Request for Proposal

Residence Hall Furniture

October 22, 2008

A VASCUPP Member Institution
Issued by
Procurement Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Residence Hall Furniture

RFP Number: #LP102208

Issue Date: October 22, 2008

Brief Description: Residence Hall furniture to include, but not limited to beds, mattresses, dressers, chest of drawers, wardrobes, desks, lamps, sofas, chairs, occasional tables, etc.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 5:00 p.m. Thursday October 30, 2008 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: Friday November 7, 2008 by 3:00 p.m. Proposals may be sent via email or mail using the contact information in the box below. If sending by mail, provide six copies of each proposal. The University of Virginia (the “University”) reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiation questions, if needed, will be sent to Firms by Wednesday, December 10, 2008.

Expected Award Date: February 16, 2009

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for two years, with the ability to renew on the same terms and conditions, for five additional one-year periods if mutually agreeable to the University and the Selected Firm. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement Services
1001 North Emmet St, Carruthers Hall
P.O. Box 400202
Charlottesville, VA 22904-4202
Attention: Lori Ponton, Senior Buyer
Phone: 434-924-4216
Email: LP3S@virginia.edu

NOTE 1: If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.
This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/main/publicpostings/RFP.html. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement Services web site:  http://www.procurement.virginia.edu/main/

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

B. SCOPE OF GOODS & SERVICES

The University and its Housing Division seeks an experienced and qualified firm(s) to provide residence hall furniture on an as needed basis. During the past fiscal year the University’s residential furniture purchases totaled approximately $525,000 and anticipate total purchases in fiscal year 2008-2009 to be approximately $1,000,000. This amount was/will be spent on new furniture orders as well as miscellaneous add-on orders for existing furniture. The amount spent on residential furniture is an estimate only; the University does not guarantee any amount of business to the Selected Firm(s).

The University’s Housing Division is planning on annual furniture purchases based upon the schedules for new construction, building renovations and routine furniture replacement. The anticipated schedule described below is by fiscal year. It is possible for additions and/or deletions to occur:

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**2009-2010**

- **Housing Services Building**
  - Assembly area for 45 staff (chairs, tables, couches)

- **Gooch Furniture Replacement**
  - 324 sets of casegoods (desk, desk carrel, adjustable height twin beds)
  - 57 sets living/dining room furniture (couch or love seat, lounge chairs, occasional tables, lamps, entertainment center)

- **Lambeth Field Renovations Phase 3**
  - 96 sets of casegoods (wardrobes, desk, desk carrels, dressers, adjustable height bunkable twin beds)
  - 42 sets living/dining room furniture (couch or love seat, lounge chairs, occasional tables, chairs/barstools, lamps, entertainment center)

- **Lewis/Hoxton**
  - 100 sets of casegoods (desk, desk carrel, adjustable height bunkable twin beds)

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**2010-2011**

- **Lambeth Field Renovations Phase 4**
  - 108 sets of casegoods (wardrobes, desk, desk carrels, , dressers, adjustable height bunkable twin beds)
- 42 sets living/dining room furniture (couch or love seat, lounge chairs, occasional tables, chairs/barstools, lamps, entertainment center)

Dillard Furniture Replacement
- 317 sets of casgoods (desk, desk carrel, adjustable height twin beds)
- 58 sets living/dining room furniture (couch or love seat, lounge chairs, occasional tables, lamps, entertainment center)

2011-2012 Alderman Road Rebuild Phase 2
- Not yet designed. Anticipated to house 200 residents plus staff. Casgoods and lounge seating will be required.

2013-2014 Alderman Road Rebuild Phase 3 & 4
- Not yet designed. Anticipated to house 400 residents plus staff. Casgoods and lounge seating will be required.

