Request for Proposal

Residence Hall Furniture

December 20, 2013
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Residence Hall Furniture

RFP Number: #LP122013

Issue Date: December 20, 2013

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 Conference: An optional Preproposal Conference will be held on Thursday, January 9, 2014 @ 1:00 p.m. EST in the Housing and Residence Life’s Conference Room, Page House, 396 McCormick Road, Charlottesville, VA 22903 (map may be viewed at this web site: http://www.virginia.edu/Map/). The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. Bring a copy of the solicitation with you.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims by email (pur-rfp@virginia.edu) no later than 1:00 p.m. EST on Tuesday, January 7, 2014 of the names, titles, and phone numbers of the individuals who will attend. Firms traveling to Charlottesville can go to the following website for travel arrangement assistance: http://www.virginia.edu/placestostay/

Proposal Due Date: Tuesday, January 21, 2014 @ 3:00 p.m. EST. Firms must submit an electronic original proposal that will be received by the University by the proposal deadline. The electronic original proposal must be submitted via electronic mail to LP3S@virginia.edu. In addition to the original proposal, firms must provide four (4) hard copies of the original proposal in individual, bound volumes. Each hard copy of the proposal must be accompanied by an electronic copy of the proposal on a thumb drive or CD-ROM. All electronic proposal documents, whether originals or copies, should be formatted as Microsoft Word documents.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Oral Presentations/Negotiations: Week of February 10-14, 2014

Expected Award Date: April 11, 2014

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 or similar 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.
This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity 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/pagerfp. 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 and Supplier Diversity Services web site: http://www.procurement.virginia.edu.

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.

This procurement is a cooperative procurement issued by the University of Virginia on behalf of the Virginia Association of State College and University Purchasing Professionals (VASCUPP). The resulting Agreement from this RFP may be accessed by the University and any or all of the VASCUPP member institutions.

**B. SCOPE OF GOODS & SERVICES**

Background Discussion and Goals of the University
In support of its mission and in an effort to maintain the highest quality services for its customers, the University seeks an experienced firm(s) to provide residence hall furniture (Goods and Services). During the past fiscal year the University’s residential furniture purchases totaled approximately $1,060,000 in fiscal year 2012-2013 and anticipate total purchases in fiscal year 2013-2014 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 Firms.
The University’s Housing and Residence Life Department is planning on annual furniture purchases based upon the schedules for new construction, building renovations and routine furniture replacement. The anticipated schedule is as follows by fiscal year. It is possible for additions and/or deletions to occur.

**2014-2015:** Cauthen Furniture Replacement
- 132 sets of case goods (wardrobes, desk, desk carrels, , dressers, adjustable height junior loft twin beds).
- Lounge Furniture ( four floor lounges, 1st floor common space).
- Apartment Furniture (full size bed, five drawer dresser, night stand, desk, desk chair, dining table, four dining chairs, couch, two lounge chairs, occasional tables, lamps, entertainment center).

**2015-2016:** Woody Furniture Replacement
- 152 sets of case goods (wardrobes, desk, desk carrels, , dressers, adjustable height junior loft twin beds).
- Lounge Furniture ( four floor lounges).
- Apartment Furniture (full size bed, five drawer dresser, night stand, desk, desk chair, dining table, four dining chairs, couch, two lounge chairs, occasional tables, lamps, entertainment center).

**Alderman Road Rebuild – Building 6**
- 152 sets of case goods (wardrobes, desk, desk carrels, , dressers, adjustable height junior loft twin beds).
- Lounge Furniture ( four floor lounges).
- Apartment Furniture (One Bedroom: full size bed, five drawer dresser, night stand, desk, desk chair, dining table, four dining chairs, couch, two lounge chairs, occasional tables, lamps, entertainment center; two Bedroom: queen size bed, five drawer dresser, two night stands, dining table, six dining chairs, couch, two lounge chairs, occasional tables, lamps, entertainment center).
- Office Space.

**Spanish House Furniture Replacement**
- Lounge Furniture (1st floor common space to accommodate soft seating, study tables and dining area).

**Faulkner Renovation (Younger & Mitchell)**
- 94 sets of case goods (desk, desk carrel, adjustable height twin beds).
- 24 sets living/dining room furniture (couch or love seat, lounge chairs, occasional tables, lamps, entertainment center).

**2016-2017:** Faulkner Renovation (Hench)
- 62 sets of case goods (desk, desk carrel, adjustable height twin beds).
- 15 sets living/dining room furniture (couch or love seat, lounge chairs, occasional tables, lamps, entertainment center).

The amount to be spent on residential furniture is an estimate only; the University does not guarantee any amount of business to the Selected Firms.

The University and its Department of Housing and Residence Life seeks a qualified firm(s) to provide residential hall furniture on an as needed basis. In order to achieve this goal the Selected Firms may be requested to provide those goods and services outlined in this section.

A. Goods

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.


B. Services

Selected Firms will provide services which include:

1. Design and consultation capabilities such as furniture recommendations, field measurements, drawings/renderings, upholstery selection, etc.

2. Cost assessments and project cost budgets for goods and services requested.

3. Distribution of residential hall furniture literature to all ordering departments.

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.

