INVITATION TO BID	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: 8/2/16 11:00 AM CST

TITLE: **Furniture**	**RETURN BID TO:** PURCHASING DIVISION
FILE NO: **03040-16** REQ NO: **RQ039927** AD DATES: **7/14/16 & 7/21/16**	**Mailing Address:** PO Box 1471 Baton Rouge, LA 70821 **Physical Address:** 222 St. Louis Street 8th Floor Room 826 Baton Rouge, LA 70802
SHIP TO ADDRESS: CONTRACTOR IS TO COORDINATE DELIVERY WITH AGENCY: **City of Baton Rouge** **BR Metro Council Chambers** **222 St. Louis Street, 3rd Floor** **Baton Rouge, LA 70802**	**Contact Regarding Inquiries:** Purchasing Analyst : **Debbie Kimball** Telephone Number: **225-389-3259 x 314** Email: **dkimball@brgov.com**
VENDOR NAME	MAILING ADDRESS
REMIT TO ADDRESS	CITY, STATE, ZIP
TELEPHONE NO. FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE
AUTHORIZED SIGNATURE	PRINTED NAME

QUESTIONS TO BE COMPLETED BY VENDOR:

1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER
2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.
3. _____ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS - SEALED BIDS

Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.

2. Bids are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive bids. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bids and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.

3. The bid number, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.

4. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.

5. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

6. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.

7. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on bid forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.

8. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.

9. All bids must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.

10. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.

11. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.

12. Written addenda issued prior to bid opening which modifies the bid shall become a part of the bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method. Failure to acknowledge receipt of addenda (if any) shall render the bid non- responsive and subject to rejection.

13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.

14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.

15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.

16. All bidders should submit with their bid, or have on file with the Purchasing Division, a City - Parish Business Profile Data Form. The Business Profile Data Form is available at the Purchasing Department section of the City of Baton Rouge website, www.brgov.com, or by calling the Purchasing Department at 225-389-3259.

17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.

18. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are excluded from state and local taxes.

19. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between City - Parish and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing by City - Parish.

20. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Information pertaining to completed files may be secured by visiting the EBR City Parish Purchasing office during normal working hours.

21. The City - Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.

22. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed? YES ____ NO____. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.

23. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.

24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.

25. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this

Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

26. Certification of no suspension or debarment. By signing and submitting any bid for $25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).

    A list of parties who have been suspended or debarred can be viewed via the internet at http://www.sam.gov.

27. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.

28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: http://brgov.com/dept/purchase/bidresults.asp.

29. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.

30. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.

31. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

    Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

FEDERAL CLAUSES, IF APPLICABLE.

I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold ($150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of $10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized

representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of $2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18

U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of $2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of $2,000, and all other contracts involving the employment of mechanics or laborers in excess of $2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII.Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

ADDITIONAL BID REQUIREMENTS

Payment terms for services will be net 30 days based on the monthly invoice. Agency will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

Samples will be required from the successful contractor. Samples can either provided with bid submittal or must be provided within seven (7) business days of request by the Purchasing Division. Failure to provide timely samples will deem your bid as non-responsive.

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
PURCHASING DIVISION

Pricing Sheet

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
0001	Chair, Executive, High Back, Task With Vinyl Back, polished aluminum base. See Specifications and Deviation Sheet for further detailed requirements. (Internal Reference No. CH-1) Manufacturer: OFS Highmark Manufacturer's Model No.: 7110-E7-A57-B12 State Manufacturer/Model No. Bidding: _____	17	EA	$_____	$_____
0002	Chair, Open Arm, Ganging, Audience Side, wood finish, wallsaver/fully upholstered outside back/plain seat. See Specifications and Deviation Sheet for further detailed requirements. (Internal Reference No. CH-2) Manufacturer: Trinity Furniture Manufacturer's Model No.: 1522, Product Facelift State Manufacturer/Model No. Bidding: _____	100	EA	$_____	$_____
0003	Chair, Armless, Ganging Side Audience, wood finish, wallsaver/fully upholstered outside back/plain seat. See Specifications and Deviation Sheet for further detailed requirements. (Internal Reference No. CH-3) Manufacturer: Trinity Furniture Manufacturer's Model No.: 1524, Product Facelift State Manufacturer/Model No. Bidding: _____	30	EA	$_____	$_____

Specifications:

