

COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO



DEPARTMENT OF FINANCE  
Cecelia H. Stowe, CPPO, C.P.M.  
Purchasing Director

IFB: # 15-9769-3YD

April 2, 2015  
Invitation for Bid  
Furniture and Equipment for Libbie Mill Library

Subject: Furnish all tools, labor, and equipment necessary to provide inside delivery and installation of Furniture and Equipment for Libbie Mill Library, 2100 Libbie Lake East Street, Henrico Virginia 23230 in accordance with the enclosed general terms, conditions and specifications.

Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received no later than **3:00 p.m.**, local prevailing time, **April 28, 2015**, and will be opened and publicly read aloud.

IN PERSON OR SPECIAL COURIER  
County of Henrico  
Department of Finance  
Purchasing Division  
1590 E. Parham Road  
Henrico, Virginia 23228

OR

U.S. POSTAL SERVICE  
County of Henrico  
Department of Finance  
Purchasing Division  
P.O. Box 90775  
Henrico, Virginia 23273-0775

This IFB and any addenda are available on the County of Henrico website at: <http://henrico.us/purchasing>. To download the IFB, click the link and save the document to your hard drive. To receive an email copy of this document please contact [dan23@henrico.us](mailto:dan23@henrico.us)

Time is of the essence, and all bids received after the appointed hour for submission, whether by mail or otherwise, will be returned unopened. The time clock stamp in the Purchasing Division shall determine the time of receipt. Bidders are responsible for ensuring that Purchasing Division personnel stamp their bids by the deadline indicated.

Envelopes containing bids shall be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid.

All Bidders shall use the enclosed Bid Form in submitting their bid prices. The Purchasing Division reserves the right to waive any informality in bids and to award in part or in whole or to reject any or all bids.

The awarding authority for this contract is the Purchasing Director, Department of Finance.

Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition. On the contrary, all responsible bidders are encouraged to bid and their bid is solicited. Comments as to how bid documents, specifications or drawings can be improved are welcome.

Should you have any questions concerning this Invitation for Bid, please contact Yvonne Daniel at [dan23@henrico.us](mailto:dan23@henrico.us) by no later than **April 14, 2015**.

Very truly yours,  
Cecelia H. Stowe, CPPO, C.P.M.  
Purchasing Director

Yvonne M. Daniel, CPPB, VCO  
Procurement Supervisor

1590 E. PARHAM ROAD / P.O. BOX 90775 / HENRICO, VIRGINIA 23273-0775  
(804) 501-5660 FAX (804) 501-5693

## I. SCOPE OF WORK/SERVICES

The intent and purpose of this Invitation for Bid is to establish a contract(s) with a qualified firm to provide inside delivery and installation of Furniture and Equipment to the Libbie Mill Library, 2100 Libbie Lake East Street, Henrico Virginia 23230, in accordance with the enclosed general terms, conditions, and specifications.

### A. GENERAL REQUIREMENTS:

1. Furnishings and finishes, with the exception of COM fabrics, specified herein shall be as shown on the specification sheets attached to this document, and as follows:
  - a. Lot A: Emeco, Eric Jorgensen, IglooPlay, Vitra, Nucraft, Southern Aluminum, Magnuson Group or approved equal
  - b. Lot B: Anthro or approved equal
  - c. Lot C: Watson, **No Substitutions**
2. The work shall include, but is not limited to, all labor, tools, equipment, materials and supervision necessary to provide, store (if necessary), deliver, unload, unpack, install, and clean up of all interior furnishing for the Libbie Mill Library in accordance with the Invitation for Bid, Specifications, and Drawings.
3. The furniture and equipment as specified herein shall be made ready for **installation to begin approximately: Lot C: August 17, 2015 with Installation Completion within 14 days from start date; Lot A and Lot B: September 1, 2015 with Installation Completion within 14 days from start date.** The project schedule is preliminary in nature. The architect will update the schedule periodically during the construction of the building. A final schedule will be issued a minimum of (45) calendar days prior to delivery. The Successful Bidder will be responsible for any cost associated with a change in delivery schedule if notice is given by the architect a minimum of (45) calendar days before delivery to the site.
4. If the County is not ready to receive the furnishing by the Start of Installation Date, the Successful Bidder, at the County's request, shall provide for the coordination, handling, and storage of any/all of the furnishings in an acceptable storage facility for a period of (45) calendar days past the Start Installation date at no additional charge to the County. Any storage facility(s) proposed shall be selected with the knowledge that once the furnishings are stored that they shall not be moved until project delivery is approved, unless otherwise approved by the County. The Successful Bidder shall submit acceptable facility information and cost data for any proposed storage location and to receive written approval of any proposed facility from the County prior to receiving shipments at the storage facility. The Successful Bidder shall provide insurance covering the furnishings. Certificate of Insurance naming the County as a loss payee shall be delivered to the County prior to the furnishings being stored off site.

5. At the time that the furnishings are completely removed from the storage facility, the Successful Bidder shall provide an invoice from the Storage Company documenting any storage charges.
6. Layout of work: The Successful Bidder is responsible for field verifications, measurements and confirmation of existing conditions as required for proper fabrication and installation. Successful bidder is responsible for any error resulting from failure to exercise this precaution.
7. All materials are to be new, first quality, and for commercial application.
8. The Successful Bidder shall take anticipated future price increase, manufacturing lead times and shipping times into consideration when making product offerings.

B. JOB REQUIREMENTS:

1. The Successful Bidder shall be a firm regularly engaged in the sale and installation as an authorized dealer/distributor of the manufacturer and must provide full service capabilities. The bidder must also be able to provide full service capabilities.
2. The Successful Bidder shall be responsible for providing and coordinating C.O.M yardage quantities with manufacturers. The Successful Bidder shall order C.O.M. materials immediately upon notice of the bid award. The Successful Bidder shall obtain cutting samples of the C.O.M. material received and send said samples to the Designer for assurance that there is no discrepancy between the cutting and the fabric originally selected by the Designer. The Successful Bidder shall ensure that C.O.M. fabric will be fully inspected for defects and damages upon receipt by the manufacturer. All delays due to incorrect damaged or defective material are unacceptable and the Successful Bidder shall bear the any cost incurred as a result thereof. The cost of the C.O.M. fabric shall be configured into the unit price of the furniture items.
3. The description of items in the specifications including color, finish, dimensions, and style are equally as important as the manufacturer's numbers. The bidder is responsible for assuring that every item conforms to the description as well as the number. If the bidder finds any inconsistency between the manufacturer's product number and the description, or has any questions, he shall notify the County by no later than **April 14, 2015** in writing. Responses by the County will be posted on the Purchasing website by **April 17, 2015**.
4. The Successful Bidder shall be responsible for replacing improperly installed or defective products at no cost to the County.
5. The Successful Bidder shall provide full-time supervision by a qualified project superintendent of the furniture dealer during installation.

C. SUBMITTALS:

1. Samples or drawings requested shall be delivered free of charge. Samples shall be removed by the bidder at their own expense.

2. All manufacturers' warranties shall be passed along to the County. The bidder shall provide a minimum 1-year warranty on all products. All bidders shall submit product warranties with their bid. Failure to do so may cause your bid to be declared non-responsive.

D. INSPECTION OF SITE:

Prior to the installation of furnishings, the Successful Bidder shall make an on-site inspection to become completely familiar with existing conditions and other factors, which may affect their work. No excuse as to the conditions that may exist or hereafter exist as a result of the failure to make the necessary investigation shall excuse the Successful Bidder from performance in accordance with the bid and the resulting contract.

E. DELIVERY AND INSTALLATION:

1. The "Ship To" or "Delivery" address for this project is: Libbie Mill Library, 2100 Libbie Lake East Street, Henrico Virginia 23230.
2. Start of installation is estimated to begin **August 17, 2015 for Lot C, and September 1, 2015 for Lot A and Lot B**, however, the County will advise of the actual commencement date for installation. Completion of the installation is to be within 14 days from start date.
3. The Successful Bidder shall coordinate with the County representative, the delivery and installation times, access to the property and the designated staging area on the site and within the building.
4. Incorrect products shall be removed from the site immediately after discovery.
5. Product items that are missing which will delay installation shall be shipped overnight at the Successful Bidder's expense.
6. All items installed shall be new, without blemishes, scratches, dents, etc.
7. Successful Bidder shall remove all packing materials and other residue caused by the installation on a daily basis. All waste materials shall be removed from the site and not disposed of in the County's and/or building contractor's on-site receptacles.
8. Installation hours shall be as directed by the Henrico County project manager and shall not cause disruption to the surrounding neighborhood.
9. Eating, drinking, or smoking is not allowed within the building during the installation. Smoking is prohibited within 100 feet of all building entrances.
10. Successful Bidder shall be responsible for damages incurred by their actions to the County's property during installation. Successful Bidder shall provide protection to doorjambs and floor coverings and elevator entrances and cabs as necessary to prevent damage to such. Any portion of the building or grounds damaged by the Successful Bidder's personnel shall be replaced or repaired at the Successful Bidder's expense to the original condition.

11. The Successful Bidder shall be responsible for the security of any tools or products left unsupervised.
12. The County shall be notified immediately should there be any change in the delivery or installation schedule caused by the Successful Bidder or manufacturer.
13. All shipments and deliveries shall be accompanied by packing slips or delivery tickets and shall contain the following information for each item delivered:  
  
Purchase order number  
The name of the article and stock number  
Corresponding code from the Bid document  
Quantity ordered  
Quantity shipped  
The name and address of the company filling the order
14. Successful Bidder shall clean finished installation prior to the County moving into the space. Products shall be cleaned with the manufacturer's recommended cleaner which shall conform to all USGBC requirements for sustainable cleaning methods. Cleaning includes, but is not limited to, removal of all dirt marks from panel fabrics, wiping down and removing all packing materials from product and vacuuming the installed area. It is requested that all manufacturers' literature be left on the work surface, which explains the proper function.

F. INSPECTION AND ACCEPTANCE:

1. Upon completion of installation, the Successful Bidder shall walk through the installation with a representative from the County or Henrico to verify the conditions of all furniture and equipment, the quality of the installation and quantity of the goods received.
2. Upon Successful Bidder reaching substantial completion of the work, the Successful Bidder shall request, in writing, an inspection and shall provide a punch list of work remaining to be completed, repaired, missing, etc. The County and Architect shall review the installation and provide comments and/or an edited punch list. The Successful Bidder shall complete the punch list items within 14 calendar days of Substantial Completion.
3. Successful Bidder shall submit with their invoice an original and a copy of the detailed list of furniture provided with all associated written warranties. The invoice should be sent to the County project manager. Invoices will not be processed without required warranties.

Warranty requirements are as follows:

Bind warranties in heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, thickness as necessary to accommodate contents and sized to receive 8-1/2" by 11" paper.

Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the product or installation. Provide a typed description of the product or installation, including the

name of the product and the name, address and telephone number of the installer.

