



20130933
Blanket Contract

City of Springfield Blanket Contract Tracer Document

The purpose of this document is to provide continuous responsibility for the custody of **BLANKET CONTRACTS** during the processing period.

INSTRUCTIONS: Upon receipt, please initial and write in the date of receipt. When your department has approved and signed the blanket contract, please initial and date in the forwarding section and deliver to the next department.

DEPARTMENT	DATE RECEIVED		DATE FORWARDED TO NEXT DEPT.	
	Initials	Date	Initials	Date
Office of Procurement			ymm	4/9/13
City Comptroller	lls	4-11-13	lms	4-12-13
Law	ML	4/11/13		4/11/13
CAFO		4/11/13		4/11/13
Mayor		4/17/13		4/17/13
Office of Procurement				

Vendor No.: 56654 Blanket Contract No.: 20130933 Blanket Contract Date: 5/1/2013

Blanket Contract Amt.: \$400,000.00 Issue Date: 3/14/2013 Renewal Date:

Appropriation Code1:
 Appropriation Code2:
 Appropriation Code3:
 Appropriation Code4:

Description of Funding Source:

Bid No.: N/A Requisition No.: PO No.:

Vendor Name: WB MASON COMPANY, INC

Blanket Contract Type: CITY-WIDE STATE CONTRACT OFF-20

Blanket Contract Purpose: OFFICE, SCHOOL AND LIBRARY FURNITURE

Originating Dept.: CITY-WIDE-OFFICE OF PROCUREMENT

Expiration Date: 9/30/2013 Amendment Date: Extension Date:

TYPE OF DOCUMENT (Please select at least one):

New Renewal Amendment Extension

CITY OF SPRINGFIELD CONTRACT FORM FOR USE WITH STATE CONTRACTS

City information:

Department: City-Wide Contract Chief Procurement Officer: Lauren Stabilo

Vendor information:

Name: W.B. Mason

Attn: Patrick Kelly

Address: 59 Centre Street, Brockton, MA 02303

Phone #: 888-926-2766 Fax#: 800-262-1622 E-Mail: patrick.kelly@wbmason.com

State Contract #: OFF-20 (Exhibit # 1) State Contract Expiration Date: September 30, 2013.

Description of Goods/Services to be provided:

Office, School and Library Furniture, Accessories and Installation.

1) Goods/Services: The vendor agrees to provide the goods or services described in the State Contract attached hereto as Exhibit #1, according to the terms and conditions of the above-referenced State Contract, and this Agreement #20130933. Any contrary or additional terms contained in the quotes submitted by vendors are of no force and effect.

2) Term: This Agreement shall commence as of May 1, 2013 and shall continue through September 30, 2013, unless earlier terminated according to this Agreement or Exhibit #1.

3) Compensation:

A) Maximum liability of City: The City's maximum liability under this Agreement shall not exceed Four Hundred Thousand and 00/100 Dollars (\$400,000.00).

B) Pricing and Invoices: The vendor shall be paid for the goods or services requested by the City according to the pricing contained in the state contract. Invoices must include the following minimum information: purchase order number, quantity and description of items or services shipped/provided, unit price, total dollar amount, vendor invoice number, and state contract number. Following execution of this Agreement in full, and the issuance of purchase orders for individual purchases under this Agreement, invoices will be paid within 30 days of receipt and approval. The City is tax exempt.

C) The City shall not be liable for any services, expenses, or costs in connection with this Agreement in excess of the amount set forth in paragraph 3(A).

D) The Vendor is an independent contractor as such any taxes and other requirements of federal, state and local governmental bodies, including worker's compensation insurance, shall be its sole responsibility.

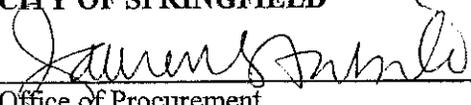
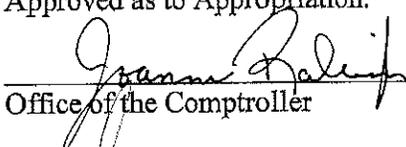
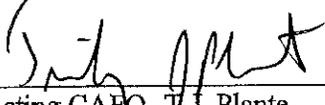
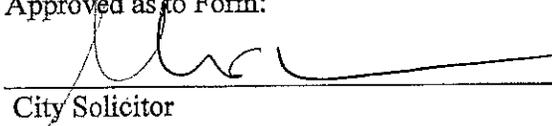
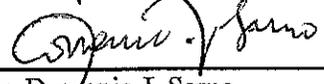
4) Successors and Assigns: The City and the Vendor each bind themselves and their legal representatives to all covenants of this Agreement. Neither the City nor the Vendor shall assign any interest in this Agreement or transfer any interest in the same without prior written approval of the other party thereto.

5) Applicable law and exclusive forum: The laws of the Commonwealth of Massachusetts shall govern the validity, interpretation, construction and performance of this Agreement.

6) Compliance with laws: The Vendor shall comply with all applicable state, federal and local laws, and all applicable rules and regulations promulgated by all local, state and national boards, bureaus and agencies.

7) Extent of agreement: This Agreement together with the State Contract which is incorporated herein by reference, and the Exhibits attached hereto, represent the entire and integrated Agreement between the City and the Vendor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the Vendor and the authorized designees of the City listed below.

IN WITNESS WHEREOF, the City of Springfield and the Vendor have executed this Agreement as of the date the same is signed by all parties hereto, on the latest date noted below.

<p>WB MASON</p>  <hr/> <p>Date signed: <u>MARCH 29TH</u>, 2013</p>	<p>CITY OF SPRINGFIELD</p>  <hr/> <p>Office of Procurement</p>
<p>Approved as to Appropriation: ^{P/A}</p>  <p>4/12/13</p> <hr/> <p>Office of the Comptroller</p>	 <hr/> <p>Acting CAO- T.J. Plante</p>
<p>Approved as to Form:</p>  <hr/> <p>City Solicitor</p>	 <hr/> <p>Mayor, Domenic J. Sarno</p> <p>Date signed: <u>April 17,</u>, 2013</p>

COLLUSION OR FRAUD STATEMENT

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

DANIEL ORR, JR.

(NAME OF PERSON SIGNING BID)



(SIGNATURE)

W.B. MASON Co., Inc.

(COMPANY)

THIS FORM MUST BE SIGNED & RETURNED WITH YOUR BID OFFER. FAILURE TO SUBMIT THIS FORM IS CAUSE FOR IMMEDIATE REJECTION.

TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

Individual Social Security Number _____ State Identification Number _____ Federal Identification Number 04-2455641

Company: W.B. MASON Co., INC.

P.O. Box (if any): _____ Street Address Only: 43 NORTH RD

City/State/Zip Code: EAST WINDSOR, CT 06088

Telephone Number: 888-926-2766 Fax Number: 860-292-6645

List address(es) of all other property owned by company in Springfield: _____
Please Identify if the bidder/proposer is a:
Corporation

Individual _____ Name of Individual: _____

Partnership _____ Names of all Partners: _____

Limited Liability Company _____ Names of all Managers: _____

Limited Liability Partnership _____ Names of Partners: _____

Limited Partnership _____ Names of all General Partners: _____

You must complete the following certifications and have the signature(s) notarized on the lines below. Any certification that does not apply to you, write N/A in the blanks provided.

FEDERAL TAX CERTIFICATION

I, DANIEL ORR, JR. certify under the pains and penalties of perjury that W.B. MASON Co., INC. to my best knowledge and belief, has/have complied with all United States Federal taxes required by law.
(authorized agent) (Bidder/Proposer)

W.B. MASON Co., INC. x _____ Date: 3/28/13
Bidder/Proposer/Contracting Entity Authorized Person's Signature

CITY OF SPRINGFIELD TAX CERTIFICATION

I, DANIEL ORR, JR. certify under the pains and penalties of perjury that W.B. MASON Co., INC. to my best knowledge and belief, has/have complied with all City of Springfield taxes required by law (has/have entered into a Payment Agreement with the City).
(authorized agent) (Bidder/Proposer)

W.B. MASON Co., INC. x _____ Date: 3/28/13
Bidder/Proposer/Contracting Entity Authorized Person's Signature

COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

Pursuant to M.G.L. c. 62C §49A, I, DANIEL ORR, JR. certify under the pains and penalties of perjury that W.B. MASON Co., INC. to my best knowledge and belief, has/have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.
(authorized agent) (Bidder/Proposer)

W.B. MASON Co., INC. x _____ Date: 3/28/13
Bidder/Proposer/Contracting Entity Authorized Person's Signature

Notary Public

STATE OF MASSACHUSETTS _____, 2013
County of _____, ss.

Then personally appeared before me [name] DANIEL ORR JR., [title] VP - MKTG. of [company name] W.B. MASON Co., being duly sworn, and made oath that he/she has read the foregoing document, and knows the contents thereof, and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act and deed of [company name] W.B. MASON Co.

Jeanne M. Morrison
Notary Public
MAY 28, 2013

My commission expires:

YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT. TAX AFFIDAVITS THAT ARE NOT SIGNED AND NOTARIZED WILL BE REJECTED.

TO BE INCLUDED IN ALL SPECIFICATIONS

COMPLIANCE WITH FEDERAL, COMMONWEALTH OF MASSACHUSETTS, AND CITY OF SPRINGFIELD TAX LAWS.

A. COMPLIANCE WITH TAX LAWS

The contractor must be in compliance at the time it submits its bid and afterwards if selected as the contractor, with all Federal, Commonwealth of Massachusetts and City of Springfield tax laws, the contractor will be disqualified from the bidding procedure.

B. TAX CERTIFICATION AFFIDAVIT.

The contractor **must** complete and return the Tax Certification Affidavit with the contractor's bid/proposal. Failure to complete and return the Tax Certification Affidavit will disqualify the contractor from the bidding procedure.

C. VERIFICATION OF COMPLIANCE WITH FEDERAL AND MASSACHUSETTS TAX LAWS.

If the City of Springfield discovers that the contractor is not in compliance with Federal or Massachusetts tax laws, the contractor shall be excluded from the bidding procedure.

D. COMPLIANCE WITH THE CITY OF SPRINGFIELD TAXES.

If the City of Springfield discovers that the contractor owes the City of Springfield any assessments, excise, property or other taxes, including any penalties and interest thereon, the contractor shall be excluded from the bidding procedure.

The contractor at all times during the term of an awarded contract shall observe and abide by all Federal, Commonwealth of Massachusetts and City of Springfield tax laws and remain in compliance with such laws, all as amended.

FAILURE TO SUBMIT THE FOLLOWING FORM IS CAUSE FOR IMMEDIATE REJECTION.

CORPORATE CERTIFICATE

BC #20130933

I, ** STEVEN GREENE A Resident of BROCKTON in

The State of MASSACHUSETTS DO HEREBY CERTIFY: that I am
the Clerk/

Secretary of W.B. MASON Co., INC.

A Corporation duly Organized and existing under and by virtue of the laws of the

State of MASSACHUSETTS

And that I have custody of the records of such Corporation: and that as of the date herein below recited

* DANIEL ORR, JR. SENIOR VP - MARKETING
(Officer, person-signing on behalf of corp.) (Title)

Authorized to execute and deliver in the name and on behalf of the CORPORATION the following:

**CITY-WIDE BLANKET CONTRACT WITH THE CITY OF SPRINGFIELD FOR:
OFFICE, SCHOOL AND LIBRARY FURNITURE, ACCESSORIES AND
INSTALLATION- PER STATE CONTRACT OFF-20**

WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal

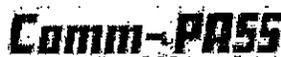
Of such corporation this 28TH day of MARCH 2013

(Affix)
(Seal)
(Here)

** 

*THIS MUST BE THE NAME OF THE PERSON AUTHORIZED IN YOUR BY-LAWS
TO SIGN CONTRACTS *

**SINCE AN OFFICER CANNOT CERTIFY TO HIMSELF, SOMEONE MUST SIGN
THIS OTHER THAN THE PERSON SIGNING THE CONTRACT *



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Summary

Document Number: OFF20 Issued By: Operational Services Division / IT and Office Procurements

[Summary](#) [Rules](#) [Issuer\(s\)](#) [Forms & Terms](#) [Vendor\(s\)](#) [Updates](#) [Other Information](#)

Document Title: OFF20 - Office, School and Library Furniture, Accessories and Installation, Statewide

Document Status: ACTIVE Version: 00059

Amendment Reason: NO ACTION REQUIRED. Posted Contract User Guide to replace the OSD Update. The Contract User Guide is intended to more clearly explain the contract and provide straight forward information on how best to use it.

Estimated Value (US\$): 80,000,000.00
Small Procurement - Estimated Value \$10,000 to No \$150,000:
Estimated Units: Not Available
Large Procurement - Estimated Value greater than Yes \$150,000 :

Start Date: 10/01/2006 08:00AM Last Changed Date: 11/28/2012 03:52PM
End Date: 09/30/2013 11:59PM Award Date: 10/01/2006 11:59PM
Max End Date: 09/30/2013 11:59PM

Comm-PASS Office, Recreation, Education - Related Equipment, Services & Category: Supplies / EQUIPMENT-Furniture

Procurement Type: Open to All Eligible Public Entities
Applicable MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00
Procurement Law:

Statewide Contract: Yes Contains Federal Stimulus: No Contains EPP: Yes
Contains MBE/WBE/DBE: Yes Contains Prompt Pay Terms: Yes Seek Quotes:

Search Key Words: off20, Debb Carty, office chairs, 24hour chair, ergonomic chairs, cubicles, systems furniture, high density shelving, desks, cafeteria tables, wood, laminate, computer, music, dormitory, lounge, living room, bedroom, dining room, residential style furniture,

Description: The contract consists of nine(9) categories of furniture with multiple sub-categories within each category. Category 1 Systems Furniture (cubicles), Category 2 Chairs, Category 3 Office Furniture (wood, laminate, LAN and folding tables), Category 4 High Density Shelving (Rotary, Mobile, Four-Post and Cantilever), Category 5 Demountable/Movable Walls, Category 6 School Furniture (Classroom, Cafeteria, Early Childhood, Dormitory, Residential Style Furniture, Living Room Furniture, Bedroom Furniture, Dining Room Furniture and Lounge, and Music Furniture), Category 7 Library Furniture (Wood, Wood Chairs and Metal) , Category 8 Specialty Furniture and Accessories (Custom Wood Crafted, Ergonomic Metal Framed Adjustable Computer Workstations, Ergonomic keyboard and monitor accessories) and Category 9 Furniture Services (Refinishing, Reupholstering, furniture repair and Predecessor Systems furniture services).

Quick Tips...

To inquire about a particular Solicitation, Contract, or Bidder Forum, contact the person listed on the issuer tab within the specific record.

Please note that all information and file attachments contained in each tab of any Comm-PASS record are hereby incorporated by reference into the Solicitation, Bidders' Conference (Forum), and resulting Contract, if any, of that record.

It is the responsibility of every bidder to check Comm-PASS for both:

Any addenda or modifications to a Solicitation for which they intend to bid by monitoring the "Last Change" field on the Solicitation's summary page to ensure that they have the most recent Solicitation files; and,

Any Bidder Forum records related to a Solicitation for which they intend to bid by using the Search for Bidders' Forum function on the Conduct Business menu to ensure that they have access to information regarding physical bidders' conferences, functionality which supports submission of written questions during the defined question period, and all questions and answers associated with the Solicitation, if any.

The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodation to vendors who submit a bid based upon an out-of-date solicitation document or to vendors who submit a bid without reviewing the related Bidders' Forum information.

To access files attached on a displayed page, either:

Select the View Icon (eyeglasses) to access any single file.

Use the Select All on this Page and Download Files Selected on this Page options to access multiple

Related Solicitation OFF20
Number:

files.

If you do not have the file
decompression software or
utilities which enable this
feature, a trial demonstration
of WinZip for PC's is
available at www.winzip.com.

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Vendor(s)

Document Number: OFF20 Issued By: Operational Services Division / IT and Office Procurements

Summary Rules Issuer(s) Forms & Terms Vendor(s) Updates Other Information

Vendor Information

Company Name: W.B. Mason Company
 Doing Business As (DBA):
 Programs:
 Comments: Awarded Sub-Categories 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3C, 4A, 4D, 6A, 6B, 7B and 8C.
 Name: Stephen Bliss
 Title: Vice President
 Address 1: 59 Centre Street
 City: Brockton
 State or Province: MA
 Postal Code: 02303
 Country: US
 Phone1: 508-436-1271
 Phone2:
 Phone3:
 Fax1: 508-427-4444
 Fax2:
 E-mail: steve.bliss@wbmason.com
 Website: <http://www.wbmason.com/off20ma/>
 Effective Start Date: 11/08/2010 11:59PM
 Effective End Date: 09/30/2013 11:59PM
 Vendor Code 1: VC6000160898
 Vendor Code 2: 1

Vendor Documents

WARNING:
 If this tab consists of more than one (1) page, you must navigate to each additional page using the number or Next/Last hyperlinks, then use the file View or Download Files tools

Select All on this Page

Download Files Selected on this Page

Quick Tips...

Information presented here is entered by the Contract Manager list on the Issuer(s) tab of this record.

Public purchasers and contract vendors seeking clarifications or corrections should contact the Issuer.

Contract vendors who want to report a SDO-certification, formerly SOMWBA-certification status error should submit this form as instructed.

To access files attached on a displayed page, either:

Select the View icon (eyeglasses) to access any single file.

Use the Select All on this Page and Download Files Selected on this Page options to access multiple files.