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

MINIMUM SPECIFICATIONS: ITEM 0001 HIGH BACK EXECUTIVE TASK CHAIR As a minimum (any non-compliance must be marked "NO") each item shall be equipped with, and all components bid must be compatible and upon installation create a fully operational HVAC System	COMPLY YES	COMPLY NO	**Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.)**
MANUFACTURER OFS HIGHMARK OR EQUAL.			
MANUFACTURER'S MODEL NO. 7110-E7-A57-B12 OR EQUAL			
BACK UPHOLSTERY			
MANUFACTURER STINSON OR EQUAL			
NAME: AVANT OR EQUAL			
NUMBER: AV 306 OR EQUAL			
COLOR: PEWTER			
WIDTH: 54 INCHES			
CONTENT: VINYL WITH POLYESTER/COTTON BACKING			
FINISHES & FEATURES			
HB HIGHBACK WITH VINYL BACK			
SYNCHRO TILT WITH SIDE TENSION KNOB			
POLISHED ALUMINUM LOOP ARMS WITH URETHANE CAP			
POLISHED ALUMINUM BASE			
CHAIR WIDTH 24 INCHES			
CHAIR DEPTH 24 INCHES			
HEIGHT: ADJUSTABLE			
SEAT HEIGHT: ADJUSTABLE			
IF BIDDING OTHER THAN MANUFACTURER, MODEL AND COLORS, SAMPLE FINISHES SHOULD BE INCLUDED WITH BID.			

Item Code: CH-1

ITEM DESCRIPTION

ITEM NO. 0001

Item:	Executive Task Chair
Manufacturer:	OFS - Highmark
Product:	HB
Mfg. Model No:	7110-E7-A57-B12
Description:	HB Highback w/ Vinyl Back

Diameter:	Length:	Width:	Depth:	Height:	Seat Height:	Arm Height:
N/A	N/A	24"	24"	Adjustable	Adjustable	N/A

FINISHES + FEATURES

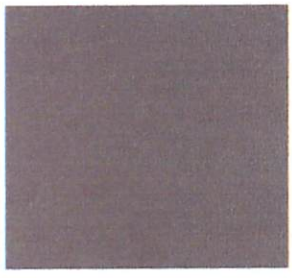
HB Highback w/ Vinyl Back
Advanced Synchro Tilt w/ Side Tension Knob
Polished Aluminum Loop Arms w/ Urethane Cap
Polished Aluminum Base

BACK UPHOLSTERY

Mfg:	Stinson
Name:	Avant
Number:	AV 306
Color:	Pewter
Width:	54"
Content:	Vinyl w/ Polyester/Cotton Backing
Repeat:	N/A

PHOTOS / SAMPLES

(Image for reference only)



GENERAL

Notes:	Submit all finish samples for approval prior to ordering. Confirm all quantities prior to ordering.	
Accessories:		
Location:	Chambers	
Quantity:	15	
Contact:	Michael Boykin	601-955-7270

GraceHebert architects

Project Name: EBR Renovations for Metro Council Chambers

Project Number: 361502

Date: June

Specifications:

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

MINIMUM SPECIFICATIONS: ITEM 0002 OPEN ARM GANGING SIDE CHAIR As a minimum (any non-compliance must be marked "NO") each item shall be equipped with, and all components bid must be compatible and upon installation create a fully operational HVAC System	COMPLY		**Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.)**
	YES	NO	
MANUFACTURER TRINITY FURNITURE OR EQUAL.			
MANUFACTURER'S MODEL NO. 1522 OR EQUAL			
PRODUCT: FACELIFT OR EQUAL			
BACK UPHOLSTERY			
MANUFACTURER CF STINSON OR EQUAL			
NAME: AFFINITY OR EQUAL			
NUMBER: AFF08 OR EQUAL			
COLOR: STARDUST OR EQUAL			
WIDTH: 54 INCHES			
CONTENT: VINYL SURFACE WITH 100% POLYESTER BACKING			
FINISHES & FEATURES			
OPEN ARM			
GANGING SIDE CHAIR			
WALLSAVER/FULLY UPHOLSTERED OUTSIDE BACK/PLAIN SEAT			
WOOD FINISH: W1 LIGHT WALNUT OR EQUAL			
CHAIR WIDTH 22 INCHES			
CHAIR DEPTH 23.25 INCHES			
HEIGHT: 33 INCHES			
SEAT HEIGHT: 18.25 INCHES			
ARM HEIGHT: 25 INCHES			
METAL GANGING DEVICE TO BE PROVIDED			
IF BIDDING OTHER THAN MANUFACTURER, MODEL AND COLORS, SAMPLE FINISHES SHOULD BE INCLUDED WITH BID.			