Identify each binder on the front and the spine with the typed or printed title "Warranties", the Project title or name, and the name of the Successful Bidder.

When operating and maintenance manuals are required for warranted construction, provide additional copies of each required warranty, as necessary for inclusion in each required manual.

4. Completion of all discrepancies shall be accomplished within 14 calendar days after the Date of Substantial completion, unless otherwise agreed to by the County.
5. Each installed area shall be reviewed by the County after the punch list items have been completed. Once the County has agreed that the punch list items have been satisfactorily completed in an area, the furniture in that area shall become the responsibility of the County.
6. Prior to acceptance by the County of Henrico, the Successful Bidder shall clean all surfaces of the installed furniture and equipment, both inside and out with a cleaning product recommended by the manufacturer of the furniture and present all furnishings in ready-to-use condition. All floor areas in which the installation occurred shall be thoroughly cleaned and vacuumed.
7. Deliver tools, spare parts, similar physical items, and additional attic stock product to the County.

G. SPECIFICATIONS:

FURNITURE:

1. Furnishings and finishes, with the exception of COM fabrics, specified herein shall be as shown on the specification sheets attached to this document, and as follows:
  - a. Lot A: Emeco, Eric Jorgensen, IglooPlay, Vitra, Nucraft, Southern Aluminum, Magnuson Group or approved equal
  - b. Lot B: Anthro or approved equal
  - c. Lot C: Watson, No Substitutions
2. **All furnishings shall carry a minimum of a 1-year warranty. Bidder shall submit in writing a copy of manufacturer's warranty and return with the bid package. Failure to provide this information may be cause for the bid being declared "Non-responsive."**
3. All items provided shall be as per the attached specifications and drawings, or an equal that meets all of the performance, technical, and aesthetic characteristics of the specified product approved by the architect, unless noted otherwise.

H. DRAWINGS

The drawings included in the Bid package show the extents of the furniture bid. The Successful Bidder shall receive a complete furniture drawing indicating the extent of all furniture on the project for furniture placement and coordination purposes.

I. REFERENCES:

Bidder shall supply at least 3 client references where the product bid has been installed.

II. GENERAL TERMS AND CONDITIONS:

**All bidders shall note that the Invitation for Bid (IFB) method of procurement does not allow any modifications or exceptions to the County's Section II., GENERAL TERMS AND CONDITIONS. Any modifications or exceptions made to this section shall cause your bid response to be considered non-responsive.**

A. Addenda:

1. Bidders are welcome to provide comments regarding how the bid documents, specifications or drawings can be improved. Bidders requesting clarification or interpretation of or improvements to the bid general terms, conditions, specifications or drawings shall make a written request which must reach the Purchasing Division, Department of Finance, at least eight (8) calendar days prior to the date set for the receipt of bids.
2. Any changes to the bid general terms, conditions, specifications or drawings shall be in the form of a written addendum from the Purchasing Division and it shall be signed by the Director of Purchasing, Department of Finance or a duly authorized representative.
3. An addendum shall be issued no later than six (6) calendar days prior to the date set for the receipt of bids. However, an addendum extending the date for the receipt of bids or an addendum withdrawing the Invitation for Bid may be issued anytime prior to the date set for the receipt of bids.
4. Each bidder shall be responsible for determining that it has received all addenda for the Invitation for Bid issued by the Purchasing Division before submitting a bid for the work.
5. Each bidder shall acknowledge the receipt of each addendum on the Bid Form.

B. Authorization to Transact Business in the Commonwealth (Va. Code §2.2-4311.2):

1. Any business entity that enters into a written contract with the County of Henrico (the "County") that is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership must be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so

required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law.

2. Any business entity described in paragraph B.1 above that enters into a contract with the County shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.
3. Any business entity organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its bid or proposal the identification number issued to it by the State Corporation Commission. (ATTACHMENT A) Any business entity that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.
4. A bidder described in subsection 3 that fails to provide the required information shall not receive an award unless a waiver is granted by the Director of Finance, his designee, or the County Manager.
5. Any falsification or misrepresentation contained in the statement submitted by the bidder pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.
6. The County may, in its sole discretion, void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section, entitled "Authorization to Transaction Business in the Commonwealth."

C. Award of Contract:

1. The Purchasing Division reserves the right to waive any informality in bids and to award in part or in whole or to reject any or all bids. The reasons for the rejection shall be made a part of the contract file.
2. In case of a tie bid, preference shall be given to goods, services, and construction produced in the County of Henrico or the State of Virginia or provided by persons, firms or corporations having principal places of business in the County of Henrico or the State of Virginia, if such a choice is available; otherwise the tie shall be decided by lot. A County of Henrico business shall be given preference over a State of Virginia business, if such a choice is available.
3. The Purchasing Division shall have the right, before awarding the contract, to require a bidder to submit such evidence of its qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of a bidder. (See Attachment B)
4. It is the intent of the Purchasing Director to award a contract to the lowest responsive and responsible bidder provided the bid does not exceed the funds available for the contract. The bid will be awarded by **LOTS (See the Bid Form)**.
5. Upon making an award, or giving notice of intent to award, the County will place appropriate notice on the Purchasing Division website:



6. The bidder to whom the contract is awarded shall, within fifteen (15) days after prescribed documents are presented for signature, execute and deliver to the Purchasing Division the contract forms and any other forms required by the bid.
7. The County may during the first ninety (90) days after this contract is awarded, with the concurrence of the contractor, place additional orders under the contract at the original unit price through the issuance of separate purchase orders. The aggregate of such additional orders shall not exceed 100% of the quantity originally stated in the contract.

D. Bid Security:

Bidder is not required to furnish a bid security with this bid.

E. Bidder's Representation:

1. By submitting a bid in response to this Invitation for Bid, the bidder certifies that it has read and understands the bid documents, specifications, and drawings, if any, and has familiarized itself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the work.
2. The failure or omission of any bidder to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site(s), shall in no way relieve any bidder from any obligations with respect to its bid or to the contract.

F. Bonds:

The Successful Bidder is not required to furnish a Performance Bond and a Payment Bond for this contract.

G. Collusion:

By submitting a bid in response to this Invitation for Bid, the Bidder represents that in the preparation and submission of this bid, said Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person, Bidder or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1) or Va. Code §§ 59.1-9.1 through 59.1-9.17 or §§ 59.1-68.6 through 59.1-68.8.

H. Compensation:

1. The County shall not pay for any goods or services until the same have been actually received by the County.
2. Successful Bidder shall provide the Purchasing Division their social security number upon request. Proprietorships, partnerships and corporations shall provide their federal employer identification numbers upon request (Va. Code § 2.2-4354.2).

3. The Successful Bidder shall submit a complete itemized invoice on each item or service, which is delivered under the contract. The Successful Bidder shall indicate the purchase order number on the front of each invoice and on the outside of each package or shipping container.
4. Cash discounts shall be deducted in accordance with the terms of the bid.
5. Payment shall be rendered to the Successful Bidder for satisfactory compliance with the general terms, conditions and specifications of this bid. The required payment date shall be either: (i) the date on which payment is due under the terms of the contract for the provision of such goods or services; or (ii) if such date is not established by contract, not more than forty-five days after goods or services are received or not more than forty-five (45) days after the Successful Bidder renders an invoice to the County, whichever is later (Va. Code § 2.2-4352).
6. Unless otherwise provided under the terms of the contract for the provisions of goods and services, if the County fails to pay by the payment date, the County agrees to pay the financial charge assessed by the Successful Bidder, which does not exceed one percent per month (Va. Code § 2.2-4354.4).

I. Controlling Law; Venue

This contract is made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract resulting from this Invitation for Bid, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

J. County License Requirement:

1. If a business is located in the County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your bid. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.
2. If you are a contractor or speculative builder and (i) your principal or branch office is in the County or (ii) you do more than \$25,000 of business in the County, you are required to have a business license from the County. If you meet either of the above requirements, include a copy of your current license with your bid. The terms "contractor" and speculative builder" are defined in the County Code, §§ 20-558 and 20-560. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

K. Default:

1. If the Successful Bidder is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Bidder to be in default. In the event of default, the County will provide the Successful Bidder with written notice of default, and the Successful Bidder shall provide a plan to correct said default within 20 calendar days of the County's notice of default.

2. If the Successful Bidder fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Bidder shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

L. Drug-Free Workplace to be Maintained by the Contractor (Va. Code § 2.2-4312)

1. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
2. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

M. Employment Discrimination by Successful Bidder Prohibited:

1. During the performance of this contract, the Successful Bidder agrees as follows (Va. Code § 2.2-4311):
  - (a) The Successful Bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Successful Bidder. The Successful Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting the provisions of this nondiscrimination clause.
  - (b) The Successful Bidder, in all solicitations or advertisements for employees placed by or on behalf of the Successful Bidder, will state that such contractor is an equal opportunity employer.
  - (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The Successful Bidder shall include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

N. Employment of Unauthorized Aliens Prohibited:

As required by Va. Code §2.2-4311.1, the Successful Bidder does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

O. Environmental Management:

Contractor shall be responsible for complying with all applicable federal, state, and local environmental regulations. Contractor is expected to abide by the County of Henrico's Environmental Policy Statement which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation. Contractor is responsible for ensuring that all employees conducting activities on behalf of the County are properly trained to carry out environmental responsibilities. Contractor shall immediately communicate any environmental concerns or incidents to the appropriate County staff. [http://henrico.us/pdfs/hr/risk/env\\_policy.pdf](http://henrico.us/pdfs/hr/risk/env_policy.pdf)

P. General:

1. Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received in person or via special courier service in the Purchasing Division, Department of Finance, North Run Office Park, 1590 East Parham Road, Henrico Virginia 23228-2360 or through the regular mail by the U.S. Postal Service, P.O. Box 90775, Henrico Virginia 23273-0775 until, but no later than the time and date specified in the Invitation for Bid.
2. In the solicitation or awarding of contracts, the County of Henrico shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.
3. The County of Henrico utilizes the Commonwealth of Virginia eVA Supplier Web Site for selection of bidders. If your company is not registered, a supplier application is available on the eVA web site, <http://www.eva.state.va.us>

Q. Indemnification:

The Successful Bidder agrees to indemnify, defend, and hold harmless the County of Henrico (including Henrico Public County Schools), the County's officers, agents and employees from any claims, damages, suits, actions, liabilities, and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Bidder, provided that such liability is not attributable to the County's sole negligence.

R. Insurance:

The Successful Bidder shall maintain insurance to protect itself and the County of Henrico from claims for damages for personal injury, including death, and for damages to property, which may arise from operations under this contract. Such insurance shall conform to the enclosed County Insurance Specifications. (See Attachment C)

S. Modification of Bids:

1. A bid may be modified or withdrawn by the bidder anytime prior to the time and date set for the receipt of bids. The Bidder shall notify the Purchasing Division in writing of its intentions.
2. Modified and withdrawn bids may be resubmitted to the Purchasing Division up to the time and date set for the receipt of bids.
3. No bid can be withdrawn after the time set for the receipt of bids and for ninety (90) days thereafter except as provided under the Withdrawal of Bid due to Error section.