2015-2016 Alderman Road Rebuild Phase 5
- Not yet designed. Anticipated to house 392 residents plus staff. Casgoods and lounge seating will be required

Product Detail
Selected Firms will provide residence hall furniture which includes:

1. Production by a major manufacturer that meets all Occupational Safety and Health Administration (OSHA) standards and regulations and all Underwriters Laboratory (UL) requirements;
2. Compliance with specific building and fire code restrictions;
3. Multiple options available including materials, finishes, designs, sizes, functions, etc;
4. Case goods such as platform beds w/ drawers, lofts, adjustable height bunkable beds, desks, desk carrels, bookcases, dressers, wardrobes, night stands, etc;
5. Seating such as two position desk chairs; dining chairs; library chairs; partially upholstered and fully upholstered lounge chairs, loveseats and sofas; etc;
6. Occasional pieces such as end tables, coffee tables, sofa tables, dining tables, study tables, conference tables, entertainment centers, etc;
7. Manufactured case goods based upon specifications provided by the University;
8. Accessories such as desk, table and floor lamps; mattresses; mirrors, trash receptacles, etc;

Customer Service
Selected Firms will provide services which include:

1. Design and consultation capabilities such as furniture recommendations, field measurements, drawings, etc;
2. Cost assessments and project cost budgets for goods and services requested;
3. Distribution of residential hall furniture literature to Housing Division representatives;
4. User friendly and efficient ordering procedures;
5. Promptly resolving shortages, damages or complaints to the satisfaction of the University;
6. Provide residential hall furniture to all locations, including satellite and remote locations of the University;
7. Allow return of items not needed or used;
8. Organize and fund product/vendor exhibits;
9. Offer special products, services and/or promotions; and
10. Provide a designated sales representative(s) for the University that exhibits a high level of professionalism and knowledge of residence hall furniture.
Delivery, Installation, Maintenance

Selected Firms will provide delivery, installation and maintenance services which include:
1. Coordinating shipping, delivery, and installation dates;
2. Ensuring the availability of installation site;
3. Moving or removal of existing furniture;
4. Handling of damage claims and manufacturer’s errors;
5. Providing installation follow-up for adjustments, fine-tuning and touch-ups;
6. Providing maintenance and repair services;
7. Off-site removal and proper disposal of all packing material and debris; and
8. Delivery of residential hall furniture in a timely and orderly fashion during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. on non-Holiday business days.

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm(s) is to be selected, select the firm(s) on the basis of:

1. The firm's plan to provide the University with the products as described in the Scope of Good and Services section;
2. The firm’s experience and qualifications in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients.
3. The firm’s price proposal;
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.
Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content, and should be organized in the order in which the requirements are presented in the RFP. Firms should provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.
2. A brief history of the firm’s experience in providing custom manufactured casegoods.
3. A detailed description and the full specifications of the product proposed as listed in Section F, Other Information, Part C, General Casegoods and Custom Casegoods Pricing. Each firm should indicate in its proposal the firm’s ability to achieve / comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the listed specifications in this RFP, the firm should detail its
proposed change(s) and how the proposed change would compare to the listed specification. Proposals should be formatted in such a way to address each of the above specifications in a line-by-line process.

4. The estimated ship date of the product from the time of the order (i.e., 10 wks after order)

5. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.

6. The firm’s proposed price / fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination).

7. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and their telephone number.

8. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.

9. Provide a list of institutions of higher education with which the firm has a contract.

10. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at http://www.vcu.edu/procurement/coopcon.htm

11. Complete and return the information requested in Section F, Other Information, Part B, Sustainable Purchasing Requirements/Questionnaire.


13. Complete and return the information requested in Attachment 2, Firm Information.

NOTE: Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. https://www.procurement.virginia.edu/forms/USVendorRegForm.html

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award. http://www.eva.virginia.gov/


Note: Unless a firm expressly and specifically states its exception to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

- The University's Procedure for Resolution of Contractual Claims

F. OTHER INFORMATION

A. Insurance
   Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

   Comprehensive Commercial General Liability:
   The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and a $2,000,000 general aggregate with coverage for the following coverage:
   {X} Premises/Operations  {X} Products/Completed Operations
   {X} Contractual  {X} Independent Contractors
   {X} Personal Injury  {X} Additional Insured

   Automobile Insurance:
   The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with the following coverages for vehicles operated by their employees.
   {X} Any Automobile  {X} Owned and Non-Owned Automobiles

   Workers Compensation and Employers Liability:
   The Selected Firm(s) and any Subcontractors will maintain coverage for workers compensation in compliance with the Virginia Worker’s Compensation Act and also maintain employers liability coverage with limits of not less than $1,000,000.

