

**FURNITURE, FURNISHINGS & EQUIPMENT BID
DOCUMENTS**

For

**The Des Plaines Public Library
Library Renovation Project
1501 Ellinwood Street
Des Plaines, Illinois 60016**

PROJECT MANUAL

Prepared by

LOHAN ANDERSON

401 N. Michigan Ave, Suite #500
Chicago, Illinois 60610

AUGUST 14, 2015

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AIA® Document A751™ – 2007

Invitation and Instructions for Quotation for Furniture, Furnishings and Equipment

INVITATION FOR QUOTATION

A Quotation is solicited from the Vendor:
(Indicate name, legal status and address)

CERTIFIED HERMAN MILLER FURNITURE DEALER

FOR THE FOLLOWING PROJECT:
(INCLUDE DETAILED DESCRIPTION AND LOCATION OF PROJECT.)

DES PLAINES PUBLIC LIBRARY
LIBRARY RENOVATION PROJECT
DES PLAINES, ILLINOIS
PROCUREMENT OF NEW FURNITURE IN PUBLIC AREAS AND SOME
OFFICE AREAS.

THE OWNER:
(INDICATE NAME, LEGAL STATUS AND ADDRESS)

BOARD OF LIBRARY TRUSTEES OF THE DES PLAINES PUBLIC
LIBRARY

SHIP TO ADDRESS:
(INDICATE ADDRESS, CONTACT NAME, PHONE, FAX AND EMAIL)

ATTN: HOLLY SORENSEN
DES PLAINES PUBLIC LIBRARY
1501 ELLINWOOD STREET
DES PLAINES, ILLINOIS 60016
TELEPHONE: 847.827.5551
FAX: 847.827.7974

BILL TO ADDRESS:
(INDICATE ADDRESS, CONTACT NAME, PHONE, FAX AND EMAIL)

DES PLAINES PUBLIC LIBRARY
1501 ELLINWOOD STREET
DES PLAINES, ILLINOIS 60016

The Architect:
(Indicate name, legal status and address)

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ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

LOHAN ANDERSON, LLC
401 NORTH MICHIGAN AVE, SUITE 500
CHICAGO, ILLINOIS 60611

The Quotation Documents are:

1. FURNITURE, FIXTURES, & EQUIPMENT PROJECT MANUAL, DATED AUGUST 14, 2015
2. ISSUE FOR BID DRAWINGS, DATED AUGUST 14, 2015 – FURNITURE PLANS (1 SERIES DRAWINGS) & THE INTERIOR ELEVATIONS & INTERIOR DETAILS (SHEET SERIES A5 & A9)
3. FURNITURE, FURNISHINGS, & EQUIPMENT SPECIFICATIONS GUIDE, DATED AUGUST 14, 2015

The Reference Documents are:

ISSUE FOR BID DRAWING SET, DATED AUGUST 14, 2015

Quotation is due on or before:

(Indicate the time, day, month and year)

10AM PREVAILING TIME, 9 SEPTEMBER 2015

At the offices of:

(Indicate name and address)

THE DES PLAINES PUBLIC LIBRARY
2ND FLOOR ADMINISTRATIVE OFFICE
1501 ELLINWOOD STREET
DES PLAINES, ILLINOIS, 60016

The acceptable method of transmittal:

REFER TO THE BID DELIVERY & TIME DEADLINE IN THE FURNITURE, FIXTURES, & EQUIPMENT PROJECT MANUAL, DATED AUGUST 14, 2015

Other instructions for obtaining Quotation Documents:

(Describe the form of documents, issuing party and deposit requirements, if any)

FURNITURE BID DOCUMENTS WILL BE AVAILABLE FOR VIEWING AT THE DES PLAINES PUBLIC LIBRARY, 1501 ELLINWOOD STREET, DES PLAINES, ILLINOIS 60016 OR VIA THE WEBSITE [HTTP://DPPL.ORG/ABOUT/RFPS](http://DPPL.ORG/ABOUT/RFPS)

Other instructions for the submission of a Quotation are as follows:

1. COMPLETE THE BID FORM, AND REVIEW THE FURNITURE, FURNISHINGS, & EQUIPMENT PROJECT MANUAL FOR INSTRUCTIONS, FORMS, AND SPECIFICATIONS.

**SPECIAL CONDITIONS OF THE CONTRACT FOR FURNITURE, FURNISHINGS AND EQUIPMENT
BETWEEN BOARD OF LIBRARY TRUSTEES OF THE CITY OF DES PLAINES PUBLIC LIBRARY
("OWNER") AND _____ ("VENDOR")**

THE TERMS OF THESE SPECIAL CONDITIONS SHALL BE CONSTRUED SO AS TO ADD TO OR DELETE FROM THE TERMS OF THE "STANDARD FORM OF AGREEMENT BETWEEN OWNER AND VENDOR FOR FURNITURE FURNISHINGS AND EQUIPMENT", AIA Document A151-2007, and to the "GENERAL CONDITIONS OF THE CONTRACT FOR FURNITURE, FURNISHINGS AND EQUIPMENT, AIA Document A251 2007" (General Conditions) PREPARED FOR THIS PROJECT AND INCLUDED IN THIS PROJECT MANUAL. WHERE THE TERMS OF THESE SPECIAL CONDITIONS ARE IN CONFLICT WITH THE TERMS OF THE GENERAL CONDITIONS, THE TERMS OF THESE SPECIAL CONDITIONS SHALL PREVAIL.

INSTRUCTIONS FOR QUOTATION

TABLE OF ARTICLES

1	DEFINITIONS
2	QUOTATION DOCUMENTS
3	PROCEDURES FOR PREPARATION OF QUOTATION
4	CONSIDERATION OF QUOTATIONS
5	POST AWARD INFORMATION
6	FORM OF AGREEMENT BETWEEN OWNER AND VENDOR

ARTICLE 1 DEFINITIONS

§ 1.1 **Addenda.** The Addenda are written or graphic instruments issued by the Architect prior to the execution of the Agreement that modify or interpret the Quotation Documents by additions, deletions, clarifications or corrections.

§ 1.2 **Contract Documents.** The Contract Documents consist of the Agreement Project Manual, completed bid form between the Owner and the Vendor (hereinafter the Agreement), Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Agreement.

§ 1.3 **Reference Documents.** Reference Documents consist of other documents specifying architectural, structural, mechanical and electrical systems, and other elements of the Project for reference and information regarding other work on the premises. Unless otherwise indicated, Reference Documents are not Contract Documents.

§ 1.4 **Quotation.** A Quotation is a complete and properly executed written proposal to do the Work for the sums stipulated therein, submitted in accordance with the Quotation Documents.

§ 1.5 **Quotation Documents.** The Quotation Documents include the Quotation Requirements, the proposed Contract Documents and any Reference Documents.

§ 1.6 **Quotation Requirements.** The Quotation Requirements consist of the Invitation and Instructions for Quotation, supplementary instructions for Quotation and Quotation forms.

ARTICLE 2 QUOTATION DOCUMENTS

§ 2.1 Vendors shall use complete sets of Quotation Documents in preparing Quotations. Neither the Owner nor the Architect assumes responsibility for errors or misinterpretations resulting from the use of an incomplete set of Quotation Documents.

§ 2.2 The Vendor shall carefully study and compare the Quotation Documents with other portions of the Project that relate to the Work for which the Quotation is submitted and shall examine the site and local conditions. The Vendor shall report to the Architect any errors, inconsistencies or ambiguities discovered.

§ 2.3 Interpretations, corrections and changes to the Quotation Documents will be made only by Addenda. Addenda will be transmitted or made available to all who are known by the issuing office to have received a complete set of Quotation Documents.

ARTICLE 3 PROCEDURES FOR PREPARATION OF QUOTATION

§ 3.1 Quotations shall be submitted on the form included with the Quotation Documents. The Vendor shall make no revisions to the Quotation form. Each copy of the Quotation shall state the legal name of the Vendor, and if the Vendor is an entity, the Quotation shall state whether the entity is a corporation, partnership or other business association. Each copy of the Quotation shall be signed by the person or persons legally authorized to bind the Vendor to a contract.

§ 3.2 The Vendor shall provide as part of the Quotation, (1) a completed Quotation form, or (2) names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the portions of the Work, or (3) a list of variations from the Quotation Documents, if any and (4) a statement certifying that the Quotation contains no product or materials substitutions.