T. Negotiation with the Lowest Bidder:

1. If all bids received exceed the available funds for the proposed purchase, the County, pursuant to County Code provisions, may meet with the lowest responsive and responsible bidder to discuss a reduction in the scope for the proposed purchase and negotiate a contract price within the available funds (County Code 16-48).
2. After bid negotiations, the lowest responsible bidder shall submit an addendum to its bid, which addendum shall include the change in scope for the proposed purchase, the reduction in price and the new contract value.
3. If the proposed addendum is acceptable to the County, the County may award a contract within funds available to the lowest responsible bidder based upon the amended bid.
4. If the County and the lowest responsible bidder cannot negotiate a contract within available funds, all bids shall be rejected.

U. No Discrimination against Faith-Based Organizations:

Henrico County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

V. Opening of Bids:

1. All bids received on time in the Purchasing Division shall be opened and publicly read aloud.
2. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract (Va. Code § 2.2-4342C).
3. Any inspection of procurement transaction records shall be subject to reasonable restrictions to ensure the security and integrity of the records (Va. Code § 2.2-4342E).

W. Product Evaluation/Testing:

1. The Purchasing Division shall have the option to evaluate and/or test any item offered in this Invitation for Bid prior to award of the contract. If the Purchasing Division elects to evaluate and/or test an item, the bidder shall provide all samples required for evaluation and/or testing at no charge within seven (7) calendar days of the request by the Purchasing Division.

Samples shall be sent to:

County of Henrico  
Attention: Yvonne Daniel  
Purchasing Division  
1590 East Parham Road  
Henrico, VA 23228

2. Upon the completion of the evaluation and/or testing by the Purchasing Division, the bidder shall be responsible for the pick-up/return freight of the samples. If return arrangements are not confirmed within seven (7) calendar days after notification from the Purchasing Division that samples are available for return, the Purchasing Division reserves the right to dispose of said samples.

X. Record Retention/County Audits:

1. The Successful Bidder shall retain, during the performance of the contract and for a period of five years from the completion of the contract, all records pertaining to the Successful Bidder's bid and any contract awarded pursuant to this Invitation for Bid. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including Successful Bidder's copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Bidder's normal working hours.
2. County personnel may perform in-progress and post-performance audits of the Successful Bidder's records as a result of a contract awarded pursuant to this Invitation for Bid. Files shall be available on demand and without notice during normal working hours.

Y. Safety:

1. The Successful Bidder shall comply with and ensure that the Successful Bidder's personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Bidder shall provide or cause to be provided all

technical expertise, qualified personnel, equipment, tools and materials to safely accomplish the work specified and performed by the Successful Bidder.

2. The Successful Bidder shall have, at each location at which the Successful Bidder provides goods and/or services, a supervisor who is competent, qualified, or authorized on the work site, and who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and must be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Bidder's personnel from the work site.
3. In the event the County determines any operations of the Successful Bidder to be hazardous, the Successful Bidder shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

Z. Small, Women-Owned, and Minority-Owned (SWAM) Business:

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County of Henrico actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Request for Proposals. All solicitations are posted on the County's Internet site at [www.henrico.us/purchasing](http://www.henrico.us/purchasing) and may be viewed under the Bids and Proposals link on the homepage.

AA. Subcontracts:

1. No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Bidder desires to subcontract some part of the work specified in the Contract, the Successful Bidder shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Successful Bidder shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.
2. The County encourages the contractor to utilize small, women-owned, and minority-owned business enterprises. For assistance in finding subcontractors, contact the Supplier Relations Manager (804-501-5689) or the Virginia Department of Small Business & Supplier Diversity (SBSD) [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

BB. Submission of Bids:

1. All bidders shall use the enclosed Bid Form in submitting their bid prices. The Purchasing Division shall not accept oral bids or bids received by telephone, telecopier (FAX machine) or other electronic means.
2. All prices must be F.O.B. delivered to the point as indicated in this bid. The County will grant no allowance for boxing, crating, or delivery unless specifically provided for in this bid.

3. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
4. All erasures, insertions, additions, and other changes made by the bidder to the Bid Form shall be signed or initialed by the bidder. Bids containing any conditions, omissions, erasures, alterations, or items not called for in the bid, may be rejected by the Purchasing Division as being incomplete or nonresponsive.
5. The Bid Form must be signed in order to be considered. If the bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bidder must indicate the corporate title of the individual signing the bid.
6. The Bid Form, the bid security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. Any notation or notations on the exterior of the envelope purporting to alter, amend, modify, or revise the bid contained within the envelope shall be of no effect and shall be disregarded.
7. The envelope containing the bid should be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid.
8. The time for the receipt of bids shall be determined by the time clock stamp in the Purchasing Division. Bidders are responsible for ensuring that their bids are stamped by Purchasing Division personnel by the deadline indicated.
9. All bids received in the Purchasing Division by the deadline indicated will be kept in a locked bid box until the time and date set for the opening of bids.
10. All late bids shall be returned unopened to the Bidder.
11. All line items must be filled in. It is understood and agreed, if bidder indicates a "0" dollar amount on the Bid Form, the product or service shall be provided at no charge.

CC. Successful Bidder's Obligation to Pay Subcontractors:

1. The Successful Bidder awarded the contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to the Successful Bidder by the County for work performed by the Successful Bidder's subcontractor(s) under the contract (Va. Code § 2.2-4354):
  - (a) Pay the subcontractor(s) for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor(s) under the contract; or
  - (b) Notify the County and subcontractor(s), in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.



2. The Successful Bidder shall pay interest to the subcontractor(s) on all amounts owed by the Successful Bidder that remain unpaid after seven (7) days following receipt by the Successful Bidder of payment from the County for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed in subparagraph 1.(b) of this section. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.
3. The Successful Bidder shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor(s).
4. The Successful Bidder's obligation to pay an interest charge to a subcontractor(s) pursuant to the payment clause in this section may not be construed to be an obligation of the County. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

DD. Successful Bidder's Performance:

1. Goods and services must be delivered and rendered strictly in accordance with this bid and shall not deviate in any way from the terms, conditions, prices, quality, quantity, delivery instructions, and specifications of this bid.
2. All goods and/or services delivered and/or rendered shall comply with all applicable federal, state, and local laws, and shall not infringe any valid patent or trademark. The Successful Bidder shall indemnify, keep, save, and hold the County, its officers and employees, harmless from any liability for infringement and from any and all claims or allegations of infringement by the bidder or the County, its officers and employees, arising from, growing out of, or in any way involved with the goods delivered or services rendered pursuant to this purchase.
3. In the event that suit is brought against the County (including Henrico County Public Schools), its officers and/or its employees, either independently or jointly with the Successful Bidder, the Successful Bidder shall defend the County and the County's officers and employees in any such suit at no cost to County and the County's officers and employees. In the event that final judgment is obtained against the County, its officers, and/or its employees, either independently or jointly with the Successful Bidder, then the Successful Bidder shall pay such judgment, including costs and attorneys fees, if any, and hold the County, and the County's officers and employees, harmless therefrom.
4. The Successful Bidder shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
5. The Successful Bidder shall not, in its product literature or advertising, refer to this purchase or the use of the bidder's goods or services by the County of Henrico, Virginia.
6. The Successful Bidder shall cooperate with County officials in performing the specified work so that interference with the County's activities will be held to a minimum.

7. The Successful Bidder shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs. The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia and as issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under this purchase order.

EE. Taxes:

1. The County of Henrico is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption except taxes paid on materials that will be installed by the bidder and become a part of real property.
2. If a bidder is bidding on materials that require installation by the bidder and become a part of real property, the applicable taxes shall be included in the lump sum bid price for the installation of the material and not as a separate charge for taxes. The taxes shall be an obligation of the Successful Bidder and not of the County, and the County shall be held harmless for same by the Successful Bidder.
3. The Purchasing Division will furnish a Tax Exemption Certificate (Form ST-12) upon request and if applicable to this contract.
4. When a bidder lists a separate tax charge on the Bid Form and the tax is not applicable to the purchase by the County, the bidder will be allowed to delete the tax from its bid.

FF. Termination of the Contract:

1. If the Successful Bidder should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the Successful Bidder's insolvency, or if the Successful Bidder should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the Successful Bidder otherwise defaults, then the County may without prejudice to any other right or remedy, and after giving the Successful Bidder seven (7) calendar days written notice, terminate the employment of the Successful Bidder and procure such goods or services from other sources. In such event, the Successful Bidder shall be liable to the County for any additional cost occasioned by such failure or other default.
2. In such cases, the Successful Bidder shall not be entitled to receive any further payment. If the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the Successful Bidder shall pay the difference to the County.
3. Notwithstanding anything to the contrary contained in the contract between the County and the Successful Bidder, the County may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving 30 days written notice to the Successful Bidder.

GG. Trade Secrets/Proprietary Information:

Trade secrets or proprietary information submitted by a Bidder in response to this Invitation for Bid shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342F).

HH. Use of Brand Names/Product Information:

1. Unless otherwise provided in the Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the public body in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted (Va. Code § 2.2-4315).
2. If bidding other than specified, the bidder will clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the Bid Form to enable the Purchasing Division to determine whether the product offered meets the requirements of the solicitation. Safety Data Sheets and descriptive literature will be provided with the Bid Form for each chemical and/or compound offered. Failure to do so may cause the bid to be considered nonresponsive and rejected.
3. It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the bidder. The County's decision of approval or disapproval of a proposed alternate shall be final. Nothing herein is intended to exclude any responsible bidder, its product or service, or in any way restrain or restrict competition.

II. Withdrawal of Bid Due to Error (Other than Construction):

1. A bidder may withdraw its bid from consideration if the price bid was substantially lower than the next low responsive bid due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.
2. The bidder shall give written notice of their claim to withdraw their bid to the Purchasing Division within two business days after the conclusion of the bid opening procedure. (Va. Code § 2.2-4330). Such mistake shall be proved only from the original work papers, documents and materials delivered to the Purchasing Division with the bidder's written request to withdraw its bid.
3. The Purchasing Division will inspect the written evidence submitted by the bidder with the request and if the Purchasing Division can verify to its

satisfaction and sole discretion that the mistake was a non-judgmental mistake, the bidder will be allowed to withdraw the bid.

4. No bid shall be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent (5%). (Va. Code § 2.2-4330C)
5. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly from the performance of the project for which the withdrawn bid was submitted.
6. If a bid is withdrawn under authority of this section, the next lowest responsive and responsible bidder shall be deemed to be the low bidder.
7. If the Purchasing Division denies the withdrawal of a bid under the provisions of this section, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.