If you do not have the file decompression software or utilities which enable this feature, a trial demonstration of WinZip for PC's is available at www.winzip.com.

to access
the
additional
files.

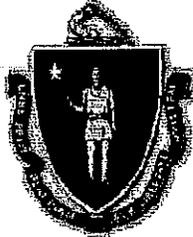
One item found.

Select	<u>Upload Date</u>	<u>Document Description</u>	View
<input type="checkbox"/>	10/16/2012	Sub-Cat 1A,1B,1C,2A,2B,2C,3A,3C,4A,4D,6A,6B,7B,8C Cost Table	

**Category 1, Sub-Category 1A New Systems Furniture
(Workstations/Cubicles), Monolithic and Stackable,
Contractors and Manufacturer Brands**

Contractors	Manufacturer Brand Awarded
Creative Office Pavilion	Herman Miller Vivo
Creative Office Pavilion	Herman Miller Action Office-12
Office Resources, Inc.	Hon
Office Resources, Inc.	Affordable Interiors (Matrix)
Office Resources, Inc.	Affordable Interiors (AUX)
Office Resources, Inc.	Affordable Interiors (MWall)
W. B. Mason	Alletra
Office Resources, Inc.	Knoll

EXECUTIVE OFFICE OF FOR ADMINISTRATION AND FINANCE
OPERATIONAL SERVICES DIVISION
ONE ASHBURTON PLACE, ROOM 1017, BOSTON, MASSACHUSETTS 02108



**OFFICE, SCHOOL AND LIBRARY
FURNITURE, ACCESSORIES AND
INSTALLATION
OFF20 CONTRACT**

Purchasing Eligible Entity:	Operational Services Division
Address:	One Ashburton Place, Rm. 1017; Boston, MA 02108-1552
Telephone #:	617-720-3321
Fax #:	617-727-4527
E-Mail or Internet Address:	robert.guerard@osd.state.ma.us
RFR File Name/Title	OFF20 Office, School and Library Furniture
RFR File Number:	OFF20
Procurement Team Leader/Contact:	Robert Guerard
Procurement Team/Category:	Office, Recreational and Educational Equipment, Supplies and Services

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SECTION 1
GENERAL RFR INFORMATION FOR ALL CATEGORIES

In addition to the "Statewide Contract Required Specifications" detailed under the **forms and terms tab** on Comm-Pass where the RFR is located, the terms of 801 CMR 21.00: Procurement of Commodities and Services (and 808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services, if applicable) are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All bid responses must be submitted in accordance with the specific terms of this RFR.

PROMOTIONAL OPPORTUNITIES. The OSD Contract Manager and the PMT reserve the right to create a promotional price discount opportunity such as a "Big Buy" for all Eligible Entities during the Term of the Contract. The OSD Contract Manager and PMT may negotiate the "Big Buy" promotion directly or utilize OSD's reverse auction tool, at any time during the contract term, to obtain better prices for defined volume purchases. If the OSD Contract Manager and PMT utilize the reverse auction tool, the winning bidder(s) will be responsible for paying the cost for this reverse auction, which at this time costs \$3,000 per event, directly to the Commonwealth's reverse auction contractor. That payment must be made within 30 days of the end of the auction event date. In the case of multiple winners, OSD will determine how payments will be made in a fair and equitable manner.

In addition, Awarded Bidders may present promotional discount opportunities such as improved catalog discounts, reduced line item prices or other cost reductions to the OSD Contract Manager and PMT for review and approval prior to the promotional opportunity being offered to Eligible Entities.

If promotional opportunities are approved by the OSD Contract Manager and the PMT then the promotional opportunity must be available to all Eligible Entities by the Awarded Bidder(s) for a negotiated period of time.

WORLD TRADE ORGANIZATION GOVERNMENT PROCUREMENT AGREEMENT. This Request for Response is subject to the **World Trade Organization Government Procurement Agreement (WTO/GPA)**, for advertisement of the RFR for forty (40) days prior to the due date because the procurement is greater than \$477,000 dollars over the entire term of the procurement including all options to renew. The forty (40) days may include both the notice of intent and the time the RFR is available.

WRITTEN QUESTIONS VIA THE BIDDER'S FORUM. Prospective Bidders may submit questions to the Procurement Management Team (PMT) regarding this solicitation. All Bidders' questions regarding the solicitation **must** be submitted within the timeframe of and **only through the electronic Bidder's Forum found on Comm-PASS at www.comm-pass.com**. To find the forum related to this solicitation, first refer to the RFR in order to check the start and end dates of the Forum, thereby confirming when the Forum will be open to accept questions. Then, during the open period of the Forum, go to Comm-PASS and click on "Search for Forums" and then click on "Search for Open Forums". Then click on the open forum for this specific solicitation.

Please note that any questions that are submitted to the PMT via any other medium (including those that are sent via mail, fax, email or voicemail, etc.) will neither be accepted nor will the PMT provide a response. **In an effort to reduce the possibility of redundant or duplicate questions, the PMT asks that prospective Bidders review all questions that may have been previously submitted in order to determine whether or not your specific question may have already been asked.**

All of the questions and answers will be visible to the public. Therefore, all content must be suitable for public view. As such, please do not include any information in your questions, which you would not want to be visible to the public, including information about your company, other companies or information that could be considered inflammatory, incorrect, collusory, etc. The PMT reserves the right to edit or delete any submitted questions that raise any of these issues or that are not in the best interest of the Commonwealth or this solicitation.

Please note that all requests/questions **must** be submitted via the Bidder's Forum. Only written response(s) posted on Comm-PASS by the PMT will be considered as binding on the Commonwealth. The PMT reserves the right to consolidate similar questions under one answer.

SECTION 2
PROCUREMENT SCOPE AND
GENERAL REQUIREMENTS FOR ALL CATEGORIES

2.1 PURPOSE OF PROCUREMENT (SCOPE). The Commonwealth of Massachusetts, through the Operational Services Division, will be soliciting bids for office, school and library furniture and services in the following categories and related sub-categories. A Bidder may bid an individual sub-category or multiple sub-categories. The items described in parenthesis are for descriptive purposes. The items, upon award, will consist of the entire manufacturer's product line available for the sub-category.

Awarded Bidder(s) **must** be able to deliver statewide. Delivery **must** be F.O.B. destination freight prepaid with delivery of product "Inside, On-Floor, Assembled, and Ready to Use" at no additional cost to the Eligible Entity. All shipping and packaging materials **must** be promptly removed from the building site upon delivery or completion of the project and legally disposed of by the Awarded Bidder at no additional cost to the Eligible Entity.

Categories or Sub-Categories indicated below with an **asterisk * must** be F.O.B. destination freight prepaid with delivery of product "Inside and On-Floor" at no additional cost to the Eligible Entity. The cost for installation, disassembly or re-installation services should not be included by the bidder in the cost of the product. These services **must** be quoted and billed as a separate line item in compliance with the applicable hourly labor rates. All shipping and packaging materials **must** be promptly removed from the building site upon delivery or completion of the project and legally disposed of (or preferably recycled) by the Awarded Bidder at no additional cost to the Eligible Entity. The Bidder **must** be able to provide these services utilizing their own personnel or sub-contractor(s) for the term of the contract at the applicable hourly labor rates.

Accessory items that require installation to a category or sub-category not indicated with an asterisk, such as counter weights for a file cabinet/bookcase, can be negotiated by the Eligible Entity and Awarded Bidder based upon the approved hourly labor rates. The installation service **must** be quoted and billed as a separate line item.

The PMT is requesting that Bidders offer the same or better average percentage % discounts for the same manufacturer or category of product contained in the current OFF03 contract. See the "current OFF03 manufacturer average percentage % discounts" file posted under the specifications tab for OFF20.

Category 1, Systems Furniture (Workstations/Cubicles) *

- Sub-Category 1A – "New" Level 1 Systems Furniture (Monolithic and Stackable)
- Sub-Category 1B – "New" Level 1A Systems Furniture (Monolithic)
- Sub-Category 1C – "Remanufactured" Systems Furniture (Monolithic and Stackable)

Category 2, Chairs

- Sub-Category 2A – General & Managerial Office Chairs (Task, Guest, Executive, Conference Room, Reception, 24/7 "Tuf Cop")
- Sub-Category 2B – Ergonomic Office Chairs (Task, Guest, Conference Room, Reception, 24/7 "Tuf Cop")
- Sub-Category 2C – Stacking and Folding Chairs (Wood, Metal, Plastic)

Category 3, Office Furniture (Desk, File Cabinets, Bookcases, Computer, Folding, Reception Tables, Conference Room Furnishings, Wood Chairs)

- Sub-Category 3A – Metal Office Furniture
- Sub-Category 3B – Wood Furniture *
- Sub-Category 3C – Laminate Furniture *
- Sub-Category 3D – LAN (Computer) Furniture *
- Sub-Category 3E – Folding Tables

Category 4, High Density Shelving*

- Sub-Category 4A – Rotary Shelving
- Sub-Category 4B – Mobile Shelving
- Sub-Category 4C – Four-Post Shelving
- Sub-Category 4D – Cantilever Shelving

Category 5, Demountable/Movable Walls*

- Sub-Category 5A – Demountable/Movable Wall Furniture

Category 6, School Furniture*

- Sub-Category 6A – School Furniture (Classroom)
- **Sub-Category 6B – School Furniture (Cafeteria)**
- Sub-Category 6C – Early Childhood School Furniture (Classroom chairs, desks, activity tables)
- Sub-Category 6D – Dormitory/Lounge Furniture
- Sub-Category 6E – Music Furniture

Category 7, Library Furniture*

- Sub-Category 7A – Library Wood Furniture
- **Sub-Category 7B – Library Wood Chairs**
- Sub-Category 7C – Library Metal Furniture

Category 8, Specialty Furniture and Accessories*

- Sub-Category 8A – Custom Wood Crafted Furniture
- Sub-Category 8B – Ergonomic Metal Framed Adjustable Computer Workstation
- Sub-Category 8C – Ergonomic Furniture Accessories

Category 9, Furniture Services

- Sub-Category 9A – Refinishing Services
- Sub-Category 9B – Reupholstering Services
- Sub-Category 9C – Furniture Repair Services
- Sub-Category 9D – Predecessor Systems Furniture Repair, Disassembly and Reinstallation Services. *

The PMT reserves the right to review updated catalogs or line items for inclusion or exclusion prior to their availability to the Commonwealth of Massachusetts Eligible Entities during the term of the contract.

2.2 LIMITED AWARDS. The PMT will make awards to the fewest number of manufacturer brands with the intent of awarding no more than the identified number of awards detailed below. The PMT will make only one (1) award for a manufacturers brand in the related sub-categories.

Category and Related Sub-Category	Number of Manufacturer Brands
Category 1 – Sub-Category 1A	5 Awards
Category 1 – Sub-Category 1B	5 Awards
Category 1 – Sub-Category 1C	3 Awards
Category 2 – Sub-Category 2A	5 Awards
Category 2 – Sub-Category 2B	5 Awards
Category 2 – Sub-Category 2C	5 Awards
Category 3 – Sub-Category 3A	5 Awards
Category 3 – Sub-Category 3B	5 Awards
Category 3 – Sub-Category 3C	5 Awards
Category 3 – Sub-Category 3D	3 Awards
Category 3 – Sub-Category 3E	4 Awards
Category 4 – Sub-Category 4A	4 Awards
Category 4 – Sub-Category 4B	4 Awards
Category 4 – Sub-Category 4C	4 Awards
Category 4 – Sub-Category 4D	4 Awards
Category 5 – Sub-Category 5A	3 Awards
Category 6 – Sub-Category 6A	5 Awards
Category 6 – Sub-Category 6B	3 Awards
Category 6 – Sub-Category 6C	3 Awards
Category 6 – Sub-Category 6D	3 Awards
Category 6 – Sub-Category 6E	3 Awards
Category 7 – Sub-Category 7A	5 Awards
Category 7 – Sub-Category 7B	5 Awards
Category 7 – Sub-Category 7C	5 Awards

Category 8 – Sub-Category 8A	3 Awards
Category 8 – Sub-Category 8B	3 Awards
Category 8 – Sub-Category 8C	3 Awards
Category 9 – Sub-Category 9A	3 Awards
Category 9 – Sub-Category 9B	3 Awards
Category 9 – Sub-Category 9C	3 Awards
Category 9 – Sub-Category 9D	1 Award per Manufacturer Brand

The Commonwealth reserves the right to render more than the identified number of awards in a particular sub-category in the event that the Commonwealth's needs are not sufficiently covered by the awarded qualified Bidder(s).

2.3 ELIGIBLE ENTITIES. As defined under the Issuer(s) tab for the OFF20 open solicitation on Comm-Pass.

2.3.1 Cooperative Purchasing. Any contract resulting from this RFR may be extended to other designated State Purchasing Authorities for the purchase of items identified in the scope of the contract subject to the Commonwealth of Massachusetts' State Contract, which may be supplemented by each State's terms and conditions. During the contract years if a State(s) decides to utilize the existing contract, the OSD Contract Manager and the PMT **will require notification from the State** prior to utilizing the contract in order for the Contract Manger and PMT to re-negotiate the pricing structure to reflect the increased purchase volumes of the contract with the Awarded Bidder(s) affected within a category(ies) provided the Awarded Bidder(s) has the ability to service the additional State(s).

2.4 CONTRACT TERM. The Contract term for all Categories will be three (3) years from the commencement of the contract with two (2) twelve month options to renew.

2.5 ESTIMATED QUANTITIES. Any quantity(ies) listed in this RFR are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth Eligible Entities.

During the most recent 60-month period of the previous OFF03 contract it is estimated that Eligible Entities purchased approximately **\$72,300,000.00 dollars** of office furniture broken down in the following categories as defined in the current OFF03 contract and **\$7,700,000.00** in new sub-categories;

- Open Plan Office Systems - \$28,000,000.00
- Remanufactured Open Plan Office Systems - \$3,300,000.00
- Stacking Chairs and Folding Tables - \$500,000.00
- Demountable Wall Systems/Mountable Wall Systems - \$6,600,000.00
- General Office Chairs - \$6,600,000.00
- Metal Office Furniture - \$3,300,000.00
- Lan System Furniture - \$3,000,000.00
- Shelving, High Density - \$6,600,000.00
- Wood Furniture - \$5,000,000.00
- School Furniture - \$11,300,000.00
- Library Furnishings - \$5,800,000.00

These figures are estimated and were obtained from quarterly and/or semi-annual reports obtained from the current Awarded Bidders.

2.6 PRICE ADJUSTMENTS. Any increased percentage (%) discount off or decreased contract price(s) which results in a cost savings is encouraged **at anytime** during the term of the contract and will be reviewed and accepted by the OSD Contract Manager and PMT **prior to implementation**. Once approved, the cost decrease must be made available to all Eligible Entities.

All Categories and related Sub-Categories, the percentage(s) % discount off are fixed for the term of the contract. For the initial 12-months after award the contract pricing is fixed unless a price reduction is offered and approved by the contract manager and the PMT. After the initial

12-month term, if necessary, the Awarded Bidder and contract manager in concert with the PMT may accept or reject updates annually to the manufacturer's suggested retail price catalogs. Forty five (45) days prior to the anniversary date of the contract, the Awarded Bidder must submit the request for all potential catalog price increases with the supporting evidence, including but not limited to the following examples;

- A letter from an awarded Manufacturer detailing the requested price adjustment accompanied by the appropriate manufacturers dated catalog.

2.6.1 Prompt Payment Discount (PPD). A bidder **must** participate in the prompt payment discount program by completing the "**Prompt Payment Discount Form**". A bidder **may** receive additional evaluation points if the bidder offers a prompt payment discount term for the 20 day period at 2.0% or greater by completing **Attachment 11**.

2.6.2 Dock Delivery Discount (DDD). A bidder **may** receive additional evaluation points if the bidder offers a dock delivery discount equal to or greater than 2.0% by completing **Attachment 11**. If dock delivery is exercised by the Eligible Entity then the discount **must be reflected** on the invoice upon billing.

2.7 CONTRACT MANAGEMENT. The Procurement Team Leader for Office, Recreational and Educational Equipment, Supplies & Services shall be the primary contact for any Contract resulting from this RFR. The OSD Contract Manager shall have the final authority, with the approval of the Procurement Management Team (PMT), in all operational matters pursuant to the Contract. The OSD Contract Manager prior to implementation or performance must approve substitutions, additions or modifications to this contract.

2.7.1 Office Recreational and Educational Equipment, Supplies & Services Procurement Management Team (PMT). The members of the PMT perform several functions in regard to this RFR and the subsequent awarded Contracts with the Bidder(s). The functions include research, product evaluation of supplies, contract management/execution and performance management.

The OSD Contract Manager in consultation with the PMT at any time can add, delete, and/or make any changes to items on this Contract during the contract term. Any changes may include but are not limited to the following:

- The capacity to provide written warning and/or enforce a financial penalty for a contract violation.
- The capacity to remove an Awarded Bidder from this Contract for poor/non-performance or for a contract violation.
- The capacity to require an Awarded Bidder to add or remove a sub-contractor(s).
- The capacity to add a Bidder to a contract category and or sub-categories.
- The capacity to modify the terms and conditions of the contract due to a change in the industry.