§ 3.3 All copies of the Quotation and any other documents required for submission with the Quotation shall be enclosed in a sealed, opaque envelope. The envelope shall be addressed to the party receiving the Quotation and shall be identified with the Project name, the Vendor's name and address and, if applicable, the designated portion of the Work for which the Quotation is being submitted. If the Quotation is sent by mail, the sealed envelope shall be enclosed in a separate envelope with the notation "SEALED QUOTATION ENCLOSED, DO NOT OPEN" on the face thereof. Quotations shall be deposited at the designated location prior to the time and date for receipt of Quotations. Quotations received after the time and date for receipt of Quotations will be returned unopened. The Vendor shall assume full responsibility for timely delivery at the location designated for receipt of Quotations. Other methods of transmission, including oral, telephonic, telegraphic, facsimile or other electronically transmitted Quotations, will not be considered unless requested in the invitation.

§ 3.4 A Quotation may not be modified, withdrawn or canceled by the Vendor during the stipulated time period after the time and date designated for the receipt of Quotations, and each Vendor so agrees by submitting a Quotation. Before the time and date designated for receipt of Quotations, a Vendor may withdraw or modify a submitted Quotation by providing written notice to the person or entity receiving Quotations. Any such modifications to Quotations shall be in writing and signed by the Vendor. Modifications shall be received, and the date and time stamped by the receiving party, on or before the date and time set for receipt of Quotations. A modification to a Quotation shall not reveal the amount of the original Quotation.

ARTICLE 4 CONSIDERATION OF QUOTATIONS

The Owner shall have the right to reject any or all Quotations. The Owner shall have the right to waive informalities and irregularities in a Quotation received and to accept the Quotation that, in the Owner's judgment, is in the Owner's interests.

4.1 **Payment Terms.** Each progress payment shall be made by Owner no later than forty-five (45) days from the date that the Vendor submits a payment application, provided that the application is in compliance with the terms of the Contract Documents and that the Architect has certified that payment should be made. In addition, Payments shall be made and interest on late payments charged pursuant to the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.)."

ARTICLE 5 POST-AWARD INFORMATION

§ 5.1 The Vendor shall be required to establish, to the satisfaction of the Owner and the Architect, the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Quotation Documents.

§ 5.2 Prior to the execution of the Agreement, the Owner will notify the Vendor in writing if the Owner, after due investigation, has reasonable objection to a person or entity proposed by the Vendor, pursuant to Section 5.1. If the Owner has reasonable objection to a proposed person or entity, the Vendor may, at the Vendor's option, (1) withdraw the Quotation or (2) submit an acceptable substitute with or without an adjustment to cover the difference in cost occasioned by such substitution. The Owner may then accept or reject the adjusted Quotation as amended.

§ 5.3 Persons and entities proposed by the Vendor and to whom the Owner has made no reasonable objection must be used to perform the Work for which they were proposed and shall not be changed except with the written consent of the Owner.

ARTICLE 6 FORM OF AGREEMENT BETWEEN OWNER AND VENDOR

Unless otherwise required in the Quotation Documents, the Agreement for the Work shall be AIA Document A151™-2007, *Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings and Equipment*.

§ 6.3 The Contractor is required to carry the following insurance coverage and types at a minimum:

1. **Comprehensive General Liability:** Coverage shall have minimum limits of \$1,000,000 each occurrence and \$2,000,000 aggregate[KTJlaw1] combined single limit for bodily injury liability and property damage liability. This shall include premises and operations, independent contractors, products and complete operations, contractual liability, and personal injury liability. This shall be maintained for three (3) years after completion of work if this policy is on a claim made basis.

2. **Business and Auto Liability:** Coverage shall have minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate, combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.

3. **Property Insurance:** Coverage shall be all risk and shall be in a broad form basis, including coverage for explosion, collapse, and damage in and around facilities. The coverage also should include off-site and in-transit exposures.

4. **Worker's Compensation:**

State: Statutory

Applicable Federal: Statutory

Employer's Liability: \$500,000 per Accident, per Employee

\$1,000,000 Disease, Policy aggregate

\$500,000 Disease, each Employee

Professional Liability Insurance in the amount per claim per occurrence equal to a minimum of \$1,000,000 with insurance to be maintained for three (3) years after completion of the work.

Certificates shall name the Owner as an additional insured on all liability policies except for professional liability. The Contractor shall furnish prior to the start of work, certificates of insurance. Certificates furnished by the Contractor or its subcontractors shall contain a clause stating, "Owner is to be notified in writing at least thirty (30) days prior to cancellation of, expiration of, or any material change in, the policy." Such notice is to be sent to Owner's Representative, Holly Sorensen.

The company providing insurance for the Contractor and its subcontractors must be licensed to do business in the State of Illinois and be acceptable to the Owner.

The Contractor shall be responsible for all losses that fall under any deductibles on required insurance coverage.

The Contractor shall require that every subcontractor of any tier obtain insurance of the same character as that required of Contractor, naming the same additional insured and subject to the same restrictions and obligations as set forth for the Contractor's insurance in the Documents.

All insurance required of the Contractor shall state that it is Primary Insurance as to all additional insureds with respect to all claims arising out of operations by or on their behalf. If additional insureds have other applicable insurance coverages, those coverages shall be regarded as on an excess or contingent basis.

Under no circumstances shall the Owner be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:

(1) allowing work by Contractor or any Subcontractor of any tier to start before receipt of Certificates of Insurance;

(2) failure to examine, or to demand correction of any deficiency, of any certificate of insurance received.

The Contractor agrees that the obligation to provide insurance is solely the Contractor's responsibility and cannot be waived by any act or omission of the Owner.

The purchase of insurance by the Contractor under this Contract shall not be deemed to limit the liability of the

Contractor in any way, for damages suffered by Owner in excess of policy limits or not covered by the policies purchased.

The Contractor shall notify the Owner, in writing, of any possible or potential claim for personal injury or property damage arising out of the work of this Contract promptly whenever the occurrence giving rise to such a potential claim becomes known to the Contractor.

§ 6.4 Requisite Circumstances For Change Orders No change orders shall be issued for the work under this contract which authorize or necessitate an increase or decrease in the cost of the contract by a total of \$10,000 or more or in the time of completion by a total of thirty (30) days or more unless a written determination is made by the owner or a duly authorized designee of the owner other than the architect that:

1. The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time this contract was signed; or
2. The change is germane to the original contract as signed; or
3. The change order is in the best interest of the owner and is authorized by law.

§ 6.5 Tax Exempt Status: Contractor acknowledges that owner is a tax exempt entity under the laws of the State of Illinois and that Owner shall, as part of its undertakings under this contract, provide to the contractor all certificates of exemptions and tax exempt numbers needed to entitle contractor to purchase material and other items to be used on the work or incorporated into the work on a tax exempt basis, said exemptions specifically to include but not be limited to the "Illinois Retailer's Occupation Tax" (sales tax). Contractor shall warrant that all material costs and scheduled values have been calculated so as to give Owner its full benefit of its tax-exempt status, and Contractor shall require that all subcontracts include a requirement that subcontractors purchase materials so as to give Owner the full benefit of its tax exempt status. Owner shall not be liable for, and shall be entitled to a credit against the contract sum for, any sales tax paid by contractor or any subcontractor of any tier which is shown to have been charged to owner as part of the contract sum, as a component of the schedule of values, as a unit price, or otherwise.

§ 6.6 Bidder's Certification under the Criminal Bidding Act

The Contractor shall submit, as part of the bidding process, the following Certificate

CERTIFICATION UNDER 720 ILCS 5/33E-11

I, _____ (name), certify that I am employed as the _____ (title) of _____ (company), a bidder for the prime contract for the work described in the bid to which this certificate is attached, and I hereby certify that I am authorized to make this certificate and that I have personal knowledge of the matters certified to herein, and that the company named above is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of the Illinois Criminal Code of 1961

§ 6.7 Human Rights Act

The Contractor hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that all contractors and subcontractors performing Work on the Project shall not engage in any prohibited form of discrimination in employment as defined in that act. The Contractor shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. The Contractor and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. The Contractor and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract."