**BID FORM**

County of Henrico  
 Department of Finance  
 Purchasing Division  
 North Run Office Park  
 1590 East Parham Road  
 P. O. Box 90775  
 Henrico, Virginia 23273-0775

I/We hereby propose to furnish and provide inside delivery and installation of Furniture and Equipment for Libbie Mill Library in accordance with the enclosed general terms, conditions and specifications contained in **IFB # 15-9769-3YD**. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

PRICES QUOTED SHALL BE FOB DESTINATION. Freight charges shall be included in the bid price. Bidder must bid on all items within a Lot be considered for award of that Lot.

**LOT A**

Item #	Description	Furniture Tag #	Manufacturer /Item#	Quantity	Unit Price	Total Price	Lead Time
1.	Chair, Stool, 22"x18.5"x43", Seat height 30", Emeco /Lancaster #LANBDG-DW or approved equal	C-15		12 each	\$	\$	
2.	Chair, Side, 20"x18.5"x30.5, Seat height 18", Emeco /Lancaster #LANBDG-DW or approved equal	C-16		2 each	\$	\$	
3.	Chair, Side, 15.5"x19.5"x34", Seat height 18", Emeco /Navy #1006 or approved equal	C-17		4 each	\$	\$	

Item #	Description	Furniture Tag #	Manufacturer /Item#	Quantity	Unit Price	Total Price	Lead Time
4.	Chair, Stool, 18"x21.25"x43", Seat height 30", Emeco /Navy #1006-30 or approved equal	C-18		4 each	\$	\$	
5.	Chair, Seesaw, 95.7"x19.3"x26.8", Eric Jorgensen/ Seesaw #EJ2800 or approved equal	C-19		2 each	\$	\$	
6.	Chair, Floor Cushion, 16"x16"x2", IglooPlay/Candy Pods Floor Cushions#1500s or approved equal	C-26a		10 each	\$	\$	
7.	Chair, Floor Cushion, 16"x16"x10", IglooPlay/Candy Pods Floor Cushions#1500s or approved equal	C-26b		10 each	\$	\$	
8.	Chair, Floor Cushion, 16"x16"x6", IglooPlay/Candy Pods Floor Cushions#1500s or approved equal	C-26c		10 each	\$	\$	
9.	Chair, Side, 20"x21.75"x31", Seat height 18.5", Vitra/Tip Ton, #44023000 or approved equal	C-36		40 each	\$	\$	
10.	Storage, Podium Lectern, 28"x22"x50 1/2", Nucraft/High Tech Lectern #AVCL-2845-CP or approved equal	P-01		1 each	\$	\$	
11.	Cart, Storage, 78"x36.5", Southern Aluminum/Alulite, or approved equal	ST-04		2 each	\$	\$	
12.	Table, Occasional, 14"x14"x18", Emeco/Occasional #TABL-18 or approved equal	T-14		10 each	\$	\$	
13.	Table, Folding, Aluminum, Meeting, 66"x24", Southern Aluminum/Alulite, or approved equal	T-22		28 each	\$	\$	

Item #	Description	Furniture Tag #	Manufacturer /Item#	Quantity	Unit Price	Total Price	Lead Time
14.	Trash can, with label, 9"x18"x33.75", Magnuson Group/Valuta #VA1809L or approved equal	TR-01a		6 each	\$	\$	
15.	Trash can, with label, 9"x18"x33.75", Magnuson Group/Valuta #VA1809L or approved equal	TR-01b		2 each	\$	\$	
16.	Trash can, recycling with label, 9"x18"x33.75", Magnuson Group/Valuta #VA1809L or approved equal	TR-02a		6 each	\$	\$	
17.	Trash can, recycling with label, 9"x18"x33.75", Magnuson Group/Valuta #VA1809L or approved equal	TR-02b		2 each	\$	\$	
18.	Trash can, Large with label, 18"x18"x33.75", Magnuson Group/Valuta #VA1818L or approved equal	TR-03		4 each	\$	\$	
19.	Trash can, Large, recycling, with label, 18"x18"x33.75", Magnuson Group/Valuta #VA1818L or approved equal	TR-04		4 each	\$	\$	
20.	Installation Charges	N/A		1 Lot		\$	

**Total Bid Price Lot A (Items 1-20) \$** \_\_\_\_\_

**LOT B**

Item #	Description	Furniture Tag #	Manufacturer /Item#	Quantity	Unit Price	Total Price	Lead Time
1.	Desk, Computer, 61.25"x32.25"x29.5", desk height 29.5", Anthro/AnthroCart2, #H24BK or approved equal	D-01a		9 each	\$	\$	
2.	Desk, Computer, 72"x30"x29.5", desk height 29.5", Anthro/AnthroCart2, #H24BK or approved equal	D-01b		1 each	\$	\$	
3.	Installation Charges	N/A		1 Lot		\$	

**Total Bid Price Lot B (Items 1-3) \$ \_\_\_\_\_**

**LOT C –Bidder must bid as specified, NO SUBSTITUTES**

Item #	Description	Furniture Tag #	Manufacturer /Item#	Quantity	Unit Price	Total Price	Lead Time
1.	Table, Computer, 102.9"x118.875"x43", desk height 29", Watson/Tonic <b>NO SUBSTITUTE</b>	T-27		4 each	\$	\$	
2.	Table, Computer, 100"x53"x29", desk height 29", Watson/Tonic <b>NO SUBSTITUTE</b>	T-28a		2 each	\$	\$	
3.	Table, Computer, 100"x53"x43", desk height 29", Watson/Tonic <b>NO SUBSTITUTE</b>	T-28b		3 each	\$	\$	
4.	Table, Computer, 75"x53"x29", desk height 29", Watson/Tonic <b>NO SUBSTITUTE</b>	T-29a		1 each	\$	\$	
5.	Table, Computer, 75"x53"x43", desk height 29", Watson/Tonic <b>NO SUBSTITUTE</b>	T-29b		1 each	\$	\$	



Item #	Description	Furniture Tag #	Manufacturer /Item#	Quantity	Unit Price	Total Price	Lead Time
6.	Table, Computer, 90"x53"x43", desk height 29", Watson/Tonic <b>NO SUBSTITUTE</b>	T-30		5 each	\$	\$	
7.	Table, Computer, 115"x53"x29", desk height 29", Watson/Tonic <b>NO SUBSTITUTE</b>	T-31		1 each	\$	\$	
8.	Installation Charges	N/A		1 Lot		\$	

**Total Bid Price Lot C (Items 1-8) \$ \_\_\_\_\_**

Bidder has submitted product warranty information with bid response \_\_\_\_ Yes \_\_\_\_ No

My/Our payment terms are:\_\_\_\_\_. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible bidder if the bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

**Start of installation to begin approximately August 17, 2015 for Lot C with installation Complete within 14 days from start date. Bidder acknowledges that he can comply with the installation requirements \_\_\_\_\_Yes \_\_\_\_\_No**

**Start of installation to begin approximately September 1, 2015 for Lot A and Lot B with Installation Complete within 14 days from start date. Bidder acknowledges that he can comply with the installation requirements \_\_\_\_\_Yes \_\_\_\_\_No**

Bidders shall note that the Invitation for Bid (IFB) method of procurement does not allow any modifications or exceptions to the County's Section II., GENERAL TERMS AND CONDITIONS. Any modifications or exceptions made to this section shall cause your bid response to be considered non-responsive. Bidder acknowledges their understanding of this requirement \_\_\_\_\_Yes

To aid in the evaluation of bids, bidders must submit the original Bid Form and one copy of the Bid Form, Attachments and detailed specification sheets, if applicable. Have you complied with this requirement? \_\_\_\_\_Yes. \_\_\_\_\_No. If you fail to do so, your bid may be considered nonresponsive and rejected.

Indicate whether your business \_\_\_\_\_is or \_\_\_\_\_is not located in the County, if it is, please include a copy of your County business license with your bid.

I/We acknowledge the receipt of:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_.

**BID SIGNATURE SHEET**  
**Page 1 of 2**

My signature certifies that the bid as submitted complies with all requirements specified in this Invitation for Bid ("IFB").

My signature also certifies that by submitting a bid in response to this IFB, the Bidder represents that in the preparation and submission of this bid, the bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1) or Va. Code §§ 59.1-9.1 through 59.1-9.17 or §§ 59.1-68.6 through 59.1-68.8.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this bid.

LEGAL NAME OF BIDDER (DO <u>NOT</u> USE TRADE NAME):
ADDRESS:
SIGNATURE:
NAME OF PERSON SIGNING (print):
TITLE:
TELEPHONE:
FAX:
E-MAIL ADDRESS:
DATE:

Company Legal Name: \_\_\_\_\_

PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- ☐ SMALL BUSINESS
- ☐ WOMEN-OWNED BUSINESS
- ☐ MINORITY-OWNED BUSINESS
- ☐ SERVICE DISABLED VETERAN
- ☐ LARGE
- ☐ NONPROFIT
- ☐ NONE OF THE ABOVE

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia's electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? ☐ Yes ☐ No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

NUMBER

DATE

**DEFINITIONS**

For the purpose of determining the appropriate business category, the following definitions apply:

**"Small business"** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

**"Women-owned business"** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

**"Minority-owned business"** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

**"Service disabled veteran business"** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

**"Large business"** means any non-women- or minority-owned, or service-disabled business as defined above or any business having more than 250 employees or more than \$10 million in gross receipts averaged over the previous years.

**Nonprofit** means a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

## ATTACHMENT A

### VIRGINIA STATE CORPORATION COMMISSION (SCC) REGISTRATION INFORMATION

**The bidder:**

☐ is a corporation or other business entity with the following SCC identification number:

\_\_\_\_\_ **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids: ☐

**ATTACHMENT B**  
**BIDDER'S REFERENCE SHEET**

Each Bidder shall complete this Bidder's Reference Sheet for evaluation by the County of Henrico and submit it with the Bid Form.

1. Years in Business: Indicate the length of time you have been in business providing this type of goods/services.

\_\_\_\_\_

2. Reference:

Indicate below a listing of at least 3 recent references for which you have provided this type of goods/services. Include the date service was furnished and the name and address of the client; and the name and telephone number of the contact person.

- |    |                 |       |
|----|-----------------|-------|
| 1. | Date:           | _____ |
|    | Client:         | _____ |
|    | Address:        | _____ |
|    | Contact Person: | _____ |
|    | Phone Number:   | _____ |
|    |                 |       |
| 2. | Date:           | _____ |
|    | Client:         | _____ |
|    | Address:        | _____ |
|    | Contact Person: | _____ |
|    | Phone Number:   | _____ |
|    |                 |       |
| 3. | Date:           | _____ |
|    | Client:         | _____ |
|    | Address:        | _____ |
|    | Contact Person: | _____ |
|    | Phone Number:   | _____ |

**ATTACHMENT C**  
**Insurance Specifications**  
**COUNTY OF HENRICO**

The Successful Bidder shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Bidder, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than "A-" with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days notice of its decision to cancel coverage.