10. Provide a designated sales representative(s) for the University that exhibits a high level of professionalism and knowledge about residence hall furniture.

11. Organize and fund site visits for up to 3 University staff to tour manufacturing and show room facilities at least once during the contract period.
C. Delivery, Installation, and Maintenance

Selected Firms will provide delivery, installation and maintenance 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 of all packing material and debris.
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 is to be selected, select the firm 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 relevant experience in providing Goods and Services similar to those described in this RFP;
3. The firm’s references from institutions of higher education, teaching hospitals, and clients which are comparable to the University;
4. The firm’s financial proposal including but not limited to discounts, service charges and other charges;
5. The quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided;
6. The contractual terms which would govern the relationship between the University and the Selected Firm; and
7. The firm’s Small, Woman-owned and Minority-owned (SWAM) business 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 in 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 Les Haughton, Director Supplier Diversity r, at (434) 924-7174 or lh7sn@virginia.edu.
Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms’ lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information:

1. A detailed description and the full specifications of the product proposed. Each firm will 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 above specifications, the firm will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.

2. A brief history of the firm and its experience, qualifications and success in providing the type of product requested, including custom manufactured case goods.

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

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

5. The firm’s proposed price / fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination). Provide the percentage off the firm’s residence hall furniture catalog/price list. Include any differences in standard or quick ship lead times.

6. The firm’s willingness to hold pricing firm for the initial two-year term of the resulting Agreement.

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

8. The firm's capability for providing a detailed component price quote for the attached mock-up floor plan as found in Attachment 3, Floor Plan.

9. The firm’s proposed price for custom manufactured case goods described in Attachment 4, Custom Furniture Specifications.

10. The firm’s specifications of similar case goods (described in Attachment 4) from the standard line produced by your firm and associated prices.

11. The firm’s specifications from the standard line produced by your firm and associated prices for the following product sampling:
   - End Table 24”Wx24”Dx24”H with 4 legs.
   - Coffee Table 36”Wx20”Dx18”H with 4 legs.
   - 36” round top table with metal pedestal base at 29”H.
   - Wood back and seat library chair 17”Wx21”Dx32”H.
   - Sofa with mid-grade upholstery approximately 80”Wx33”Dx30”H
   - Lounge Chair with mid-grade upholstery approximately 33”Wx33”Dx30”H.
   - 36”x80” twin mattress.

12. A brief description of the firm’s services including but not limited to design/consultation services, installation procedures, delivery methods and time period needed, cost assessments and probable project costs, maintenance and repairs for current and new furniture, compliance with building and fire codes, etc.
13. A brief description of the firm’s customer service including but limited to response time to requests, response time to provide design layout and/or price estimate, a summary of information that will be provided to the University when it contacts the firm for services, etc.

14. 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 telephone number.

15. 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.

16. Provide a list of institutions of higher education with which the firm has signed a term contract.

17. The firm's willingness to offer prompt payment discounts to the University for invoices paid prior to net 30 days.

18. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at https://vascupp.org

NOTE: Virginia Freedom of Information Act

Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm’s entire proposal will be available for public inspection.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

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/pagevendorregistrationform

- Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.
• The Selected Firm registering and accepting eVA Terms and Conditions prior to award. 
http://www.eva.virginia.gov/

• The University’s Mandatory Contractual Provisions: 

• The University’s Preferred Contractual Provisions: 

**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

1. **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 $750,000 per occurrence with the following coverages for vehicles operated on University property.

   - [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 $500,000.
2. **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:

3. **Formation of the Agreement with the Selected Firm**
All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.
Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.
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 a particular institutional focus on developing long-term business relationships with minority-and women-owned businesses. We count on our majority firms to help us achieve our goal.

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. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. 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,

Colette Sheehy
Vice President for Management and Budget
## Firm Information

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<th>Full Legal Name (Company name as it appears with its Federal Taxpayer Number):</th>
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<td>Address:</td>
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<td>Web Address:</td>
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<td>DUNS Number:</td>
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### SWAM Information:

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

- [ ] Yes
- [ ] No

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<th>Minority-Owned Business:</th>
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<th>Women-Owned Business:</th>
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<th>Small-Owned Business:</th>
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<td>[ ] Yes</td>
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Is the firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?

- [ ] Yes
- [ ] No

### Point of Contact for this Proposal:

Name: 
Address: 
Office No. | Mobile No. | FAX No.
--- | --- | ---
Email Address: 

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Typical double room is furnished with:

- Two adjustable height bunkable beds with maximum of 36” clearance under the bed at full height.
- Two 36”x80” mattresses with soflux cover.
- Two desks.
- Two desk chairs on casters.
- Two wardrobes on casters.
- Two two-drawer dressers on casters.
Firms should suggest pieces from the company’s standard product catalog and submit a rendering/drawing of the furniture selected in the space provided above.
**Attachment 4**

**Custom Furniture Specifications**

Firms responding should provide pricing based upon the specifications that follow. These specifications are based upon custom case goods purchased in the past.

**General requirements for all 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 ¼” 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” hardwood 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.

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” diameter.

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”.

Furniture Dimensions:
Wardrobe
- 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 seven-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.
- Drawer must have 100% extension slides.
- 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.
- 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.

**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.
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.