§ 6.8 Sexual Harassment Policy

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the Contractor and each subcontractor shall adopt and maintain written sexual harassment policies that shall include, at a minimum, the following information:

- (1) the illegality of sexual harassment;
- (2) the definition of sexual harassment under state law;
- (3) a description of sexual harassment, utilizing examples;
- (4) the contractor/subcontractor's internal complaint process, including penalties;
- (5) the legal recourse, investigative and complaint process available through the Department and Commission (of Human Rights);
- (6) directions on how to contact the Department and the Commission; and
- (7) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the Owner or the Architect on request.

§ 6.9 Prevailing Wage

The Contractor shall pay not less than the prevailing hourly rate of wages, and the generally prevailing rate of hourly wages for legal holiday and overtime work, as determined by the Illinois Department of Labor and as set forth in the schedule of prevailing wages appended to the Instructions to Bidders for this Contract to all laborers, workers, and mechanics performing work under this Contract. All bonds provided by the Contractor under the terms of this contract shall include such provisions as will guarantee the faithful performance of the Contractor's obligations under this clause and under the Prevailing Wage Act, 820 ILCS 130/1 et. seq.

Should the Department of Labor revise any prevailing rate of hourly wages, such revised rate shall be applicable to this Contract; however, in no event shall the increase in any prevailing rate of hourly wages be a basis for a change order or other claim for an increase in the Contract Sum. The Contractor and each of its subcontractors participating on the Project shall make and keep those records required under Section 5 of the Prevailing Wage Act. The Contractor and any of its subcontractors shall submit a monthly certified payroll statement to verify the payment of prevailing wages as required under the Prevailing Wage Act.

Prevailing wage rates must be posted per State law. A copy of the current rate for Cook County is attached and shall be incorporated into the Contract Documents.

§ 6.10 Payments to the Illinois Department of Revenue. Contractor certifies that it is not delinquent in the payment of any taxes to the Illinois Department of Revenue. Contractor shall execute the attached Certification at EXHIBIT "___".

§ 6.11 Illinois Drug Free Workplace Act. In the event the Contractor has twenty-five (25) or more employees at the time of the execution of this Agreement, Contractor agrees to provide a drug-free workplace in accordance with the Drug Free Workplace Act, 30 ILCS 580/1 et seq. Contractor shall execute the attached Certification at EXHIBIT "___".

§ 6.12 Substance Abuse Prevention on Public Works Projects. Contractor certifies that it has in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et seq.), and will provide a copy thereof to the Owner. Contractor shall execute the attached Certification at EXHIBIT "___".

§ 6.13 Performance Bond and Labor and Material Payment Bond

The Contractor will be required to produce a performance bond in the amount of 100 percent of the award bid and a labor and material payment bond in the amount of 100 percent of the award bid. These bonds must be furnished within 10 days of award and before commencing Work.

Said bonds shall be written by a surety authorized to do surety business in Illinois and acceptable to the Owner, in the Owner's discretion. The cost thereof shall be paid by the Contractor.

Said bonds shall be in conformance as set forth below and any additional specifications imposed by other Contract Documents, including, but not limited to, the prevailing wage requirements set forth in the Contract Documents. Such bonds shall be obtained from a company with a minimum A.M. Best Rating of A and to which the Owner has no reasonable objection.

The Contractor shall provide Performance and Labor and Material Payment Bonds in the form provided by the Owner. To the extent the Owner does not provide a form, the Contractor shall provide the required Performance and Labor and Material Payment Bonds in the following form:

1. Provide a 100 percent Performance Bond in conformance with AIA Document 312 as modified to show that the time during which the Bond may be called is limited only to the extent required by Illinois law.
2. Provide a 100 percent Payment Bond in conformance with AIA Document 312 as modified to show that the time during which the Bond may be called is limited only to the extent required by Illinois law.
3. The bonds must be from a reputable company acceptable to the Owner as set forth above.

Execution of the Agreement with the Contractor by the Owner is contingent upon receipt of the required Bonds.

Additions and Deletions Report for AIA® Document A751™ – 2007

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

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PAGE 1

CERTIFIED HERMAN MILLER FURNITURE DEALER

FOR THE FOLLOWING PROJECT:

(INCLUDE DETAILED DESCRIPTION AND LOCATION OF PROJECT.)

~~for the following Project:~~

~~(Include detailed description and location of Project.)~~ DES PLAINES PUBLIC LIBRARY
LIBRARY RENOVATION PROJECT

DES PLAINES, ILLINOIS

PROCUREMENT OF NEW FURNITURE IN PUBLIC AREAS AND SOME OFFICE AREAS.

THE OWNER:

~~The Owner:~~ (INDICATE NAME, LEGAL STATUS AND ADDRESS)

~~(Indicate name, legal status and address)~~

BOARD OF LIBRARY TRUSTEES OF THE DES PLAINES PUBLIC LIBRARY

...

SHIP TO ADDRESS:

~~Ship to address:~~ (INDICATE ADDRESS, CONTACT NAME, PHONE, FAX AND EMAIL)

~~(Indicate address, contact name, phone, fax and email)~~

ATTN: HOLLY SORENSEN

DES PLAINES PUBLIC LIBRARY

1501 ELLINWOOD STREET

DES PLAINES, ILLINOIS 60016

TELEPHONE: 847.827.5551

FAX: 847.827.7974

...

Bill to address:

~~(Indicate address, contact name, phone, fax and email)~~ BILL TO ADDRESS:
(INDICATE ADDRESS, CONTACT NAME, PHONE, FAX AND EMAIL)

DES PLAINES PUBLIC LIBRARY

1501 ELLINWOOD STREET

DES PLAINES, ILLINOIS 60016

PAGE 2

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User Notes:

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401 NORTH MICHIGAN AVE, SUITE 500
CHICAGO, ILLINOIS 60611

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...

ISSUE FOR BID DRAWING SET, DATED AUGUST 14, 2015

...

10AM PREVAILING TIME, 9 SEPTEMBER 2015

...

(Indicate name and address)

THE DES PLAINES PUBLIC LIBRARY
2ND FLOOR ADMINISTRATIVE OFFICE
1501 ELLINWOOD STREET
DES PLAINES, ILLINOIS, 60016

...

REFER TO THE BID DELIVERY & TIME DEADLINE IN THE FURNITURE, FIXTURES, & EQUIPMENT PROJECT MANUAL, DATED AUGUST 14, 2015

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SPECIAL CONDITIONS OF THE CONTRACT FOR FURNITURE, FURNISHINGS AND EQUIPMENT BETWEEN BOARD OF LIBRARY TRUSTEES OF THE CITY OF DES PLAINES PUBLIC LIBRARY ("OWNER") AND ("VENDOR")

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THE TERMS OF THESE SPECIAL CONDITIONS SHALL BE CONSTRUED SO AS TO ADD TO OR DELETE FROM THE TERMS OF THE "STANDARD FORM OF AGREEMENT BETWEEN OWNER AND VENDOR FOR FURNITURE FURNISHINGS AND EQUIPMENT". AIA Document A151-2007, and to the "GENERAL CONDITIONS OF THE CONTRACT FOR FURNITURE, FURNISHINGS AND EQUIPMENT, AIA Document A251 2007" (General Conditions) PREPARED FOR THIS PROJECT AND INCLUDED IN THIS PROJECT MANUAL. WHERE THE TERMS OF THESE SPECIAL CONDITIONS ARE IN CONFLICT WITH THE TERMS OF THE GENERAL CONDITIONS, THE TERMS OF THESE SPECIAL CONDITIONS SHALL PREVAIL.

PAGE 4

§ 1.2 Contract Documents. The Contract Documents consist of the Agreement Project Manual, completed bid form between the Owner and the Vendor (hereinafter the Agreement), Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Agreement.

PAGE 5

4.1 Payment Terms. Each progress payment shall be made by Owner no later than forty-five (45) days from the date that the Vendor submits a payment application, provided that the application is in compliance with the terms of the Contract Documents and that the Architect has certified that payment should be made. In addition, Payments shall be made and interest on late payments charged pursuant to the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.)."

...

§ 5.2 Prior to the execution of the Agreement, the Owner will notify the Vendor in writing if the Owner, after due investigation, has reasonable objection to a person or entity proposed by the Vendor, pursuant to Section 5.1. If the Owner has reasonable objection to a proposed person or entity, the Vendor may, at the Vendor's option, (1) withdraw the Quotation or (2) submit an acceptable substitute with or without an adjustment to cover the difference in cost occasioned by such substitution. The Owner may then accept or reject the adjusted Quotation-Quotation as amended.

...