**Workers' Compensation**

**Statutory Virginia Limits**

Employers' Liability Insurance -	\$100,000 for each Accident by employee
	\$100,000 for each Disease by employee
	\$500,000 policy limit by Disease

**Commercial General Liability - Combined Single Limit**

\$1,000,000 each occurrence including contractual liability for specified agreement  
\$2,000,000 General Aggregate (other than Products/Completed Operations)  
\$2,000,000 General Liability-Products/Completed Operations  
\$1,000,000 Personal and Advertising injury  
\$ 100,000 Fire Damage Legal Liability  
Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - \$1,000,000 each accident

**Excess/Umbrella Liability**      \$1,000,000 per occurrence

**NOTE 1:**      The commercial general liability insurance shall include contractual liability. The contract documents include an indemnification provision(s). The County makes no representation or warranty as to how the Successful Bidder's insurance coverage responds or does not respond. Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Successful Bidder's responsibilities outlined in the contract documents.

**NOTE 2:**      The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must total \$3,000,000 per occurrence. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

**NOTE 3:**      Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers' compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

# **Specifications and Drawings**



## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



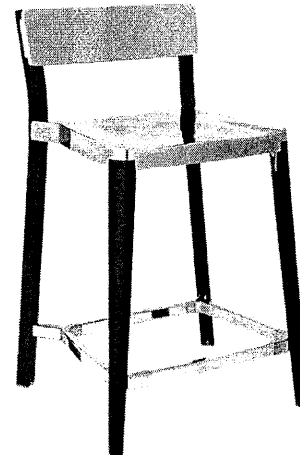
Furniture Tag	C-15	Width	22"
Furniture Type	Stool Chair	Depth	18.5"
Manufacturer Name	Emeco	Height	43"
Series	Lancaster	Seat Height	30"
Model Number	LANBDG-DW	Desk Height	
Quantity	12	Description	stool
Location	102		

### Features

frame: solid ash wood sustainably harvested in Pennsylvania  
seat + back: recycled die cast aluminum Nanotech  
no seat or back pads  
U.S. design patent no. D647,320

### Finishes

frame: Dark Ash  
seat + back powdercoat: Dark Gray



Bid Package To be included in bid Lot A  
General Notes contact: Diane Tupper  
703.548.1340  
diane@dianetupper.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



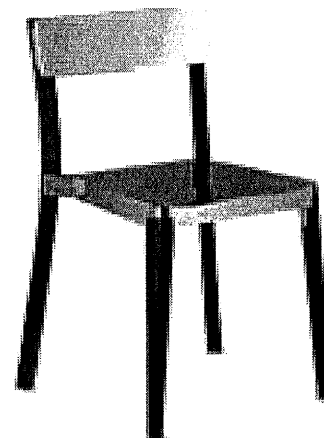
Furniture Tag	C-16	Width	20"
Furniture Type	Side Chair	Depth	18.5"
Manufacturer Name	Emeco	Height	30.5"
Series	Lancaster	Seat Height	18"
Model Number	LANCDG-DW	Desk Height	
Quantity	2	Description	chair
Location	102		

### Features

frame: solid ash wood rsustainably harvested in Pennsylvania  
seat + back: recycled die cast aluminum Nanotech  
no seat or back pads  
stacks 6 high  
U.S. design patent no. D647,320

### Finishes

frame: Dark Ash  
seat + back powdercoat: Dark Gray



Bid Package To be included in bid Lot A  
General Notes contact: Diane Tupper  
703.548.1340  
diane@dianetupper.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



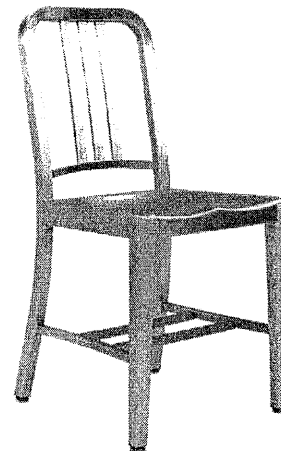
Furniture Tag	C-17	Width	15.5"
Furniture Type	Side Chair	Depth	19.5"
Manufacturer Name	Emeco	Height	34"
Series	Navy	Seat Height	18"
Model Number	1006	Desk Height	
Quantity	4	Description	chair
Location	200		

### Features

- made with 77 step process in which craftsmen take soft, 80% recycled aluminum, hand form, and weld it
- aluminum tempered it for strength
- anodized for a durable finish
- lifetime guarantee
- stainless steel foot caps covered with clear plastic glides
- suitable for outdoor use
- made in USA

### Finishes

Hand Brushed Aluminum



Bid Package To be included in bid Lot A  
General Notes contact: Diane Tupper  
703.548.1340  
diane@dianetupper.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	C-18	Width	18"
Furniture Type	Stool Chair	Depth	21.25"
Manufacturer Name	Emeco	Height	43"
Series	Navy	Seat Height	30"
Model Number	1006-30	Desk Height	
Quantity	4	Description	stool
Location	200		

### Features

- made with 77 step process in which craftsmen take soft, 80% recycled aluminum, hand form, and weld it
- aluminum tempered it for strength
- anodized for a durable finish
- lifetime guarantee
- stainless steel foot caps covered with clear plastic glides
- suitable for outdoor use
- made in USA

### Finishes

Hand Brushed Aluminum



Bid Package To be included in bid Lot A  
General Notes contact: Diane Tupper  
703.548.1340  
diane@dianetupper.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



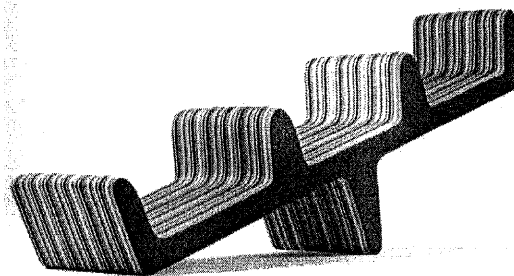
Furniture Tag	C-19	Width	95.7"
Furniture Type	Other Chair	Depth	19.3"
Manufacturer Name	Eric Jorgensen	Height	26.8"
Series	Seesaw	Seat Height	
Model Number	EJ2800	Desk Height	
Quantity	2	Description	seesaw
Location	130		

### Features

cold-cured polyurethane foam  
fixed covers

### Finishes

-side upholstery: Maharam - Steelcut by Kvadrat 464470, color 635  
-top and bottom upholstery: Maharam - Steelcut Trio by Kvadrat 465906, color 565



Bid Package To be included in bid Lot A  
General Notes contact: Annette Rachlin, Furniture from Scandinavia  
202-244-7876  
anrach@aol.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



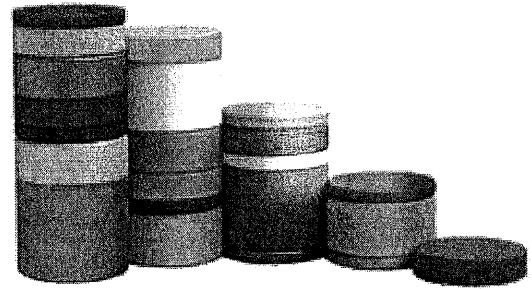
Furniture Tag	C-26a	Width	16"
Furniture Type	Other Chair	Depth	16"
Manufacturer Name	IglooPlay	Height	2"
Series	Candy Pods Floor Cushions	Seat Height	
Model Number	1500s	Desk Height	
Quantity	10	Description	floor cushion
Location	129		

### Features

cylindrical floor cushion  
stackable  
made in the USA  
high density foam  
double-stitched

### Finishes

upholstery: IglooPlay - Metallic Vinyl Bright, color Lime

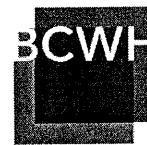


Bid Package To be included in bid Lot A  
General Notes contact: Lisa Albin  
718.622.0047  
trade@iglooplay.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



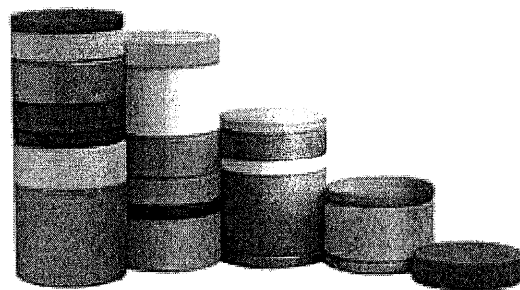
Furniture Tag	C-26b	Width	16"
Furniture Type	Other Chair	Depth	16"
Manufacturer Name	IglooPlay	Height	10"
Series	Candy Pods Floor Cushions	Seat Height	
Model Number	1500s	Desk Height	
Quantity	10	Description	floor cushion
Location	129		

### Features

cylindrical floor cushion  
stackable  
made in the USA  
high density foam  
double-stitched

### Finishes

upholstery: IglooPlay - Eco-Textured Vinyl, color Glacier



Bid Package To be included in bid Lot A  
General Notes contact: Lisa Albin  
718.622.0047  
info@iglooplay.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



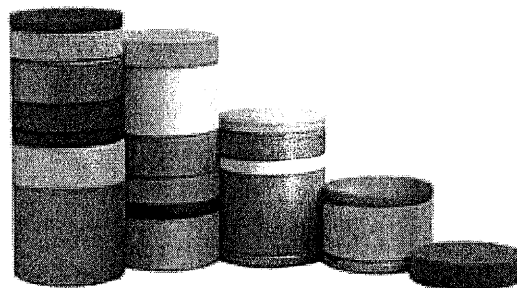
Furniture Tag	C-26c	Width	16"
Furniture Type	Other Chair	Depth	16"
Manufacturer Name	IglooPlay	Height	6"
Series	Candy Pods Floor Cushions	Seat Height	
Model Number	1500s	Desk Height	
Quantity	10	Description	floor cushion
Location	129		

### Features

cylindrical floor cushion  
stackable  
made in the USA  
high density foam  
double-stitched

### Finishes

upholstery: IglooPlay - Metallic Vinyl Bright, color Magenta



Bid Package To be included in bid Lot A  
General Notes contact: Lisa Albin  
718.622.0047  
info@iglooplay.com

April 1, 2015



## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



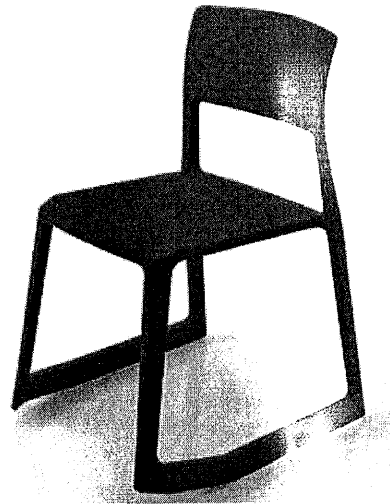
Furniture Tag	C-36	Width	20"
Furniture Type	Side Chair	Depth	21.75"
Manufacturer Name	Vitra	Height	31"
Series	Tip Ton	Seat Height	18.5"
Model Number	44023000	Desk Height	
Quantity	40	Description	chair
Location	129(20); 130(20)		