2.8 ACCOUNT MANAGER. The Commonwealth requires that each bidder provide a single point of contact resulting from this RFR. The bidder **must** provide the name of an individual who will be the Account Manager for the term of the Contract. The Account Manager will be responsible for proper operation and administration of the Contract by the Awarded Bidder, its agents and any and all sub-contractors. The Account Manager shall respond in a timely manner, in writing unless instructed otherwise, to all information requests from the OSD Contract Manager. The Account Manager shall, upon request, attend meetings at OSD or at other sites, as indicated by the OSD Contract Manager. The Account Manager must to provide all periodic reports required under various sections of this RFR and to serve as the liaison between the Awarded Bidder, and OSD and the Eligible Entities. The Commonwealth/OSD may require the Awarded Bidder to relieve the Account Manager if in his/her opinion it appears that:

- The Account Manager does not perform at the applicable skill level specified in the Contract;
- The Account Manager does not deliver work which conforms to the performance standards of the Commonwealth in the contract; or
- Personality conflicts with the OSD Contract Manager hinder the effective functioning of the Contract.

2.9 ADDENDA TO RFR. If it becomes necessary to revise any part of this RFR, or if additional data is necessary to clarify any of its provisions, an addendum will be posted on Comm-PASS.

2.10 OPEN RATINGS/DUN AND BRADSTREET REPORTS. The Commonwealth and the PMT have chosen to utilize independent parties, Open Ratings & Dun and Bradstreet (D&B), to assist in the evaluation process in two (2) specific areas. Bidders **must** supply information, utilizing **the order page at: <http://www.ppereports.com/>**, to Open Ratings as soon as possible in order to ensure a timely report. It takes approximately fifteen (15) to eighteen (18) business days to finalize a report. Failure to contact Open Ratings prior to the RFR due date and time **may** disqualify a Bidders response. Open Ratings & D&B will assist in evaluating the following areas and submit the resulting reports directly to the PMT with a copy sent to the Bidder:

- **Past Supplier Performance Evaluation**—All Bidders **must** submit a copy of their order request for the Past Supplier Performance Evaluation Report with their RFR response. To obtain this report, it is **required** that Bidders complete twenty (20) Business References and submit these to Open Ratings. Open Ratings will then generate the report. These twenty (20) Business References should include, if available, the Bidder's largest Commonwealth of Massachusetts (based on purchase volume) customers in Massachusetts.
- **Supplier Evaluation Report**- All Bidders **must** submit a copy of their order request for the Supplier Evaluation Report with their RFR response. This report measures the company's financial strength.
- It is **highly desirable** that a Bidder receives a rating of 70 or greater on the Past Supplier Performance Evaluation and receive a rating of 6 or less on the Supplier Evaluation Report.

Both reports are **required** and the cost for these two (2) reports is **\$175.00 payable to Open Ratings, Inc.** The following is Open Ratings' contact information:

OPEN RATINGS, INC.
600 First Avenue North, #200
St. Petersburg, FL 33701
Telephone # 1-727-329-1184
Fax# 1 866-743-4239
Contact Person: **Maggie Banta, Process Coordinator**
E-mail: reports@openratings.com

When placing an order for the Past Supplier Performance Evaluation Report and the Supplier Evaluation Report, select the "State and County" report option at the appropriate prompt during the ordering process. It is required that, all Bidders submit the request for the reports **directly to Open Ratings via <http://www.ppereports.com/>** or by fax utilizing **Attachment 17** and submit a **copy of the order confirmation with the bid submission**. The bidder must make arrangements with Open Ratings to pay for both reports prior to the due date for RFR Responses. Failure to submit a copy of your order confirmation (or completed order form, in the case of faxed orders) and the subsequent two reports submitted by Open Ratings directly to Robert Guerard at Robert.guerard@osd.state.ma.us may result in disqualification from this RFR. It is the Bidders responsibility to ensure that the information provided to Dun & Bradstreet/Open Ratings is current and correct. After the PMT receives both reports from Open Ratings, the PMT will allow the bidder two (2) weeks to contest the result(s). The Bidder will have to provide written notification to the PMT and Open Ratings of its intent to contest the results. The Bidder must provide evidence as to why the final report(s) does not depict a true account of the Bidders financial and/or performance status. After review of the evidence provided by the Bidder, the PMT may consult with Open Ratings to decide whether the evidence provided warrants a recalculation of one or both of the Bidders reports.

References will be called between the hours of 9:00 A.M. and 5:00 P.M. E.S.T. Monday through Friday. The PMT may reject references not available during this time frame.

NOTE: The following list of PMT Members/Advisors can not be utilized as D & B references.

PMT MEMBERS/ADVISORS	ELIGIBLE ENTITY
Marie Killackey	City of Cambridge
Edie Blackney	Department of Environmental Protection
Karen E. Glass	Department of Mental Retardation
Mark Rousseau	Department of Career Services and Unemployment Assistance
Jane Wang	Department of Capital Asset Management
Marcia Deegler	Operational Services Division
Robert Guerard	Operational Services Division
Deborah Combra	Operational Services Division
Sarah Johnson	Office of Consumer Affairs and Business Regulation
Mike Mastriani	Hampden County Sheriffs Department
Stephen Wall	Housing and Community Development
Randal Cabral	Department of Public Health
Joe Tomassini	Executive Office of Transportation
Ron Minervini	Department of Education

2.11 GENERAL DEFINITIONS.

- A. **Agricultural Fiberboard** – is made from by-products of the agricultural industry and does not contain wood fiber.
- B. **“Big Buy”** - A promotional opportunity created by the OSD Contract Manager and PMT in an effort to aggregate volume purchases and to obtain the best possible market price for the specific type of product available in the individual category and related sub-category.
- C. **Bidder** – Manufacturer, Authorized Dealer or Service Provider who submits a bid response to this Request for Response (RFR) and who will be responsible for the managing the contract with regards to the terms and conditions. (E.g. providing quotes, delivery, invoicing, receipt of payments, reporting sales etc.).
- D. **Cradle-to-Cradle (C2C) Protocol (www.aia.org)** – as designed by William McDonough and Michael Braungart reflects a strategy for developing ecologically intelligent products that generate economic, social and environmental benefits at every phase of their use, including, but not limited to:
- Material Chemistry and Safety: What chemicals are in the materials specified for the product and are they the safest possible?
 - Disassembly: Can the manufacturer easily take products apart at the end of their usual life to recycle the materials?
 - Recyclability: Do the materials contain recycled content and/or can they be recycled?
- E. **Environmentally Preferable Product (EPP)** - A product or service that has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics either disposed of or consumed.
- F. **Flame Retardants (FRs)** – are chemicals added to products containing plastics and/or other synthetic materials to inhibit ignition and the spread of flames. Of greatest concern are those chemicals containing halogen, particularly Chlorinated Flame Retardants (CFRs) and Brominated Flame Retardants (BFRs) which are considered to be “persistent” as they do not break down, but accumulate in the environment.
- G. **LEED** – The LEED (Leadership in Energy and Environmental Design) Green Building Rating System® is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings. LEED for Commercial Interiors (LEED-CI) addresses the specifics of tenant spaces primarily in office, retail and institutional buildings. It is the recognized standard for certifying high-performance green interiors that are healthy, productive places to work, are less costly to operate and maintain, and represent a reduced environmental footprint. For details visit the US Green Building Council website at <http://www.usgbc.org/>.

- H. **Local Company Personnel** – Personnel who may reside in the following states Massachusetts, New Hampshire, Vermont, Maine, Connecticut, Rhode Island and New York and are employed by the Bidder. **(Attachment 14)**
- I. **Monolithic Panel System** - A panel system that consists of a solid panel with defined manufactured heights that can not be modified either higher or lower than manufactured after purchase.
- J. **Oil Canning** - A moderate deformation or buckling of sheet material, particularly common with flat sheet metal surfaces. Typically caused by uneven stresses at the fastening points. This terminology also refers to the popping sound made when pressure is applied to the deformed sheet forcing the deformation in the opposite direction.
- J. **Post-Consumer Content** - Materials in a recycled product which are derived from businesses or consumers after having served their intended uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.
- K. **Powder Coating** – Powder coating is a "dry paint" application process in which finely ground particles of pigment and resin are electrostatically charged and sprayed onto a surface, which is then cured to set the coating.
- L. **Pre-Consumer Materials** - (also known as Post-Industrial) are generated by manufacturers and product converters. Instead of being discarded, the materials such as trimmings, damaged or obsolete products, or overruns are collected and incorporated into a manufacturing process.
- M. **Post-Consumer Recycled Content (PCRC)** - Products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.
- N. **Recovered Materials** - are waste materials and byproducts which have been recovered or diverted from solid waste, including post-consumer materials and materials generated in industrial processes.
- O. **Recyclability** - The ability of a product or material to be recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.
- P. **Remanufactured** - Products or equipment partially or fully manufactured from existing product materials where such materials are cleaned and repaired to the extent possible and reused in the new product or equipment. All unusable parts are to be removed and replaced with new or remanufactured parts, which meet OEM standards.
- Q. **Stackable Panel System** – A stackable panel system having a versatile corner supporting arrangement for addition onto existing panel(s) system(s) for a modular system furniture. Additional panels can be added to the stackable panels by means of intermediate connectors.
- R. **Sustainability (www.epa.gov)** – is the ability to achieve continuing economic prosperity while protecting the natural systems of the planet and providing a high quality of life for its people. (For purposes of this RFR, Sustainable Practices are those which incorporate EPPs and other attributes in keeping with this definition). (To see details on the Massachusetts State Sustainability Program, visit <http://www.mass.gov/envir/Sustainable/program/about.htm>)
- S. **Wood from "Sustainable" Forests** - Timber sources utilizing management practices designed to protect the natural growth development and wildlife habitats of forests. These sources may include, but not be limited to managed forests, plantations, and both large and small commercial operations. Certification is available from several sources to verify the sustainability of these products.

SECTION 3
PART I - BUSINESS SPECIFICATIONS FOR ALL CATEGORIES

3.1 INTRODUCTION. The responses, as submitted, **must** meet or exceed all of the business specifications contained within this RFR. All bidders **must** meet the minimum levels of specifications within this section. If the bidder can exceed the minimum requirement, **evaluation points may be awarded**, per specification, depending on the level of added value. This may contribute to the overall evaluation of a bidder's performance. A response to this bid may be submitted directly by the Manufacturer or an Authorized Dealer.

3.1.1 Authorized Dealer Certification. If a Bidder is submitting a response to a Category and the related Sub-Categories as an authorized dealer, the Bidder must submit written certification from the appropriate Manufacturer stating that the bidder is an authorized dealer for the manufacturer's product available statewide and that the manufacturer(s) will support the bidder with adequate inventory of product for purchase by the Eligible Entities for the contract term.

The certification(s) shall be on the **official letterhead of the manufacturer and signed by an authorized official of the manufacturer**. An authorized official is defined as a company employee who has the requisite authority to commit, obligate and contractually bind the company.

The certification must identify the bidder and the bid identification number - **OFF20 and the category and sub-categories the certification is authorizing the bidder to sell and service product**. Failure to comply with the certification requirement **may result in the disqualification**. The Authorized Dealer is responsible for notifying the OSD Contract Manager during the contract term of any changes to the manufacturer's certification. If the certification becomes invalid during the term of the contract the awarded bidder will be removed.

3.1.2 Years in Business. All Bidders **must** have been in business two (2) years prior to the due date of the RFR. Points **may** be awarded based upon the number of years in business greater than two (2) years. Bidder **must** identify the number of years in business on **Attachment 11**. The PMT will also utilize the Dun & Bradstreet/Open Rating reports to verify the number of years in business.

3.2 DELIVERY. Awarded Bidder(s) **must** be able to deliver statewide. Delivery **must** be F.O.B. Destination Prepaid freight with no delivery expenses paid by users of this contract. F.O.B. destination shall mean delivery of product "Inside, On-Floor, Assembled, and Ready to Use" at no additional cost to the Eligible Entity. All shipping and packaging materials **must** be promptly removed from the building site upon delivery or completion of the project and legally disposed of (or preferably recycled) by the Awarded Bidder at no additional cost to the Eligible Entity.

The following requirements also apply:

- **All Categories**, the Awarded Bidder **must** make delivery and have product available for delivery statewide. The Awarded Bidder shall be responsible for all delivery and unloading of product at no additional charge. All deliveries shall be performed during regular working hours, usually 8:00 AM to 5:00 PM EST/EDT Monday through Friday. Changes may be granted with written approval of the Eligible Entity.
- **All Categories**, the Awarded Bidder **must** be responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Shipping cases and packing slips **must** show the name of the supplier, name and address of receiving customer and purchase order number.
- **All Categories**, the Awarded Bidder **must** obtain a signature on the packing slip from the authorized Eligible Entities personnel upon delivery.
- **All Categories**, the Awarded Bidder must adhere to established security and/or property entrance policies and procedures established for all Department of Correction facilities or any other Eligible Entities facilities. It is the Awarded Bidders responsibility to adhere to those policies and procedures prior to any attempt to enter the premises. The Awarded Bidder must be prepared to supply a list of driver's names and any other background information necessary to the Department of Correction or an Eligible Entity for security clearance into the various locations throughout the state. All vendor vehicles are subject to inspection upon entering and leaving all Department of Correction facilities.

- **All Categories**, damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment **must** either be replaced, at no cost to the Eligible Entity, or returned at the expense of the Awarded Bidder, for a refund or credit of the purchase price with **no restocking fees**.
- **All Categories**, the Awarded Bidder, if necessary, is responsible for securing "street permits and/or other permits and notifying the Eligible Entity of the applicable cost for the "street permits and/or other permits within the quote provided for the commodity or service.
- **All Categories**, access to a location will be determined by a call at a minimum one day before delivery to the Eligible Entity by the Awarded Bidder to coordinate the delivery date and time.

3.3 INSTALLATION, DISASSEMBLY AND RE-INSTALLATION SERVICES. Awarded Bidders **must** be able to provide installation, disassembly and re-installation services Statewide. If any one of these services are required it is the Awarded Bidder's responsibility prior to delivery, to survey and review the particular location to ensure the existing proposed location will meet the manufacturer's established installation, disassembly and re-installation criteria. Should the proposed installation location not meet established criteria, the Awarded Bidder and the ordering Eligible Entity will attempt to modify the product specifications to meet the criteria.

In the event that a site can not be modified to meet the criteria then the Awarded Bidder must not provide the installation, disassembly or re-installation service and the Eligible Entity must cancel the order with no further obligations. Awarded Bidders not familiar with any location are strongly advised to personally view those locations prior to delivery. A lack of familiarity with a location will in no way relieve a Awarded Bidder from its responsibility to fulfill its contractual obligations.

The Bidder and the Eligible Entity **must determine prior to any installation, disassembly or re-installation being performed** whether a portion and/or the service(s) requested is non-prevailing wage or prevailing wage. If a portion and/or the entire installation is determined by the Eligible Entity and Awarded Bidder as prevailing wage, the Awarded Bidder and Eligible Entity **must** follow the prevailing wage requirements detailed in Section 3.4.1.

A successful installation, disassembly and/or reassembly is constituted by the product being fully capable of functioning to its fullest capacity and according to its design and is unencumbered by flaws resulting from poor installation. A final sign-off will be given by user acknowledging acceptance of a successful installation.

3.4 FURNITURE SERVICES. The Awarded Bidder **must** provide sales and services to an Eligible Entity. Upon request, the Awarded Bidder shall provide price brochures, price lists, technical specifications, planning and design assistance, floor plans, estimates, parts and components lists, professional installation drawings, technical assistance, technical assistance to installation crews, inspections and punch lists of completed work. This assistance **must** include **CAD/CAM and space planning services** except for Category 2, Sub-Category 3E, 8C, 9A, 9B and 9C. In the event that CAD/CAM and space planning services are pre-purchased and the Eligible Entity chooses not to purchase the Awarded Bidder's product, then an hourly rate will be assessed for services rendered. **Bidders must** provide hourly rates on the appropriate market basket cost file attachment(s).

Furniture Service	Hourly Rate
CAD/CAM Services	\$ /Hr.
Space Planning Services	\$ /Hr.

3.5 DESIRABLE FURNITURE SERVICES. Services identified below **are highly desirable** and a bidder submitting a bid for **Categories 1 through 8 may** receive additional evaluation points for being able to offer one or more of these services provided directly or by utilizing sub-contractor(s). For **Category 9 Bidders**, the services identified with an **asterisk *** **are highly desirable** and the bidder **may** receive additional evaluation points for being able to offer one or more of the asterisk ***** services provided directly or by utilizing sub-contractor(s). **Bidders must** provide hourly rates or square foot costs on the appropriate market basket cost file attachment(s).

If Sub-contractor(s) are utilized, they **must** be identified in your bid submission utilizing **Attachment 15**.

Furniture Service	Hourly Rate or Square Foot Rate	Furniture Service	Hourly Rate
*Warehouse/Storage	\$ /Sq.Ft.	Upholstery Cleaning	\$ /Hr.
Wood Repair/Touchup	\$ /Hr.	*Product Inventories	\$ /Hr.
		*Other(s) (Explain with Attachment)	\$ /Hr.

3.6 LOCAL SALES AND CUSTOMER SERVICE BIDDER INFORMATION. All categories, the bidder **must** maintain furniture sales and customer service personnel dedicated to support the contract terms and conditions. Please provide the appropriate information on **Attachment 14**.

3.7 NON-PREVAILING LABOR RATES. Bidders **must** provide hourly labor rate on the appropriate market basket cost file attachment(s). Rates are firm for the initial twenty-four (24) months of the contract. The awarded bidder must provide evidence if the labor rates have increased 60 days prior to the anniversary date for the OSD Contract Manager and PMT to review and either approve or reject. No labor rates will be changed until approved by the OSD Contract Manager and the PMT.