Unless otherwise required in the Quotation Documents, the Agreement for the Work shall be AIA Document A151™-2007, *Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings and Equipment.*

§ 6.3 The Contractor is required to carry the following insurance coverage and types at a minimum:

1. Comprehensive General Liability: Coverage shall have minimum limits of \$1,000,000 each occurrence and \$2,000,000 aggregate [KTJlaw3] combined single limit for bodily injury liability and property damage liability. This shall include premises and operations, independent contractors, products and complete operations, contractual liability, and personal injury liability. This shall be maintained for three (3) years after completion of work if this policy is on a claim made basis.

2. Business and Auto Liability: Coverage shall have minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate, combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.

3. Property Insurance: Coverage shall be all risk and shall be in a broad form basis, including coverage for explosion, collapse, and damage in and around facilities. The coverage also should include off-site and in-transit exposures.

4. Worker's Compensation:

State: Statutory

Applicable Federal: Statutory

Employer's Liability: \$500,000 per Accident, per Employee

\$1,000,000 Disease, Policy aggregate

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\$500,000 Disease, each Employee

Professional Liability Insurance in the amount per claim per occurrence equal to a minimum of \$1,000,000 with insurance to be maintained for three (3) years after completion of the work.

Certificates shall name the Owner as an additional insured on all liability policies except for professional liability. The Contractor shall furnish prior to the start of work, certificates of insurance. Certificates furnished by the Contractor or its subcontractors shall contain a clause stating, "Owner is to be notified in writing at least thirty (30) days prior to cancellation of, expiration of, or any material change in, the policy." Such notice is to be sent to Owner's Representative, Holly Sorensen.

The company providing insurance for the Contractor and its subcontractors must be licensed to do business in the State of Illinois and be acceptable to the Owner.

The Contractor shall be responsible for all losses that fall under any deductibles on required insurance coverage.

The Contractor shall require that every subcontractor of any tier obtain insurance of the same character as that required of Contractor, naming the same additional insured and subject to the same restrictions and obligations as set forth for the Contractor's insurance in the Documents.

All insurance required of the Contractor shall state that it is Primary Insurance as to all additional insureds with respect to all claims arising out of operations by or on their behalf. If additional insureds have other applicable insurance coverages, those coverages shall be regarded as on an excess or contingent basis.

Under no circumstances shall the Owner be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:

(1) allowing work by Contractor or any Subcontractor of any tier to start before receipt of Certificates of Insurance;

(2) failure to examine, or to demand correction of any deficiency, of any certificate of insurance received.

The Contractor agrees that the obligation to provide insurance is solely the Contractor's responsibility and cannot be waived by any act or omission of the Owner.

The purchase of insurance by the Contractor under this Contract shall not be deemed to limit the liability of the Contractor in any way, for damages suffered by Owner in excess of policy limits or not covered by the policies purchased.

The Contractor shall notify the Owner, in writing, of any possible or potential claim for personal injury or property damage arising out of the work of this Contract promptly whenever the occurrence giving rise to such a potential claim becomes known to the Contractor.

§ 6.4 Requisite Circumstances For Change Orders No change orders shall be issued for the work under this contract which authorize or necessitate an increase or decrease in the cost of the contract by a total of \$10,000 or more or in the time of completion by a total of thirty (30) days or more unless a written determination is made by the owner or a duly authorized designee of the owner other than the architect that:

1. The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time this contract was signed; or
2. The change is germane to the original contract as signed; or
3. The change order is in the best interest of the owner and is authorized by law.

§ 6.5 Tax Exempt Status: Contractor acknowledges that owner is a tax exempt entity under the laws of the State of Illinois and that Owner shall, as part of its undertakings under this contract, provide to the contractor all certificates of exemptions and tax exempt numbers needed to entitle contractor to purchase material and other items to be used on the work or incorporated into the work on a tax exempt basis, said exemptions specifically to include but not be

limited to the "Illinois Retailer's Occupation Tax" (sales tax). Contractor shall warrant that all material costs and scheduled values have been calculated so as to give Owner its full benefit of its tax-exempt status, and Contractor shall require that all subcontracts include a requirement that subcontractors purchase materials so as to give Owner the full benefit of its tax exempt status. Owner shall not be liable for, and shall be entitled to a credit against the contract sum for, any sales tax paid by contractor or any subcontractor of any tier which is shown to have been charged to owner as part of the contract sum, as a component of the schedule of values, as a unit price, or otherwise.

§ 6.6 Bidder's Certification under the Criminal Bidding Act

The Contractor shall submit, as part of the bidding process, the following Certificate

CERTIFICATION UNDER 720 ILCS 5/33E-11

I, _____ (name), certify that I am employed as the _____ (title) of _____ (company), a bidder for the prime contract for the work described in the bid to which this certificate is attached, and I hereby certify that I am authorized to make this certificate and that I have personal knowledge of the matters certified to herein, and that the company named above is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of the Illinois Criminal Code of 1961

§ 6.7 Human Rights Act

The Contractor hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that all contractors and subcontractors performing Work on the Project shall not engage in any prohibited form of discrimination in employment as defined in that act. The Contractor shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. The Contractor and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. The Contractor and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract."

§ 6.8 Sexual Harassment Policy

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the Contractor and each subcontractor shall adopt and maintain written sexual harassment policies that shall include, at a minimum, the following information:

- (1) the illegality of sexual harassment;
- (2) the definition of sexual harassment under state law;
- (3) a description of sexual harassment, utilizing examples;
- (4) the contractor/subcontractor's internal complaint process, including penalties;
- (5) the legal recourse, investigative and complaint process available through the Department and Commission (of Human Rights);
- (6) directions on how to contact the Department and the Commission; and
- (7) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the Owner or the Architect on request.

§ 6.9 Prevailing Wage

The Contractor shall pay not less than the prevailing hourly rate of wages, and the generally prevailing rate of hourly wages for legal holiday and overtime work, as determined by the Illinois Department of Labor and as set forth in the

schedule of prevailing wages appended to the Instructions to Bidders for this Contract to all laborers, workers, and mechanics performing work under this Contract. All bonds provided by the Contractor under the terms of this contract shall include such provisions as will guarantee the faithful performance of the Contractor's obligations under this clause and under the Prevailing Wage Act, 820 ILCS 130/1 et. seq.

Should the Department of Labor revise any prevailing rate of hourly wages, such revised rate shall be applicable to this Contract; however, in no event shall the increase in any prevailing rate of hourly wages be a basis for a change order or other claim for an increase in the Contract Sum. The Contractor and each of its subcontractors participating on the Project shall make and keep those records required under Section 5 of the Prevailing Wage Act. The Contractor and any of its subcontractors shall submit a monthly certified payroll statement to verify the payment of prevailing wages as required under the Prevailing Wage Act.

Prevailing wage rates must be posted per State law. A copy of the current rate for Cook County is attached and shall be incorporated into the Contract Documents.

§ 6.10 Payments to the Illinois Department of Revenue. Contractor certifies that it is not delinquent in the payment of any taxes to the Illinois Department of Revenue. Contractor shall execute the attached Certification at EXHIBIT " "."

§ 6.11 Illinois Drug Free Workplace Act. In the event the Contractor has twenty-five (25) or more employees at the time of the execution of this Agreement, Contractor agrees to provide a drug-free workplace in accordance with the Drug Free Workplace Act, 30 ILCS 580/1 et seq. Contractor shall execute the attached Certification at EXHIBIT " "."

§ 6.12 Substance Abuse Prevention on Public Works Projects. Contractor certifies that it has in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et seq.), and will provide a copy thereof to the Owner. Contractor shall execute the attached Certification at EXHIBIT " "."

§ 6.13 Performance Bond and Labor and Material Payment Bond

The Contractor will be required to produce a performance bond in the amount of 100 percent of the award bid and a labor and material payment bond in the amount of 100 percent of the award bid. These bonds must be furnished within 10 days of award and before commencing Work.

Said bonds shall be written by a surety authorized to do surety business in Illinois and acceptable to the Owner, in the Owner's discretion. The cost thereof shall be paid by the Contractor.

Said bonds shall be in conformance as set forth below and any additional specifications imposed by other Contract Documents, including, but not limited to, the prevailing wage requirements set forth in the Contract Documents. Such bonds shall be obtained from a company with a minimum A.M. Best Rating of A and to which the Owner has no reasonable objection.

