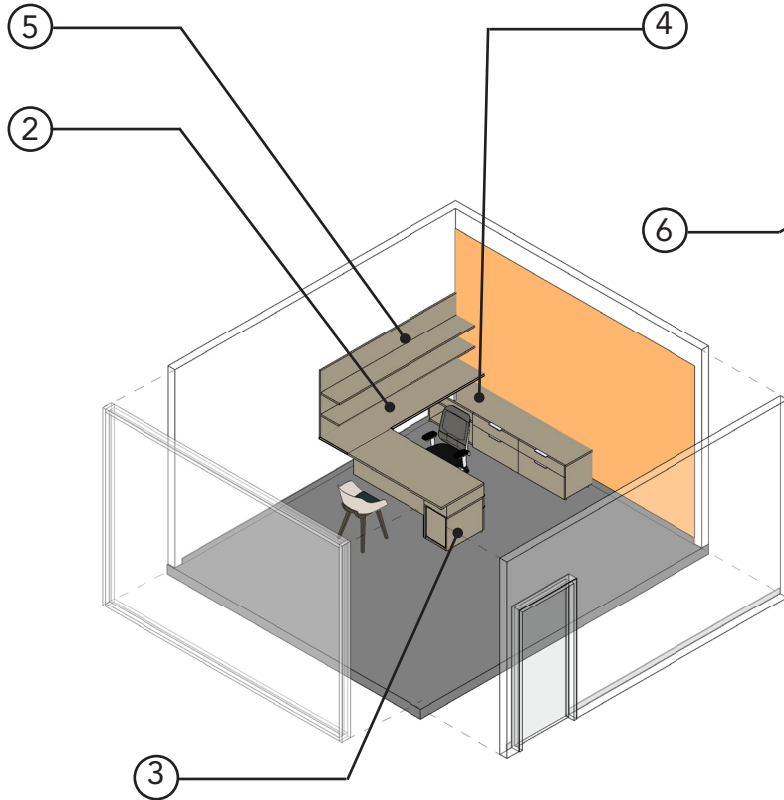
- Power located at base
- Portable power and USB desktop unit
- 1 outlet total, 1 USB port total (Outlets will be lighted for visibility)
- Integrated cord management

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## Executive Office Total Area: Approx. 80 Sq. Ft

### Design Characteristics

Executive office with approximately 80 sq. ft will include workstation with upper and lower storage and guest seating. Workstation will have adjustable height freestanding desk with modesty panel attached. Lateral storage will be located behind desk along with open upper storage shelves or closed cabinet. Mobile storage pedestal and guest seating will also be provided. Executive office aesthetic is to be open, sleek, and modern in design.

### Features

1. Approx. 60"Wx30"D motorized adjustable height freestanding desk
2. Approx. 96"Wx20"D fixed height work surface
3. Approx. 15"Wx24"D lockable mobile storage pedestal
4. (3) Approx. 36"Wx24"D lockable lateral file storage with laminate top
5. Approx. 72"W open upper storage shelf or closed storage cabinet (Wall backing to be coordinated at a later time)
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Upholstered guest arm chair

### Finishes

- High pressure laminate/wood veneer work surface and base
- High pressure laminate mobile storage pedestal
- High pressure laminate lateral storage
- High pressure laminate /wood veneer upper open storage shelves or closed storage cabinet
- Upholstered leather task chair with plastic arms and 5-star plastic base on hard caster wheels
- Upholstered guest arm chair with wood or metal base

### Accessories

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

### Power/Data

- Power located at base
- Portable power and USB desktop unit
- 1 outlet total, 1 USB port total ( Outlets will be lighted for visibility)
- Integrated cord management

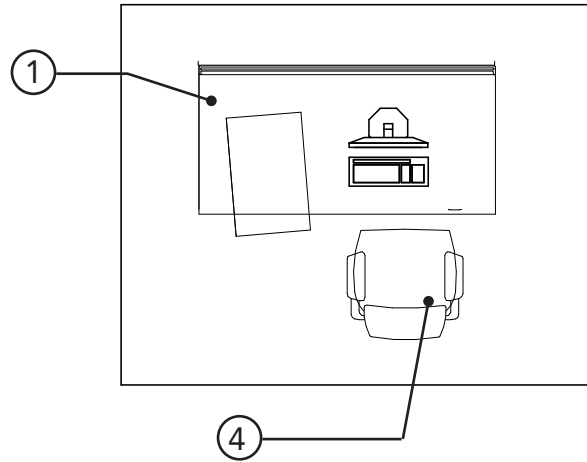
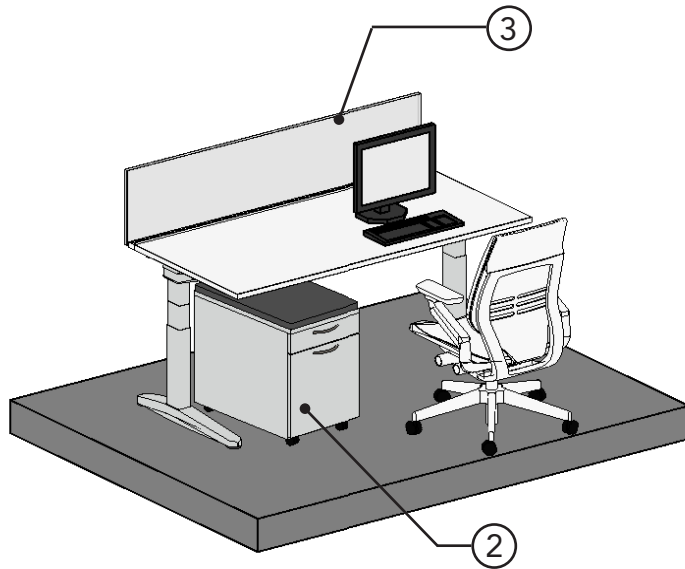
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## Hoteling Workstation Total Area: N/A

### Design Characteristics

Single hotel workstation. Workstation will have adjustable height desk with modesty panel attached. Mobile storage pedestal and task chair will also be provided. Hotel workstation aesthetic is to be open, sleek, and modern in design.

### Features

1. Motorized adjustable height desk
2. Lockable mobile storage pedestal
3. Modesty panel (Modesty panel can be opaque, frosted or metal rail) \*Modesty panel can attach to table top of workstation or below
4. Upholstered task chair with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity

### Finishes

- Laminate work surface and plastic base
- Metal or plastic accessory tray
- Metal or plastic task lamp
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Accessories

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

### Power/Data

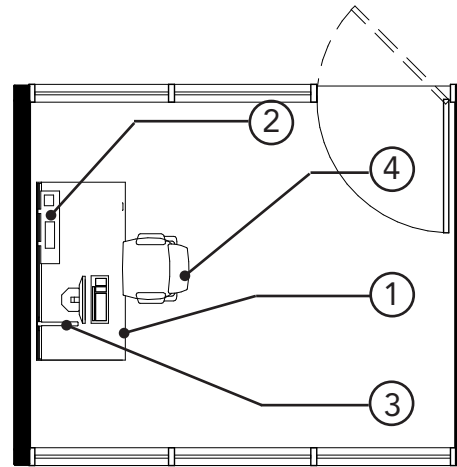
- Power located at base
- Portable power and USB desktop unit
- 1 outlet total, 1 USB port total
- Integrated cord management

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## Test Taking Room Total Area: Approx. 36 Sq. Ft

### Design Characteristics

Test taking room with approximately 36 sq. ft with single fixed height workstation for hoteling. Workstation will have mobile storage pedestal underneath and attachable task lamp and accessory rail. Task chair will also be provided. Test taking workstation aesthetic is to be open, sleek, and modern in design.

### Features

1. Fixed height desk
2. Accessory tray for test materials such as pencils/pens and calculator, etc.
3. Task lamp with ability to attach to desk rail or top of desk work surface
4. Upholstered task chair with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity

### Finishes

- Laminate work surface and plastic base
- Metal or plastic accessory tray
- Metal or plastic task lamp
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Accessories

- Monitor arm: single arm with capacity for 24" or 34" monitor
- Accessory tray
- Task lamp with ability to attach to work surface or desk rail