All bidders are required to quote non-prevailing hourly wage rates for the following types of service times on the appropriate market basket cost file attachment:

- Regular business hours (Monday through Friday 8:00 AM to 5:00 PM) or mutually agreed upon by the Eligible Entity and the Awarded Bidder
- Weekday (other than regular business hours)
- Saturday Rate
- Sunday and Holiday Rates

3.7.1 PREVAILING WAGE LABOR RATES. All Bidders, it is the responsibility of the Eligible Entity in conjunction with the awarded Bidder to determine if the portion of the installation is Prevailing Wage covered by the Prevailing Wage Law M.G.L c.149 §§26-27D. The Eligible Entity **must** request the Prevailing Wage schedule from the Division of Occupational Safety. Both the awarded Bidder and the Eligible Entity will follow the Prevailing Wage requirements detailed at the following link <http://www.mass.gov/dos/pw/index.htm>

Bidders must indicate the percentage % mark-up, even if 0%, on the appropriate market basket cost file for the category(ies) and sub-category(ies) bid.

Awarded Bidders **must** submit the weekly payroll records to the appropriate contact from the Eligible Entity for all prevailing wage jobs.

3.7.2 UNION LABOR RATES. All Bidders, it is the responsibility of the Eligible Entity in conjunction with the awarded Bidder to determine if the portion of the installation for leased space is going to be charged as a union rate installation. If an installation requires "union labor rates" then it is the responsibility of the awarded bidder to provide the Eligible Entity with the current "union labor rates" from the appropriate union.

Bidders must indicate the percentage % mark-up, even if 0%, on the appropriate market basket cost file for the category(ies) and sub-category(ies) bid.

Awarded Bidders **must** submit the weekly payroll records to the appropriate contact from the Eligible Entity for all union labor rate jobs.

3.8 WARRANTY. Bidders **must** include a copy of the Manufacturer's Warranty with their bids, which will apply to all products purchased under this contract. Category 1, Sub-Category 1C, Remanufactured Systems Furniture, will require a minimum warranty that meets the OEM Manufacturer's New Systems Furniture warranty. Bidders **may** receive additional evaluation

points for offering warranties greater than the OEM Manufacturer. The Awarded Bidder will promptly replace and install any system component that has been damaged in transit, or that fails during the warranty period. Replacement parts and installation made under the warranty shall be free of charge.

3.9 TRIAL PERIOD AND SHOWROOM. It is required that all Awarded Bidders have product available for a trial period of two (2) weeks at no cost to the Eligible Entity for Category 2, and Category 6, Sub-Category 6A and 6B with no restocking fee and the Awarded Bidder **must** have access to either their own or an established manufacturer's local Massachusetts showroom upon contract award and for the term of the contract for all other Categories and Sub-Categories awarded. The showroom must display the awarded manufacturer's product for Eligible Entities to visit and view during normal business hours.

3.10 AFFIRMATIVE MARKET PROGRAM (AMP). Massachusetts Executive Order 390 established a policy to promote the award of State Contracts in a manner that develops and strengthens Minority and/or Women Business Enterprises (M/WBEs). As a result, M/WBEs are strongly encouraged to submit bid responses to this RFR, either as a Prime Awarded Bidder, as joint venture partners or as a sub-contractor. Bidders **must** submit within the bid submission, the Bidders intent to utilize SOMWBA, Massachusetts certified M/WBE companies. The PMT will **only recognize Massachusetts SOMWBA Certified companies or companies who have applied for SOMWBA certification as part of the AMP Plan.** All Bidders **must** submit the **AMP Plan Form** as part of their response for evaluation.

All Bidders should provide the following minimum information on the AMP Plan Form and if necessary include a narrative in addition to the AMP Plan Form.

- **Subcontracting:** Bidders are asked to include expenditures commitments and copies of subcontracting agreements, Memorandums of Understanding (MOUs), or otherwise binding commitments between the Bidders and SOMWBA certified M/WBE companies.
- **Growth & Development:** Bidders are asked to submit a plan for education, training, mentoring, resource sharing, joint activities, and assistance in attaining SOMWBA certification that would increase industry capacity and the pool of qualified SOMWBA certified companies.
- **Ancillary Uses of SOMWBA Certified M/WBE Company(ies):** Bidders are asked to include expenditure commitments for use of certified M/WBE Company(ies) with or without the use of written commitments between the Bidder and the M/WBE Company(ies). A description of the ancillary uses, outside the scope of the RFR, of certified M/WBEs, if any, **must** be included on the AMP Plan Form.
- **Past Performance:** Bidders are asked to include information relevant to the RFR category(ies) on past expenditures with SOMWBA certified M/WBEs of the previous two (2) calendar years.

The following are just a few examples of potential successful AMP Partnerships for Bidders to research and develop;

- AMP Sub-Contract Partnership for installation of furniture
- AMP Sub-Contract Partnership for delivery of furniture
- AMP Ancillary Partnership to purchase office cleaning services.
- AMP Ancillary Partnership to purchase office and/or operational supplies for internal use.
- AMP Ancillary Partnership to print advertising materials.
- AMP Partnership to support pickup of recycled products or delivery of supplies.

Bidders are asked to include any additional AMP Partnership initiatives that further support their AMP Plan.

3.10.1 AMP Resources. There are resources available to assist Prime Bidders in finding potential M/WBE partners for developing their AMP Plans. Some of these resources include but are not limited to the following:

- The State Office of Minority & Women Business Assistance's (SOMWBA) website, <http://www.mass.gov/somwba>. Here you can query Massachusetts certified M/WBE businesses eligible to participate in the AMP by business type, geographic area, and certification status. This is the best source for finding AMP partners. *Note:* When using the SOMWBA online search engine to find a certified business in a particular industry or field of

interest, please be general rather than specific. If query is too specific you will receive less results.

- The Affirmative Market Program website contains a list of Massachusetts certified businesses that have acquired statewide contracts as prime Awarded Bidders. You can find this list at www.mass.gov/amp under the heading *Affirmative Market Program Participants*.
- Both SOMWBA and the Affirmative Market Program have workshops that can be very helpful to attain SOMWBA Certification and to help Awarded Bidders find Massachusetts Certified subAwarded Bidders. <http://www.mass.gov/somwba>.
- Department Affirmative Market Program Coordinators are a great resource when researching specific vendor pools. They have first hand knowledge and relationships with the certified vendor community. A list of AMP Coordinators and their contact information can be found on the AMP website, www.mass.gov/amp under the "Find AMP Program Participants" screen.
- AMP staff is available to assist any prime Awarded Bidders in their efforts to partner with M/WBES prior to the bid submission. The AMP Executive Director Monsi Quinones can be reached directly at 617-720-3149.

The AMP and OSD websites regularly announce AMP statewide events where all types of businesses are welcome to attend including prime Awarded Bidders that are interested in developing relationships with Minority and Women-Owned Enterprises.

3.10.2 AMP Partner Direct Pay Bid Submission. If a sub-contract partnership is proposed that encourages a direct pay scenario between the Eligible Entities and the sub-contractor then the Bidder must have the AMP Partner (sub-contractor) submit a bid under separate cover with the appropriate contract forms, a copy of the AMP Plan Agreement and the appropriate Category Market Basket Cost File Attachments of the Prime Bidder. The AMP Partner must also agree and have the following required elements as part of their bid submission:

- Detailed Affirmative Market Participation Agreement utilizing the AMP Plan Form and necessary attachments.
- Agreement to sell awarded products or service at the same cost as the Prime Bidder.
- Agree to all terms and conditions of the RFR for products within the appropriate Prime Bidder's awarded Category (ies) and sub-categories.

3.10.3 Affirmative Market Partnership Rolling Enrollment. The OSD Contract Manager and the PMT will accept additional AMP Partnership bidder(s) proposals after the initial RFR due date based upon the creation of new Affirmative Market Partnership(s) with the existing OFF20 Awarded Bidder(s) for any Category (ies) and/or sub-category (ies). RFR responses will be reviewed and potentially accepted throughout the term of the rolling enrollment. The contract terms for those additional approved AMP Partnership(s) will run concurrently with the remaining OFF20 contract term.

3.11 DISTRIBUTION OF ADVERTISING LITERATURE, MANUALS, CATALOGS AND PRICE LISTS. Bidders awarded any contract resulting from this RFR **must** submit all advertising literature with regards to OFF20, including but not limited to, brochures, catalogs, and price lists to the OSD Contract Manager and the PMT for review and approval prior to it being provided to any Eligible Entity. Non-compliance with this requirement will result in a penalty assessment negotiated by the OSD Contract Manager, PMT and Awarded Bidder.

It is **highly desirable** that Bidders agree to use 30% PCRC paper for all printed marketing materials and other literature related to this contract to all Eligible Entities.

As an alternative to printing and mailing, all Bidders are strongly encouraged to maximize the use of electronic means of information delivery. (e.g. websites, email, electronic file transfer protocol (FTP) applications, CD-ROM, etc.) with prior approval by the Contract Manager and PMT before release.

3.11.1 Custom Catalog. All Categories, awarded Bidders **must** produce a customized catalog that contains **only** the contract items, part numbers, descriptions, pictures, specifications and contract prices awarded. The customized catalog must be maintained by the awarded Bidder and distributed at no additional cost to the Eligible Entities for the contract duration.

3.12 PRICING PLAN OPTIONS. Options under which furniture may be procured:

- Outright Purchase

If it is necessary to utilize a Tax Exempt Lease Purchase (TELP) contract, please utilize either the current active "Fixed Rate" TELP Contract # PRF16 and future contract number – Designated and managed by ITD or the "Competitive Rate" TELP Contract # PRF17 and future contract number – Managed by OSD.

3.13 SEMI-ANNUAL REPORTING REQUIREMENTS. This Section of the Bidder's Response should indicate the Bidder's ability to fulfill the reporting requirements listed below. The Statewide information should be provided to the OSD Contract Manager. The OSD Contract Manager and PMT will identify the spreadsheet format after the award.

3.13.1 Reports. The Awarded Bidder **must** provide and maintain access to a database which is capable of detailed tracking of customer accounts, requisitions, proof of delivery, deliveries, billing, and payments in a comprehensive manner.

The Awarded Bidder **must** provide, to the OSD Contract Manager, **semi-annual and annual reports** of all product purchases made under the Contract. The Awarded Bidder **must** provide the OSD Contract Manager with information on purchases of environmentally preferable products made by Commonwealth Eligible Entities upon request. The reporting requirements outlined herein can be, if required by the OSD Contract Manager, modified to facilitate the Commonwealth's audit needs with special reports separate from the semi-annual reports to encompass OFF20 or non-OFF20 purchases made by Eligible Entities of the Commonwealth or other states.

Failure to meet the reporting requirements established herein may result in financial penalty, contract suspension and/or contract termination determined by the PMT.

The following list represents information that **must** be included in semi-annual and annual reports, and identified for each category awarded:

- Total dollars spent in each category of the Contract, separated by Commonwealth fiscal years (July 1 to June 30).
- Total dollars spent in each category of the Contract by individual Eligible Entities with each ordering category totaled individually.
- Total detailed list of each item purchased during the reporting period and maintained "year to date" (Y-T-D).
- Awarded Bidders **must** clearly identify (using a symbol or other relevant character) all products considered as an EPP or Sustainable Practice under Section 2.11 (Definitions) of this RFR to facilitate accurate tracking of such purchases and to enable the Commonwealth to promote such products and practices to Eligible Entities.
- Awarded Bidders **must** include and identify EPPs and sustainable practices in the reports supplied to OSD.
- Category 1 Awarded Bidders may also be required to include the weight and percentage of recycled materials within each panel within their report.
- List all certified M/WBE sub-contract activity and purchase of supplies by Awarded Bidder and/or supplier. Also, listed separately, the total dollars spent within all the categories compared to M/WBE total dollars participation on this contract.
- List other M/WBE activity such as Joint Ventures, Mentoring, etc.
- List number of Customer Service complaints and issues within the following categories:
 - Delivery Issues
 - Total number of complaint issues
 - Total number of resolved issues
 - Total number of unresolved issues listed alphabetically by Eligible Entity.
 - A detailed explanation will be required upon request by the OSD Contract Manager and or the PMT of unresolved issues in excess of 10 business days.
 - Proof of Deliveries must be maintained for a minimum of eighteen (18) months after deliveries.
 - List of Eligible Entities whose payments due are over 45 days. The OSD Contract Manager will assist, if necessary, in resolving overdue payments between the Eligible Entity and Awarded Bidder.

The submission deadline for Semi-Annual Reports (work completed in the period ending) will be:

Period Ending	Submission Deadline
June 30	July 20
December 31	January 20

3.14 CUSTOMER SURVEY. All Awarded Bidders **must** provide a survey semi-annually for each account either electronically via e-mail or website or in paper form. The Eligible Entity is encouraged to complete and return to the OSD Contract Manager. The surveys will assist the PMT in the evaluation of a Awarded Bidder's performance during the term of the contract. The OSD Contract Manager and PMT will identify the format of the customer survey after the award.

3.15 BILLING/INVOICING. Invoices shall be directly from the Bidder or Affirmative Market Partner, with a direct-pay relation, approved by the OSD Contract Manager and PMT.

- Billing for product **must** be done at a minimum per order. It is **highly desirable** if the Bidder can invoice electronically to the Eligible Entities upon request.
- Awarded Bidders may be required to provide, upon request of the Eligible Entity, consolidated billing. All invoices **must** have a separate line item identifying the account and the appropriate line item detail for the particular order and delivery.
- Invoices **must** clearly identify the prompt pay discount (PPD) available upon acceptance of the delivery or receipt of invoices whichever date is later.
- Invoices **must** clearly identify the dock delivery discount (DDD) if the Eligible Entity has chosen that form of delivery upon placement of order.

3.16 CONTRACT WEBSITE. Awarded Bidder(s) **must** develop a contract website to be utilized by the OSD Contract Manager and PMT to advertise the contract pricing and terms and conditions. The website **must be developed and approved** by the OSD Contract Manager and the PMT, prior to publication, within **180 days** after contract execution and during the contract term when changes/updates are necessary. The website page **must** be accessible by an Eligible Entity at no additional cost. The Awarded Bidder(s) **must** provide training statewide to all Eligible Entities if requested at no additional cost.

The website must include the following minimum items and functionality prior to approval;

- Ability to provide a clear description including, but not limited to, the unit of measure, recycled content symbol or words, ability to view the discount percentage % off for a specific manufacturer dated catalog and cost for only contract items restricting non-contract items from view,
- Ability to search by category type of item, manufacturer, manufacturer part number #, keyword description,
- Ability to provide a "How to Buy Section" to highlight how to utilize the contract. This section should include the Telephone, Fax and E-mail information for the Awarded Bidder(s) Contract Manager, Sales, Service and Customer Service personnel dedicated to the contract, including but not limited to instructions on how to utilize the contract effectively,
- Ability to develop a "Related Links" section to include a link to Comm-PASS website, OSD Update etc.,
- Ability to maintain an "Archive Section" for prior approved Awarded Bidders cost files by Category for reference purposes for Entities,
- Ability to provide and maintain a "Promotional Section" to highlight any current or planned **approved** contract promotions,
- Ability to post the "Contract Survey Form" in word and PDF formats,
- Ability to provide an "Environmental Information Section" to cover the topics including but not limited to: information on and the benefits of purchasing environmentally preferred products, the use and benefits of remanufactured supplies, current and future environmental commitment(s), policies and initiatives (e.g. packaging reduction, toxics reduction, equipment end-of-life management, etc.) and other relevant topics.
- The awarded vendor **must** clearly designate all catalog products (including those in on-line catalogs) considered by definition of this RFR to be either an EPP or an example of a sustainable practice (see Section 2.11). Such designation may be in the form of a recycled logo, or other symbol easily identifiable an environmental attribute and should reference an

explanation of the symbol next to the product or somewhere in the publication. The purpose of this symbol is to assist the Commonwealth in promoting these products and practices to Eligible Entities.

- Ability to publish "**Affirmative Market Partnership (AMP)**" agreement highlights with AMP Partners contact information; Company Name & Address, Contract Name, Telephone #, Fax # and E-mail address,

It is **highly desirable** that a Bidder agree to create an on-line ordering website if the Team determines during the contract term to require an on-line ordering feature for a particular category(ies) or sub-category(ies).

The OSD Contract Manager and the PMT reserve the right to request modifications to the website page during the term of the contract. Any modifications, changes or updates **must** be reviewed and approved by the OSD Contract Manager and PMT prior to publication. Non-compliance with this requirement will result in a penalty assessment negotiated by the OSD Contract Manager, PMT and Awarded Bidder.

SECTION 3
PART II - TECHNICAL SPECIFICATIONS

3.17 INTRODUCTION. All minimum specifications in this section apply to all categories awarded under any contract resulting from this RFR unless specifically noted. The responses, as submitted, **must meet and/or exceed** all of the minimum specifications contained within the category and sub-categories. All Bidders **must** be able to provide costs and have product available for the particular category (ies) and sub-category (ies) being bid to qualify for evaluation.

Upon award, an Awarded Bidder must provide manufacturer's product from the awarded category and sub-category in accordance with contract award. If a review of orders placed by any Eligible Entity reveals that product other than that covered by the contract have been ordered and delivered, the Contract Manager will take such steps as are necessary to have the material returned by the Eligible Entity, regardless of the time lapsed between the date of delivery and discovery of the violation at a cost to the Awarded Bidder. **Full credit or cash reimbursement will be required.** Awarded Bidders **may** also be subject to suspension for a period of time determined by the Contract Manager in consultation with the PMT and/or termination from the contract.