### Features

- polypropylene back, seat, and base
- gildes: Polyethylene
- stackable - 4 high
- plastic chair with forward tilt action
- can be tilted a few degrees forward from the normal position, where it then stays in place
- manufactured from a single mold without any mechanical components
- 100% recyclable

### Finishes

shell color: Mustard 34



Bid Package To be included in bid Lot A  
General Notes contact: Dyane Betteker, DESIGNLINK  
703.472.2545  
dyane@designlinkdc.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



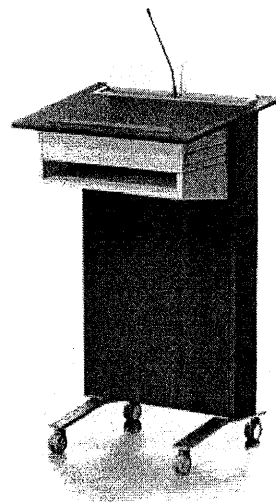
Furniture Tag	P-01	Width	28"
Furniture Type	Specialty Storage	Depth	22"
Manufacturer Name	Nucraft	Height	50 1/2"
Series	High Tech Lectern	Seat Height	
Model Number	AVCL-2845-CP	Desk Height	
Quantity	1	Description	podium/lectern
Location	106		

### Features

- column lectern
- fixed upper shelf with pull-out drawer
- with power and data module, comprised of 2 simplex receptacles, 4 cable grommets, 2 data ports, and 10' power cord
- with slide-out shelf on right side
- with cable shroud
- with adjustable glides
- painted finish

### Finishes

paint color: Cloud s8004  
metal finish: Cloud a8004



Bid Package To be included in bid Lot A  
General Notes contact: Sandy Bricker  
804.874.3029  
sbricker671@comcast.net

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	ST-04	Width	78"
Furniture Type	Other Storage	Depth	36.5"
Manufacturer Name	Southern Aluminum	Height	
Series	Alulite	Seat Height	
Model Number		Desk Height	
Quantity	2	Description	cart for meeting room tables
Location	107		

### Features

- standard table truck
- 1½" 16-gauge tubular steel end standards
- removeable end standards
- frame is 2" x 1" x ³/16"
- frame with side rails and cross members
- side rails furnished with protective inserts to protect table tops
- (4) 5" non-marking swivel casters
- holds 12-15 rectangular tables
- (3) year warranty

### Finishes

baked-on powder coat: Black

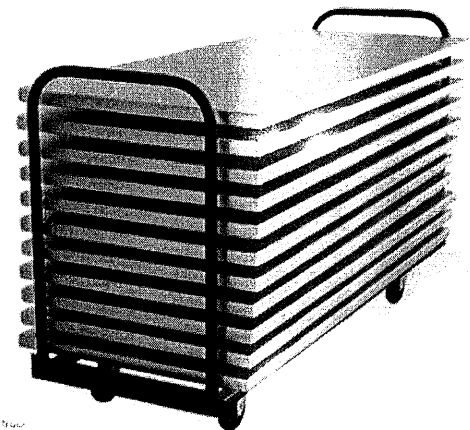


Table Truck  
1  
0111

Bid Package To be included in bid Lot A  
General Notes

April 1, 2015

## Furniture Specification Worksheet

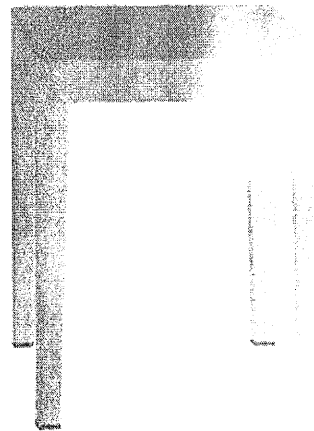
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	T-14	Width	14"
Furniture Type	Occasional Table	Depth	14"
Manufacturer Name	Emeco	Height	18"
Series	Occasional	Seat Height	
Model Number	TABL-18	Desk Height	
Quantity	10	Description	table
Location	105(5); 117(1); 220(4)		

### Features

- thermal-treated aluminum; process makes lightweight products three times stronger than steel
- made in the USA
- one-piece construction without connections
- hand-crafted using signature 77-step process
- soft aluminum provides smooth bends without distortion
- Hand-brushed finish resists rust
- non-absorbing and sanitary: resists bacteria, mildew, stains and odor
- uses recycled materials and is itself recyclable
- suitable for indoor/outdoor use



### Finishes

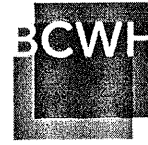
powdercoat paint: Dark Gray

Bid Package To be included in bid Lot A  
General Notes contact: Diane Tupper  
703.548.1340  
diane@dianetupper.com

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



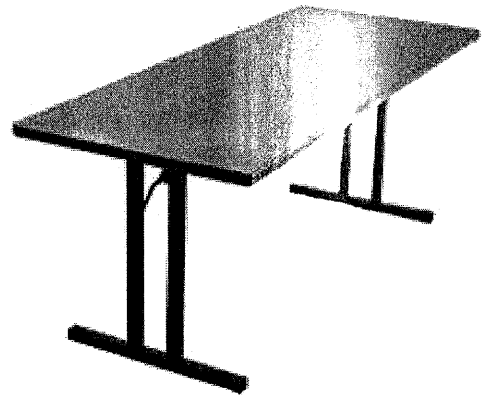
Furniture Tag	T-22	Width	66"
Furniture Type	Meeting Table	Depth	24"
Manufacturer Name	Southern Aluminum	Height	
Series	Alulite	Seat Height	
Model Number		Desk Height	
Quantity	28	Description	folding aluminum table
Location	106		

### Features

- leg: H Style
- aluminum components: smooth finish high strength alloy 6063-T6 extrusions
- top surfaces: .080" thick with integral stiffener ribs and have 1½" profile edge
- end caps: heavy gauge w/high impact cast corner inserts
- legs: aluminum and welded; attached to the table with zinc-plated bolts and nuts
- lifetime guarantee

### Finishes

metal base: Black Leg Finish  
top: Walnut



Bid Package To be included in bid Lot A  
General Notes note: leg represented in the photo is not the specified leg

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



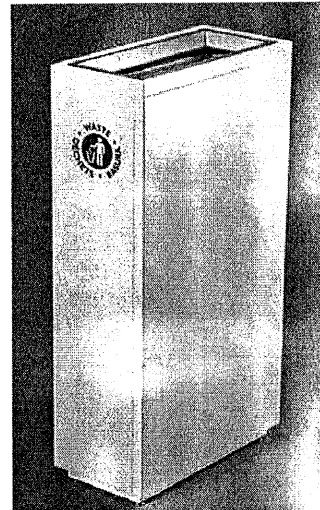
Furniture Tag	TR-01a	Width	9"
Furniture Type	Specialty Accessories	Depth	18"
Manufacturer Name	Magnuson Group	Height	33.75"
Series	Valuta	Seat Height	
Model Number	VA1809L	Desk Height	
Quantity	6	Description	trash can with label on side
Location	1 @ 106, 109, 129, 200, 212, 220		

### Features

- 20 gallon capacity
- internal rigid liner
- integrated bag arms
- top-opening
- top configuration: waste opening (4-1/4" x 13-3/16")
- icon: waste
- icon placement: Ref 2 (right side)

### Finishes

body color: Lunar White  
top color: Anodized Silver



Bid Package To be included in bid Lot A  
General Notes

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



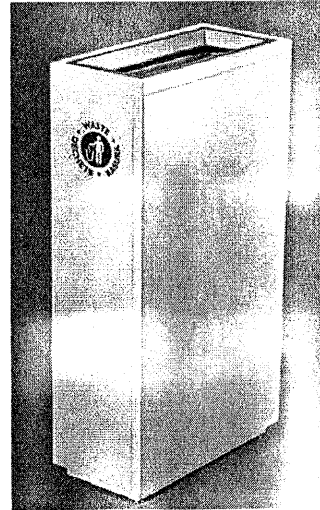
Furniture Tag	TR-01b	Width	9"
Furniture Type	Specialty Accessories	Depth	18"
Manufacturer Name	Magnuson Group	Height	33.75"
Series	Valuta	Seat Height	
Model Number	VA1809L	Desk Height	
Quantity	2	Description	trash can with label on front
Location	130(1); 220(1)		

### Features

- 20 gallon capacity
- internal rigid liner
- integrated bag arms
- top-opening
- top configuration: waste opening (4-1/4" x 13-3/16")
- icon: waste
- icon placement: Ref 1 (front)

### Finishes

body color: Lunar White  
top color: Anodized Silver



Bid Package To be included in bid Lot A  
General Notes

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



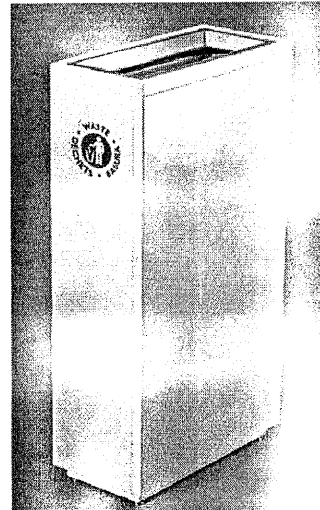
Furniture Tag	TR-02a	Width	9"
Furniture Type	Specialty Accessories	Depth	18"
Manufacturer Name	Magnuson Group	Height	33.75"
Series	Valuta	Seat Height	
Model Number	VA1809L	Desk Height	
Quantity	6	Description	recycling can with label on side
Location	1 @ 106, 109, 129, 200, 212, 220		

### Features

- 20 gallon capacity
- internal rigid liner
- integrated bag arms
- top-opening
- top configuration: co-mingle opening (2" x 12" with 4.25" diameter)
- icon: recycling arrows
- icon placement: Ref 2 (right side)

### Finishes

body color: Lunar White  
top color: Anodized Silver



Bid Package To be included in bid Lot A  
General Notes

April 1, 2015



## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



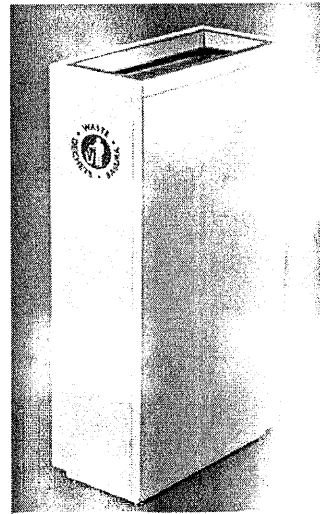
Furniture Tag	TR-02b	Width	9"
Furniture Type	Specialty Accessories	Depth	18"
Manufacturer Name	Magnuson Group	Height	33.75"
Series	Valuta	Seat Height	
Model Number	VA1809L	Desk Height	
Quantity	2	Description	recycling can with label on front
Location	130(1); 220(1)		