### Power/Data

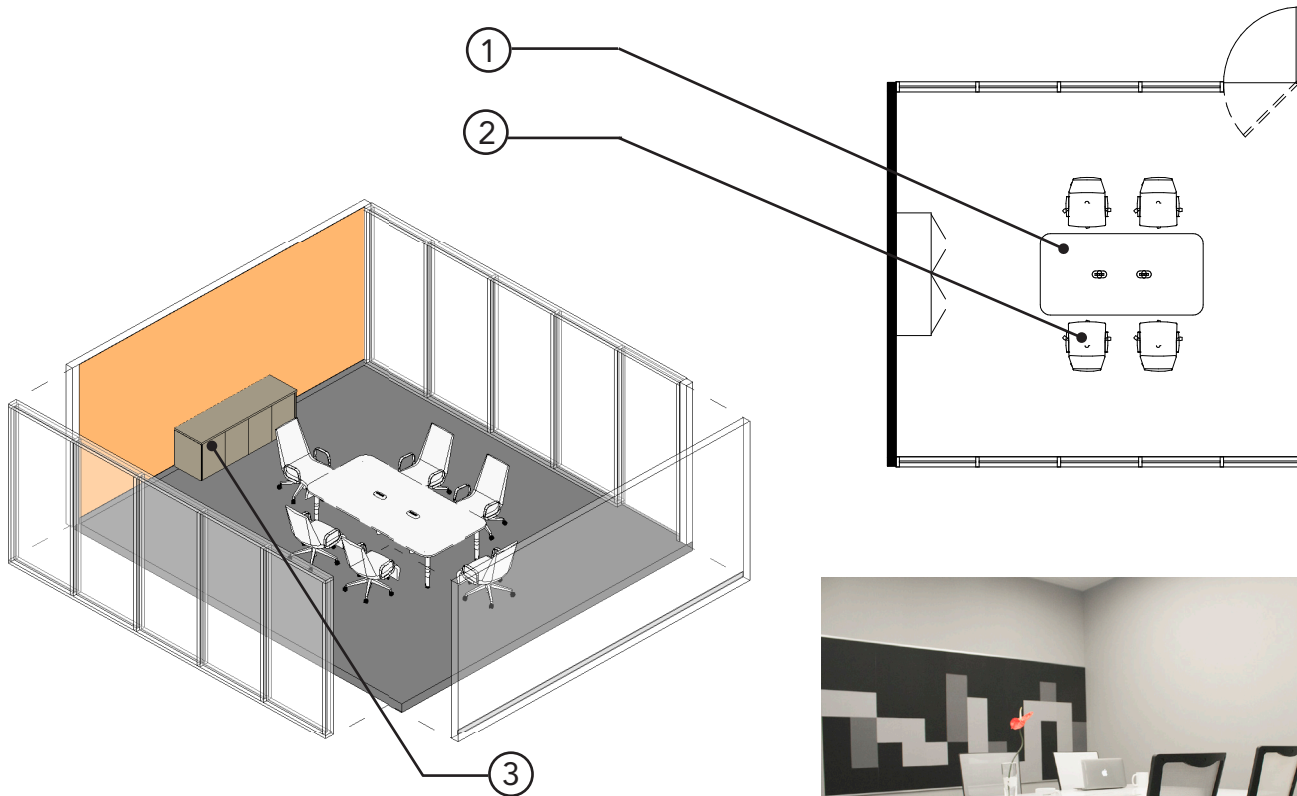
- Power located at base
- Portable power and USB desktop unit
- 1 outlet total, 1 USB port total
- Integrated cord management

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## Small Conference Room

**Total Area: 4-6 Seats**  
**Approx. 150 Sq. Ft**

### Design Characteristics

Small conference room with approximately 150 sq. ft. will consist of small rectangular conference table with power/data integrated into table top and 4-6 height adjustable task chairs. Small conference room aesthetic is to be open, sleek, and modern in design.

### Features

1. Small rectangular conference table with integrated power/data table top access and folding capabilities
2. 4-6 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

### Finishes

- Laminate table top with plastic or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Power/Data

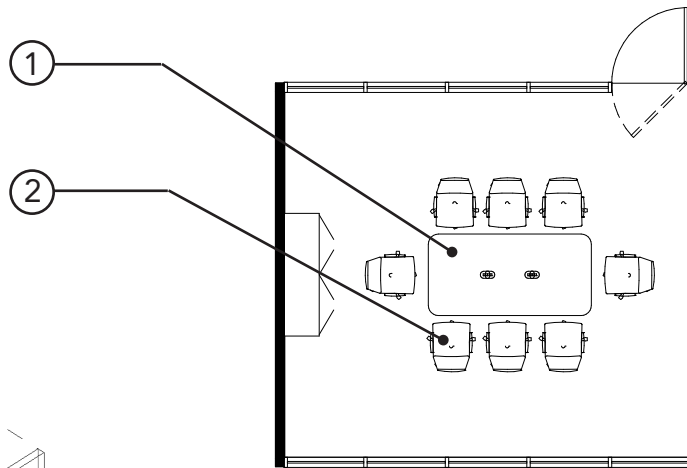
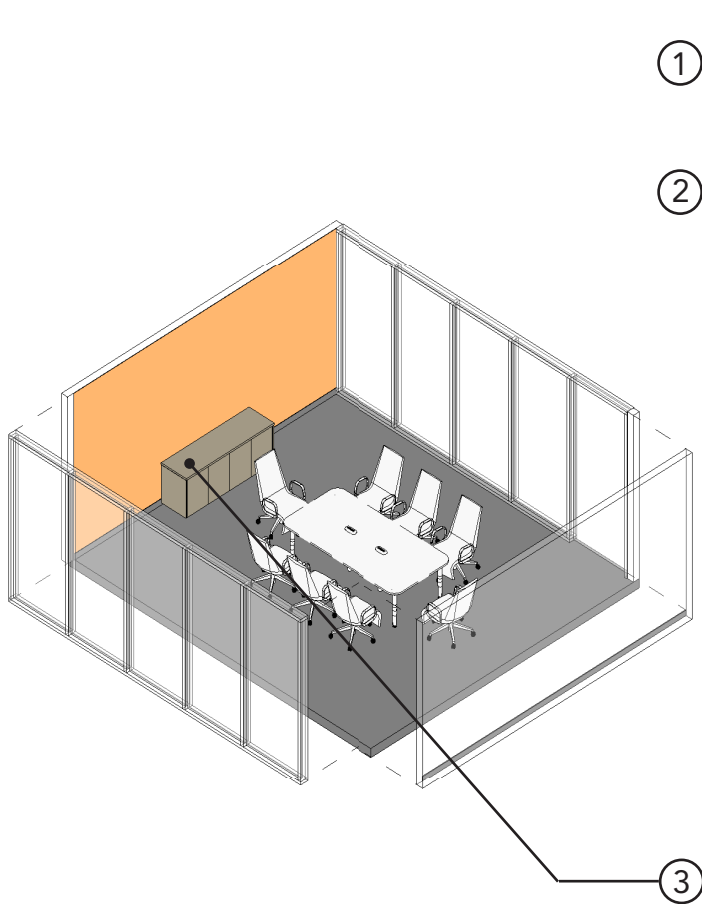
- Recessed in surface power/data, phone and USB connection
- AV and projection capability

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## Medium Conference Room

**Total Area: 8-10 Seats**  
**Approx. 300 Sq. Ft**

### Design Characteristics

Medium conference room with approximately 300 sq. ft. will consist of medium rectangular conference table with power/data integrated into table top and 8-10 height adjustable task chairs. Medium conference room aesthetic is to be open, sleek, and modern in design.

### Features

1. Medium rectangular conference table with integrated power/data table top access
2. 8-10 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

### Finishes

- Laminate table top with plastic or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Power/Data

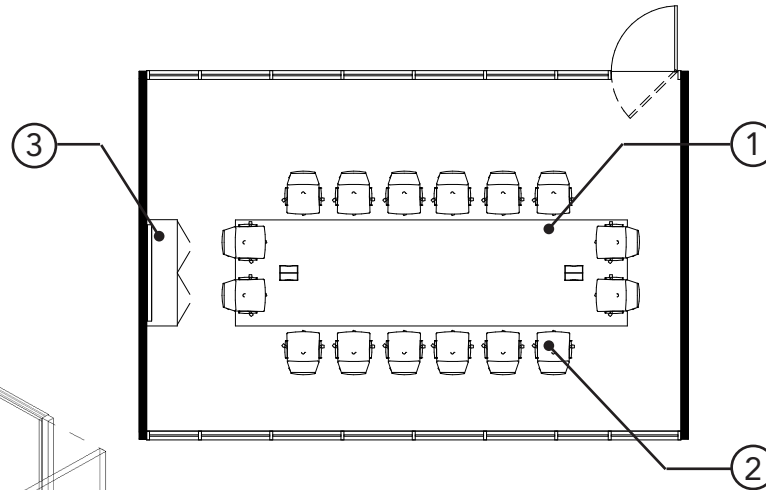
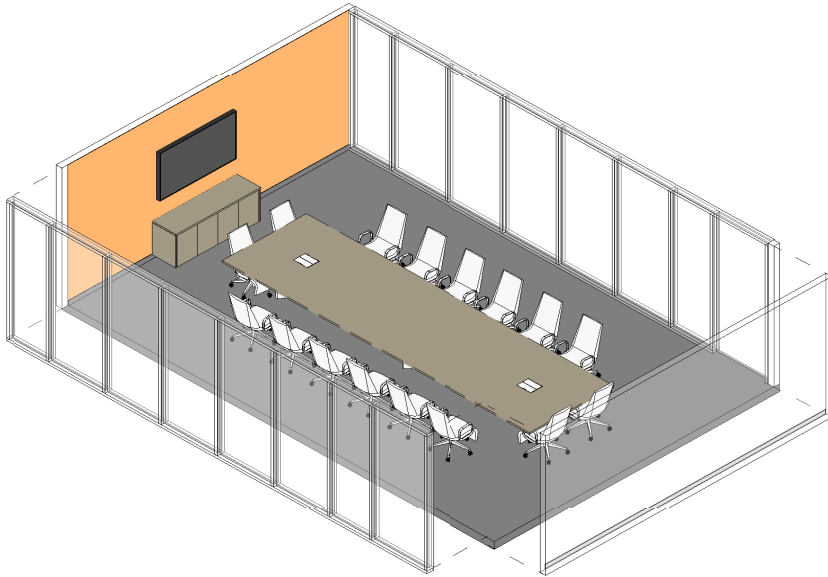
- Recessed in surface power/data, phone and USB connection
- AV and projection capability

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**Large Conference Room**  
**Total Area: 12-18 Seats**  
**Approx. 600 Sq. Ft**

**Design Characteristics**

Large conference room with approximately 600 sq. ft. will consist of large rectangular conference table with power/data integrated into table top and 12-18 height adjustable task chairs. White board will also be included. Large conference room aesthetic is to be open, sleek, and modern in design.