Item Code: CH-2

ITEM DESCRIPTION

ITEM NO. 0002

Item:	Ganging Audience Chair - Arm
Manufacturer:	Trinity Furniture
Product:	Facelift
Mfg. Model No:	1522
Description:	Open Arm Ganging Side Chairs Wallsaver / Fully Upholstered Outside Back / Plain Seat

Diameter:	Length:	Width:	Depth:	Height:	Seat Height:	Arm Height:
N/A	N/A	22"	23.25"	33"	18.25"	25"

FINISH

Wood Finish: W1 Light Walnut

PHOTOS / SAMPLES

(Image for reference only)

BACK + SEAT UPHOLSTERY

Mfg:	CF Stinson
Name:	Affinity
Number:	AFF08
Color:	Stardust
Width:	54"
Content:	Vinyl Surface with 100% Polyester Backing
Repeat:	N/A

GENERAL

Notes:	Submit all finish samples for approval prior to ordering. Confirm all quantities prior to ordering.
Accessories:	Provide Metal Ganging Devices - $25/chair
Location:	
Quantity:	91
Contact:	

GraceHebert architects

Project Name:	EBR Renovations for Metro Council Chambers
Project Number:	361502
Date:	June

Specifications:

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

MINIMUM SPECIFICATIONS: ITEM 0003 ARMLESS GANGING AUDIENCE CHAIR As a minimum (any non-compliance must be marked "NO") each item shall be equipped with, and all components bid must be compatible and upon installation create a fully operational HVAC System	COMPLY YES	COMPLY NO	**Specify any Deviation from listed Specification (size, dimensions, color, brand, etc.)**
MANUFACTURER TRINITY FURNITURE OR EQUAL.			
MANUFACTURER'S MODEL NO. 1524 OR EQUAL			
PRODUCT: FACELIFT OR EQUAL			
BACK AND SEAT UPHOLSTERY			
MANUFACTURER CF STINSON OR EQUAL			
NAME: AFFINITY OR EQUAL			
NUMBER: AFF08 OR EQUAL			
COLOR: STARDUST OR EQUAL			
WIDTH: 54 INCHES			
CONTENT: VINYL SURFACE WITH 100% POLYESTER BACKING			
FINISHES & FEATURES			
ARMLESS			
GANGING SIDE AUDIENCE CHAIR			
WALLSAVER/FULLY UPHOLSTERED OUTSIDE BACK/PLAIN SEAT			
WOOD FINISH: W1 LIGHT WALNUT OR EQUAL			
CHAIR WIDTH 22 INCHES			
CHAIR DEPTH 23.25 INCHES			
HEIGHT: 33 INCHES			
SEAT HEIGHT: 18.25 INCHES			
METAL GANGING DEVICE TO BE PROVIDED			
IF BIDDING OTHER THAN MANUFACTURER, MODEL AND COLORS, SAMPLE FINISHES SHOULD BE INCLUDED WITH BID.			

Item Code: CH-3

ITEM DESCRIPTION

ITEM NO. 0003

Item:	Ganging Audience Chair - Armless
Manufacturer:	Trinity Furniture
Product:	Facelift
Mfg. Model No:	1524
Description:	Armless Ganging Side Chairs Wallsaver / Fully Upholstered Outside Back / Plain Seat

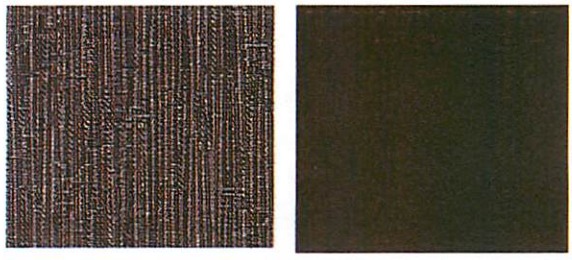
Diameter:	Length:	Width:	Depth:	Height:	Seat Height:	Arm Height:
N/A	N/A	22"	23.25"	33"	18.25"	N/A

FINISH

Wood Finish: W1 Light Walnut

PHOTOS / SAMPLES

(Image for reference only)



BACK + SEAT UPHOLSTERY

Mfg:	CF Stinson
Name:	Affinity
Number:	AFF08
Color:	Stardust
Width:	54"
Content:	Vinyl Surface with 100% Polyester Backing
Repeat:	N/A