   *Additional Insured:
   The University will be named as an Additional Insured, and the proper name is:  "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

B. Sustainable Purchasing Requirements/Questionnaire
   The Selected Firm(s) will use environmentally preferable products, materials and services where economically feasible. Environmentally preferable products have a less or reduced effect on human health and the environment when compared to other products that serve the same purpose.
• What policies are in place to monitor and manage your firm’s supply chain regarding environmental/sustainability issues?

_________________________________________________________________________
_________________________________________________________________________

• Does the firm have an environmental/sustainability policy statement? If so, please provide it:

_________________________________________________________________________
_________________________________________________________________________

• Has the firm ever been cited for non-compliance of an environmental or safety issue? If so, state the reason, date and outcome of the citation.

_________________________________________________________________________
_________________________________________________________________________

• What programs does the firm have in place, or planned, for promoting resource efficiency? (i.e. an environmental/sustainable or waste audit)?

_________________________________________________________________________
_________________________________________________________________________

• Does the firm have web-based materials available documenting the environmental/sustainability initiatives? If so please provide it:

_________________________________________________________________________
_________________________________________________________________________

C. General Casegoods and Custom Casegoods Pricing

1. Provide pricing for the following general items from the firm’s standard product line:
   • End Table 24”Wx24”Dx24”H with 4 legs
   • Coffee Table 36”Wx20”Dx18”H with 4 legs
   • 36” round butcher block top table with metal pedestal base at 29”H
   • Wood back and seat library chair 17”Wx21”Dx32”H
   • Fully Upholstered Sofa approximately 80”Wx33”Dx30”H
   • Fully Upholstered Lounge Chair approximately 33”Wx33”Dx30”H

2. Provide specifications and pricing for a 36”x80” twin mattress

3. Provide pricing for the following custom manufactured casegoods:

   General requirements for all Custom Case Goods
   • All exposed hardwood, solid or veneer, will be made of Red Oak, or approved substitute, with a tough natural resistant finish, such as Lilly Company Dynalac System, or an “approved equal”.
   • Material will be properly air-dried then kiln dried to a moisture content maintained between 5-7% throughout manufacturing. Plywood or lumber core is acceptable, but particleboard is not acceptable.
   • All dimensions or thicknesses are actual sizes. All ¼” plywood will be no less than 3-ply and all ¾” plywood will be no less than 7-ply.
   • All exposed wood parts including tops and panels, drawer fronts, stretchers and connecting rails will be no less than ¾” thick, actual size.
   • Case tops will be secured with either metal-to-metal fasteners or with mounting cleats and high torque screws every 6-8” the full perimeter of the case. Case backs will be grooved in and secured with brass-coated screws, not staples.
Threaded adjustable nylon floor guides will be anchored in threaded metal insert base.

All backs are to be matched plywood finished to allow for open room arrangement. The back will be ¼” hard wood veneer plywood panel grooved in all four sides then fastened with brass-coated power driven screws into all panels and rails. Pins and staples are not acceptable.

All exposed corners and edges will be radiuses.

All case goods will be made with parts that the University can order spare parts if the need arises.

A warranty will be provided of at least five years against defective material and workmanship.

Material Specifications
Solid Hardwoods:
All exposed materials such as end panels, drawer fronts, tops, rails, and cross rails, etc. will be F.A.S. grade solid “Red” oak, selected to be free of all defects that would affect strength or appearance. Material will be glued up in random and parallel widths between 1”- 4” with the final finish thickness no less than ¾” thick. Material will be properly air-dried then kiln dried to a moisture content maintained between 5% -7% throughout manufacturing.

Veneered Panels:
All exposed face veneer materials utilized in ¾” panel material will be minimum 1/36” thick, B-2 grade, “Red” oak material selected to be free of all visual defects. Veneer face material will be plain sliced and book matched. Core material will be void-less hardwood plywood. Face veneer material will be properly applied to the core in a balanced, alternating cross grain pattern. All exposed edges will be edge banded with solid oak no less than ¼” thick.

Drawers:
All drawer box material will be minimum 7/16” thick oak faced plywood. All drawer bottom material will be minimum ¼” thick oak faced plywood.