**Features**

1. Large rectangular conference table with integrated power/data table top access
2. 12-18 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

**Finishes**

- Laminate table top with laminate or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

**Power/Data**

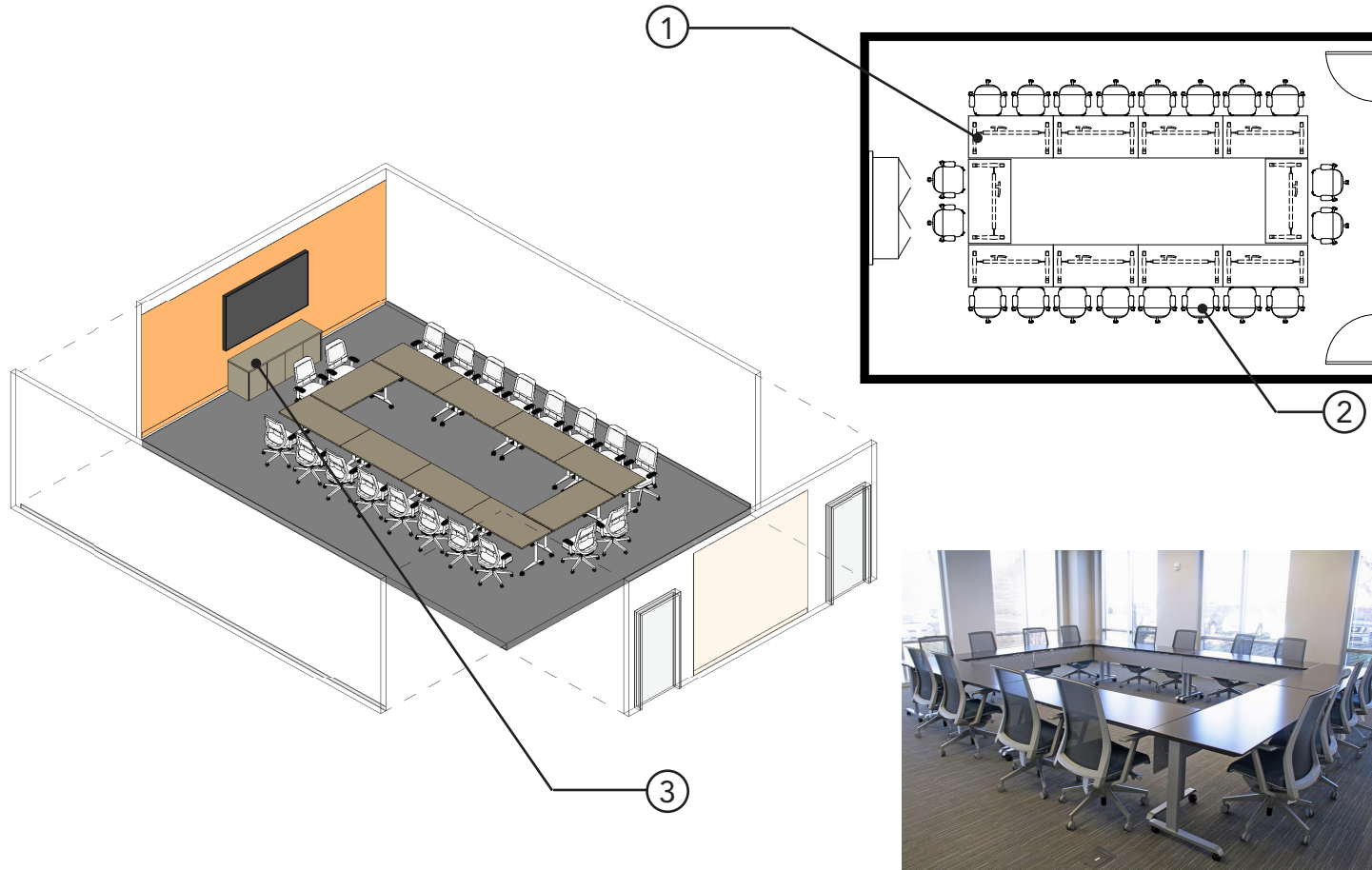
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**Extra Large Conference Room**  
**Total Area: 20-30 Seats**  
**Approx. 800 Sq. Ft**

**Design Characteristics**

Extra large conference room with approximately 800 sq. ft. will consist of mobile rectangular folding tables with ability to move around room and break out into smaller groups of tables. Tables should have integrated power/data in table tops. 20-30 height adjustable task chairs will also be included. Extra large conference room aesthetic is to be open, sleek, and modern in design.

**Features**

1. Approx. (10) rectangular folding tables with locking casters and integrated power/data table top access
2. 20-30 Upholstered task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

**Finishes**

- Laminate table top with plastic or metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

**Power/Data**

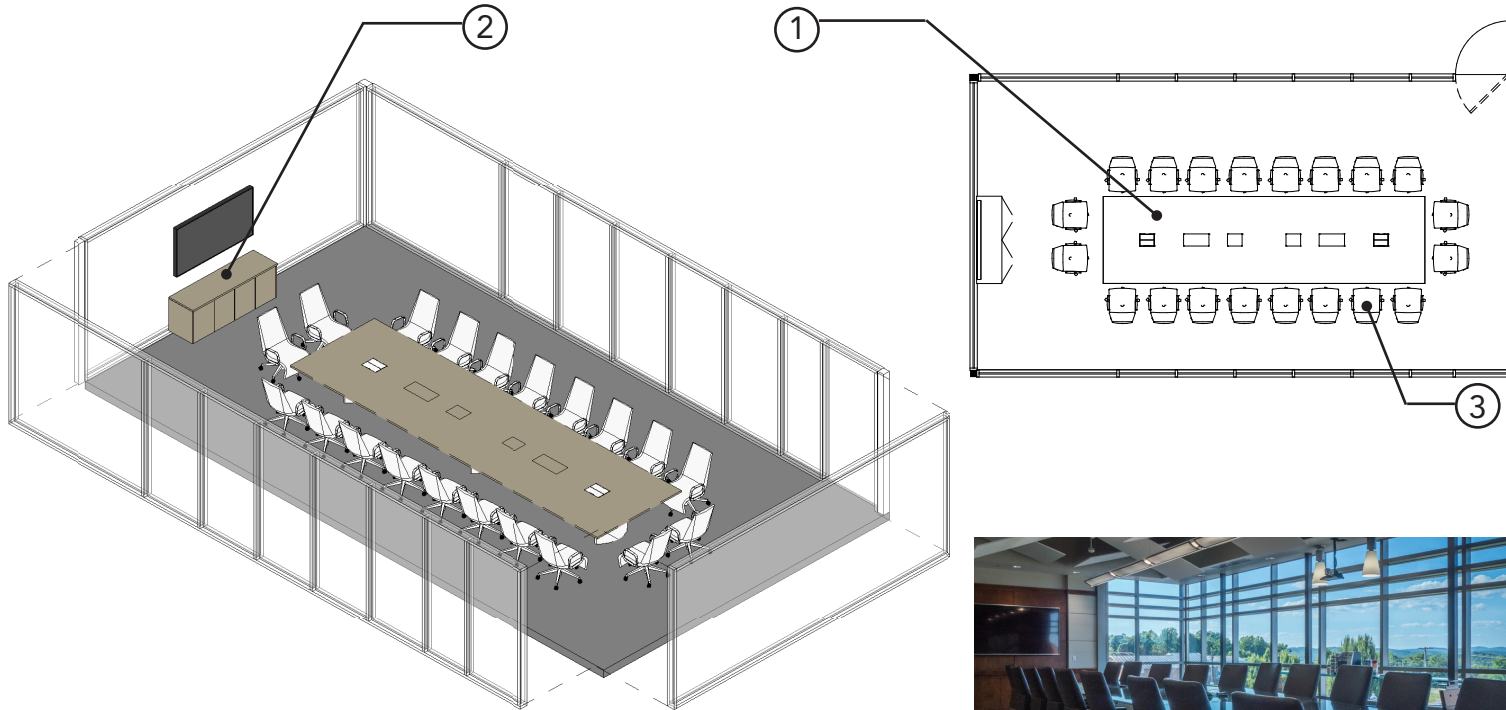
- Power/data, phone and USB connection
- AV and projection capability

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**Executive Conference Room**  
**Total Area: 12-20 Seats**  
**Approx. 750 Sq. Ft**

**Design Characteristics**

Executive conference room with approximately 750 sq. ft. will consist of large rectangular conference table with power/data integrated into table top and 12-20 height adjustable executive style task chairs. Executive conference room aesthetic is to be open, sleek, and modern in design.

**Features**

1. Large rectangular conference table with integrated power/data table top access
2. 12-20 Upholstered executive style task chairs with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

**Finishes**

- Wood, solid surface or glass table top with laminate or metal base
- Laminate storage console/credenza
- Upholstered executive style task chair with plastic arms and 5-star metal base on hard caster wheels

**Power/Data**

- Recessed in surface power/data, phone and USB connection
- AV and projection capability