GENERAL

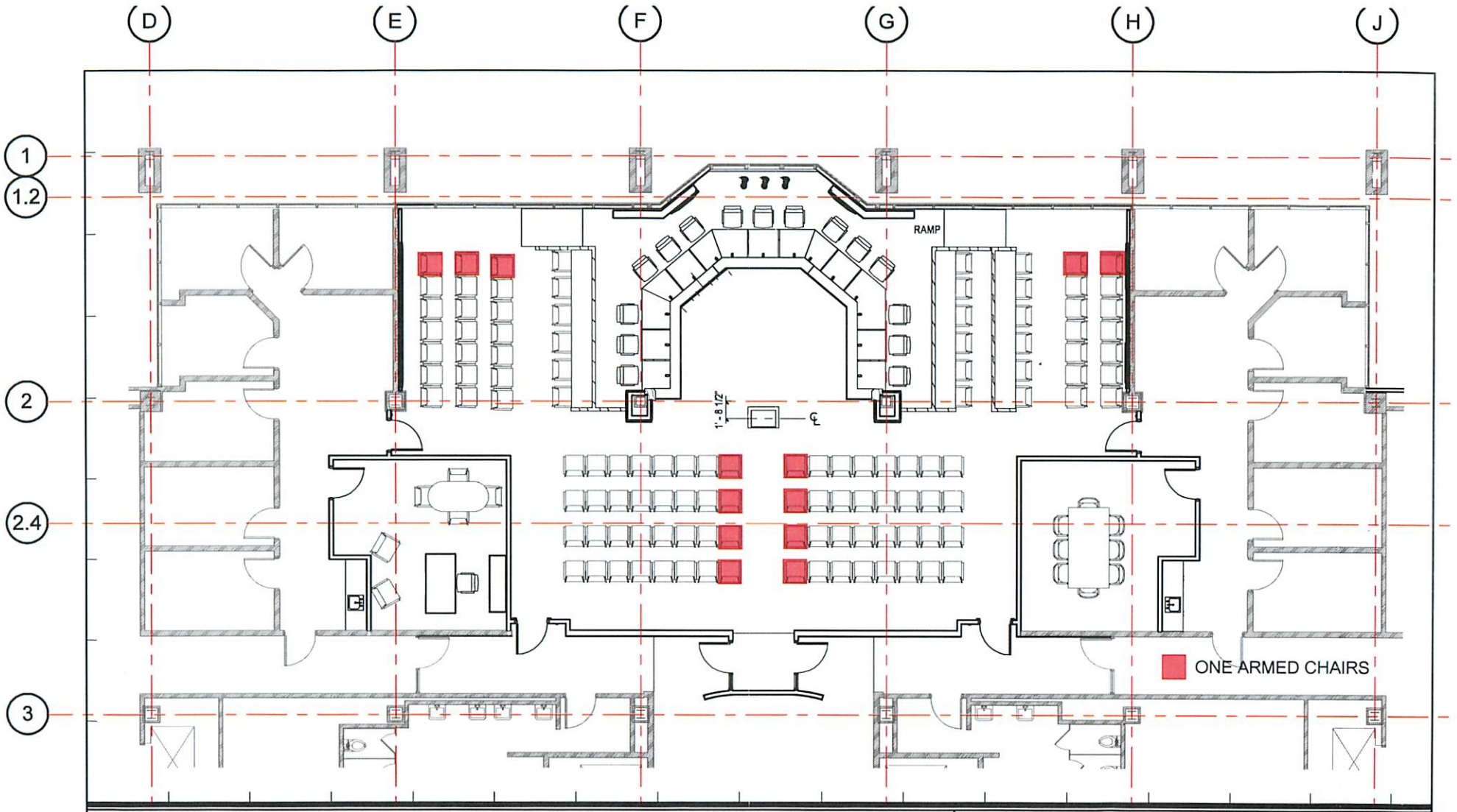
Notes:	Submit all finish samples for approval prior to ordering. Confirm all quantities prior to ordering.
Accessories:	Provide Metal Ganging Devices - $25/chair
Location:	
Quantity:	26
Contact:	

GraceHebert architects

Project Name: EBR Renovations for Metro Council Chambers

Project Number: 361502

Date: June



EBR METRO COUNCIL CHAMBERS - RENOVATION

EBR PARISH I City-Parish Project No: 15-ASC-CP-0924

Unnamed	
DATE: 04/21/2016	SCALE: 1/8" = 1'-0"
PROJECT NO: 361502	SK-23
PHASE:	

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GraceHebert architects

CITY OF BATON ROUGE/PARISH OF EAST BATON ROUGE
SPECIFICATION REQUIREMENTS

It is the intent of the following specifications is to obtain quotes for vendor to furnish furniture, all labor, materials, tools, equipment, and insurance needed as indicated herein. Contractor is to install materials in exact accordance with manufacturer's instructions and approved submittals. Install materials in proper relation with adjacent construction and with proper appearance. Restore units damaged during installation. Contractor shall replace units which cannot be restored, at no additional expense to the Owner. Contractor is to make corrections to unsatisfactory conditions.