### Features

- 20 gallon capacity
- internal rigid liner
- integrated bag arms
- top-opening
- top configuration: co-mingle opening (2" x 12" with 4.25" diameter)
- icon: recycling arrows
- icon placement: Ref 1 (front)

### Finishes

body color: Lunar White  
top color: Anodized Silver



Bid Package To be included in bid Lot A  
General Notes

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



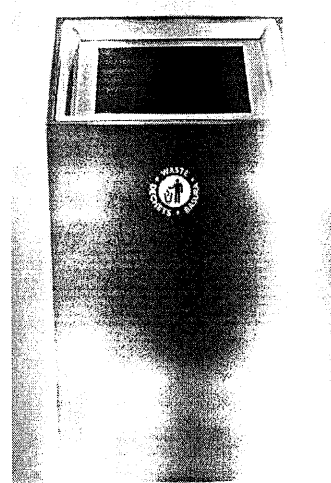
Furniture Tag	TR-03	Width	18"
Furniture Type	Specialty Accessories	Depth	18"
Manufacturer Name	Magnuson Group	Height	33.75"
Series	Valuta	Seat Height	
Model Number	VA1818L	Desk Height	
Quantity	4	Description	large trash can with metal on front
Location	1 @ 101, 102, 211, 212		

### Features

- 40 gallon capacity
- internal rigid liner
- integrated bag arms
- top-opening
- top configuration: waste opening (11-1/16" x 11-1/16")
- icon: waste
- icon placement: Ref 1 (front)

### Finishes

body color: Bronze Metallic  
top color: Bronze Metallic



Bid Package To be included in bid Lot A  
General Notes

April 1, 2015

## Furniture Specification Worksheet

Project Name Libbie Mill Public Library  
Project Number 1210



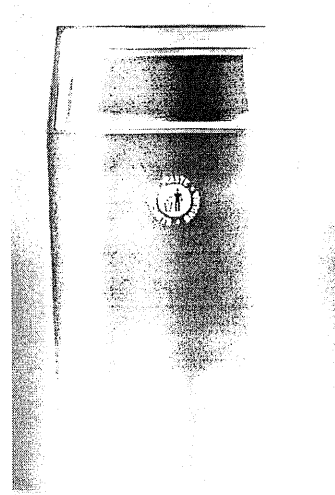
Furniture Tag	TR-04	Width	18"
Furniture Type	Specialty Accessories	Depth	18"
Manufacturer Name	Magnuson Group	Height	33.75"
Series	Valuta	Seat Height	
Model Number	VA1818L	Desk Height	
Quantity	4	Description	large recycling can with label on front
Location	1 @ 101, 102, 211, 212		

### Features

- 40 gallon capacity
- internal rigid liner
- integrated bag arms
- top-opening
- top configuration: co-mingle opening (2" x 15-5/8" with 4-1/2" diameter)
- icon: recycling arrows
- icon placement: Ref 1 (front)

### Finishes

body color: Bronze Metallic  
top color: Bronze Metallic



Bid Package To be included in bid Lot A  
General Notes

April 1, 2015

## Furniture Specification Worksheet

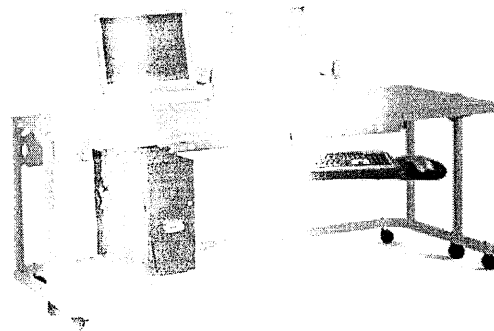
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	D-01a	Width	61.25"
Furniture Type	Computer Desk	Depth	32.25"
Manufacturer Name	Anthro	Height	29.5"
Series	AnthroCart2	Seat Height	
Model Number	H24BK	Desk Height	29.5"
Quantity	9	Description	
Location	219		

### Features

- large size
- made in USA
- holds 150 lbs.
- 1.5"D front metal lip
- 4 legs with set of 6 casters
- 1 base tube
- cable management kit in black: includes 3" cable alley, 9" cable alley, cord handler, & fasteners
- smooth-rolling 2-3/8" casters (2 locking), soft rubber, black
- with CPU side rack #345zz - adjustable width and mounting height
- with flat panel monitor arm #LCDxx - 360 rotation, supports up to 25lbs.; conforms to VESA standards; with 10 yr. warranty
- without shelf
- with 12 receptacle Power Bar (PBA12SM) mounted in trough



### Finishes

- color: Black Combo BK:
- base metal: Black
  - top laminate: Black
  - monitor arm: Black BK

Bid Package To be included in bid Lot B  
General Notes contact: Cindel Green, Anthro  
800.325.3841

April 1, 2015

## Furniture Specification Worksheet

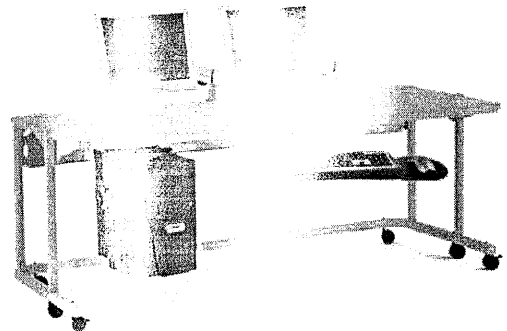
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	D-01b	Width	72"
Furniture Type	Computer Desk	Depth	30"
Manufacturer Name	Anthro	Height	29.5"
Series	AnthroCart2	Seat Height	
Model Number	H24BK	Desk Height	29.5"
Quantity	1	Description	
Location	219		

### Features

- large size
- made in USA
- holds 150 lbs.
- 1.5"D front metal lip
- 4 legs with set of 6 casters
- 1 base tube
- cable management kit in black: includes 3" cable alley, 9" cable alley, cord handler, & fasteners
- smooth-rolling 2-3/8" casters (2 locking), soft rubber, black
- with CPU side rack #345zz - adjustable width and mounting height
- with flat panel monitor arm #LCDxx - 360 rotation, supports up to 25lbs.; conforms to VESA standards; with 10 yr. warranty
- without shelf
- with 12 receptacle Power Bar (PBA12SM) mounted in trough



### Finishes

- color: Black Combo BK:
- base metal: Black
  - top laminate: Black
  - monitor arm: Black BK

Bid Package To be included in bid Lot B  
General Notes contact: Cindel Green, Anthro  
800.325.3841

April 1, 2015

## Furniture Specification Worksheet

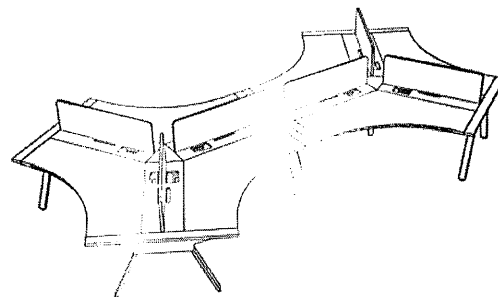
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	T-27	Width	102.9"
Furniture Type	Computer Table	Depth	118.875"
Manufacturer Name	Watson	Height	43"
Series	Tonic	Seat Height	
Model Number		Desk Height	29"
Quantity	4	Description	120-degree computer table ch
Location	220		

### Features

- 45" 120 degree bench segment
- aisle end with cover, 4"D x 53"W
- with 14" H Screen Single Power Access infill component with (2) power access openings and (2) monitor mount technology slots, (1) per side - reference attached drawing
- flat infill 120 degree center
- (1) Standard power raceway starter + (2) Standard power raceway adders per table; each raceway to have (8) receptacles and (8) data knockouts, (4) receptacles and (4) data knockouts per side
- raceway with single circuit plug-in power, power infeed is a standard 15 amp, 3 prong plug with a 72" cord
- U 90 edge profile



### Finishes

- frames metal base: Charcoal Powdercoat CH
- tabletop laminate: Tendu TU
- edge: ZE water-based clear sealer over exposed MDF
- divider textile: Anchorage 2335, color Fossil 2093; textile code 6X

Bid Package To be included in bid Lot C  
General Notes contact: Debbie Taylor, The Carlan Group  
252.886.1926  
Debbie@thecarlangroup.com

April 1, 2015

## Furniture Specification Worksheet

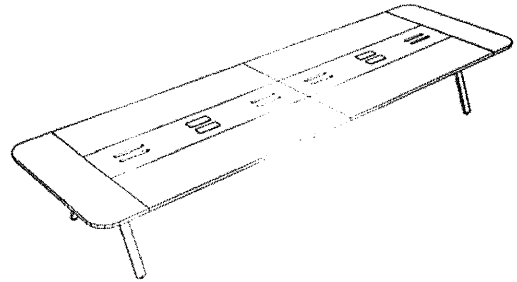
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	T-28a	Width	100"
Furniture Type	Computer Table	Depth	53"
Manufacturer Name	Watson	Height	29"
Series	Tonic	Seat Height	
Model Number		Desk Height	29"
Quantity	2	Description	
Location	130		

### Features

- 75" bench segment + (1) 25" conference end
- with Custom flat infill component with (4) monitor mount technology slots, (2) per side; and (2) cut-outs to receive Power Tap, (1) per side - reference attached drawing
- Heavy Power Raceway with (16) receptacles and (16) data knockouts, (8) receptacles and (8) data knockouts per side
- raceway with single circuit plug-in power, power infeed is a standard 15 amp, 3 prong plug with a 72" cord
- (2) Power Taps with (4) receptacles each, 1 per side
- Power Tap to have 10' corded 3 prong plug
- U 90 edge profile



### Finishes

- frames metal base: Frosty White FJ
- tabletop laminate: Standard River Cherry RV
- edge: ZE water-based clear sealer over exposed MDF

Bid Package To be included in bid Lot C  
General Notes contact: Debbie Taylor, The Carlan Group  
252.886.1926  
Debbie@thecarlangroup.com

April 1, 2015

## Furniture Specification Worksheet

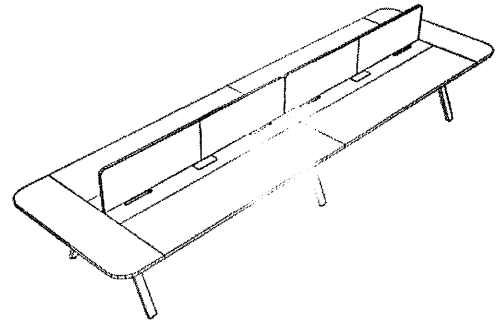
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	T-28b	Width	100"
Furniture Type	Computer Table	Depth	53"
Manufacturer Name	Watson	Height	43"
Series	Tonic	Seat Height	
Model Number		Desk Height	29"
Quantity	3	Description	
Location	220		