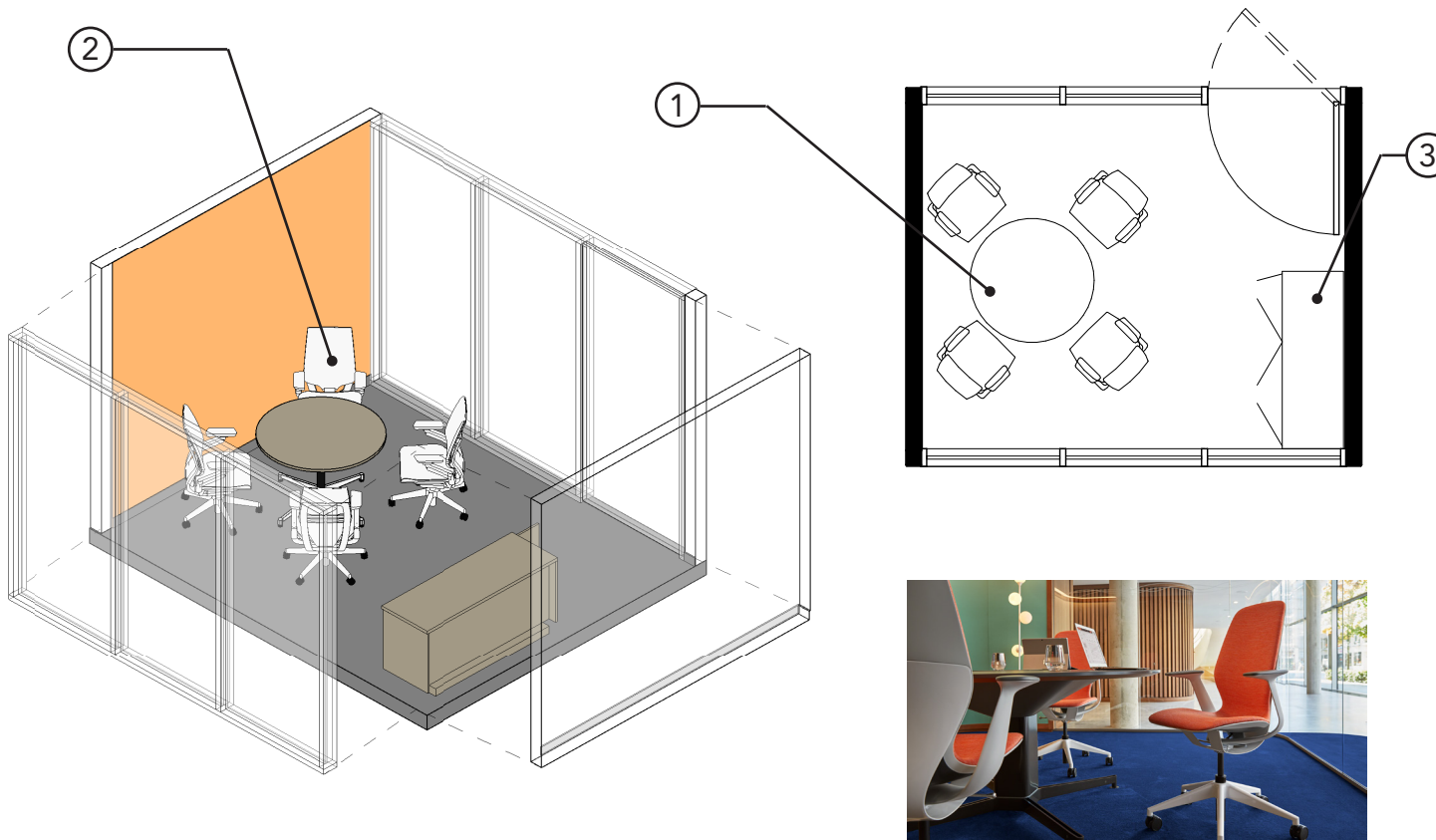


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## Consultation Room Total Area: Approx. 120 Sq. Ft

### Design Characteristics

Consultation room with approximately 120 sq. ft will include round or square fixed height table with metal base and integrated power/data table top access and adjustable height task chairs. Storage console/credenza will also be provided. Consultation room aesthetic is to be open, sleek, and modern in design.

### Features

1. Round or square fixed height table with metal base and integrated power/data table top access
2. Upholstered task chair with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity and locking casters
3. Storage console/credenza

### Finishes

- Laminate round/square table with metal base
- Laminate storage console/credenza
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Power/Data

- Recessed in surface power/data, phone and USB connection

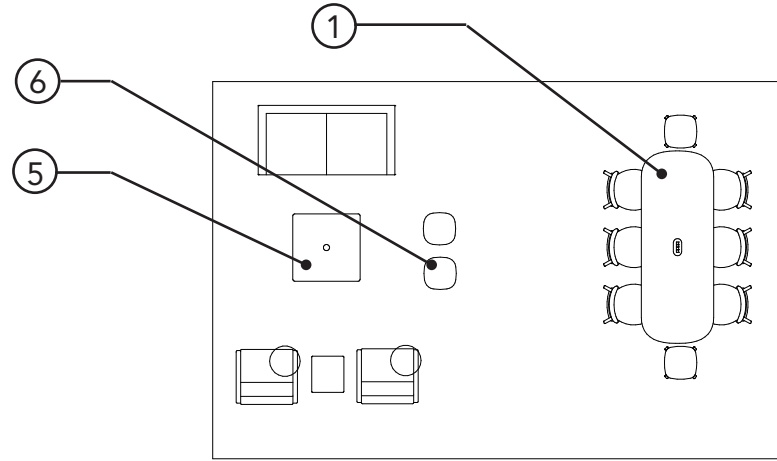
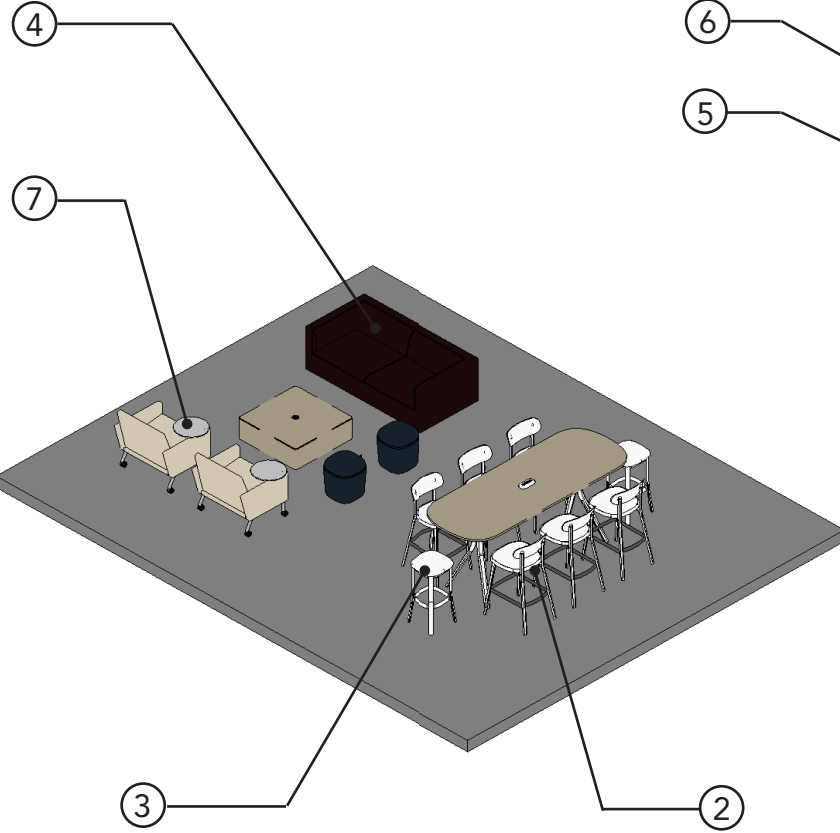
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**Touch Down/Huddle/Informal Meeting/Collaboration Space**  
**Total Area: N/A**

**Design Characteristics**

Touch down/huddle space/informal meeting/open collaboration space can be multiple options or layouts. Option one includes upholstered love seat or small upholstered sofa with coffee table and upholstered ottomans. Upholstered lounge chairs with mobile tablet arms are also included in option one. Second option includes medium to large high top table with 6-8 upholstered barstools. Touch down/huddle space/informal meeting/open collaboration space aesthetic is to be open, sleek, and modern in design.

**Features**

1. Fixed height high top table
2. Upholstered armless barstool with back and foot rest
3. Upholstered armless barstool with no back and foot rest
4. Upholstered love seat or small sofa
5. Square or round coffee table
6. Upholstered round ottomans
7. Upholstered lounge chair with mobile tablet arm

**Finishes**

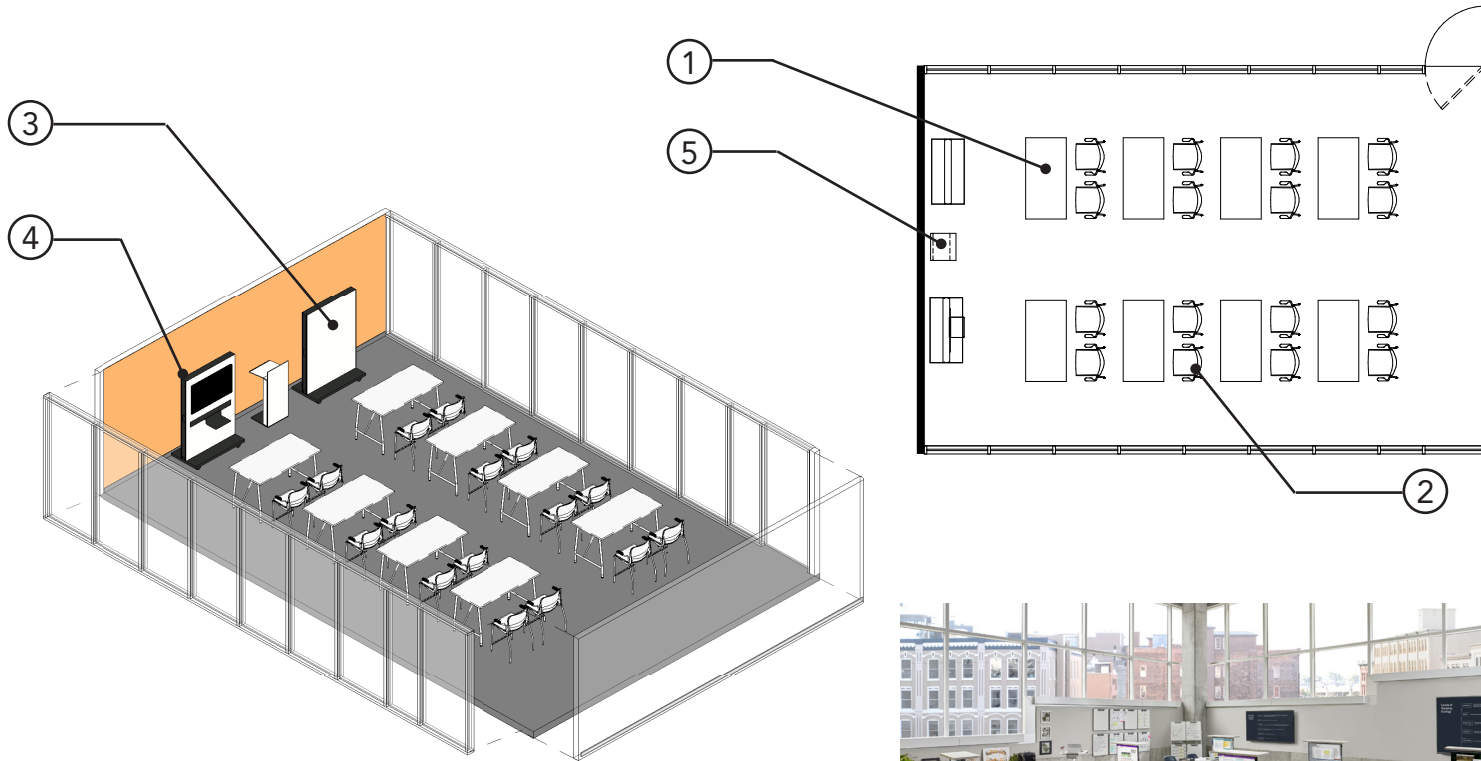
- Laminate high top table with metal base
- Plastic back and upholstered seat barstools with metal base
- Upholstered loveseat or small sofa with wood or metal legs
- Laminate square or round coffee table with or without metal/wood feet
- Upholstered round ottomans
- Upholstered lounge chair with wood or metal base and plastic or laminate tablet arm