A Market Basket will be utilized to determine the lowest net price in all categories and sub-categories. All bidders must complete a "Market Basket Cost File(s)" for all categories and sub-categories that the Bidder intends to bid. The Bidder must utilize the Manufacturer's dated catalog submitted with the bid. Failure to complete the "Market Basket Cost File(s)" correctly and in it's entirety **will result** in a disqualification in the particular category(ies) and sub-category(ies).

3.18 ANSI-BIFMA FURNITURE STANDARDS. Awarded Bidders product must meet all current and future **ANSI-BIFMA** specifications for the specific category and sub-categories of furniture. Bidders **must** submit a statement from the manufacturer stating the product offered meets or exceeds set standards and will maintain all appropriate **ANSI-BIFMA** standards for the term of the contract.

3.18.1 Knappe & Vogt 8500 Series Standard. All furniture pieces that require full extension file drawer slides must be manufactured utilizing the quality standard of the Knappe & Vogt 8500 drawer slide series or equal.

3.18.2 Oil Canning. All furniture consisting of metal panels must be of a gauge thickness to prevent "oil canning" during manufacture, delivery and installation.

3.18.3 Metal Surface Coating Standards. All metal surfaces must have one of the following coating processes; Plated or Baked Enamel or equal. The ability of the Manufacturer to utilize the "Powder Coating" technique is **highly desirable**.

3.18.4 Lock Accessory Standards. All furniture pieces, that have locks as a standard or optional accessory, must have locks that secure all drawers and accompanied with the appropriate set of keys upon delivery and installation.

3.19. UNDERWRITERS LABORATORIES, INC (UL) STANDARDS. Awarded Bidders product with electrical components must meet all appropriate current and future **Underwriters Laboratories Inc.** specifications. Bidders **must** submit a statement from the manufacturer stating the product offered meets or exceeds set standards and will maintain all appropriate U.L. standards for the term of the contract.

3.20 AMERICAN WITH DISABILITIES ACT (ADA) STANDARDS. Bidders must have product for each category bid, which can be ordered for use by individuals with physical disabilities. The bidder must identify product sampling within the manufacturer's catalog that meet the ADA requirements on the appropriate cost sheet attachment(s).

3.21 DEPARTMENT OF FIRE SERVICES. The Department of Fire Services is the sole agency within state government responsible for overall coordination of fire service policy and operations. The current fire codes **527 CMR** and the specific **527CMR 29.00** are applicable to this request for response. 527 CMR 29.00 makes reference to CAL 133 and CAL117. All upholstered or re-upholstered furniture and molded seating must meet all flammability requirements referenced in 527 CMR 29.00.

3.22 ENVIRONMENTAL STATEMENT. It is the intent of the Commonwealth of Massachusetts to promote the purchase of environmentally preferable products and the implementation of sustainable practices among state agencies and political subdivisions as well as the vendor community that services these entities wherever possible. The purpose of the effort is to create economic development opportunities by strengthening market demand for the materials collected through recycling programs, reduce the amount of waste slated for disposal, support the use of renewable resources and encourage environmental stewardship in the manufacturing and design of office furnishings.

3.23 BIDDER'S ENVIRONMENTAL REQUIREMENTS. The following points addressed within this section are the minimum environmental requirements for bidders responding to this RFR.

3.23.1 Identification of Environmentally Preferable Products. The awarded bidder **must** agree to designate all catalog products (including those in on-line catalogs) considered by definition of this RFR to be either an EPP or an example of a sustainable practice (Section 2.11) upon award. Such designation may be in the form of a recycled logo, or other symbol easily identifiable an environmental attribute and should reference an explanation of the symbol next to the product or somewhere in the publication. The purpose of this symbol is to assist the Commonwealth in promoting these products to Eligible Entities.

3.23.2 Packaging. Bidders **must** agree that all corrugated cardboard materials and containers used in the packaging and transport of office furnishings, accessories and miscellaneous supplies will be made with a minimum of 35% post-consumer recycled (PCR) material. Confirmation of this recycled content requirement **must** be made to the Commonwealth by submitting a letter from the box manufacturer verifying the percentage of PCR material. If materials other than corrugated are used, either in conjunction with the corrugated or as an alternative packing material, Bidders **must** also indicate those materials in their Response.

3.23.3 Powder Coating. It is **highly desirable** that Bidders are able to offer powder coating technology for a percentage of their products that involve painted surfaces. The percentage of powder coated products within each product line **must** be indicated with a separate supporting attachment that is submitted and attached to **Attachment 12**.

3.23.4 LEED-CI Rating System. Bidders **must** agree to familiarize themselves with the LEED-CI Rating System and promote the policies outlined in the system to Eligible Entities. Bidders **must** also include a separate sheet with their RFR submission to address the following questions and their responses will be considered in the RFR evaluation process:

- List and describe the products, materials and/or related services your company can provide to optimize LEED-CI point ratings in appropriate projects. Such products/materials may include but not be limited to, energy efficiency, CFC reduction/elimination, IAQ performance, VOC reduction, recycled content, renewable materials, resource reuse, and innovation in design.
- Provide a description of the LEED projects in which your company has been involved, indicating specific locations, capacity of your involvement and the general outcome.
- Describe the type of assistance in LEED-CI planning that a Eligible Entities may obtain from your company and indicate any fees for such a service.

3.23.5 Environmental Products and Sustainable Practices. Bidders and their respective product manufacturers (if different) in all categories **must** agree to work with the PMT for the duration of the contract to consider the feasibility of implementing various environmental initiatives throughout their operations. In order to demonstrate compliance with this requirement, Bidders **must** submit one copy of the Additional Environmentally Preferable Products/Practices Form to reflect those environmental initiatives applicable to their own operations and they **must** submit a

separate copy of **Attachment 12** for each manufacturer they submit a bid for under this response.

The objective of this requirement is three-fold; to actively encourage:

- manufacturers to integrate sustainable design elements into their products and manufacturing processes,
- suppliers to incorporate sustainable practices throughout their business operations, and
- manufacturers and suppliers to market and promote these sustainable elements to buyers.

3.23.6 Flame Retardants Information. The Commonwealth of Massachusetts is concerned about the increasing environmental problems caused by certain flame retardants (FRs). To make an informed purchasing decision, Bidders **must** disclose all FRs used in the products offered. It is highly desirable that products that meet flame retardancy standards and/or the flammability requirements of Massachusetts Board of Fire Regulations, 527 CMR 29.00: M.G.L. c. 148, §§10 and 28 (which also addresses CAL 133), without added FRs; with particular attention to halogenated FRs. As more information on FRs becomes available, the Commonwealth will prefer products that contain FRs for which comprehensive toxicity data is available and demonstrates the FR is not toxic, persistent or bioaccumulative. The Commonwealth understands that such preferred products may not yet be available. For each product offered, Bidders **must** list the components that contain FRs and the name and CAS number of the FR(s) they contain using **Attachment 13**. Bidders may need to ask the manufacturer or material supplier for this information.

CATEGORY 1 SYSTEMS FURNITURE (WORKSTATIONS/CUBICLES)

3.24 CATEGORY 1 INTRODUCTION. Category 1 is segmented into three (3) sub-categories, 1A, 1B, and 1C. Bidders may submit bids in one or more sub-categories with the appropriate manufacturer and product line. (e.g. Mfg. Haworth – Product Line Premise)

Sub-Category 1A "New" Level 1 systems furniture must have both **monolithic and stackable** panels with both non-acoustical and acoustical options and ergonomic keyboard and monitor accessories.

Sub-Category 1B "New" Level 1A systems furniture must be **monolithic panels** with both non-acoustical and acoustical options and ergonomic keyboard and monitor accessories.

Sub-Category 1C "Remanufactured" systems furniture must be **monolithic and stackable panels** with both non-acoustical and acoustical options and ergonomic keyboard and monitor accessories.

All sub-categories product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21**.

3.24.1 Pricing Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provided an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

Manufacturer's List Price Value	Percentage % Discount Off of List Price Value
\$1.00 - 50,000	%
\$50,001 - 200,000	%
\$200,001- 500,000	%
\$500,001- 1,000,000	%
\$1,000,001 - 2,000,000	%
\$2,000,001 and Greater	%

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.24.2 System Furniture minimum standards. The following is a list of minimum quality standards for system furniture and the related accessories in all sub-categories;

- All fabric coverings shall be soil and fade resistant with no tears, puckers, weave lines, or unfinished edges.
- No seams or fabric joints shall be visible in the face of the panels and the weave shall be straight with the panel.
- All fabric and trim colors shall be selected from the manufacturer's standard colors.
- The panel frame shall be steel, wood, or a combination thereof and shall be concealed from view.
- All wood or wood products used shall be treated so as to be flame retardant.
- Acoustical panels shall have a center septum of a solid mass material such as metal, or hardboard and the panel interior shall contain fiberglass or an equivalent fire retardant acoustical insulation.
- If post assemblies are required they may be either an integral part of the panel frame or a separate assembly.
- Panels must be available with or without raceways, depending on the customers needs.
- The panel system must provide the necessary stability to make the system safe, and free from sway.
- Tops over 72" inches long shall have at least one full depth intermediate support.
- Wire accessibility shall be provided by holes with grommets in the work surface or a concealed raceway to the top of the surface.
- All corner posts must be offered in both painted and fabric wrapped as standard configurations.
- All components that rest on the floor shall have rustproof floor glides that adjust to maintain the panels level.
- All metal should be epoxy coated or powdered coated.
- The bottoms of all shelves and cabinets shall be constructed of steel.
- Powered and non-powered panels must be available. When powered panels are requested then the power components must be capable of accepting a top, belt line or bottom raceway with power feed.
- Panel systems shall offer a raceway with the capacity to provide routing for electrical, data, and communication cables.
- Raceways shall include one or more, dependent upon the panel size, communication cable access points per panel face.
- Raceways should be punched and non-punched from the factory for voice, data and electrical outlet locations.
- Voice and data wiring should have their own dedicated raceway on a two tier shielded raceway.

CATEGORY 2 CHAIRS

3.25 CATEGORY 2 INTRODUCTION. Category 2 is segmented into three (3) sub-categories, 2A, 2B, and 2C. Bidders may submit bids in one or more sub-categories with the appropriate manufacturer's. (e.g. Mfg. Herman Miller)

Sub-Category 2A – General & Managerial Office Chairs (Task, Guest, Executive, Conference Room, Reception, 24/7 "Tuf Cop")

Sub-Category 2B – Ergonomic Office Chairs (Task, Guest, Executive, Conference Room, Reception, 24/7 "Tuf Cop")

Sub-Category 2C Stacking and Folding Chairs (Metal, Plastic etc.).

All sub-categories product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21.**

3.25.1 Pricing Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provided an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

Manufacturer's Quantity Volume Discounts	Percentage % Discount Off of List Price Volume Discounts
Each	%
2 Each – 50 Each	%
51 Each – 100 Each	%
101 Each – 200 Each	%
201 Each – 500 Each	%
501 Each and Greater	%

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.25.2 Sub-Category 2A and 2B chair minimum standards. The following is a list of minimum quality standards for chairs and the related accessories in all sub-categories;

- A five (5) point base shall be standard on all chairs, except those chairs that specify glides.
- All fabric upholstery shall be a minimum of a **Grade III fabric or better** with Scotchgard finish.
- All vinyl upholstery shall be minimum of a **Grade I or better.**
- Instructions shall be attached to the chair, which clearly illustrate the operation of all chair adjustments and the maintenance procedures required of the chair.
- The diameter of glides shall not be less than 1" inch and either nickel-plated, chromium plated or stainless steel and incapable of unintentional separation from the base of the chair.
- The label at the bottom of the chair seat shall be legible and permanently marked with the following information: Manufacturer's name or trademark, stock number, brief maintenance instructions and, as applicable, brief adjustment instructions and the name and address where replacement casters of the type specified for these chairs can be obtained.
- The arms must have multiple options such as but not limited to open side continuous loop, adjustable or T-style arm styles.
- The arms shall have a steel base made from a hard color impregnated molded plastic or upholstered arms.
- **Sub-Category 2B ergonomic chairs must** have adjustable seat and chair back depths, angles and heights. Chair arms must have height and width adjustments and the seat cushions must be properly contoured to support the individual for long period of time.

3.25.3 Sub-Category 2C Stacking and Folding minimum chair standards. The following is a list of minimum quality standards for chairs and the related accessories in sub-category 2C. All chairs shall come equipped with a ganging device as standard accessories to the Sub-Category 2C chairs.

- Tubular steel chair frames must not be less than 7/8" in width.
- All frame connections shall be made by welding and brazing.
- The legs shall be straight leg style and have plastic stacking guides (bumpers) to protect the chairs when they are stacked.
- The floor guides shall be self-leveling case hardened steel with rubber cushion.
- Both the seat and back shall be contoured, padded with high-density foam and have vinyl or fabric upholstery.
- Chairs must have a cross brace or u-shaped leg braces for extra support.
- Chairs with tablet arms on either the right or left hand side must have a high-pressure plastic laminate tablet work surface.

CATEGORY 3 OFFICE FURNITURE

3.26 CATEGORY 3 INTRODUCTION. Category 3 is segmented into five (5) sub-categories, 3A, 3B, 3C, 3D and 3E. Bidders may submit bids in one or more sub-categories with the appropriate manufacturer's. (e.g. Mfg. HON)

Sub-Category 3A Metal Office Furniture (Metal bookcases, file cabinets, desks, etc.).

Sub-Category 3B Wood Office Furniture (Wood bookcases, desks, conference tables, credenza, etc.).

Sub-Category 3C Laminate Office Furniture (Laminate bookcases, desks, conference tables, credenza, etc.).

Sub-Category 3D LAN (Computer) Furniture (Computer tables, multimedia furniture, multimedia cabinets/enclosures, integrated technology furniture, computer command station, etc.)

Sub-Category 3E Folding Tables Furniture (Wood, Laminate and Plastic, etc.)

All sub-categories product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21.**

3.26.1 Pricing. Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provided an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

3.26.2 Sub-Category 3A Volume Discounts.

Manufacturer's Quantity Volume Discounts	Percentage % Discount Off of List Price Volume Discounts
Each	%
2 Each – 50 Each	%
51 Each – 100 Each	%
101 Each – 200 Each	%
201 Each – 500 Each	%
501 Each and Greater	%

3.26.3 Sub-Category 3B, 3C and 3D Volume Discounts.

Manufacturer's List Price Value	Percentage % Discount Off of List Price Value
\$1,00 -- 5,000	%
\$5,001 – 15,000	%
\$15,001- 30,000	%
\$30,001- 50,000	%
\$50,001 – 100,000	%
\$100,001 and Greater	%

3.26.4 Sub-Category 3E Volume Discounts.

Manufacturer's Quantity Volume Discounts	Percentage % Discount Off of List Price Volume Discounts
Each	%
2 Each – 50 Each	%
51 Each – 100 Each	%
101 Each – 200 Each	%
201 Each – 500 Each	%
501 Each and Greater	%

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.26.5 Sub-Category 3A Metal Office Furniture Standards. The following is a list of minimum quality standards for metal office furniture and the related accessories in sub-category 3A.

3.26.5.1 Metal bookcases minimum standards.

- Bookcases must have an open front with adjustable shelves.
- Bookcases must have the following minimum options; one shelf with two openings, two shelves with three openings and three shelves with four openings.
- The outer shell shall consist of the back, two sided, and the front vertical faces.
- The back shall not consist of more than two pieces, the sides one piece and the front faces and channels one piece.
- Shelves shall be easy to install and adjust without the use of tools.
- The provision for shelf adjustment shall extend from the top to the bottom and be located on the interior of the case.
- Shelving shall be adjustable on centers not to exceed two (2") inches.
- Both the front and rear edge of shelves shall have a box formed channel.

3.26.5.2 Metal desks minimum standards.

- All desks must have modesty panels.
- Desks must have end panels.
- All desks must have the option of a center drawer and convenience tray.
- The top for desks and pedestals shall be constructed of a self-edged, textured, non-glare, high-pressure laminate applied to base consisting of particleboard composition.
- All horizontal face surfaces shall be fabricated from one piece of material.
- File drawers must be of full depth and shall accept letter-sized hanging files with or without modification and be readily adaptable to accommodate legal sized files hung laterally.
- All drawers shall have cushioned stops to allow silent operation in both opening and closing and a mechanism to prevent accidental withdrawal.
- Handles may be either recessed, looped or closed type with label holders.
- Desk extensions shall be equipped with modesty and flush end panels and be interchangeable left and right.
- Desk extensions shall bolt firmly and securely to desks at several points on one side and supported by legs on the other.

3.26.5.3 Metal file cabinets vertical and lateral minimum standards.

- Letter and legal must have the following product offerings;
 - 2 drawer
 - 3 drawer
 - 4 drawer
 - 5 drawer

- Welded heavy gauge steel throughout, completely set up with closed bottom (drainage, fabrication and lock bar opening permitted).
- The top, sides and back of the cabinet shall be constructed of separate single pieces with corner case reinforcements.
- An anti-rebound mechanism to prevent rebounding after the drawers are closed.
- Followers blocks shall operate freely and smoothly without binding.
- Drawer shall be removable, but shall be designed with safety stops to prevent unintentional removal.
- All drawers shall have cushioned stops to allow silent operation in both direction and a mechanism to prevent accidental withdrawal.
- Drawers shall be equipped with hanging folder frames to support both legal or letter sized material filed either front to back or laterally or adjustable dividers to support legal and letter sized material filed laterally.
- Handles may be either recessed, looped or closed type with label holders.