Doors:
All exposed face veneer materials utilized in ¾” doors will be minimum 1/36” thick, B-2 grade, red oak material selected to be free of all visual defects. Veneer face material will be plain sliced and book matched. Core material will be void-less hardwood plywood. All exposed edges will be edge banded with solid oak no less than ¼” thick.

Back Panels:
All case back panels less than 50” high will be minimum ¼” thick finished matched plywood. Case backs taller than 50” high will be minimum ½” thick finished matched plywood (matching grain and color).

Material Construction
Case Construction:
All case components will be accurately machined, sanded, and assembled under clamped pressure. All case items will be constructed utilizing industry acceptable mortise and tenon joinery. All joints will be further reinforced with high torque screws. Areas of additional stress will be further reinforced with corner blocks. Case tops will be secured with either
metal-to-metal fasteners or with mounting cleats and high torque screws every 6-8” the full perimeter of the case. Case backs will be grooved in and secured with brass coated power driven screws into all panels and rails. Pins and staples are not acceptable.

Drawer Construction:
All four corners will be accurately machined using dovetails. Joints will be glued and pin-nailed under square and clamped pressure. Drawer bottoms will be grooved in all four sides then stapled and glue blocked under square and clamped pressure. Drawer fronts will be solid oak and include finger pulls machined along the bottom of the drawer fronts.

Computer Drawer:
Computer drawer will incorporate a drop down style drawer front with two spring-loaded hinges. Hinges will be routed into the drawer front and attached with a minimum of three screws per hinge to the drawer bottom.

Full Extension Drawer Slides:
Drawer slides will be full extension, telescoping aide mounted, 100 lb. test with double ball bearing rollers, positive in/out stops, positive self-closing and positive action removal. (Accuride Model 3823A 100 lbs. or “approved equal”.) The University will approve drawer slides. Drawer fronts will not serve as drawer stop.

Shelf Brackets & Standards:
Metal shelf brackets and standards will be routed flush into the panel surface and allow shelf adjustment in ½” increments.

Clothes Rod:
Clothes rod will be chrome plated 1-1/4” dia.

Door Mirror:
Mirror will be a minimum 1/8” thick tempered glass with polished bevel edges. Mirror will mount using plastic star rosettes with a minimum of two on each side.

Finish
All surfaces, including unexposed areas and drawer interiors will be properly sanded and prepared for finish applications. No wood putty will be exposed to view. All surfaces will receive a tough natural resistant finish, such as Lilly Company Dynalac System or an “approved equal”.

Shipping
All products will be shipped fully assembled and blanket wrapped. The furniture products will be inspected, wiped clean, polished and protected with corrugated corner protectors and/or caps, then completely stretch wrapped for dust free shipment to the University. Each product will be identified with a bar coded sticker to facilitate quantity verifications.

**Furniture Dimensions:**

Platform Storage Bed with Six Drawers
- Dimensions: 84”L x 39-3/4”W x 20”H
- Sleeping surface will accommodate a mattress size of 36” x 80”. (Mattress is not part of the specifications.)
- Drawer fronts will have bottom finger pulls.
• Drawer interiors will be 23-1/4” deep with at least 6 inches of vertical interior storage space. An underside support rail will be added for additional strength and durability.
• Kick rail will consist of two, 2” high recessed kick rails on drawer side.
• Sleeping surface will be ¾” thick poplar grade plywood grooved/channeled into all four sides and reinforced with screw cleats, glued and pinned blocks.
• Apron rails will be 1-1/2” rails all around bed.

Wardrobe-1
• Dimensions: 33”W x 24”D x 80”H
• Drawers will be two full width drawers at bottom of unit with a least eight inches of vertical interior storage space in each drawer, with bottom finger pulls, and accessible without opening doors. Underside support rails will be added for additional strength and durability.
• Drawers will have recessed door pulls.
• Doors will have magnetic catches at doorstops. A door block will be placed at the bottom of the main storage case at the center of the doors to provide additional support.
• Doors will have five knuckle hinges, five per door and will be satin chrome finished.
• Clothes rod will be a 1-1/4” chrome rod that allows for at least 55” of vertical hanging space. Rod will be permanently mounted 2” below storage shelf.
• Kick rail will consist of a 2-1/2” high recessed kick rail.
• A tempered glass mirror with polished beveled edges, 12”x 24” will be mounted on the inside of each wardrobe door 8-1/2” from top.