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## Classroom/Training Room Total Area: Approx. 800 Sq. Ft

### Design Characteristics

Classroom/training room approximately 800 Sq. Ft will include adjustable height work surfaces with casters for mobility. Stackable arm/armless chairs, mobile white board, mobile media wall, and mobile lectern/podium will also be provide to allow multiple classroom configurations and usage. Classroom/training room aesthetic is to be open, sleek, and modern in design.

### Features

1. Adjustable height work surface with casters for mobility
2. Stackable arm/armless chairs
3. Mobile white board surface
4. Mobile media wall
5. Mobile lectern/podium

### Finishes

- Laminate work surface and plastic base
- Plastic back and seat stackable chair with metal or plastic arms and base
- Metal or plastic frame mobile white board
- Metal or plastic mobile media wall
- Laminate mobile lectern

### Power/Data

- Power/data, phone and USB connection
- Integrated cord management
- Portable power

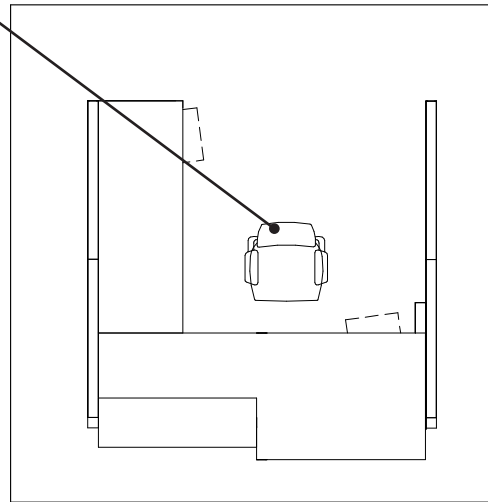
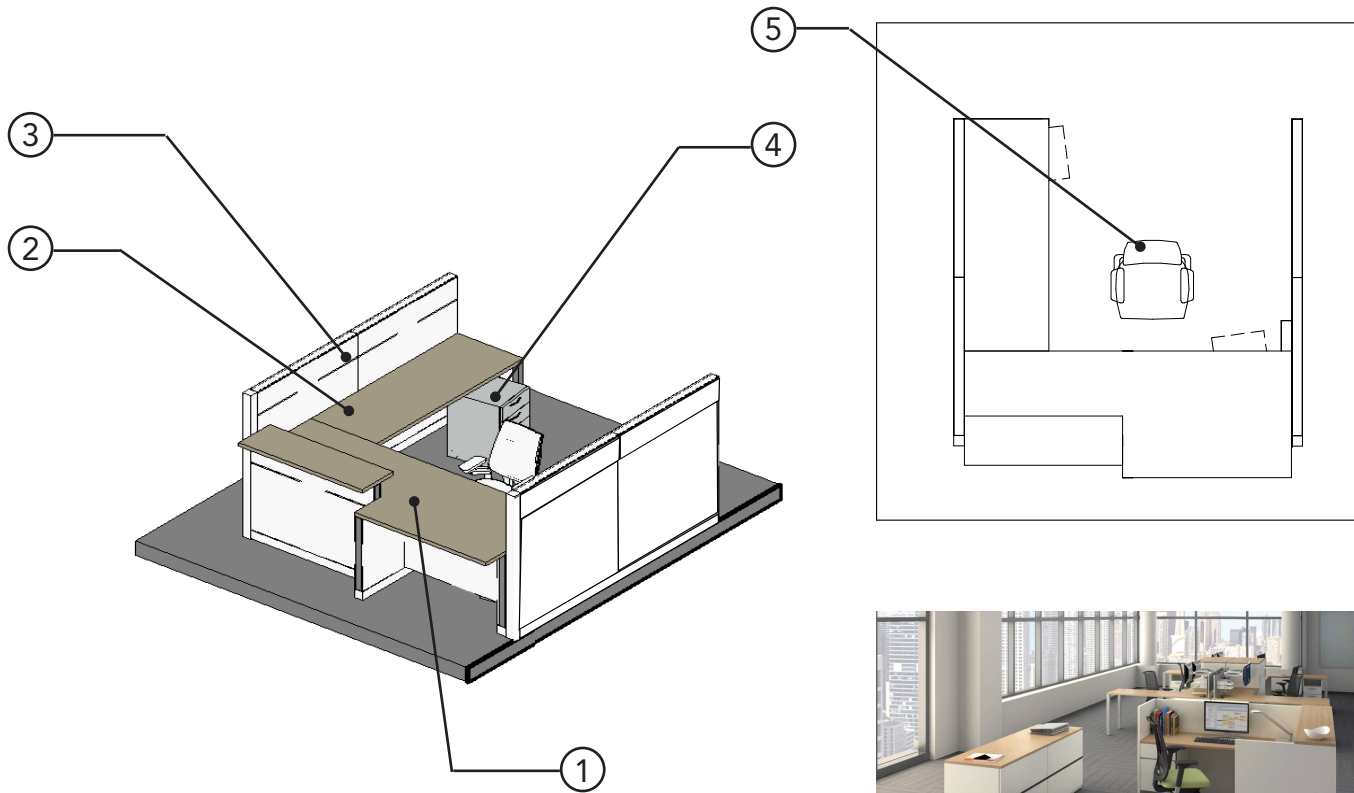


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## Reception Workstation Total Area: Approx. 8'-0"X7'-9"

### Design Characteristics

Reception workstation will include accessible work surface with transaction counter attached and mobile storage pedestal beneath. Fixed height work surface with mobile storage pedestal underneath will also be provided. Approximately (4) upholstered panels will surround reception workstation and adjustable height task chair will be included. Reception workstation aesthetic is to be open, sleek, and modern in design.

### Features

1. Accessible work surface with transaction counter attached
2. Fixed height work surface
3. Upholstered fabric panels
4. Approx. (2) Mobile storage pedestals
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

### Finishes

- Laminate work surface with laminate, plastic or metal base
- Laminate transaction counter attached to fabric panel
- Fabric panel with painted metal frame
- Painted metal mobile storage pedestal
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Accessories

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

### Power/Data

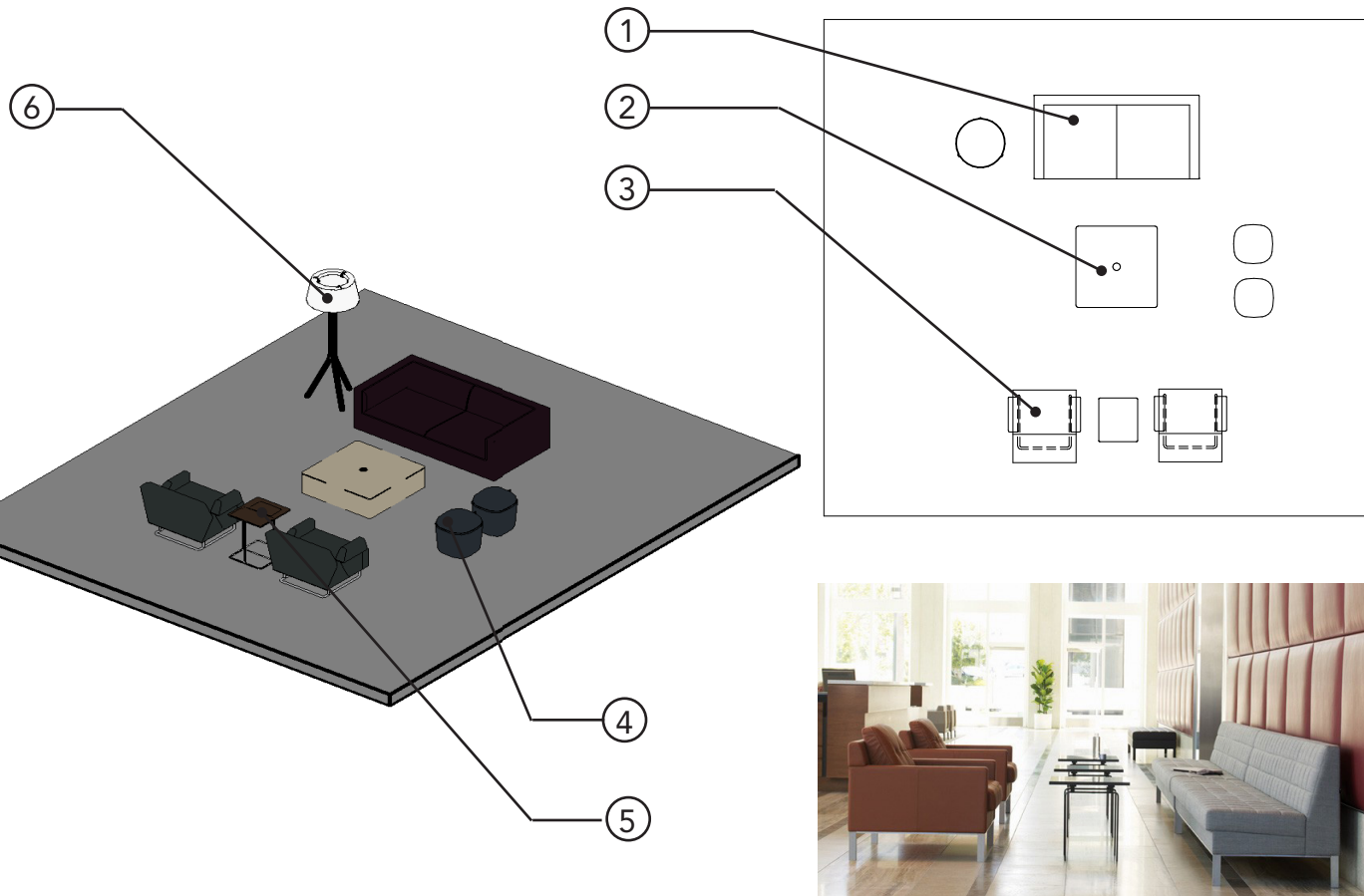
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total for station, 2 USB ports for station
- Integrated cord management