The Contractor shall provide Performance and Labor and Material Payment Bonds in the form provided by the Owner. To the extent the Owner does not provide a form, the Contractor shall provide the required Performance and Labor and Material Payment Bonds in the following form:

1. Provide a 100 percent Performance Bond in conformance with AIA Document 312 as modified to show that the time during which the Bond may be called is limited only to the extent required by Illinois law.
2. Provide a 100 percent Payment Bond in conformance with AIA Document 312 as modified to show that the time during which the Bond may be called is limited only to the extent required by Illinois law.
3. The bonds must be from a reputable company acceptable to the Owner as set forth above.

Execution of the Agreement with the Contractor by the Owner is contingent upon receipt of the required Bonds.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Lisa Schmidt, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 17:44:56 on 08/12/2015 under Order No. 7654855933_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A751™ – 2007, Invitation and Instructions for Quotation for Furniture, Furnishings and Equipment, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



(Signed)

SENIOR ASSOCIATE

(Title)

8.13.15

(Dated)

INFORMATION & INSTRUCTION TO BIDDERS

Overview:

The Des Plaines Public Library will be procuring new furniture for public areas to help enhance the Youth services Computing area, the Poet-Tree Corner, a new Teen Commons, and a new computing center called the Forum. Additionally, some office furniture will be purchased for the following departments due to this renovation work; Technical Services Department, the Circulation Workroom, Creative Services, Adult Services, and Information Technology Department.

The bid submitted in response for this request must include the items listed in the following documents issued by Lohan Anderson:

1. Issue for Bid Drawings, dated August 14, 2015. Drawing numbers and titles listed on Cover Sheet. Furniture plans are located in the Interiors (I) – Series drawings. Interior elevations and interior details are located in the A5 and A9 Series drawings.
2. FF&E Specification Guide, dated August 14, 2015
3. Project Manual, dated August 14, 2015

The furniture shall require design, production, delivery, and installation. It is not anticipated, however, staging and warehousing be may required. In the event that the delivery date(s) must be changed, due to construction or other causes, the Owner may modify the terms of this task order.

Furniture delivery will be determined by the General Contractor's schedule and in two (2) Phases.

Estimated Phase 1: start 9/21/2015 to 4/30/2016 complete

Estimated Phase 2: start 5/1/2016 to 10/30/2016 complete

Phases are denotes in the bid drawings and within the FF&E Specifications Guide.

OWNER

Board of Library Trustees of the
The Des Plaines Public Library
Des Plaines Public Library
1501 Ellinwood Street,
Des Plaines, Illinois 60016

PROJECT SITE LOCATION

The Des Plaines Public Library
1501 Ellinwood Street,
Des Plaines, Illinois 60016

GENERAL CONTRACTOR

To be determined

ARCHITECT

Lohan Anderson
401 N. Michigan Ave, Suite #500
Chicago, Illinois 60610
Furniture Package Contact:
Lisa Schmidt, AIA, LEED AP

1.1 BID DELIVERY AND TIME DEADLINE

- A. Sealed Bids, clearly marked “Des Plaines Public Library, Library Renovation Project” will be received at the 2nd Floor Administrative Office during business hours of 9am–5pm Monday to Friday at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016 until 10:00 AM Prevailing Time, **September 9, 2015**.
1. Said bids will be publicly opened and read at The Des Plaines Public Library Meeting Room; Room 106.
- B. Bids must be made in full accordance with these "Instructions to Bidders".
- C. All copies of the Bid (and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope).
1. The envelope shall be addressed to the party receiving the Bid and shall be identified with the Project name, the Bidder's name and address.

2. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.
- D. Bids shall be deposited at the designated location prior to the time and date for receipt of Bids indicated above, or any extension thereof made by Addendum. Bids received after the time and date for receipt of Bids will be returned unopened.
- E. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- F. Oral, telephonic or telegraphic Bids are invalid and will not receive consideration.

1.2 PRE-BID MEETING

- A. Attendance of the Pre-Bid Meeting is mandatory for all Furniture Bidders intending to submit a Bid. Bidders will be required to sign in on the "Sign-In Sheet" provided at this meeting.
- B. Failure to attend Pre-Bid meeting shall be cause for bid rejection.
- C. Pre-Bid Meeting will be held on **August 19, 2015** at 10:00 AM and will occur at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016; Room 106.

1.3 Applicable laws:

- A. The bidder shall become familiar with all laws, ordinances, regulations and Codes of Federal, State, City and other local governmental agencies, which may in any manner affect the preparation of bids or the performance of the Contract.
- B. The bidder shall pay not less than the prevailing hourly rate of wages, and the generally prevailing rate of hourly wages for legal holiday and overtime work, as determined by the Illinois Department of Labor and as set forth in the schedule of prevailing wages appended to the Instructions to Bidders for this Contract to all laborers, workers, and mechanics performing work under this Contract pursuant to Prevailing Wage Act, 820 ILCS130/1 *et.seq.*

Should the Department of Labor revise any prevailing rate of hourly wages, such revised rate shall be applicable to this Contract; however, in no event shall the increase in any prevailing rate of hourly wages be a basis for a change order or other claim for an increase in the Contract Sum. The Furniture Bidder and each of its subcontractors participating on the Project shall make and keep those records

required under Section 5 of the Prevailing Wage Act. The Furniture Bidder and any of its subcontractors shall submit a monthly certified payroll statement to verify the payment of prevailing wages as required under the Prevailing Wage Act.

Prevailing wage rates must be posted per State law. A copy of the current rate for Cook County is attached and shall be incorporated into the Contract Documents.

1.4 EXAMINATION OF DOCUMENTS AND PROJECT SITE

- A. Furniture Bid Documents will be available for viewing in the Administrative Offices of The Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016. Documents may also be viewed online at the **Website** [http:// dppl.org/about/rfps](http://dppl.org/about/rfps)
- B. Complete sets of Bid Documents shall be used in preparing Bids. Neither the Owner nor the Architect assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.
- C. Before submitting a Bid, bidders shall carefully examine the Contract Documents and existing conditions and limitations of the jobsite, to assure that all costs to complete the Project under the requirements of these Documents are included in the Bid. The submission of a proposal shall be accepted as evidence that the Bidder has followed the instructions herein and the Bidder shall, therefore, be singularly responsible for any and all errors that may be included in the Bid resulting from failure or neglect to comply with these instructions.
- D. After the Bid Opening, no allowance will be made to any Bidder for any change in the scope or price of the Project due to items which would have been apparent by the Bidder's proper examination of the Documents and jobsite, during the bidding period.
- E. Should Bidders, upon examination of Bid Documents and project site, discover discrepancies, omissions, or duplications in the Bid Documents, or questions of scope or intended quality, they shall immediately report in writing via email, or fax to:

Attn: Lisa Schmidt, AIA, LEED AP (email: lschmidt@lohananderson.com)

fax: 312.229.6932

Lohan Anderson LLC, 401 North Michigan, Suite 500, Chicago, IL. 60611

no later than ten (10) business days prior to the date of Bid receipt. Lohan Anderson LLC may respond by issuing an Addendum, if deemed necessary.

- F. Neither Architect nor the Owner shall be responsible for any oral interpretations.
- G. During the bidding process, certain revisions to the Contract Documents may be initiated. These revisions shall be issued in writing, as Addenda, and will be numbered. Any and all Addenda shall be incorporated as part of the Documents and shall supersede all previous information in these Documents they affect.

1.5 ADDENDA

- A. Addenda will be e-mailed to all who have attended the Pre- Bid Meeting and signed the sign-in sheet.
- B. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.
- C. No Addenda will be issued later than four (4) calendar days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.
- D. Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

1.6 PREPARATION OF BID FORM and attachments

- A. Bids shall be submitted on the Bid Form included with the Contract Documents.
- B. All blank spaces on the Bid Form must be filled in, including Addenda, if any are issued during the bid period, in order for the Bid to be valid.
- C. Alternate Bids: Spaces for Alternate Bids should be filled in with the amount increased or decreased to the Base Bid.
- D. Alteration Work Sub schedule: Each Bidder shall include with his Bid a construction schedule coordinating the sequencing and scheduling of alteration work for Phase 1 and 2 as indicated on the Drawings and the entire Project, including each activity to be performed, and based on phased description above. This will be modified once the General Contractor's Schedule is determined.
- E. Projected Billings/Cash Flow Analysis: Bidder shall include with his Bid a projected billings analysis coordinated with the Alteration Work Sub schedule.
- F. Voluntary Alternate Bids: No voluntary alternates will be considered.