3.26.6 Sub-Category 3B and 3C Wood and Laminate furniture minimum standards.

Manufacturer's product line must offer traditional and contemporary wood office furniture casegoods, wood reception area, wood seating, wood conference room furniture, wood lateral files, wood bookcases, wood tables etc.

- Oak, walnut and cherry veneers must be available in multiple wood finishes.
- Casegoods should be Grade A, hardwood with dovetailed fronts and tongue and grooved backs.
- Overhead storage units are to be constructed with double hinged doors, closed backs with two (2) grommet standard.
- Full modesty panels must be available on the appropriate wood furniture.
- Drawer interiors 7/16" thick hardwood sides and backs and hardwood drawer wood drawer interiors with sanded and sealed interiors.

3.26.6.1 Executive and Guest Style wood seating.

- Seating should be constructed of kiln-dried hardwoods, with joints double doweled and securely glued for maximum joint stability.
- Seat suspension to feature a high gauge sinuous spring, high-tension suspension.
- Chairs must be available with or without arms and with or without casters.

3.26.7 Sub-Category 3D LAN furniture minimum standards

- Furniture must be able to be ganged together and be able to stand-alone as well and have the capability of attaching rack mount equipment.
- All furniture must be scalable or easily modified to adjust to the Eligible Entities needs.

3.26.7.1 Multimedia cabinet minimum standards

- Cabinets must have a minimum of 1/4" slotting for adjustability of all components.
- Cabinet sides should be constructed of no less than 20 gauge and bottom of no less than 18 gauge.
- Cabinets should have the capability of storing a variety of mixed media, from paper filing, manuals, storage of boxes, data cartridges, 4mm/8mm tape, microfilm/fiche etc.

3.26.7.2 Multimedia furniture (computer lab, command stations) minimum standards

- Furniture units should come in a minimum of three (3) various heights and a minimum of five (5) various widths with all frames capable of being designed in a straight or corner configuration.
- Furniture unit must have weight capabilities of a minimum of 1500 lbs rating.
- Furniture must have a minimum of 1" vertical adjustments for ergonomics of all components.
- All shelves should be free of sharp edges and corners.
- Cable management should have ability to separate power and communicate cables and be large enough to hold power strips.

- Keyboard platforms must be rated for standard keyboard weight and have ergonomic adjustability.
- Furniture must have the capability of attaching rack mount equipment.

3.26.8 Sub-Category 3E Folding tables minimum standards

- The top shall be constructed of a 3/4-inch thick plastic, wood, high-density particleboard core or environmentally alternates with a high-pressure plastic laminate, textured wood grain surface.
- Tables shall have a full circumference apron.
- Tables must have safety catch/latch for legs when they are in the open position.
- The legs shall have either rubber cushioned steel floor glides or non-marring plastic feet.
- Adjustable models shall adjust over a range of at least 10 inches and may be raised or lowered on one-inch increments.

CATEGORY 4 High Density Shelving

3.27 CATEGORY 4 INTRODUCTION. Category 4 is segmented into four (4) sub-categories, 4A, 4B, 4C, 4D. Bidders may submit bids in one or more sub-categories with the appropriate manufacturer's. (e.g. Mfg. Spacesaver)

Sub-Category 4A Rotary high density shelving.

Sub-Category 4B Mobile high density shelving.

Sub-Category 4C Four post high density shelving.

Sub-Category 4D Cantilever high density shelving.

All sub-categories product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21.**

3.27.1 Pricing. Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provided an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

3.27.2 Sub-Category 4A, 4B, 4C and 4D Volume Discounts.

Manufacturer's List Price Value	Percentage % Discount Off of List Price Value
\$1.00 - 25,000	%
\$25,001 - 100,000	%
\$100,001- 200,000	%
\$200,001- 500,000	%
\$500,001 - 1,000,000	%
\$1,000,001 and Greater	%

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.27.3 General High Density Shelving minimum standards

- All shelving shall be modular and have the ability to adjust to letter or legal size files.
- Shelving units must be scalable without disturbing existing units.
- All shelving units must be offered complete with top bases and backs.
- All major components must be constructed of steel.
- Tops and end panels shall attach without any visible fastening hardware.

3.27.4 Sub-Category 4A Rotary High Density Shelving minimum standards

- Double-faced filing unit rotates easily to provide access to records.
- Seven tiers of letter-depth cantilvered shelving.
- Minimum of two (2) adjustable file dividers per shelf.
- Shelf, drawer and mixed media capabilities.

3.27.5 Sub-Category 4B Mobile High Density Shelving minimum standards

- Shelving shall consist of individual shelf tiers that are stacked to make sections.
- Each thirty-six (36") inch tier shall be equipped with four welded dividers attached at both the back and bottom of the shelf tier.
- Rubber bumpers shall be provided between adjacent sections.
- Each section shall include a base and a top set suitable for use with a mobile system.
- Tracks for mobile systems shall be recessed under the base platform, which shall have a nonslip surface.
- Bases and tracks shall have adjustable levelers. Must include Anti-Tip Overhead.
- All units installed as stationary shall be equipped so that they may be incorporated into a mobile system without changing parts or components.
- Mobile Storage Systems shall be a combination of mobile and stationary units. Mobile units shall be mechanically operated.
- No drifting or rolling of stopped carriages will be acceptable. Use of aisle lockouts or anti-drift mechanism will not be allowed to satisfy this requirement.
- Rails, tracks, wheels, guide bearings and all drive components shall exhibit no abnormal friction, abrasion, binding or wear on all or between contact surfaces.
- All moveable carriages shall include a keyless locking device to prevent unattended carriage movement.
- Carriage construction shall be designed to allow the four-post shelving to be securely anchored to the carriages. The shelving uprights will be secured to the carriage frames with vibration-proof anchors.
- Each carriage shall have a minimum of (2) wheels per rail.
- All wheels shall be a minimum of 5" diameter, precision ground and balanced and constructed of solid case hardened steel for smooth operation. All wheels are to be equipped with permanently shielded, lifetime lubricated bearing assemblies.
- All splices and connections between drive shafts and axles shall be by means of securely retained coupling method eliminating loose connections between shafts and axles.
- Complete drive shaft and wheel assemblies shall exhibit no play or looseness over the entire length of that assembly.
- All mobile carriages shall be fitted with a full-length drive shaft.
- All drive shafts shall be a minimum of 1" solid steel with tensile strength not less than 110,000 PSI.
- Track and rails shall be located and positioned properly, leveled and grouted, allowing at least 1/4" for grout under high point.
- Track must be of such design and installed so as to be flush with the finisher floor for safety, ease of operation, and appearance.
- Recessed rails, concave rails, hex bars or track housings with any exposed chains will not be considered.
- Decking shall be constructed of 3/4" tongue and groove high density, high compression cabinet grade particleboard or environmental equal alternative.
- The elevated deck between tracks shall raise the finished floor-material to the track height.

- Decking shall support a minimum of 250 lbs. per square foot.
- Installed decking shall have a maximum deflection of no greater than 1/16" inch during normal use and operation.
- Finished flooring shall be flush and level with the top of the rails.
- Decking is to be installed flush and tight with the track leaving no open gaps or spaces.
- Ramp must be constructed of a minimum of 13 gauge galvanized steel and be finished so that the carpet may be installed from the sub-floor to deck as one continuous piece.
- Ramp shall not protrude past the end of the carriages.
- Floor and ramp shall be installed in a manner that will absolutely prevent warping, deformation and movement during normal operation and loading.
- The transfer of power from the mechanical control to the drive shaft shall be chain driven with a driving wheel at each track location to provide uniform movement along the total length of each carriage.
- All sprockets and chains shall be concealed for safety, yet readily accessible for ease of maintenance.
- Drive shaft gearing must be easily changed to accommodate changes in payload weights. Each carriage shall be fitted with 2 separate gearing ratios for easy adjustment in the field.
- Waist high carriage locks which engage and secure the chain from movement shall be available for each carriage. (Both keyed and non-keyed).
- The handle and all drive parts are to be fitted with bearing assemblies for smooth consistent movement.
- Each carriage shall be fitted with 2 safety sweeps which, when activated will stop carriage movement.
- Each carriage shall be fitted with a reset button, which must be depressed to release an activated carriage.
- Awarded Bidder must submit installation drawings, to the Eligible Entity, that have been certified for floor loading by a professional engineer certified by the Commonwealth of Massachusetts at no additional cost to the Eligible Entity.

3.27.6 Sub-Categories 4C and 4D Four-post and cantilever shelving minimum standards

- Four-post shelving shall be available in single and double raced ranges with minimum of thirty-six (36") and forty-eight (48") inch widths for both starter and add-on units.
- All components shall lock together without the use of tools, fasteners or sway braces.
- Vertical uprights shall be not less than eighteen (18) gauge steel in a "T" or "L" formation.
- Uprights shall be perforated with keyhole slots on the inner wall only.
- Front & back uprights shall be joined by at least one spacer not less than three-(3) inches wide or eighteen (18) gauge steel.
- Shelf supports shall provide full width support under each shelf with no additional supports or braces necessary and not be less than fourteen (14) gauge steel.
- Canopy tops, end panels and backs shall be of one-piece construction.
- Tops shall be supported by bars that fasten or engage with the uprights.
- End of range panels shall have square corners on exposed edges.

CATEGORY 5 DEMOUNTABLE/MOVEABLE WALLS

3.28 CATEGORY 5 INTRODUCTION. Category 5 is segmented into one (1) sub-category, 5A. Bidders may submit bids with the appropriate manufacturer's. (e.g. Mfg. UltraWall, LLC, Herman Miller V-Wall or equal) The costs of required studs and other materials required for installation must be included in the **net cost**.

Sub-Category 5A Demountable/Moveable Walls.

The sub-category product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21**.

3.28.1 Pricing. Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provided an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

3.28.2 Sub-Category 5A Volume Discounts.

Manufacturer's List Price Value	Percentage % Discount Off of List Price Value
\$1.00 – 5,000	%
\$5,001 – 15,000	%
\$15,001- 30,000	%
\$30,001- 50,000	%
\$50,001 – 100,000	%
\$100,001 and Greater	%

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.28.3 Sub-Category 5A Demountable/Movable Wall minimum standards.

- The system must be a gypsum board based demountable drywall system or equal.
- All system components, excluding doors and frames, must be manufactured by the same manufacturer.
- The surface of the panel is to be vinyl covered or equal.
- Panels shall assemble into partitions showing tight single line vertical joints. Also by means of a vertical aluminum H-post into aluminum ceiling channel.
- Panel units shall be secured to internal framing members with steel clips and or steel floor track with top runners shall be steel and /or aluminum fastened to the ceiling by either caddy clips or standard screws.
- The panel system shall be non-progressive and completely accessible. The system shall be capable of complete relocation and re-arrangement.
- Studs shall have pre-punched holes to accommodate horizontal passage of utility and telephone lines.
- All H-posts are to be punched at the raceway to allow passage of utility and communication lines.
- Bottom runners or floor track shall be steel and/or aluminum fastened to the floor by means of either a ram set or standard screws.
- Ceiling trim mold is to be used where solid runs intersect.
- The partition system shall offer the option of packaging insulation for added sound control.
- The basic system shall have a minimum Sound Transmission Rating (STC) of 31 and a minimum STC rating with the insulation of 42 (where applicable).
- Metal, wood, vinyl, clad or hardboard doors etc. shall available as part of your product offering.
- Doorframes shall be non-handed, reversible, and completely free of fasteners.
- Doorframes shall be of at least 18-gauge steel, have welded "Z" clips, and shall be factory preprimed.

CATEGORY 6 SCHOOL FURNITURE

3.29 CATEGORY 6 INTRODUCTION. Category 6 is segmented into four (4) sub-categories, 6A, 6B, 6C and 6D. Bidders may submit bids in one or more sub-categories with the appropriate manufacturer's. (e.g. Mfg. Virco, ISI, Royal Seating, Jonti-Craft)

Sub-Category 6A School furniture (Classroom chairs, desks, desk chairs, computer tables etc.)

Sub-Category 6B (Cafeteria tables etc.)

Sub-Category 6C Early Childhood school furniture (Classroom chairs, desks, activity tables, etc.)

Sub-Category 6D Dormitory/Lounge furniture (bunk beds, nightstands, chest drawers wardrobes,sofa, loveseat, lounge chair etc.)

Sub-Category 6E Music Furniture (Music posture chairs, polymer music stands, music instrument cabinet, music staging, music conductor stands etc.)

All sub-categories product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21.**

3.29.1 Pricing. Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provided an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

3.29.2 Sub-Category 6A, 6B, 6C, 6D and 6E Volume Discounts.

Manufacturer's List Price Value	Percentage % Discount Off of List Price Value
\$1.00 – 5,000	%
\$5,001 – 15,000	%
\$15,001- 30,000	%
\$30,001- 50,000	%
\$50,001 – 100,000	%
\$100,001 and Greater	%

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.29.3 Sub-Category 6A School furniture minimum standards. The following is a list of minimum quality standards for school furniture and the related accessories in sub-category 6A.

3.29.3.1 Student chair minimum standards.

- Melamine or equal seats and backs, 16-gauge, 1" round tube steel legs.
- One-piece molded polypropylene or equal bucket seat, 16-gauge, 1" round tube frame with plastic swivel glides
- Seat height options for melamine and molded polypropylene or equals 12", 14", 16" and 18" and stackable.
- Non-marring, nylon-based swivel or adjustable glides.
- Optional left or right-handed tablet arms. (Non stackable)

3.29.3.2 Student desk minimum standards.

- Open front and flip desks must be adjustable in 1" increments
- Open front and flip desks must have a steel book box which has a .5" security ridge for open front desks and a pencil tray for flip top desks.
- All desk tops must consist of a stain and scratch-resistant melamine top or equal with pencil ridge.
- Flip top desks must have rubber bumpers for quiet lid operation.
- All leg supports must be welded and for open front desks the legs must have a wraparound steel leg brace for extra stability.
- Non-marring, nylon-based swivel or adjustable glides.
- Single and multi-student desk options.

3.29.3.3 Student desk-chair minimum standards.

- All desk tops must consist of a stain and scratch-resistant melamine top or equal with pencil ridge.
- Angled desk top
- Welded steel frame
- Full-size melamine or equal seat and seat back
- Non-marring, nylon-based swivel or adjustable glides.

3.29.3.4 Student computer tables minimum standards.

- Height adjustable from 22" to 30" in 1" increments.
- High-pressure laminate work surface produced with 1.125" thick particleboard, backer sheet and vinyl t-mold edging or equal.
- Heavy-duty steel frame, modesty panel and legs.
- Non-marring, nylon-based swivel or adjustable glides.
- Grommets in tabletops for electrical, data, and communication cables.
- Optional accessories available: Casters rated to 250 pounds per caster in 2", 3" and 4" sizes, various keyboard tray options, mounted CPU holders etc.

3.29.4 Sub-Category 6B Cafeteria table minimum standards.

- Table top surface must be made of a high-pressure laminate table surface bonded to a 5/8" thick particleboard or equal with t-molding edge or equal to prevent food from being trapped and bacteria from forming.
- Minimum 14-gauge steel tubing frame for tops and legs.
- 4" swivel casters for table legs.
- High impact molded polystyrene plastic or equal for bench and stool seating options
- Recessed vertical hinge when in folded position or in open position, automatically locks for safety and stability.

3.29.5 Sub-Category 6C Early Childhood school furniture minimum standards. The following is a list of minimum quality standards for early childhood school furniture and the related accessories in sub-category 6B.

- All furniture with fixed shelves must utilize dado or dowel construction or equal.
- All furniture with adjustable shelves must be able to be adjusted in 1" increments.
- All doors or furniture corners must be fully rounded for safety.
- All furniture requiring molding must be t-molding or edgebanding.
- All door hinges must be full wrap around piano hinge for safety and strength.
- All furniture requiring glides must have non-marring, nylon-based or plastic slides that are stationary, swivel or adjustable.
- All furniture requiring casters must have casters that have the ability to be locked.
- All table top surface made of a laminate top must be made of a high-pressure laminate table surface bonded to a 5/8" thick particleboard or equal with t-molding edge or equal to prevent food from being trapped and bacteria from forming.
- All tables must be available in multiple heights or with adjustable table legs that are adjustable in 1" increments.
- All wood chairs must be dowel-pinned construction or equal with rails spaced for safety.
- One-piece molded polypropylene or equal bucket seat, 16-gauge, 1" round tube frame with plastic swivel glides and stackable.

3.29.6 Sub-Category 6D Dormitory and Lounge furniture minimum standards. The following is a list of minimum quality standards for dormitory and lounge furniture and the related accessories in sub-category 6C. This sub-category will consist of fully upholstered seating, wood seating and tables, bedroom furniture, dining room furniture etc. and appropriate lamps and mattresses for the dormitory and lounge furniture market.

3.29.6.1 Fully-upholstered lounge furniture minimum standards.

- Product line consists of chair, loveseat and sofa pieces of various styles.
- Hardwood and hardwood ply frames.
- Attached seat and back cushions.
- Reversible and replaceable seat cushions.
- Fabric protection available option for all pieces.
- Wood feet/legs.
- Foam over tempered sinuous no sag springs.
- Fabric or wood arm caps options.

3.29.6.2 Wood table minimum standards.

- Product line consists of coffee tables and end tables of various styles.
- All tables are delivered with an oil-based stain and sealer to protect against nicking, fading and water-spotting.
- All tables consist of a solid wood top with a lower shelf for structural support and storage.