Wardrobe-2
• Dimensions: 33”W x 24”D x 76”H
• Drawers will be two full width drawers at bottom of unit with a least eight inches of vertical interior storage space in each drawer, with bottom finger pulls, and accessible without opening doors. Underside support rails will be added for additional strength and durability.
• Drawers will have recessed door pulls.
• Doors will have magnetic catches at doorstops.
• Doors will have five knuckle hinges, five per door and will be satin chrome finished.
• A vertical wood separator 24”D, consisting of ¾” plywood that will be no less than 7-ply will be installed. The separator will virtually split the wardrobe with ½ constructed for hanging articles and ½ utilizing adjustable shelving
• Shelves will be 1/2 the width of unit and will consist of five adjustable shelves.
• Shelves will meet panel specifications and be 24” deep.
• Place adjustable shelf standards and brackets, such as KV255 and KV256 or “approved equal”, with satin chrome finish, into end and divider.
• Metal shelf brackets and standards will be routed flush into the panel surface and allow shelf adjustment in ½” increments.
• Clothes rod will be a 1-1/4” chrome rod that allows for at least 55” of vertical hanging space. Rod will be permanently mounted 2” below storage shelf.
• Kick rail will consist of a 2-1/2” high recessed kick rail.
• A tempered glass mirror with polished beveled edges, 12”x 24” will be mounted on the inside of the left wardrobe door 8-1/2” from top

Computer/Study Desk
• Dimensions: 48”W x 26”D x 30”H
• Pedestal section will have a minimum of 17”.
• Knee Height Clearance will be 24-1/2” high.
• Box drawers will consist of two box drawers at least 6-3/8” with a stretcher rail placed between the two drawers.
• File drawer will consist of one file drawer at least 20” deep with machined drawer slides for file bars (provided by firm), to accommodate “letter” and “legal-size” files.
• Drawer must have 100% extension slides.
• Knee hole/keyboard drawer will consist of one knee hole drawer with positive drop down front, secured with two “catches” flap hinge or University approved substitute, for keyboard access and/or utensil storage. Back of drawer will have scooped out center to accommodate wiring for a computer keypad. Satin chrome hinges will be used. Firm must submit sample of “catch” with proposal.
• Desktop will consist of a minimum of ¼” high density fiberboard 47 lb. test, ¾” plywood hardwood, lumber core or equivalent, banded by a 2” solid oak frame. Frame will be edge glued to the core as per industry standards. Seam of laminate will butt against and be flush with band of oak.
• Desk top surface will be (.050) high pressure laminate, solid color matte finish, “WilsonArt or an approved equal”. Color samples to be provided by firm for University’s selection prior to production.
• Desk top surface will have a full coverage-backing sheet to reinforce underside.
• Desk top will have a minimum of 16 equally spaced screws to anchor top to case.
• Kick rail will consist of a 2-1/2” recessed kick rail
• Stretcher will consist of a 3-1/2” solid, not finger-jointed, oak stretcher rail

Computer/Book Carrel
• Dimensions: 46”W x 14”D x 30”H
• Top shelf height will be 24” from desktop to the bottom of the apron.
• Unit will be free standing.
• Left side of carrel will have two removable shelves that are adjustable. Place adjustable shelf standards and brackets, such as KV255 and KV256 or “approved equal”, with satin chrome finish, into end and divider.
• Metal shelf brackets and standards will be routed flush into the panel surface and allow shelf adjustment in ½” increments.
• Back of unit will be set in grooved bottom back rails.
• Bottom rail will be placed to allow a 2” open space between desktop and the rail.
• Task light will be low profile 18” UL approved fluorescent light with rapid start push button switch, extra electrical outlet, 8-1/2” grounded cord and plastic diffuser. It will be placed under top shelf on right side of carrel.
• Front rail will consist of a 2-1/2” wide front apron rail screwed to the shelf and tenoned into panels.
Night Stand
- Dimensions: 20”W x 6”D x 24” H
- Drawer front dimension: 4 ¾ H
- Parting rails will be front and back parting rails at each drawer level.
- Cross rails will be left and right cross rails at each drawer level.
- Lower back will have exposed case rail.
- Drawer will be a minimum of 14” in length and as deep as the drawer opening allows.
- Drawer will have removable front.
- All four corners will be accurately machined using dovetails. Joints will be glued and pin-nailed under square and clamped pressure. Drawer bottoms will be grooved in all four sides then stapled and glue blocked under square and clamped pressure. Drawer fronts will be solid oak and include finger pulls machined along the bottom of the drawer fronts.
- Bottom will have a minimum of eight wood glue blocks and be mechanically fastened.
- Floor glides will consist of threaded adjustable nylon floor guides, anchored in threaded metal insert base.