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## Lobby/Lounge/Waiting Area Total Area: N/A

### Design Characteristics

Lobby/lounge area can have multiple layouts or configurations. Typical lobby/lounge area should include upholstered sofa or loveseat, upholstered lounge chairs and small upholstered ottomans. Square or round coffee table and side table and floor lamp will also be included. Lobby/lounge area aesthetic is to be open, sleek, and modern in design.

### Features

1. Upholstered sofa or loveseat
2. Square or round coffee table
3. Upholstered lounge chair
4. Upholstered round ottomans
5. Square or round side table
6. Floor Lamp with shade

### Finishes

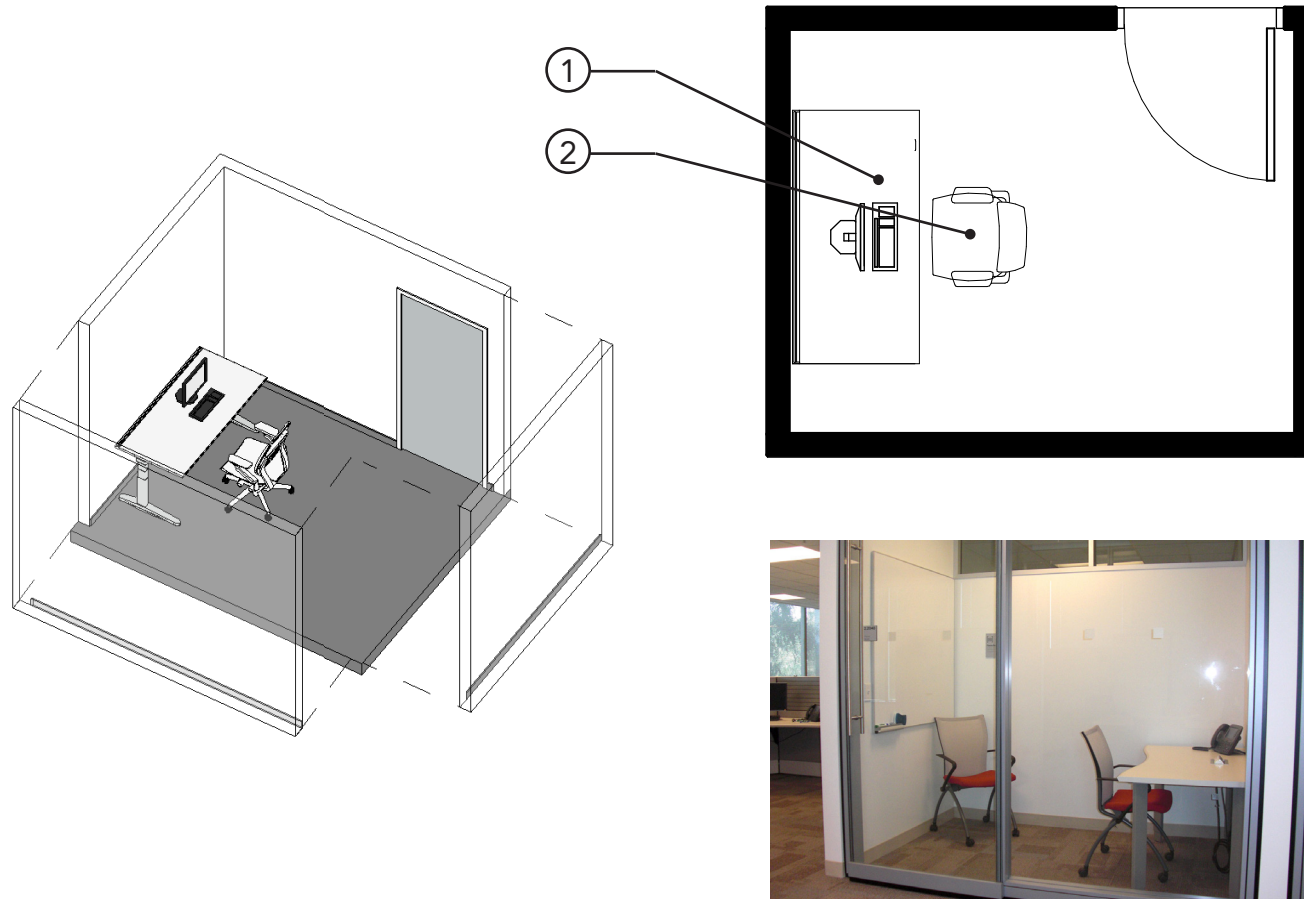
- Upholstered sofa with metal or wood feet
- Laminate, glass or metal coffee table
- Upholstered lounge chair with metal or wood feet
- Upholstered round ottomans
- Laminate or glass square or round side table with metal or wood base
- Metal or plastic floor lamp with fabric shade

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## Phone Room/Booth Total Area: Approx. 50 Sq. Ft

### Design Characteristics

Phone room/booth with approximately 50 sq. ft with single adjustable height workstation for laptop plug-in. Task chair will also be provided. Phone room/booth aesthetic is to be open, sleek, and modern in design.

### Features

1. Adjustable height desk
2. Upholstered task chair with adjustable arms, tilt-lock adjustable back, and adjustable height seat pan-300 LB capacity

### Finishes

- Laminate work surface and plastic base
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

### Power/Data

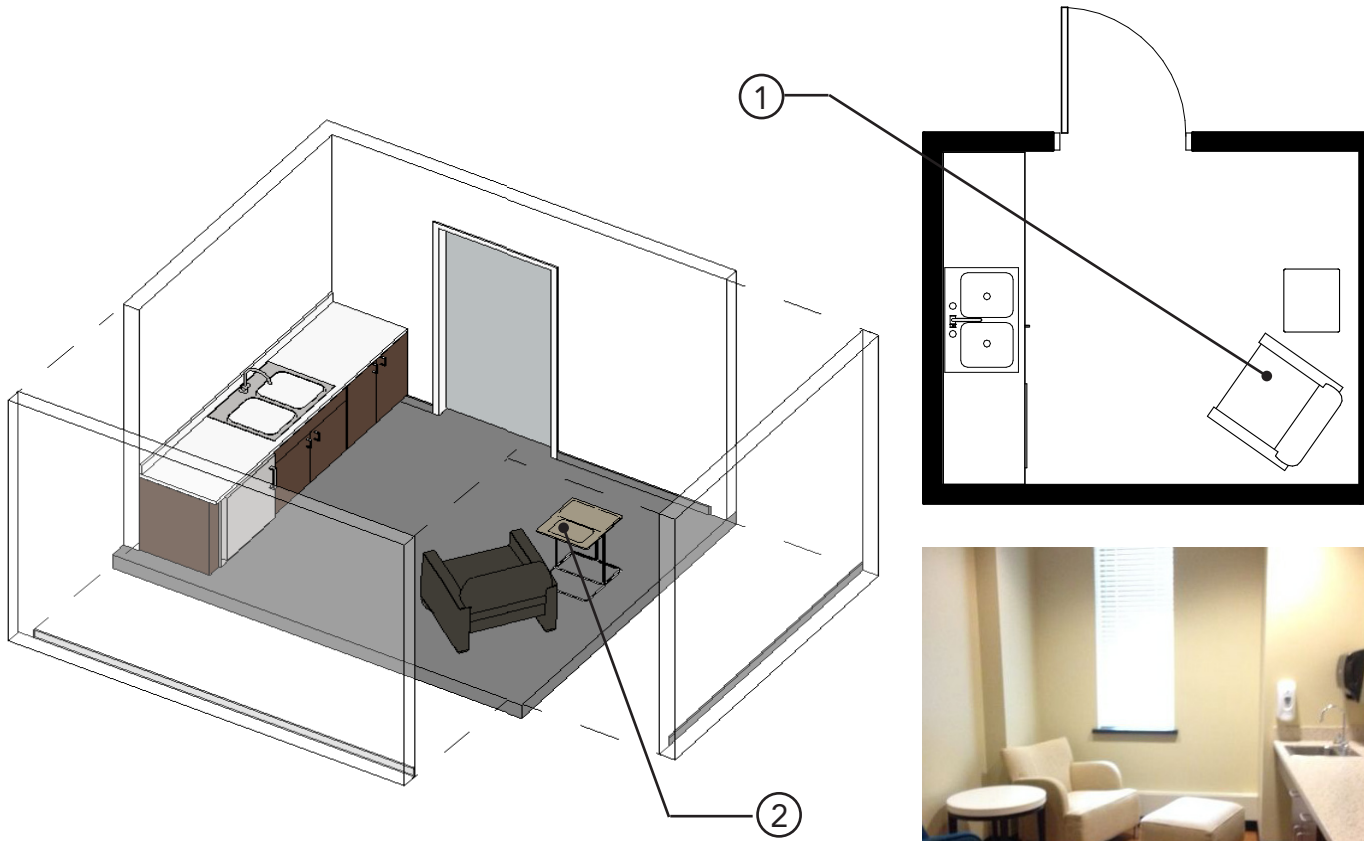
- Power/data, phone and USB connection

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## Mother's Room/Quiet Room Total Area: Approx. 80 Sq. Ft