Title: Metro Council Chambers Furniture
City Parish Project Number: 16-ASC-CP-1020
Project Location: 222 St. Louis Street, 3rd Floor Baton Rouge, LA 70802

Desired Delivery: Within 90 days of award of purchase order.

SHIP TO ADDRESS: CONTRACTOR IS TO COORDINATE PRIOR TO DELIVERY WITH AGENCY:
City of Baton Rouge
BR Metro Council Chambers
222 St. Louis Street, 3rd Floor
Baton Rouge, LA 70802

On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours of 7 a.m. to sunset, Monday through Friday, unless otherwise indicated.
1 Saturday Hours: 7a.m. – sunset
2 Sunday Hours: No work permitted unless permission has been obtained in advance
3 Saturday and Weekday Hours for noisy activity: 7 a.m. – sunset
Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor air intakes.

PROJECT REQUIREMENTS

All work must be coordinated with the Owner. Work and access required by other Contractors must be allowed at no additional cost to the Owner. Areas available for staging/storage of materials and equipment will be determined at a later date. The Contractor is responsible for protection and securing all materials and equipment.

Product Data: Include construction details and sample warranties for all items specified.

The Contractor is responsible for delivering the furniture when the building is ready for furniture installation.

LAWS, ORDINANCES AND STATUTUES: Each Contractor, Subcontractor, material dealer, and any other Trade who provides labor, material or services of any kind, or who does work of any kind in connection with this Project for any trades, must comply at all times, in all respects with all applicable provisions of all Federal, State, County and Municipal laws, ordinances, and statues.

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970: This project shall comply with and meet all requirements of the Occupational Safety and Health Act of 1970, Public Law No. 91-596, 91 St. Congress, S.2193, December 29, 1970, including all amendments and bulletins.

SUBSTITUTIONS AND APPROVED EQUALS

The name of a certain brand, make, manufacturer, or definite specifications is to denote the quality standard of the article desired, but does not restrict bidders to the specific brand, make, manufacturer, or specification named. It is to set forth and convey to prospective bidders the general style, type, character, and quality of article desired.

SAMPLES

Contractor is to submit three (3) full-size, fully fabricated samples cured and finished as specified and physically identical with the material or product proposed with their bid submittal or provide sample within seven (7) business days of request by the Purchasing Division. Failure to timely submit samples shall deem your bid as non-responsive. Refer to specification sheets for all fabric selections. The numbers in the specification correspond to a specific fabric listed in the document. Refer to furniture specification sheets for finishes.

Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated. Include the following: a. Generic description of the Sample; b. Sample source; c. Product name or name of manufacturer; d. Compliance with recognized standards, and e. Availability and delivery time.

Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.

Where variation in color, pattern, texture or other characteristics are inherent in the material or product represented, submit multiple units that show approximate limits of the variations. Where Samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.

Product data for each type of furniture item and assembly accessory required. Submit written data on physical characteristics, durability, and flame resistance characteristics.

Samples for verification purposes prepared from same material to be used for the work: Six-inch square samples of each type of upholstery and fabric finish required. Material test reports from qualified independent testing laboratory indicating and interpreting test results relative to compliance of materials with requirements indicated.

Product Certificates: Signed by the manufacturer certifying that materials furnished comply with specified requirements. Include supporting certified laboratory testing data indicating that material meets specified test requirements.

Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics.

Contractor shall maintain sets of Samples at the Project site, for quality comparisons throughout the course of construction.

TRANSPORTATION, DELIVERY, STORAGE AND HANDLING

TRANSPORTATION

A. Transport and handle products in accordance with manufacturer's instructions.
B. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
C. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
D. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.
E. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

DELIVERY

Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials. The Contractor will be responsible for any cost associated in a change in the delivery schedule if notice is given by the Owner a minimum of thirty (30) calendar days before delivery to the site.

STORAGE AND PROTECTION

A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.

B. Store and protect products in accordance with manufacturers' instructions.

C. Store with seals and labels intact and legible.

D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.