3.29.6.3 Bedroom furniture minimum standards.

- Product line consists of twin, double and queen bed size options.
- Solid wood construction.
- All bedroom furniture is delivered with an oil-based stain and sealer to protect against nicking, fading and water-spotting.
- Casegoods (end table, bureau) consists of solid wood construction with steel drawer glide system, side mounted, epoxy coated with safety feature to prevent complete removal of the drawer resulting in injury.
- Wardrobe units consist of solid wood construction with steel drawer glide system, side mounted, epoxy coated with safety feature to prevent complete removal of the drawer resulting in injury as well as steel hinged doors with adjustable shelves.
- Bunkbeds must be made of solid oak wood or equal and have the ability to be converted to a two (2) twin beds for maximum room configurations.
- All mattresses must be new and free of defects. All mattresses must meet the Consumer Product Safety Commission FF-4-72 flammability requirements for the term of the contract.

3.29.6.4 Dining room furniture minimum standards.

- Product line consists of various table tops (wood or laminate) and shapes (round, square, rectangular).
- Dining chairs can consist of wood with or without fabric bottoms and backs or multiple combinations and with non-marring glides or casters.
- Dining benches can consist of wood with or without fabric bottom and with non-marring glides.
- Dining tables can be for four (4), six (6) or eight (8) people or greater.

3.29.7 Sub-Category 6E Music furniture minimum standards. The following is a list of minimum quality standards or equal for music furniture and the related accessories in sub-category 6D with finish options selected from manufacturer's available colors.

3.29.7.1 Music Posture Chairs minimum standards

- Seating must maintain performer's breathing system in a posture equivalent to standing, positioning thighs in a downward plane with knees pointed toward the floor, thus freeing the diaphragm. Chairs must stack for compact storage.
- Vertical plane of the center of the backrest should intersect the seat at a point where the seat contour slants downward to rotate the pelvis forward, creating the natural sacro-lumbar curve.
- Seat and back made of contoured, high impact, 1/8" thick textured polypropylene.

- Frame to be constructed of 16-gauge, 7/8" square tubing, and 14-gauge, 7/8" square tube rear crossmember designed and welded to give support around entire outer edge of both seat and back. Frame is available in powder coat paint or chrome plated finish. Chairs must be available in 16", 17.5", and 18.5" heights to accommodate the user population.

3.29.7.2 Polymer music stand minimum standards.

- Lightweight stand consists of desk and base made of high strength injection molded virgin polycarbonate material **or equal**. Desk to have a recessed lower area for convenient temporary storage of writing instruments.
- Desktop is constructed of high strength injection molded virgin polycarbonate material. Measures 20" W and 13-1/2" H. Desk formed to allow for bolt-through attachment to the slider tube **or equal**.
- Base is constructed of high strength injection molded virgin polycarbonate material **or equal**. Slider tube has 1" outside diameter. Slider mechanism adjusts height from 25-1/2" to 49", desk lip to floor. Black textured finish. Color molded through base and desk.

3.29.7.3 Steel music stand minimum standards.

- Desktop must be constructed of 22-gauge steel with rolled edges for instrument protection and reinforcement. Base must be constructed of 12-gauge steel.
- Desktop is constructed of 22-gauge steel with rolled edges for reinforcement and instrument protection. Desk measures 20" W x 12" H. Base is constructed of 12-gauge steel with durable black powder coat paint finish. Slider mechanism adjusts height from 24" to 46", desk lip to floor.

3.29.7.4 Music Instrument Storage Cabinet minimum standards.

- Designed to secure instruments and cases and protect them from damage under normal use. Different compartment sizes designed for specific instruments. Shelving shall be one-piece molded polyethylene with radius (curved) front edges for instrument protection and with grooves for ventilation **or equal**. Door options include full or compartment panel in wood or grille options, with 5 knuckle hinges, using bolt through hardware supporting a minimum dynamic live load of 315 lbs **or equal**.
- Molded plastic instrument storage shelf shall have a static load capacity of 100 lbs. evenly distributed. Full-height, solid-hinged door on instrument storage units will support a minimum dynamic live load of 315 lbs. applied at outer edge. Wire-grille door hinge to be welded to door frame in five places; pull tested to withstand 3,000 lbs. Each instrument storage cabinet will be furnished with an integral base and four (4) steel levelers accessible from within the unit but concealed in final installation.
- Cabinet Wall Panels: 3/4" thick industrial cabinet grade particleboard, 45-49 lb. density with thermo sets polyester laminate **or equal** on both sides for totally finished construction. No backer sheets or unfinished surfaces may be used on unexposed sides.
- Cabinet Shelving: One-piece, high-density, blow-molded polyethylene with 1-3/8" radius front edge **or equal**. Cabinet shelves up to 27" wide mount to cabinet walls with one-piece molded rigid ST nylon clip depending on cabinet model. 48" or 60" shelves are supported by two or three structural, 16-gauge tubular members with 4-gauge welded end plates.
- Wood doors are same construction as cabinet wall panels. Grille doors are welded steel grille construction with powder coat paint finish **or equal**. Welds at T-joints must be 360°. Door hinges to be five-knuckle, institutional-type hinge **or equal**. Hinge will support 315 lbs. dynamic vertical load. Two hinges on compartment doors; four on full-height doors. All doors shall be factory provided with locking slide bolt designed for padlocks with formed 12-gauge steel strike plate **or equal**. Strike plate and slide bolt connected to cabinet with through-bolt construction.
- Heat bonded 3mm beveled PVC edge-banding, which is machine applied using hot-melt adhesives **or equal**. Edges and corners machine profiled for safety.

- Cabinet levelers are accessible from within each unit when desired, but concealed in complete installation. Glides with minimum 3/8" diameter threaded rod mounted in steel corner brackets. Provide minimum of four glides per cabinet; six glides for cabinets with divider panels.

3.29.7.5 Music Library minimum standards.

- A high-density retractable storage system for sheet music, which is adjustable to fit most sizes of music. System is modular in design allowing for future expansion. Each Music Library unit shelf shall support a minimum of 35 lbs.
- Furnish a space efficient storage system for sheet music.
- Cabinet End Panels must be a minimum of 3/4" thick industrial grade particleboard, minimum 48 pcf, with thermofused polyester laminate **or equal**.
- Cabinet Shelving must be a minimum of 3/4" thick plywood with thermofused polyester laminate **or equal**. Four shelves are adjustable with removable steel pin mechanism. On seven-shelf unit, three shelves are fixed and on six-shelf unit, two shelves are fixed.
- All exposed edges include heat bonded 3mm beveled PVC edgebanding **or equal**.
- Cabinet Back Panel must be a minimum standard cabinet back panel made of 1/4" thick pre-finished hardboard and able to mount on left or right hand side of cabinet end panels.
- Each cabinet shall include four rigid 8" diameter casters.
- Each cabinet shall include steel guide frame constructed of 1" square, 16-gauge steel tubing. Also included are limiting cable and bumpers to control side and outward movement of cabinet.
- Each shelf shall contain a metal music divider to separate and organize music. Labels shall also be provided for each shelf.
- Installations with exposed ends shall include an end panel constructed of 5/8" thick industrial grade particleboard with thermofused polyester laminate **or equal**.
- A 12-gauge steel hat channel is included for attaching guide frame to the wall.
- The anchor contains holes spaced 2" apart for attachment to wall studs, and allows guide frame to bolt to wall anchor.

3.29.7.6 Percussion Workstation minimum standards.

- Lockable, portable cabinet designed to be used for both rehearsal and performance with 4" swivel casters, four 23" x 23" compartments, and four drawers to store small percussion instruments securely. Cabinet top shall have open-cell sponge material overlay to both protect instruments and reduce noise level.
- Minimum overall dimension is **approximately** 48-1/2" W x 24-1/2" D x 36-1/2" H.
- Side and back panel shall be constructed of thermoset composite wood, 3/4" thick **or equal**.
- All exposed edges shall contain 3mm bonded PVC edging **or equal**.
- Top constructed of 5/8" five-ply solid core plywood with open-cell sponge material **or equal**.
- Shelves shall be constructed of 3/4" tempered hardboard **or equal**. They shall form four 23" x 23" compartments, 16" H.
- Drawers shall consist of four 21-1/2" x 21" x 3" drawers constructed of composite, vinyl-wrapped wood with oyster handles **or equal**.
- Casters shall consist of four 4" rubber, swivel casters.
- Doors shall be constructed of thermoset composite wood, with 3mm PVC bonded edge **or equal**.
- Door hinge shall consist of two 5-knuckle, institutional-type with pin 2-3/4" long **or equal**. Each hinge shall be fastened to cabinet side panel using two low-profile, capscrew assemblies bolted through entire thickness of side panel. Door handles shall be metal with powder-paint coating **or equal** with option locks.

3.29.7.7 Conductor's System minimum standards. Integrated system for either choral or instrumental music use consisting of a conductor's chair, double podium with rail, and conductor's stand with storage shelf. System is designed such that each component works together or independently.

3.29.7.7.1 Conductor's Chair minimum standards.

- Chair seat shall have three pre-determined depth settings for conductor, string bass or percussion use. Footrest fixed to chair frame. Chair shall have five legs meeting task chair seating standards **or equal**.
- Chair frame and upright post assembly shall be one-piece design constructed of 14-gauge tubular steel with black, powder-paint finish. Chair shall be constructed with 2" foam padding and 100% nylon commercial grade fabric on seat and back. Standard fabric colors **must be available**. Chair shall have pressurized gas cylinder height adjustment **or equal** and shall adjust in height from 26-1/2" to 36-1/2".
- Chair seat shall have 170-degree swivel range with locking feature **or equal**.
- Chair footrest constructed of 14-gauge, tubular steel with powder-paint finish **or equal**.
- Chair legs constructed of 14-gauge steel and able to slide under 6" H podium with powder-paint finish **or equal**.

3.29.7.7.2 Double Podium with Rail minimum standards.

- Consists of a base podium and upper podium with rail.
- Each podium shall contain two 4" rubber casters recessed into front panel.
- Podium tops shall be constructed of 100% olefin carpet attached to 5/8" plywood, secured by heavy-duty, vinyl-clad steel edging.
- Base podium: 43" W x 38" D x 6" H. Base is constructed of 14-gauge steel with powder-paint finish. Front panel is designed to allow conductor's stand to slide under podium.
- Top for base podium shall measure 43" W x 38" D.
- Upper podium: 32" W x 38" D x 6" H. Upper podium shall have an attached swing-away, vinyl-coated locking clamp to secure to base podium. Upper podium shall have 36" H, detachable guardrail constructed of 16-gauge steel with powder paint finish **or equal**.

3.29.7.7.3 Conductor's Stand minimum standards.

- Stand frame and upright post shall be one-piece design. Stand shall be adjustable in height by means of spring loaded, tension-release lever.
- Stand frame and upright post shall be one-piece design constructed of 14-gauge tubular steel with powder-paint finish **or equal**.
- The stand desk shall be constructed of polycarbonate or 3/8" thick laminated plywood **or equal**, both available in two sizes: 30" W x 20-1/2" H or 24" W x 15-1/2" H. Stand desk shall be adjustable in infinite angles from 0-180 degrees. Desk lip shall be 1-1/2" H.
- Stand shall be adjustable by means of spring loaded, tension-release lever located under desk; adjustable in height from 34" to 53".
- Stand legs shall be constructed of 14-gauge, tubular steel with powder-paint finish **or equal** and able to slide under 6" H podiums.
- Optional detachable, enclosed, metal storage shelf 20" W x 14" D. with powder paint **or equal**.

3.29.7.8 Music Lab Workstation minimum standards.

- A portable 49-1/2" W x 32" D x 39" H workstation that provides a work center for basic music lab equipment including an electronic keyboard, computer monitor and keyboard, and additional MIDI components. Includes a pullout keyboard tray and tablet arm, monitor space, rack mounting, headphone storage hook, music holder, a 15 amp, 120 AC, UL approved power strip, 12' cord, service doors, and four swivel 4" diameter rubber casters (front casters lockable).
- Overall dimensions of Workstation **approximately**: 49-1/2" W x 32" D x 39" H.
- Side panels shall be constructed of 3/4" thick industrial-grade particleboard; 45 lb. density. Laminate is thermo fused polyester. Top, back and bottom panels shall be constructed of 3/4" thick industrial-grade plywood core with thermo fused polyester laminate. Lower shelf panel shall be constructed of 1-1/8" thick medite core with thermo fused polyester laminate finish in oyster color. All exposed edges shall include .028 bonded PVC edging **or equal**.

- Pullout Keyboard Tray and Tablet Arm shall be constructed of 3/4" industrial grade particleboard; 45 lb density with thermofused polyester laminate. Edges are banded with .028 PVC edge banding **or equal**. Shelf is centered underneath the lower shelf work surface, inserted between two steel glides. Tray measures 29" W x 4" D, which includes space for standard computer keyboard and mouse pad. Tablet arm is located on right hand side underneath lower shelf work surface, inserted between two steel glides. Tablet arm measures 10" W x 15" D.
- Monitor Space shall be low profile and included on left hand side of lower work surface to create proper sight lines from student to instructor. Space measures **approximately** 20-3/4" W.
- The upper shelf on the Workstation shall include four single space rack-mount spaces for additional rack-mount components.
- Music Holder shall be constructed of clear 3/16" thick acrylic designed to be free-standing or slide onto front edge of upper shelf of Workstation. Holder measures **approximately** 20" W x 12" H.
- Power Strip shall be 15 amp, 120 AC, UL listed with six to eight outlets (depending on model selected), premium surge suppression and remote switch mounted to front of Workstation. Includes 12-foot power cord. Accommodates up to four transformer-type plugs without blocking outlets. Lighted power switch confirms power on/off status.
- The Workstation shall have two hinged, rear-service doors for access to MIDI, audio and power cables **with option to lock doors**.
- Each Workstation shall include four swivel 4" diameter rubber casters with the two front casters to be locking.
- The Workstation frame shall be constructed of 14-gauge steel in 2" square tubular H-frame design bolted to back and side panels. Adjustable Height Workstation shall have telescoping legs allowing for adjustability from 1"-7" in height.
- The Workstation shall include a brass hook mounted on the inside of the right hand side panel for storage of headphones.

3.29.7.9 Acoustical Shell minimum standards.

- A portable acoustical shell with effective acoustics and flexible setup. 6' W shell ranges in height from 6'6" in storage position to 15'2" in performance position with 4 different canopy angles of 45°, 60°, 75° or 90°. Canopy tapered or rectangular. Units consist of composite panels that are raised and lowered with a crank and handle. Units fit through standard door on four swivel casters and are designed to nest together for storage **or equal**.
- Each wall tower shall be self-standing and portable providing quick, safe, easy deployment and adjustment by one person. The base shall be fitted with casters. When in the storage position, it shall be compact enough to roll through standard 3' wide door. Wall towers shall be so designed that they may be nested for storage. Initial unit requires 34-1/4" of depth for storage. Each additional unit requires 9-1/2" of depth when nested.
- All acoustical panels must be of a composite construction, 1" thick. Weight of panels must not be less than 1.4 pounds per square foot of surface area exclusive of reinforcements **or equal**.
- Upper section shall consist of two 4'6" x 6' panels, the upper panel so tapered as to allow the units to fit together to form a semi-circular arrangement when placed adjacent to each other. Optionally, the canopy panel may be square to allow for a straight-wall configuration. The lower panel shall consist of one 4' 6" x 6' panel with one 17-5/8" x 6' panel hinged to the bottom. Each unit equipped with hardware that permits the upper canopy panel of the unit to be used either in a vertical position or at a forward tilt of **approximately** 45, 60 or 75 degrees. Hardware will have a fine adjustment feature allowing for the matching of canopy-panel angles between units.
- The upper canopy panel of each unit shall be deployed from the front of the shell tower using an aluminum deployment tool. The lower-panel assembly will be mounted permanently to the frame structure. The upper canopy panel and the upper tower panel will be attached to a telescoping center mechanism. This structure is elevated by means of a lifting mechanism attached to the back frame of the unit and deployed by turning a handle connected to the lifting mechanism.

- The frame base is constructed primarily of sheet steel, steel tubing and aluminum extrusion or equal. Unit is counterweighted to provide the base for the vertical supporting framework. Depth of the frame from front of panel to back of counterweights shall allow for passage of unit through a standard 36-inch doorway. Four low-friction swivel casters with rubber wheels shall be provided for each frame base. Casters shall be rated at 300 pounds each. Counterweight shall be sufficient to stabilize the shell tower with no protrusions extending beyond the front of the shell.
- Protrusions such as legs, stabilizers, etc., from the front of the shell towers shall be considered unacceptable. Front and back surfaces of the acoustical panels shall be a laminate finish with factory colors. Steel parts shall be finished with a matching factory color.

3.29.7.10 Standing Choral Risers minimum standards.

- Folding portable 3-step choral riser available in lengths of 4' or 6' with 18" deep steps. Riser frame consists of 7/8", 14-gauge square steel tubing. Steps consist of carpet covered plywood steps with clad steel powder coated frame. Steps are reversible for flexible setup. Foot-pedal activated cross brace for setup.
- Risers must be completely portable three-step units that fold compactly accordion style. Units shall have built-in casters, stair glides and a coupling rod "handle" for easy movement.
- Arrangement of the units must be flexible permitting adjustment for group size and performing space. Built-in reversibility option allows variation from a semi-circular to a straight-performing arrangement. Foot-pedal-activated cross brace locks leg structure automatically for easier setup.
- Double locking mechanism for added safety. Individual units fold compactly and roll on 3" non-marking soft rubber casters and have built-in stair glides. Two 4" wheels allow you to position the unit easily. Steel coupling rods connect units together securely. Steel coupling rod serves as a handle for transport.
- The frame of the riser shall be 14-gauge square steel tubing. Step of each unit shall be plywood. Available in 18" and 24" usable depth. Pewter gray, indoor-outdoor 100% polypropylene fiber face. The edging shall be formed from 16-gauge cold-rolled steel. The frame/edging shall be formed from a single piece of steel for maximum strength and stiffness.
- Finish on the frame and edging member shall be gray baked-on powder paint. A rust-inhibiting wash coat shall be applied to the frame. The frame and edging member shall wrap around the deck edge to protect the deck edge from damage during normal use. Solid bolted construction.