- G. All bid amounts shall be given in both words and figures. In the event of a discrepancy between the words and figures, the words shall govern.
- H. Each Bidder must base his bid on materials and equipment described in the Contract Documents.
- I. The amount of the Base Bid must include, but not be limited to the following:
 - 1. The Owner is a tax-exempt body and is, therefore, exempt from certain sales and use taxes.
 - 2. All fees for royalties and patents.
 - 3. All temporary facilities as required. Furniture Bidder may use Owner supplied electric, water and natural gas utilities on the site. All other costs for temporary equipment and temporary utility hookups are the responsibility of the Furniture Bidder.
- J. Letter certifying no exclusions to plans and specifications must be submitted with the bid.
- K. Personnel: Each bidder must provide a list of key individuals to be assigned to the Project. Include individual's role and time commitment to the Project.
- L. Material suppliers specified shall be used for preparation of the bids. Substitution requests shall not be allowed at the time of bidding.
- M. Each copy of the Bid shall include the legal name of the Bidder and a statement that the Bidder is a sole proprietor, partnership, corporation, or other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.

1.7 BID SECURITY

- A. Each Bid shall be accompanied by a Bid Security in the form of a bid bond.
 - 1. The Bid Security shall be in the amount of ten percent (10%) of the Base Bid.
 - 2. The Bid Security shall be made out to The Des Plaines Public Library, 1501 Ellinwood Street Des Plaines, Illinois 60016.

- B. The Bid Security of the successful Bidder shall be returned to him immediately after the execution of the Agreement and upon delivery to the Owner of all requested bonds and insurance certificates.
- C. The Bid Security of all unsuccessful Bidders shall be returned to them, after the Bid opening, as soon as is practicable.
- D. In submitting a Bid, the Bidder understands and agrees that if his Bid is accepted, and if bidder fails to enter into an Agreement with the Owner, bidder shall forfeit his Bid Security paid to the Owner, not as a penalty, but as liquidated damages due to such failure.

1.8 PERFORMANCE AND PAYMENT BONDS

- A. Bidder shall furnish Performance and Labor and Material Payment Bond for the full amount of the Contract within ten (10) days of Notification of Award for the Contract. The Bid Form provides space for Performance and Payment bond information.
- B. Bonds shall be written on AIA Document A312-2010, "Performance Bond and Labor and Material Payment Bond".
- C. The bond shall be with a surety or sureties with a rating of "A" or better by A.M. Best and Company and such sureties shall be approved by the Architect. The Performance and Payment Bond shall be furnished in the same number of copies as the number of copies of the contract to be executed.

1.9 BASIS OF AWARD

- A. The Des Plaines Public Library reserves the right to reject any or all Bids for any reason and to accept any one Bid deemed most favorable to the best interests of The Des Plaines Public Library.
- B. The successful Bidder shall be required to enter into a Contract with The Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016, covering the entire work of the Bid, and must furnish to the Owner all bonds, certifications, insurance documents, and other requirements, within ten (10) days after issuance of the Notice of Award of Contract or Letter of Intent. The successful Furniture Bidder shall prepare the Contract based on AIA Document A151-2007 agreement Between Owner and Vendor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum.
- C. In determining the lowest responsible Furniture Bidder, The Des Plaines Public Library shall consider the following:

1. The Base Bid, Add Alternates, Contract Time and the costs for any required bonds or certificates.
2. Competence of the firm and its staff to perform the required construction as indicated by the technical training, education and experience of the Furniture Bidder's personnel and subcontractors who are assigned to perform the service.
3. Ability of the Furniture Bidder and his/her subcontractor's ability to deliver the product competently and on an appropriate schedule to meet the needs of.
4. Past performance as demonstrated by evaluations from previous clients with respect to cost control, quality of work and meeting project schedules. Include three (3) references with name of project, location, owner and current contact person.
5. The quality of performance of previous contracts or services.
6. The sufficiency of the financial resources and ability of the Bidder to perform the contract or provide services.
7. The ability of the Bidder to provide future maintenance and service for use of the subject of the Contract
8. Information which The Des Plaines Public Library may obtain through independent investigation.

D. Competence of Subcontractors

1. Each Furniture Bidder is required to complete the form attached to the Bid Form listing certain intended subcontractors to be employed on the Project.
2. The competence and responsibility of all subcontractors shall be considered in awarding the Contract based on the review of references.
3. The Des Plaines Public Library reserves the right to reject any subcontractor, and reserves the right to reject the bid of any Furniture Bidder for failure to provide competent subcontractors.

1.10 CHANGES AND WITHDRAWALS OF BID

- A. A Bidder may withdraw his bid and bid security, if one is required, at any time before the deadline set for Bid Opening, either personally or by written request. Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.
- B. No Bid may be withdrawn after the Bid Opening, unless the award of the Contract is delayed for a period exceeding ninety (90) days after the Bid Opening.

1.11 FINAL COMPLETION

- A. The Undersigned hereby affirms and states that, if awarded the Contract for said Work, he will commence Work after receiving Notice to Proceed and will completely perform the entire Contract based on the successful Furniture Bidder's "Alteration Work Sub schedule" in strict accordance with the Contract terms and conditions.

1.12 CONSTRUCTION PROGRESS AND SCHEDULE

- A. Subject to the City's issuance of required permits, the Contractor shall be notified to start work by issuance of a written Notice to Proceed by the Des Plaines Public Library. Work shall start within five (5) calendar days after the issuance of a Notice to Proceed.
 - 1. The Library intends to issue the Notice to Proceed no later than **September 16, 2015**.
- B. Prior to work start, a Pre-Construction Conference will be held at the jobsite.
- C. All Work shall be completed within the time period established by the selected General Contractor's construction schedule. Estimated project completion is Fall of 2016.
- D. A Construction Schedule shall be submitted in accordance with the requirements of these Contract Documents.

1.13 DRAWINGS

- A. As listed in the index at the front of this document, prepared by Lohan Anderson.

1.14 SPECIFICATIONS

- A. The Specific Section(s) being quoted by Furniture Contractor and all other Specifications for the Project as prepared by the Architect, and included herein.
- B. AIA Document A251 - 2007, entitled "General Conditions of the Contract for Furniture, Furnishings and Equipment."

1.15 DEFINITIONS

- A. Plan and Specification reference to "Contractor" means the Subcontractor performing work under that specific Specification Section.
- B. In case of conflict between contracts, plans, specifications or this Invitation to Bid the following shall be the precedence for resolving same:

1. Invitation to Bid, Proposal Requirements and Special Instructions and Appendices
2. General Conditions
3. Specifications and Furniture Schedule
4. Large Scale Drawings
5. Small Scale Drawings

C. Specification reference to "provide" means to furnish and install unless otherwise noted.

1.16 BID FORM

- A. Bid to be stipulated sum by Category, in the format enclosed herein, with no escalation clauses allowed.
- B. Bidders shall also fill in prices for each item on the attached Bid Form. NO Substitutions, "or Equals", will be accepted by Bidder.

1.17 DESIGN, LAYOUT AND SUBMITTAL REQUIREMENTS

The Furniture Bidder will be responsible for converting their products into developed floor plans. The Furniture Bidder shall ensure that their layout is in compliance with area building and federal state and local code requirements. The Furniture Bidder will complete the floor plans and final working drawings, field verified, coded, and complete the installation from the contract documents as provided by Lohan Anderson.

The furniture bidder is required to provide preliminary installation plans as well as three revisions, if required.

The furniture bidder shall provide the following for the design team's review and Owner approvals:

- a. Full size plan drawings with each product label and finish material designations, shop drawings and 3D drawings with finish designations of each typical layout, private office, and conference room.
- b. Wire management plans
- c. Product brochures & Cut sheets
- d. Submittals of all finishes selected. This shall include laminates, painted metals,

upholsteries, hardware, and wood.

- a. (3) samples per selection
- e. Mockups upon request
- f. Samples of specific furniture or product upon Design Team request.
- g. Upon shop drawing submittal review, copies of final, approved plans shall be provided in compatible forms such as AutoCAD, Adobe Acrobat PDF, and Microsoft Word.
- h. Product Warranties

1.18 INSTALLATION SERVICES

In order to meet the time frame the Furniture Bidder is required to plan an installation schedule which meets the completion date as defined by General Contractor.