E. For exterior storage of fabricated products, place on sloped supports above ground.

F. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.

G. Prevent contact with material that may cause corrosion, discoloration, or staining.

H. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.

I. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

HANDLING

A. Handle all material in a manner to protect finish and prevent damage.

B. Provide protection and maintain conditions, in a manner acceptable to manufacturer to ensure equipment is without damage or deterioration at time of substantial completion.

INSTALLATION

Contractor is to examine furniture prior to installation for defects and damage. Do not proceed with installation until unsatisfactory conditions have been rectified. Manufacturer's instruction: Install furniture to comply with manufacturer's instructions. Clean all furniture and finishes before acceptance by owner. Remove all packing and shipping materials from site. Leave all areas clean and free of debris.

FINAL ACCEPTANCE

Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.
Deliver tools, spare parts extra stock, and similar items.
Complete final clean up requirements, including touch-up painting. Touch-up and otherwise repair and restore marred exposed finishes.

Inspection Procedures: On receipt of a request for inspection, the Architect will either proceed with inspection or advise the Contractor of unfulfilled requirements. The Architect will prepare the Punch List following inspection, or advise the Contractor of construction that must be completed or corrected before the certificate will be issued.

The Architect will repeat one final inspection when requested and assured that the Work has been substantially completed.

FINAL CLEANING

General cleaning during construction is required. Contractor is to ensure they employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions.

Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.

Remove labels that are not permanent labels.

Remove all packing materials from site.

Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Remove waste materials from the site and dispose of in a lawful manner.

Where extra materials of value remaining after completion of associated Work have become the Owner's property, arrange for disposition of these materials as directed.

QUALITY ASSURANCE

A. Single Source Responsibility: Obtain furniture types from one source from a single manufacturer.

B. Physical Properties: Provide furniture that is identical to that tested for the following physical properties, according to test method indicated by UL, BIFMA, ANSI, or other testing and inspecting agency acceptable to authorities having jurisdiction.

WARRANTIES

The contractor shall guarantee all materials and workmanship provided under the contract for a period of 1 year after final acceptance. This warranty does not negate specific product warranties listed elsewhere in the bid documents, unless specific warranty periods are less than 1 year or are 1 year and commence at a date prior to final acceptance.

Submit a written warranty, executed by manufacturer/Dealer, agreeing to repair or replace furniture which fails in materials or workmanship per each specification sheet.

WARRANTY REQUIREMENTS

A. Refer to each furniture schedule section for schedule specific warranty requirements.

B. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.

C. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.

D. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.

E. Owner's Recourse: Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty periods by interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.

1. Rejection of Warranties: The owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.

The Owner reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is solely responsible for assuring that its subcontractors meet these insurance requirements. Upon request, the contractor shall furnish within five (5) working days, copies of insurance certificates for subcontractors, and/or copies of all actual policies including contractor's policies.

A.	Commercial General Liability - Occurrence Basis:	General Aggregate	$2,000,000
		Products-Comp/Op Agg	$2,000,000
		Personal & Adv Injury	$1,000,000
		Each Occurrence	$1,000,000
		Fire Damage (Any one fire)	$ 50,000
		Med Exp	$ 5,000
B.	Business Auto - Combined Single Limit: Any Auto, or Owned, Non-Owned & Hired		$1,000,000

C. Standard Worker's Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage of not less than $1,000,000 per occurrence.

D. Coverage afforded the City Parish applies as primary and not excess or contributing to any other insurance carried by the City of Baton Rouge and Parish of East Baton Rouge.

E. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

F. Waiver of subrogation and alternate employer endorsement in favor of City of Baton Rouge and Parish of East Baton Rouge is required from Worker's Compensation Insurer. The City of Baton Rouge and Parish of East Baton Rouge must also be named as additional insured on worker's compensation policies.

G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

H. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
Post Office Box 1471
Baton Rouge, Louisiana 70821

All Contractor's insurance certificates must be filed with the City-Parish Purchasing Division for approval by the time of execution of Agreement by Contractor, but in any event not later than fifteen (15) calendar days after receipt of notification of award, and prior to beginning any work under this contract.

REV 3/13

BIDDER'S ORGANIZATION

BIDDER IS:

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of_____a corporation organized under the laws of the State of_____and domiciled in was held this_____day of_____, 20 _and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that_____is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I,_____, hereby certify that I am the Secretary of_____, a corporation created under the laws of the State of_____ domiciled in_____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the_____ day of_____, 20____, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This_____ day of _____, 20____.

_____

SECRETARY