3.29.7.11 Staging minimum standards.

- Portable interlocking platform system with detachable and interchangeable legs to create a single or multiple-height platform area.
- Platforms can be used in multiple configurations including, but not limited to: portable platform sets, stage extensions, orchestra pit fillers, and as tiered seating.
- Each deck shall be 3/4" with a plywood core. Must have multiple finish surfaces available including black phenolic (slip resistant overlay), tempered hardboard, carpet, or carpet ready to receive custom surfaces. Unit-to-Unit connectors shall be provided in the quantity necessary for proper function of the complete stage system.
- Frame shall be constructed of structural aluminum with a natural finish designed for maximum strength and rigidity and protect the top surface edge of the platforms.
- Deck units shall be provided with six leg sockets to accept and lock into place the detachable legs. Leg are fabricated from structural aluminum and options include single height legs and telescoping legs with adjustable heights in 4" increments.
- Installed platform system at a height of 40" shall be capable of supporting a uniform vertical load of 200 pounds per square foot while simultaneously withstanding a 3% side load uniformly applied to the platform system along its longest dimension.
- Guardrail system shall be capable of withstanding a 200 lb point load applied laterally or vertically and a 50 lb per lineal foot applied laterally or vertically. Furthermore, if codes require it, the guardrails must be able to prevent a sphere measuring 4" from passing through anywhere in the rail.

CATEGORY 7 LIBRARY FURNISHINGS

3.30 CATEGORY 7 INTRODUCTION. Category 7 is segmented into two (2) sub-categories, 7A , and 7B. Bidders may submit bids in one or more sub-categories with the appropriate manufacturer's. (e.g. Mfg. Library Bureau (wood), MJ Industries (metal), Jasper (wood))

Sub-Category 7A Wood Library furniture (wood end panel library shelving, tables, study carrels, circulation desks, etc.)

Sub-Category 7B (Library wood chairs, etc.)

Sub-Category 7C Metal Library furniture (metal library shelving, etc.)

All sub-categories product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21.**

3.30.1 Pricing. Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provided an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

3.30.2 Sub-Category 7A, 7B and 7C Volume Discounts.

Manufacturer's List Price Value	Percentage % Discount Off of List Price Value
\$1.00 – 5,000	%
\$5,001 – 15,000	%
\$15,001- 30,000	%
\$30,001- 50,000	%
\$50,001 – 100,000	%
\$100,001 and Greater	%

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.30.3 Sub-Category 7A Laminate and Veneer wood library furniture minimum standards.

- All exposed lumber must be air-dried and kiln dried to a minimum of 6% to 8% moisture content.
- Face and exposed veneers shall not be less than 1/34" thick.
- Laminates shall be a minimum of 1/16" thick with a backing sheet not less than .050 thick.
- High-pressure laminates shall consist of layers of melamine and fibrous sheet material, impregnated with a thermosetting condensation resin, all consolidated under heat and pressure.
- Lumber core material to be good grade core stock with controlled width to minimize any tendency to warp.
- 5-ply construction consists of a lumber core, two crossbars running in the opposite direction of the grain of the core, and a face and a back veneer or high-pressure laminate running parallel to the core.
- Finishing is to be done at the point of manufacture with all furniture and equipment being thoroughly hand and/or machine smoothed and sanded to remove all machine or mill marks.

- Shelving options must be available in single or double faced style.

3.30.4 Sub-Category 7B Library wood chairs minimum standards.

- Seating should be constructed of kiln-dried hardwoods, with joints double doweled and securely glued for maximum joint stability.
- Chairs must be available with or without arms, casters and fabric.

3.30.5 Sub-Category 7C Steel library shelving minimum standards for closed base book stack shelving, divider type sections, display units, periodical shelves and multi-media cabinets.

- Unit frames must be made of a minimum of 16 gauge welded steel construction.
- Shelves must be made of a minimum of 18 gauge steel with triple bends on the front and back edge to prevent sagging.
- Base brackets must be a minimum of 13 gauge steel.
- Shelving options must be available in single or double faced style.
- Shelving must be adjustable and consist of 1 base shelf and 2 or more adjustable shelves.
- Shelving must have closed ends (closed base bookstack shelving)

CATEGORY 8 SPECIALTY FURNITURE AND ACCESSORIES

3.31 CATEGORY 8 INTRODUCTION. Category 8 is segmented into three (3) sub-categories, 8A, 8B and 8C. Bidders may submit bids in one or more sub-categories. Sub-Category 8A Bidders must be the manufacturer and sub-category 8B can be the manufacturer or authorized dealer with the appropriate manufacturer's. (e.g. Humanscale, Workrite, Balt)

Sub-Category 8A – Custom wood crafted furniture manufacturer (Wood bookcases, desks, tables, conference tables, credenza, etc.).

Sub-Category 8B – Ergonomic metal framed adjustable computer workstation.

Sub-Category 8C – Ergonomic Office Accessories (Adjustable keyboards, Adjustable monitor arms, CPU holders, etc.).

All sub-categories product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21.**

3.31.1 Pricing. Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provide an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

3.31.1 Sub-Category 8A, 8B and 8C Volume Discounts.

Manufacturer's List Price Value	Percentage % Discount Off of List Price Value
\$1.00 – 5,000	%
\$5,001 – 15,000	%
\$15,001- 30,000	%
\$30,001- 50,000	%
\$50,001 – 100,000	%
\$100,001 and Greater	%

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.31.2 Sub-Category 8A - Custom wood crafted manufacturer minimum standards.

- Bidder must be the manufacturer with the ability to custom fabricate and finish wood furniture to the Eligible Entities specification.
- It is **highly desirable** that the manufacturer be able to deliver finished product within eight (8) weeks after receipt of order.

3.31.3 Sub-Category 8B - Ergonomic metal framed adjustable computer workstation minimum standards.

- Two cranks adjust dual work surfaces to suit different users.
- Separate crank adjustment gives optimum height control for both platforms.
- Spacious 17" D monitor platform holds larger monitors, printer peripherals.
- Integral cable tray and desktop grommets control wires.
- CPU holder can be used on inside or outside of frame.

3.31.4 Sub-Category 8C - Ergonomic office accessories minimum standards.

- Bidder must be able to provide, as part of its manufacturer's product offering, ergonomic adjustable keyboard and mouse trays and adjustable monitor arms. The product offering must also include monitor filters, CPU holder etc. as a minimum product offering.

CATEGORY 9 FURNITURE SERVICES

3.32 CATEGORY 9 INTRODUCTION. Category 9 is segmented into four (4) sub-categories, 9A, 9B, 9C and 9D. Bidders may submit bids in one or more sub-categories with the appropriate services.

Sub-Category 9A – Refinishing Services.

Sub-Category 9B – Reupholstering Services.

Sub-Category 9C – Furniture Repair Services.

Sub-Category 9D – Predecessor Systems Furniture Repair, Disassembly and Reinstallation Services.

All sub-categories product must meet all the required safety standards referenced in **3.18, 3.19, 3.20 and 3.21.**

3.32.1 Pricing. Bidders must provide discount percentages % for all volume breaks indicated below on the appropriate sub-category cost sheet for each manufacturer and product line bid. The percentage % discount will be for all various manufacturer's product lines that meet the technical requirements within the sub-categories. **The awarded percentage % discounts off are not negotiable between an Eligible Entity or Awarded Bidder.** If an Awarded Bidder wants to provided an improved percentage % discount, the Awarded Bidder must provide the OSD Contract Manager with the details of the promotion for review. The promotion can not be

presented to an Eligible Entity prior to approval by the OSD Contract Manager. If a promotion is approved then the promotion must be available to all Eligible Entities.

3.32.2 Sub-Category 9A Hourly Service Rates (includes parts and accessories).

Furniture Service	Hourly Rate
Refinishing Services	\$ /Hr.

3.32.3 Sub-Category 9B Hourly Service Rates (includes parts and accessories).

Furniture Service	Hourly Rate
Reupholstering Services	\$ /Hr.

3.32.4 Sub-Category 9C Hourly Service Rates (includes parts and accessories).

Furniture Service	Hourly Rate
Furniture Repair Services.	\$ /Hr.

3.32.5 Sub-Category 9D Volume "Parts" Volume Discounts.

Manufacturer's Parts List Price Value	Percentage % Discount Off of Parts List Price Value
\$1,00 – 2,500	%
\$2,501 – 5,000	%
\$5,001- 15,000	%
\$15,001- 50,000	%
\$50,001 - 100,000	%
\$100,001 and Greater	%

3.32.5.1 Sub-Category 9D Hourly Service Rates.

Furniture Service	Hourly Rate
Repair Services	\$ /Hr.
Disassembly and Reinstallation Non-Prevailing/Union Services	\$ /Hr.

Based upon the quantity purchased, the Eligible Entity would then utilize the specific percentage % discount and apply the percentage % discount to the entire purchase from the manufacturer's dated catalog. The discounts shall be fixed for the entire term of the contract. A copy of the **manufacturer's dated catalog must** be submitted with the bid and will be fixed for the initial 12-month period of the contract. All accessory items are discounted at the percentage % discount appropriate for the total order size.

3.32.6 Refinishing services minimum standards.

- Bidder must be able to sand or chemically strip furniture to remove scratches and defects in wood. Stain should be applied in two even coats to ensure no discoloration through out the entire surface.
- Finish should be at a minimum of 3 coats of Spray Lacquer or Polyurethane sanded between coats to ensure smooth finish.

3.32.7 Reupholstering services minimum standards.

- Old fabric must be removed, repairs made to ensure the structural soundness of the furniture.
- New or existing foam can be used however fire barrier must be used over polyurethane foam. Fabric must meet the requirements of **Section 3.21**.

- Finished Furniture should be free of workmanship defects and be of the same quality as the original design.

3.32.8 Furniture repair services minimum standards.

- Any repairs to furniture will be made with OEM parts or equivalent so as to ensure the integrity of the furniture structure meets the industry standards referenced in **Section 3.18.**

3.32.9 Predecessor systems furniture repair and disassembly and reinstallation services minimum standards.

- Any repairs to predecessor manufacturer's systems furniture will be made with OEM parts or equivalent so as to ensure the integrity of the furniture structure meets the industry standards referenced in **Section 3.18.**
- All Bidders must be authorized by the manufacturer for the systems that the bidder can repair, disassemble and reinstall.

SECTION 3
PART III - COST REQUIREMENTS

3.33 TAX EXEMPTION. The Eligible Entity and the Commonwealth certify that the supplies to be acquired under this Statewide Contract will be used for necessary governmental purposes and will be exempt from all taxes presently assessed and levied with respect to personal property. Therefore, all invoices and contract documents **must not** include a sales tax entry. In the event the use, possession or acquisition of the supply is found to be subject to taxation or other governmental charges, the Eligible Entity will pay such taxes or charges.

3.34 PRICE OF FURNITURE AND SERVICES. A Market Basket cost file(s) will be utilized to determine the lowest net price in all categories and related sub-categories. All bidders must to complete the appropriate market basket(s) cost file(s) for all categories and sub-categories they intend to bid. The list price utilized in the market basket(s) must be from the manufacturer's dated catalog(s) submitted with the bid. Failure to complete the appropriate market basket(s) correctly and in their entirety will result in disqualification for the particular sub-category.

3.34.1 Market Basket Cost File(s): All bidders must complete the appropriate Market Basket cost file(s) for the appropriate sub-category (ies) in its entirety as instructed to qualify for evaluation.

- Bidders **must** complete all items on the attached Market Basket Cost File for each category (ies) and sub-category (ies) being bid and clearly indicate the appropriate information requested in the appropriate cells provided.

SECTION 3
PART IV - EVALUATION METHODOLOGY

3.35 EVALUATION AND AWARD OF CONTRACT. Responses will be evaluated and awards made which will represent "The Best Value to the Commonwealth of Massachusetts." Awards may be made based on, but not limited to:

- Cost of selected items indicated on the appropriate cost files
- Affirmative Market Partnerships - estimated 10% of evaluation
- Environmental Initiatives – **Attachment 12, Additional Environmentally Preferable Products/Practices and all appropriate environmental attachments to either Attachment 12 or the Additional Environmentally Preferable Products/Practices forms.**
- Desirable Bidder Submission Sheet – **Attachment 11**
- Sales and Customer Service Bidder Information – **Attachment 14**
- Open Ratings and Dun & Bradstreet Past Supplier Performance and Supplier Evaluation Reports.

The Commonwealth reserves the right to render more than the identified number of awards in a particular sub-category in the event that the Commonwealth's needs are not sufficiently covered by the awarded qualified Bidder(s).

SECTION 3
PART V - PERFORMANCE REQUIREMENTS

3.36 INTRODUCTION. The Commonwealth is endeavoring to deliver the best value Contract to facilitate the needs of our customers. However, it is important to measure the Awarded Bidder's performance to ensure that the Contract is in compliance with what has been requested and what the Awarded Bidder has offered in this RFR. The Commonwealth recognizes that it is important to establish a partnership with the Awarded Bidder but the Commonwealth must put in place performance requirements to safeguard and ensure Contract performance.

3.37 PERFORMANCE MEASUREMENTS. The PMT has established the following criteria to monitor bidder performance for this contract. The measurement will be satisfactory or unsatisfactory. The following sections of specific performance areas will be subject to measurement:

3.37.1 Customer Satisfaction. It is required that the Awarded Bidder maintains customer satisfaction in the following areas:

- Customer Service: Include but not limited to timely response to shipping or billing inquiries.
- Sales Support in presenting the contract terms and conditions including accurate price quotes to an Eligible Entity.

3.37.2 Report Compliance. Awarded Bidders must satisfy all reporting requirements within this RFR in the agreed format on a semi-annual basis and/or as requested.

3.37.3 Affirmative Market Program Compliance. Commitments made by each of the awarded bidders will be monitored and incorporated in each bidder's performance measurement criteria. Measurement criteria are to be determined according to each individual bid proposal.

3.37.4 Account Manager. It is required that the Awarded Bidder's Account Manager facilitates the needs of this Contract. The Awarded Bidder must replace an Account Manager when requested by the OSD Contract Manager. The OSD Contract Manager, in concert with the PMT, will monitor the performance of the Awarded Bidder(s) on an ongoing basis.

3.37.5 Complaints. It is required that Awarded Bidders accept the provisions of this RFR in its entirety. Complaints may be generated and submitted in writing to the Awarded Bidder Manager by Eligible Entities and other bidders.

The OSD Contract Manager and PMT may also submit complaints in writing to contract bidders for immediate resolution pertaining to any condition of compliance with contractual provisions.

Immediate attention and resolution given to complaints and the number of complaints filed will be the criteria used for measuring performance in this section.

3.37.6 UNSATISFACTORY PERFORMANCE REMEDIES. Failure to maintain a satisfactory performance rating yearly or per written incident will result in a negotiated penalty between the OSD Contract Manager, PMT and Awarded Bidder. If the OSD Contract Manager and the PMT receive written complaints of non-compliance with the service requirements then the OSD Contract Manager and the PMT reserve the right to negotiate with the Awarded Bidder, a reasonable penalty, based upon the degree of the non-compliance. The following penalties are examples that the OSD Contract Manager and PMT have, at their disposal, to negotiate with the Awarded Bidder and do not limit the OSD Contract Manager and PMT from creating additional penalties more appropriate for the individual situation.

- Awarded Bidder written warning and subsequent financial penalty. (e.g. Free product, service, installation costs etc. for the Eligible Entity(ies) affected by the unsatisfactory performance for a period of time or for specific purchase orders at a value negotiated by the OSD Contract Manager, PMT and Awarded Bidder.)

In addition, the PMT reserves the right to take any other actions if the PMT determines that the current costs from the Awarded Bidder(s) are not competitive or if the PTL receives written complaints of non-compliance with the service requirements. The PMT will provide the Awarded

Bidder(s) in question the opportunity to cure a performance-related issue. In the event of continued performance-related issues, the PMT can take actions that include but not limited to:

- The OSD Contract Manager and PMT reserve the right to make additional awards from the original bids submitted in a category.
- Suspend the ability of the Awarded Bidder(s) to sell products in their awarded category (ies).
- Terminate the contract of the Awarded Bidder(s) in their awarded category (ies).

3.37.7 Open Enrollment. The OSD Contract Manager and PMT Manager reserve the right to allow an "Open Enrollment" period during the term of the contract if it is determined to be in the best interest of the Commonwealth of Massachusetts because an Awarded Bidders poor performance or non-competitive costs. After the initial award of this RFR, the PMT may allow bidders an opportunity to submit responses in accordance with an "Open Enrollment" period at a time specified by the PMT during the contract period. The PMT would evaluate responses based upon the evaluation criteria and make awards for those Bidders who qualified based upon the evaluation criteria. Contracts awarded as a result of the "Open Enrollment Period" process will run concurrently with the other OFF20 Awarded Bidders remaining contract term.