Bunkable/Adjustable Height Bed:
- Dimensions: 84”L x 38”W x 38”H
- Sleeping surface will accommodate a mattress size of 36” x 80”. (Mattress is not part of the specifications.)
- Bed ends will be of equal size and be constructed of solid wood posts that are at least 2”x2”. Posts will be routed to accept the sleeping surface without compromising the strength of the post or the structural integrity of the entire bed. Sleeping surface should be adjustable in height and must at its highest setting allow for at least 36” of clearance from the bottom edge of the sleeping surface to the floor.
- Two beds will be able to be bunked utilizing an attachment system that is integral to the posts of the bed ends. A system that requires a separate pin is not acceptable.

Adjustable Height Bed:
- Dimensions: 84”L x 38”W x 38”H
- Sleeping surface will accommodate a mattress size of 36” x 80”. (Mattress is not part of the specifications.)
- Bed ends will be of equal size and be constructed of solid wood posts that are at least 2”x2”. Posts will be routed to accept the sleeping surface without compromising the strength of the post or the structural integrity of the entire bed. Sleeping surface should be adjustable in height and must at its highest setting allow for at least 36” of clearance from the bottom edge of the sleeping surface to the floor.

Three Drawer Dresser:
- Dimensions: 36”W x 30”H x 20”D
- Unit will have three drawers of equal size. Drawers should be sized for the maximum amount of drawer space that the dimensions allow.
- All four corners will be accurately machined using dovetails. Joints will be glued and pin-nailed under square and clamped pressure.
• Drawer bottoms will be grooved in all four sides then stapled and glue blocked under square and clamped pressure.
• Drawer fronts will be solid oak and include finger pulls machined along the bottom of the drawer fronts.
• Bottom will have a minimum of eight wood glue blocks and be mechanically fastened.
• Floor glides will consist of threaded adjustable nylon floor guides, anchored in threaded metal insert base.

4. Provide the specifications of similar casework (as detailed above in the custom specifications) from the standard line produced by the firm and its associated prices.

Example of typical room

Resident Double Room
Example of typical lounge
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer

LWS:dr

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
## Firm Information

**Full Legal Name** *(Company name as it appears with your Federal Taxpayer Number):*

<table>
<thead>
<tr>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>FAX Number:</th>
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<table>
<thead>
<tr>
<th>Web Address:</th>
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<table>
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<tr>
<th>Email Address:</th>
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<table>
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<th>DUNS Number:</th>
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### SWAM Information:

Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):

- [ ] Yes
- [ ] No

<table>
<thead>
<tr>
<th align="left">Minority-Owned Business:</th>
</tr>
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<tbody>
<tr>
<td align="left">[ ] Yes</td>
</tr>
<tr>
<td align="left">[ ] No</td>
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<table>
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<tr>
<th align="left">Women-Owned Business:</th>
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<tbody>
<tr>
<td align="left">[ ] Yes</td>
</tr>
<tr>
<td align="left">[ ] No</td>
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<table>
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<tr>
<th align="left">Small-Owned Business:</th>
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<tbody>
<tr>
<td align="left">[ ] Yes</td>
</tr>
<tr>
<td align="left">[ ] No</td>
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Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?

- [ ] Yes
- [ ] No

### Point of Contact for this Proposal:

<table>
<thead>
<tr>
<th>Name:</th>
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