### Design Characteristics

Mother's room/quiet room approximately 80 Sq. Ft should include upholstered lounge chairs or upholstered sofa and small side table to hold lactation equipment for mother. Floor lamp will also be included. Mother's room/quiet room aesthetic is to be open, sleek, and modern in design.

### Features

1. Upholstered lounge chairs or upholstered sofa
2. Square or round side table

### Finishes

- Upholstered lounge chair or sofa with metal or wood feet
- Laminate or glass square or round side table with metal or wood base
- Metal or plastic floor lamp with fabric shade

### Power/Data

- Power/data

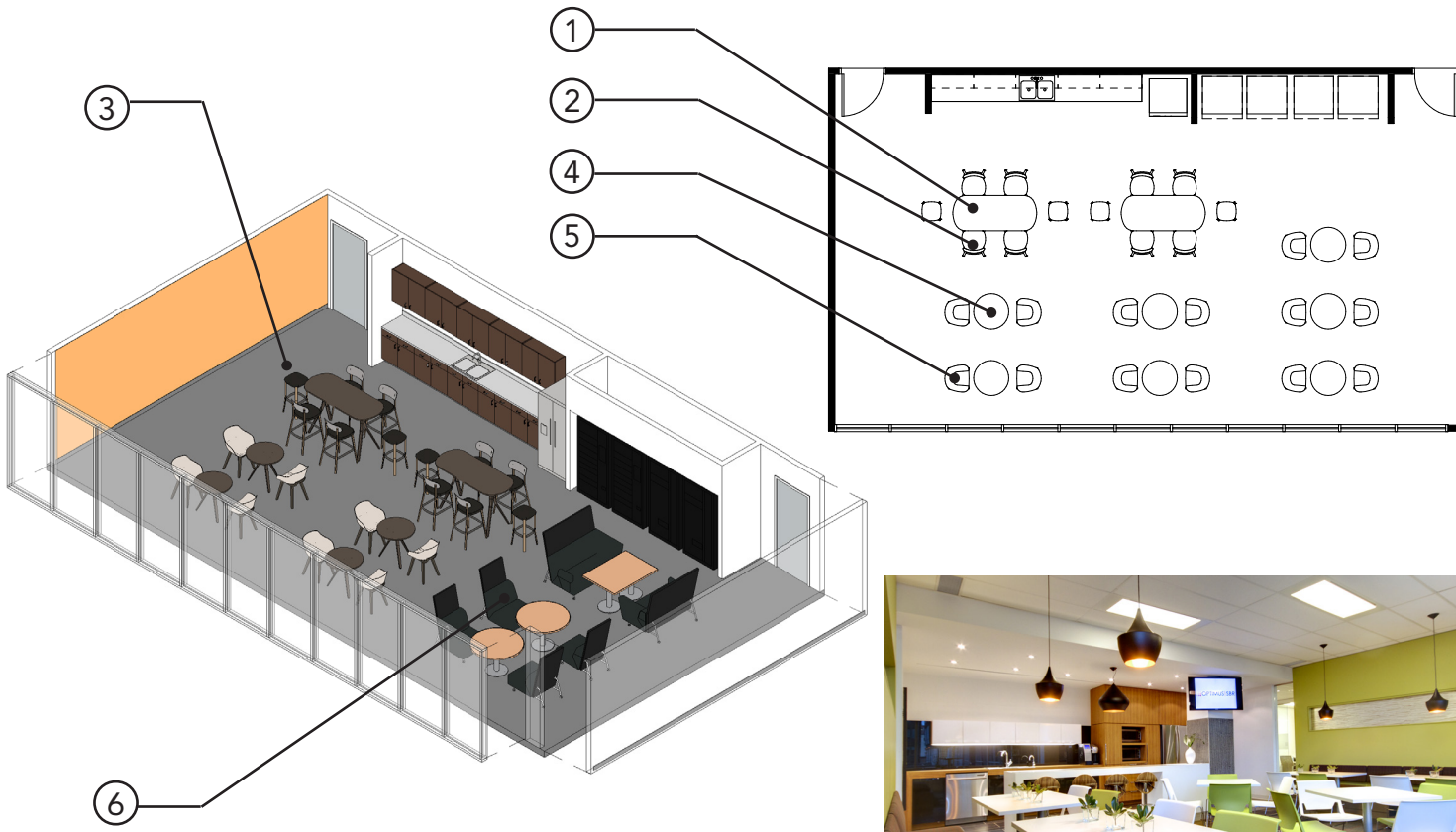


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## Cafeteria/Break Room Total Area: Approx. 1120 Sq. Ft

### Design Characteristics

Cafeteria/break room approximately 1120 Sq. Ft will include small to medium high top tables with upholstered barstools with or without backs, and small round or square cafe tables with plastic stackable chairs for flexibility and seating for approximately 190 people. Upholstered booths/ lounge seats will also be included. Cafeteria/break room aesthetic is to be open, sleek, and modern in design.

### Features

1. Fixed height high top tables
2. Upholstered armless barstool with back and foot rest
3. Upholstered armless barstool without back and foot rest
4. Round cafe tables
5. Plastic stackable cafe chairs
6. Upholstered dining booths

### Finishes

- Laminate high top table with metal base
- Plastic back and upholstered seat barstools with metal base
- Laminate round cafe tables with metal base
- Plastic back and seat cafe chairs with metal legs
- Upholstered dining booth

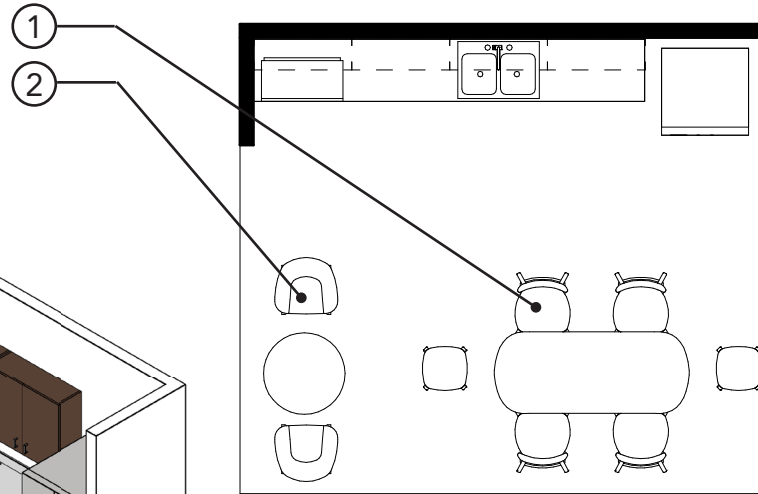
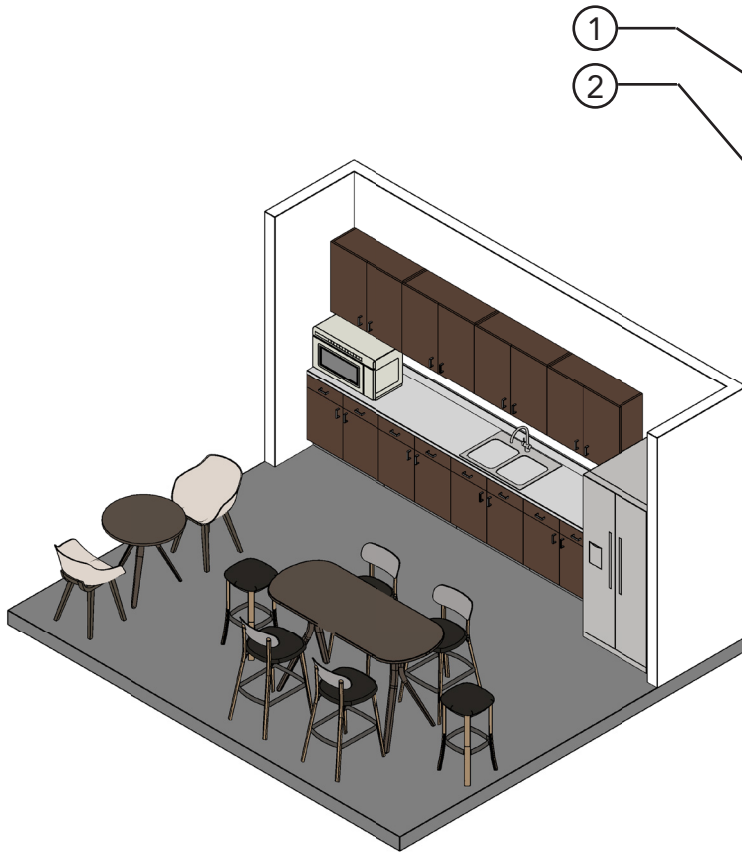


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## Kitchenette/Coffee Bar Total Area: Approx. 200 Sq. Ft

### Design Characteristics

Kitchenette/coffee bar approximately 200 Sq. Ft will include upholstered barstools with or without backs, and upholstered or plastic cafe chairs. Kitchenette/coffee bar aesthetic is to be open, sleek, and modern in design.