### Features

- 75" bench segment + (1) 25" conference end
- with Custom 14"H screen infill component with (4) monitor mount technology slots, (2) per side; and (2) cut-outs to receive Power Tap, (1) per side - reference attached drawing
- Heavy Power Raceway with (16) receptacles and (16) data knockouts, (8) receptacles and (8) data knockouts per side
- raceway with single circuit plug-in power, power infeed is a standard 15 amp, 3 prong plug with a 72" cord
- (2) Power Taps with (4) receptacles each, 1 per side
- Power Tap to have 10' corded 3 prong plug
- U 90 edge profile



### Finishes

- frames metal base: Charcoal Powdercoat CH
- tabletop laminate: Tendu TU
- divider textile: Anchorage 2335, color Fossil 2093; textile code 6X
- edge: ZE water-based clear sealer over exposed MDF

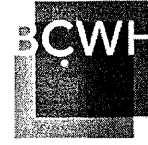
Bid Package To be included in bid Lot C  
General Notes contact: Debbie Taylor, The Carlan Group  
252.886.1926  
Debbie@thecarlangroup.com

April 1, 2015



## Furniture Specification Worksheet

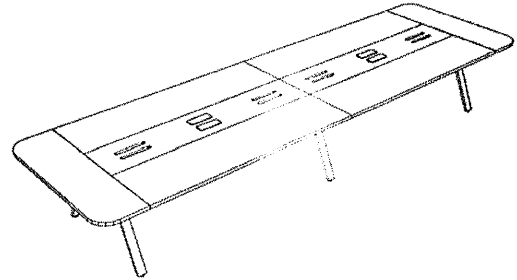
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	T-29a	Width	75"
Furniture Type	Computer Table	Depth	53"
Manufacturer Name	Watson	Height	29"
Series	Tonic	Seat Height	
Model Number		Desk Height	29"
Quantity	1	Description	
Location	130		

### Features

- 75" bench segment
- with Custom flat infill component with (4) monitor mount technology slots, (2) per side; and (2) cut-outs to receive Power Tap, (1) per side - reference attached drawing
- Heavy Power Raceway with (16) receptacles and (16) data knockouts, (8) receptacles and (8) data knockouts per side
- raceway with single circuit plug-in power, power infeed is a standard 15 amp, 3 prong plug with a 72" cord
- (2) Power Taps with (4) receptacles each, 1 per side
- Power Tap to have 10' corded 3 prong plug
- U 90 edge profile



### Finishes

- frames metal base: Frosty White FJ
- tabletop laminate: Standard River Cherry RV
- edge: ZE water-based clear sealer over exposed MDF

Bid Package To be included in bid Lot C  
General Notes contact: Debbie Taylor, The Carlan Group  
252.886.1926  
Debbie@thecarlangroup.com

April 1, 2015

## Furniture Specification Worksheet

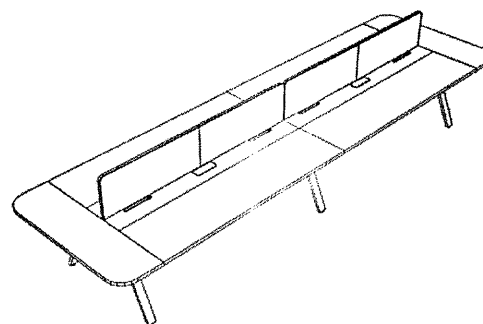
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	T-29b	Width	75"
Furniture Type	Computer Table	Depth	53"
Manufacturer Name	Watson	Height	43"
Series	Tonic	Seat Height	
Model Number		Desk Height	29"
Quantity	1	Description	
Location	220		

### Features

- 75" bench segment
- with Custom 14"H screen infill component with (4) monitor mount technology slots, (2) per side; and (2) cut-outs to receive Power Tap, (1) per side - reference attached drawing
- Heavy Power Raceway with (16) receptacles and (16) data knockouts, (8) receptacles and (8) data knockouts per side
- raceway with single circuit plug-in power, power infeed is a standard 15 amp, 3 prong plug with a 72" cord
- (2) Power Taps with (4) receptacles each, 1 per side
- Power Tap to have 10' corded 3 prong plug
- U 90 edge profile



### Finishes

- frames metal base: Charcoal Powdercoat CH
- tabletop laminate: Tendu TU
- divider textile: Anchorage 2335, color Fossil 2093; textile code 6X
- edge: ZE water-based clear sealer over exposed MDF

Bid Package To be included in bid Lot C  
General Notes contact: Debbie Taylor, The Carlan Group  
252.886.1926  
Debbie@thecarlangroup.com

April 1, 2015

## Furniture Specification Worksheet

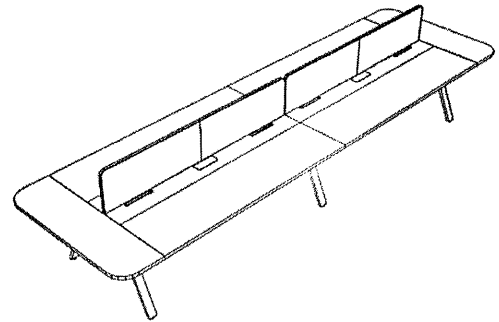
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	T-30	Width	90"
Furniture Type	Computer Table	Depth	53"
Manufacturer Name	Watson	Height	43"
Series	Tonic	Seat Height	
Model Number		Desk Height	29"
Quantity	5	Description	
Location	220		

### Features

- 75" bench segment + (1) 15" conference end
- with Custom 14"H screen infill component with (4) monitor mount technology slots, (2) per side; and (2) cut-outs to receive Power Tap, (1) per side - reference attached drawing
- Heavy Power Raceway with (16) receptacles and (16) data knockouts, (8) receptacles and (8) data knockouts per side
- raceway with single circuit plug-in power, power infeed is a standard 15 amp, 3 prong plug with a 72" cord
- (2) Power Taps with (4) receptacles each, 1 per side
- Power Tap to have 10' corded 3 prong plug
- U 90 edge profile



### Finishes

- frames metal base: Charcoal Powdercoat CH
- tabletop laminate: Tendu TU
- divider textile: Anchorage 2335, color Fossil 2093; textile code 6X
- edge: ZE water-based clear sealer over exposed MDF

Bid Package To be included in bid Lot C  
General Notes contact: Debbie Taylor, The Carlan Group  
252.886.1926  
Debbie@thecarlangroup.com

April 1, 2015

## Furniture Specification Worksheet

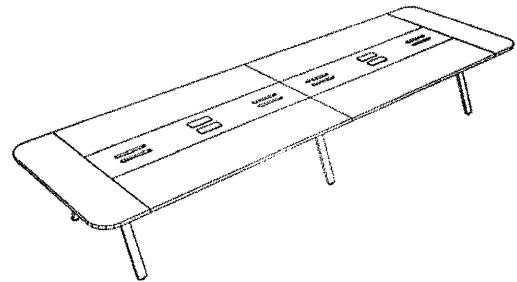
Project Name Libbie Mill Public Library  
Project Number 1210



Furniture Tag	T-31	Width	115"
Furniture Type	Computer Table	Depth	53"
Manufacturer Name	Watson	Height	29"
Series	Tonic	Seat Height	
Model Number		Desk Height	29"
Quantity	1	Description	
Location	200		

### Features

- 75" bench segment + (1) 15" conference end + (1) 25" conference end
- with Custom flat infill component with (4) monitor mount technology slots, (2) per side; and (2) cut-outs to receive Power Tap, (1) per side - reference attached drawing
- Heavy Power Raceway with (16) receptacles and (16) data knockouts, (8) receptacles and (8) data knockouts per side
- raceway with single circuit plug-in power, power infeed is a standard 15 amp, 3 prong plug with a 72" cord
- (2) Power Taps with (4) receptacles each, 1 per side
- Power Tap to have 10' corded 3 prong plug
- U 90 edge profile



### Finishes

- frames metal base: Black BK
- tabletop laminate: Smartgrain Xanadu XI
- edge: ZE water-based clear sealer over exposed MDF

Bid Package To be included in bid Lot C  
General Notes contact: Debbie Taylor, The Carlan Group  
252.886.1926  
Debbie@thecarlangroup.com

April 1, 2015



**LIBBIE MILL  
LIBRARY**

COUNTY OF HENRICO  
DEPARTMENT OF  
GENERAL SERVICES  
2100 LIBBIE LAKE  
EAST ST  
HENRICO, VA 23230

PROJECT NO. 1210.000  
DATE: 06.01.2015

PROJECT LOCATION  
SW

REV. SW

DATE: 06.01.2015

PROJECT

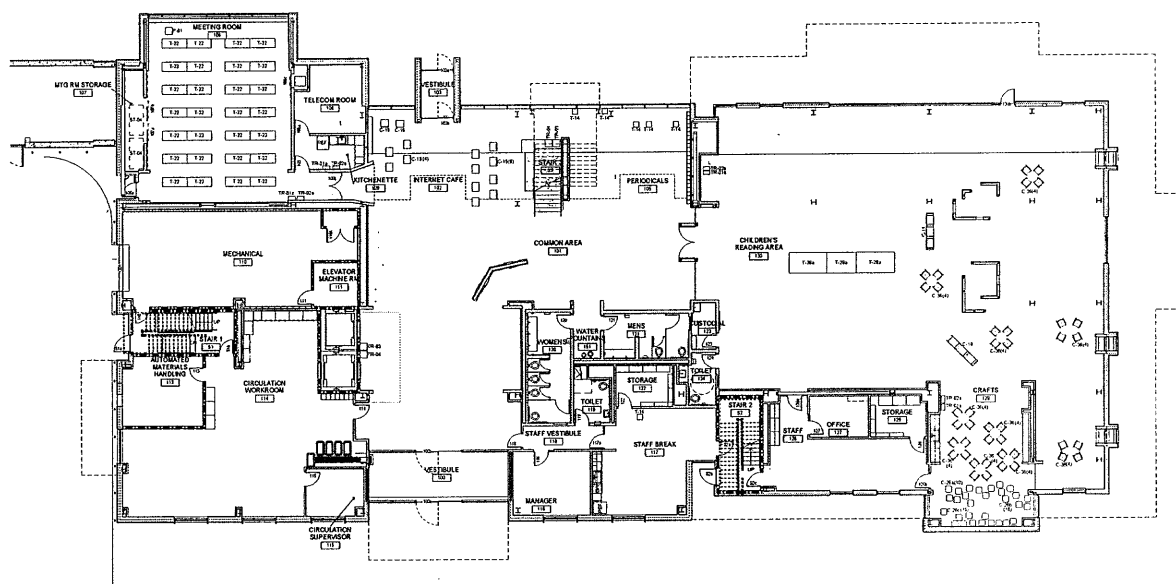
REV. SW

PROJECT

PROJECT NO. 1210.000  
FLOOR 1 FURNITURE PLAN -  
REV. SW

PROJECT

**i222**



1 FLOOR 1 FURNITURE PLAN  
REV. SW

06/01/2015  
1210.000  
FLOOR 1 FURNITURE PLAN -  
REV. SW