### Features

1. Upholstered arm/armless barstool with back and foot rest
2. Upholstered or plastic cafe chairs

### Finishes

- Plastic back and upholstered seat barstools with metal base
- Upholstered or plastic back and seat cafe chairs with metal legs

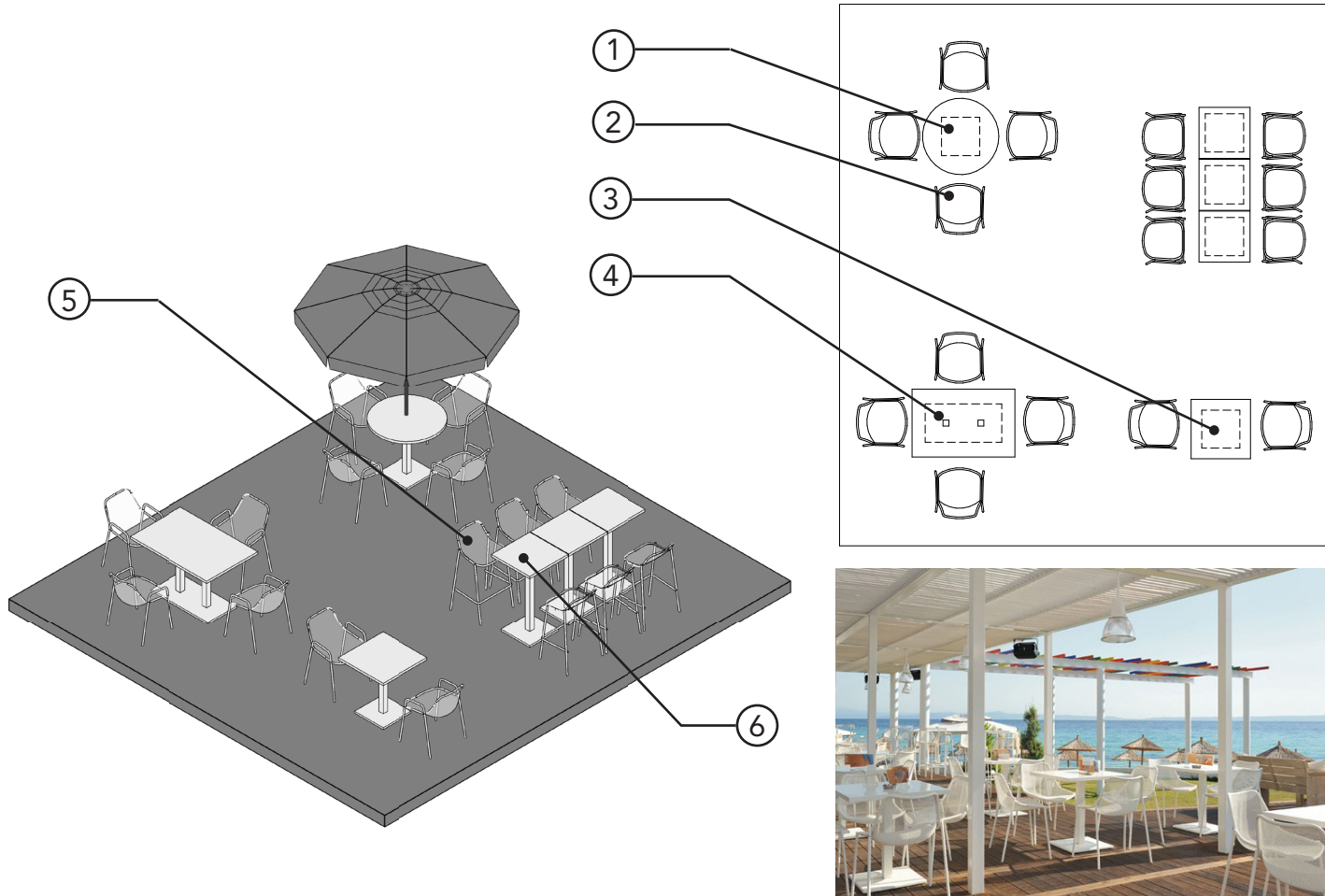
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## Outdoor Patio/Terrace Total Area: N/A

### Design Characteristics

Indoor/outdoor patio can have multiple layouts or configurations. Patio are can include small round indoor/outdoor table and chairs seating 4 people, rectangular indoor/outdoor table and chairs seating 4-6 people, small square table and chairs seating 2 people , or small to medium high top table with barstools seating 2-6 people. Outdoor umbrella is to be included as well. Patio aesthetic is to be open, sleek, and modern in design.

### Features

1. Round fixed height indoor/outdoor cafe table with umbrella
2. Stackable outdoor cafe chair with or without arms
3. Square fixed height indoor/outdoor cafe table
4. Rectangular fixed height indoor/outdoor cafe table
5. Indoor/outdoor barstools
6. Indoor/outdoor fixed height high top cafe table

### Finishes

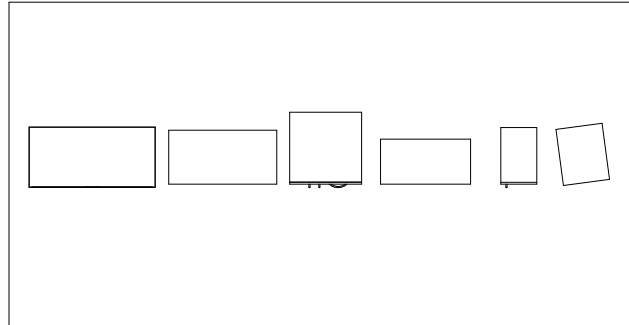
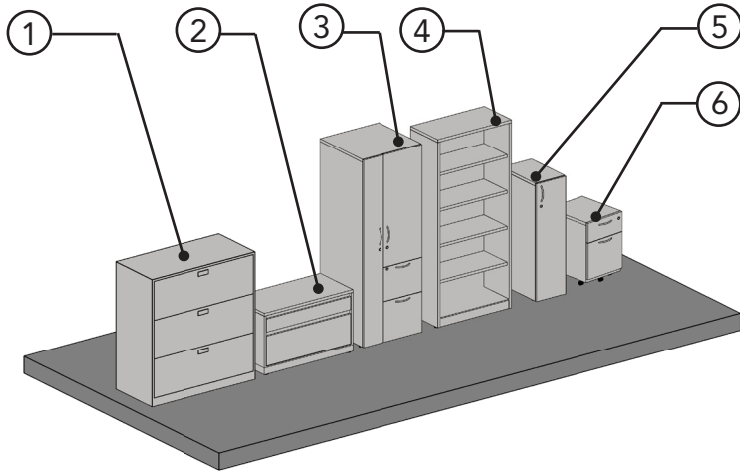
- Painted metal or plastic round indoor/outdoor cafe table with metal base and outdoor umbrella with wood or metal base
- Painted metal or plastic indoor/outdoor cafe chair with metal or plastic feet
- Painted metal or plastic square indoor/outdoor cafe table with metal base
- Painted metal or plastic rectangular indoor/outdoor cafe table with metal base
- Painted metal or plastic indoor/outdoor barstools with backs and foot rest
- Painted metal or plastic square or rectangular high top table with metal base

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## File/Storage Total Area: N/A

### Design Characteristics

File/storage can come in multiple widths and heights and several options. File/storage can be 2-5 drawer lateral file cabinets, open adjustable height bookcase, storage wardrobe/armoire, storage tower, or mobile storage pedestal. File/storage aesthetic is to be sleek, and modern in design.

### Features

1. Approx. 42"Wx20"D 3-5 drawer lateral file
2. Approx. 30"W-36"Wx20"D 2-3 drawer lateral file
3. Approx. 66"Hx24"D storage tower
4. Approx. 66"Hx30"W adjustable height open shelf bookcase
5. Approx. 42"Hx12"W wardrobe/armoire
6. Approx. 18"D mobile storage pedestal

### Finishes

- Painted metal or laminate lateral file with pulls
- Painted metal or laminate storage tower
- Painted metal or laminate adjustable height open shelf bookcase
- Painted metal or laminate wardrobe/armoire
- Painted metal or laminate mobile storage pedestal

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**FEE MATRIX**

ENCLOSURE C

## STANDARD FURNITURE TYPES

UNIT COST\*

**WORKSTATION - MID GRADE FINISHES**See page 1 of Enclosure B:  
Furniture Typology Document\$ **WORKSTATION - HIGH GRADE FINISHES**See page 1 of Enclosure B:  
Furniture Typology Document\$ **TASK CHAIR**See page 1, note 6 of Enclosure B:  
Furniture Typology Document\$ **CONFERENCE TABLE – LAMINATE**See page 10 of Enclosure B:  
Furniture Typology Document\$ **CONFERENCE TABLE – SOLID WOOD**See page 13 of Enclosure B:  
Furniture Typology Document\$ 

\* 1) The Unit Cost shall be all-inclusive price that also incorporates the fee for design/planning services, installation services (including routing of power and data), project management services and delivery services. 2) The Unit Cost shall reflect and incorporate volume discounts, assuming aggregate workstation quantity across all projects to be approximately 500-1,000 per type. Exact purchase quantity may vary with each individual project. 3) Respondents shall attach your quantity pricing tier structure to this Fee Matrix, elaborating on the unit cost for different levels of purchases.