The Furniture Bidder shall coordinate all deliveries and installation times with the Owner. It is the Furniture Bidder's responsibility to provide an adequate work force to ensure that the required schedule is met.

Issue Resolution:

- *Any unexpected conflicts during product installation must be brought to the Owner for resolution.*
- *The Furniture bidder shall correct (at the their expense) any installation problems, which are the result of incorrect layouts, insufficient field verification, delivery errors, and damaged product.*
 - *Damaged and/or missing product will be replaced by means that will prevent installation delays. Damaged product replacements will be at the selected Furniture bidder's expense. All damaged product shall be removed from the job site immediately.*

1.19 PARKING AND ACCESS

Parking of workers', supervisors', or management employees' cars will be allowed on the site only in designated areas (except with the specific approval of the Owner in advance). Trucks will be allowed on the actual project site only to make deliveries of material, tools, or equipment and must then leave promptly unless being used as a tool of the trade.

1.20 OTHER OPERATIONS

The Furniture Bidder shall do all things necessary to keep noise, vibration and disruption to an absolute minimum.

1.21 HOISTING

Hoisting is the responsibility of the Furniture Bidder. The Construction Manager will not provide crane(s), personnel or material hoists.

Location of and scheduling of General Contractor's hoisting apparatus to be coordinated with Construction Manager's Project Superintendent.

1.22 CLEAN UP

Daily clean up and removal of rubbish is the responsibility of the Furniture Contractor. The Furniture Bidder shall be responsible for proper disposal of all packing and crating materials off-site. Cooperation among Subcontractors is required and expected regarding cleaning of general litter. Buildings are to be kept clean at all times and failure of Furniture Contractor in this regard will result in back charges from the Construction Manager for cleaning.

1.23 CUTTING AND PATCHING

The Furniture Bidder shall perform all cutting and patching under jurisdiction of its trade(s). Also, if cutting and patching are required as a result of Furniture Bidder's failure in the performance of the Work, the Furniture Bidder shall be responsible for the corrective cutting and patching at no cost to the Owner.

1.24 INSURANCE

The Furniture Bidder is to provide insurance as noted below and in AIA A251 – 2007 General Conditions for the contract for Furniture, Furnishings and Equipment with a Stipulated Sum Contract Agreement.

The Furniture Bidder shall provide insurance coverage for portions of the Furniture, Furnishings and Equipment stored off-site after written approval of the Owner at the value established in the approval and also for portions of the Furniture, Furnishings and Equipment in transit.

1.25 PROTECTION AGAINST LOSS AND DAMAGE

The Furniture Bidder shall protect and secure its materials and equipment against loss, including theft. The Construction Manager will not accept any claim for alleged theft. The Furniture Bidder will protect its work from damage until its work is complete for the entire project.

1.26 SUBSTITUTIONS (OR EQUALS)

Bidders may not submit proposals for substitutions. Substitutes will not be considered.

1.27 NO BID ITEMS

If a Furniture Bidder fails to bid on all items listed in a category of the Itemized Category Summary Sheets, his bid may be disqualified.

FURNITURE BID FORM

1.1 **PROJECT IDENTIFICATION:**

- A. Project Name: Des Plaines Public Library, Library Renovation Project.
- B. Project Location: 1501 Ellinwood Street, Des Plaines, Illinois 60016.
- C. Owner: Board of Library Trustees of the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois 60016.
- D. Architect: Lohan Anderson LLC, 401 North Michigan, Suite 500, Chicago, IL.

1.2 **FURNITURE BIDDER IDENTIFICATION:**

Name:

-----Date:-----

Address:

City,State-----

Zip code -----

Tel:

-----Website:-----

Primary Contact Name: -----

Email: -----

1.3 **FURNITURE BIDDING DOCUMENTS:**

- A. Bidding Documents titled "Issued for Bid" and dated August 14, 2015.
 - 1. Drawing numbers and titles listed on Cover Sheet. Furniture plans are located in the I - Series drawings. Interior elevations and interior details are located in the A5 and A9 Series drawings.
 - 2. Furniture, Furnishings, and Equipment Specifications Guide, dated August 14, 2015

3. The Project Manual, Agreements, General Conditions, and Addenda.

1.4 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Furniture Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated _____.
2. Addendum No. 2, dated _____.
3. Addendum No. 3, dated _____.

1.5 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Furniture Bidder, having carefully examined the Project Manual including all Drawings and Specifications, and all subsequent Addenda, as prepared by Architect – Lohan Anderson LLC, 401 North Michigan, Suite 500, Chicago, IL. and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all installation drawings, submittals, material, labor, material, equipment and services necessary to complete the construction of the above-named project, according to the requirements of the AIA 151-2007 Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment, for the stipulated sum of:

-----Dollars
(\$ -----)

1.6 FURNITURE BASE BID BREAKDOWN

- A. The base bid breakdown should be itemized per Room name and room number and include the following:
1. Room designation – Phase
 2. Drawing label
 3. Manufacturer
 4. Product
 5. Model number
 6. Quantity
 7. Finish
 8. Lead time

- 9. Unit Cost
- 10. Extended Cost
- 11. Total Cost for Each Room designated

1.7 PERFORMANCE AND PAYMENT BOND:

- A. The amount for the performance bond and the labor and materials payment bond is NOT included in the base bid price. The Undersigned states the cost of the Performance and Payment Bond, in the amount of 100% of the Base Bid contract by an approved surety company licensed to do business in the State of Illinois, will be:

\$ _____ the name of the Surety Company
is:

1.8 FURNITURE BIDDER AND SUBCONTRACTOR REGISTRATION:

- A. All contractors and subcontractors within the village are required to be pre-registered with the City of Des Plaines.
- B. The contractors and sub-contractors are responsible for fees associated with registering to work in the City of Des Plaines.

1.9 ALTERNATES:

- A. An "Alternate is an amount proposed by the Bidder for certain work defining the Bidding Documents that may be added to or deducted from the Base Bid or Contract amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Bidding Documents.
 - 1. Alternates are described in the FFE Specifications Guide.
- B. The Undersigned agrees not to withdraw the Bids for Alternates for 90 days after Bid Opening.

- C. All Alternates must be included in this Bid Form. The Owner reserves the right to reject the Bid, if the cost for the mandatory Alternates is not properly and fully completed.
- D. The Undersigned proposes the following Alternates as shown and specified for additions or deductions to the lump sum base bid:
 - 1. **Alternate #1:** Provide furniture as per the FFE Specification guide for Room 218, Administrative Suite Conference Room.
 Add \$ _____
 - 2. **Alternate #2:** Provide furniture as per the FFE Specification guide, Interior Elevations, and interior details for the 3rd floor – Adult Collections Area, 301 E-Bar furniture.
 Add \$ _____
 - 3. **Alternate #3:** Provide furniture as per the FFE Specification guide, Interior Elevations, and interior details for the 2nd Floor Information desk, located east of Lobby 201a.
 Add \$ _____
 - 4. **Alternate #4:** Provide furniture as per the FFE Specification guide, Interior Elevations, and interior details for the 3rd Floor Information desk, located east of Lobby 301a.
 Add \$ _____
 - 5. **Alternate #5:** Provide furniture as per the FFE Specification guide, Interior Elevations, and interior details for the 4th Floor Information desk, located east of Lobby 401a.
 Add \$ _____

1.10 FURNITURE BIDDERS’ SUBCONTRACTORS AND SUPPLIERS

- A. The following companies shall execute subcontracts for the portions of the Work indicated:
 - 1. Furniture
 Installation: _____
 - 2. Carpentry:

3. Electrical
Work: _____

1.11 PROJECT STAFF:

A. The undersigned confirms the following staff assigned to the work for the duration of the Project.

1. Name of Project Manager: _____

1.12 TIME OF COMPLETION

A. The undersigned Furniture Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within the specified duration with the contract terms and conditions.

1.13 BID SUPPLEMENTS

A. The following supplements are a part of this Bid Form and are attached hereto.

1. Bid Bond Form (AIA Document A310).
2. Furniture Bidder's Qualification statement (AIA Document A305).

1.14 FURNITURE BIDDER - ILLINOIS BUSINESS LICENSE

A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the State of Illinois, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.15 FURNITURE BID GUARANTEE

A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety and insurance certificates as specified within 10 days after a written Notice of Award, if offered within 90 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, or bid bond, as liquidated damages for such failure, in the following amount constituting ten percent (10%) of the Base Bid amount above:

(\$ _____ Dollars _____).

- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.16 SUBMISSION OF BID

Respectfully submitted this _____ day of _____, 2015.

Submitted By: _____

(Name of bidding firm or corporation).

Authorized Signature: _____

(Handwritten signature).

Signed By: _____

(Type or print name).

Title: _____

(Owner/Partner/President/Vice President).

Witness By _____

(Handwritten signature).

Attest: _____

(Handwritten signature).

By: _____

(Type or print name).

Title: _____

(Corporate Secretary or Assistant Secretary).

Street Address: _____

City, State, Zip: _____

Phone: _____

License No. _____

Federal ID No. : _____

(Affix Corporate Seal Here).

AIA[®] Document A305[™] – 1986

Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: Board of the Library Trustees
The Des Plaines Public Library

ADDRESS: 1501 Ellinwood Street
Des Plaines, Illinois 60016

SUBMITTED BY:

NAME:

ADDRESS:

PRINCIPAL OFFICE:

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

NAME OF PROJECT: *(if applicable)* Des Plaines Library General Improvements

TYPE OF WORK: *(file separate form for each Classification of Work)*

- General Construction
- HVAC
- Electrical
- Plumbing
- Other: *(Specify)*

§ 1 ORGANIZATION

§ 1.1 How many years has your organization been in business as a Contractor?

§ 1.2 How many years has your organization been in business under its present business name?

§ 1.2.1 Under what other or former names has your organization operated?

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

§ 1.3 If your organization is a corporation, answer the following:

§ 1.3.1 Date of incorporation:

§ 1.3.2 State of incorporation:

§ 1.3.3 President's name:

§ 1.3.4 Vice-president's name(s)

§ 1.3.5 Secretary's name:

§ 1.3.6 Treasurer's name:

§ 1.4 If your organization is a partnership, answer the following:

§ 1.4.1 Date of organization:

§ 1.4.2 Type of partnership (if applicable):

§ 1.4.3 Name(s) of general partner(s)

§ 1.5 If your organization is individually owned, answer the following:

§ 1.5.1 Date of organization:

§ 1.5.2 Name of owner:

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

§ 2 LICENSING

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

§ 3 EXPERIENCE

§ 3.1 List the categories of work that your organization normally performs with its own forces.

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

§ 3.4.1 State total worth of work in progress and under contract:

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

§ 3.5.1 State average annual amount of construction work performed during the past five years:

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

§ 4 REFERENCES

§ 4.1 Trade References:

§ 4.2 Bank References:

§ 4.3 Surety:

§ 4.3.1 Name of bonding company:

§ 4.3.2 Name and address of agent:

§ 5 FINANCING

§ 5.1 Financial Statement.

§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

§ 6 SIGNATURE

§ 6.1 Dated at this day of

Name of Organization:

By:

Title:

§ 6.2

M being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this day of

Notary Public:

My Commission Expires:

Additions and Deletions Report for AIA® Document A305™ – 1986

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 17:53:16 on 08/12/2015.

PAGE 1

SUBMITTED TO: Board of the Library Trustees
The Des Plaines Public Library

...

ADDRESS: 1501 Ellinwood Street
Des Plaines, Illinois 60016

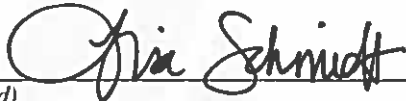
...

NAME OF PROJECT: *(if applicable)* Des Plaines Library General Improvements

Certification of Document's Authenticity

AIA® Document D401™ – 2003


I, Lisa Schmidt, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 17:53:16 on 08/12/2015 under Order No. 7654855933_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A305™ – 1986, Contractor's Qualification Statement, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



(Signed)



(Title)



(Dated)

AIA[®] Document A251[™] – 2007

General Conditions of the Contract for Furniture, Furnishings and Equipment

for the following PROJECT:

(Name, location, and brief description)

The Des Plaines Public Library
Library Renovation Project
Des Plaines, Illinois
Furniture procurement for the Interior Library renovation project.

THE OWNER:

(Name, legal status, address and other information)

The Board of Library Trustees of the Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, Illinois 60016

THE ARCHITECT:

(Name, legal status, address and other information)

Lohan Anderson, LLC
401 North Michigan Ave, Suite #500
Chicago, Illinois 60611

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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TABLE OF ARTICLES

1	GENERAL PROVISIONS
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5	DELIVERY AND INSTALLATION
6	ACCEPTANCE
7	WARRANTIES
8	PAYMENT
9	ARCHITECT
10	RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS
11	TIME

Init.

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User Notes: (1400326255)

12 PROTECTION OF PERSONS AND PROPERTY

13 INSURANCE

14 MISCELLANEOUS PROVISIONS

15 CLAIMS AND DISPUTES

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 BASIC DEFINITIONS

§ 1.1.1 The Contract Documents. The Contract Documents are enumerated in the Agreement between the Owner and Vendor (hereinafter the Agreement), and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. Unless specifically enumerated in the Agreement, the Contract Documents do not include other documents such as the request for quotation or the Vendor's quotation.

§ 1.1.2 Modification. A Modification is (1) a written amendment to the Contract signed by both parties or (2) a written order for a minor change in the Work issued by the Architect.

§ 1.1.3 The Contract. The Contract Documents form the Contract for Furniture, Furnishings and Equipment. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Architect and the Vendor; (2) between the Owner and a sub-vendor; (3) between the Owner and the Architect or the Architect's consultants; or (4) between any persons or entities other than the Owner and the Vendor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

§ 1.1.4 The Work. The term "Work" means the fabrication, shipping, warehousing, delivery, installation and all other labor, materials and activities required of the Vendor. The Work may constitute the whole or a part of the Project with regard to the furniture, furnishings and equipment required by the Contract Documents.

§ 1.1.5 The Project. The Project is the total construction and installation of which the Work performed under the Contract may be the whole or a part. Other vendors and contractors under separate agreements with the Owner may concurrently perform construction or other activities for the Project.

§ 1.1.6 The Drawings. The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.

§ 1.1.7 The Specifications. The Specifications are that portion of the Contract Documents consisting of the written requirements for furniture, furnishings, equipment, systems, quality and workmanship standards for the Work.

§ 1.1.8 Instruments of Service. Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Vendor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.2.2 Unless otherwise stated in the Contract Documents, words that have well-known technical or furniture, furnishings and equipment industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.2.3 Terms capitalized in these General Conditions include those which are (1) specifically defined, (2) the titles of numbered articles and identified references to Sections in the document or (3) the titles of other documents published by the American Institute of Architects.

§ 1.3 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

§ 1.3.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights, including copyrights as amended in the Contract between Owner and Architect. The Vendor, sub-vendors and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.3.2 The Vendor, sub-vendors and suppliers are authorized to use and reproduce the Instruments of Service provided to them solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors and suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect's consultants.

§ 1.4 TRANSMISSION OF DATA IN DIGITAL FORM

If the parties intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions, unless otherwise already provided in the Agreement or the Contract Documents.

ARTICLE 2 OWNER

§ 2.1 GENERAL

The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 9.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 2.2.1 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may utilize in the performance of the Work;
- .2 access to the premises for the Vendor at reasonable times;
- .3 suitable space for receipt, inspection, acceptance and staging of materials, furniture, furnishings and equipment;
- .4 temporary utilities and facilities on the premises and vertical transportation necessary for progress and execution of the Work; and
- .5 security normal for the Project premises.

§ 2.2.2 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

ARTICLE 3 VENDOR

§ 3.1 GENERAL

§ 3.1.1 The Vendor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The term "Vendor" means the Vendor or the Vendor's authorized representative.

§ 3.1.2 The Vendor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Vendor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract or by tests, inspections or approvals required or performed by persons or entities other than the Vendor.

§ 3.2 REVIEW OF CONTRACT DOCUMENTS AND INSPECTION OF PROJECT PREMISES BY VENDOR

§ 3.2.1 Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises or, if the Project premises have not yet been constructed, has reviewed the documents pertaining thereto; has become familiar with local conditions under which the Work is to be performed and information relative to access to and use of the Project premises, as provided by the Owner under Section 2.2; and has correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Vendor shall, before starting each portion of the Work, (1) carefully study and compare the various Drawings and other Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.2.1; (2) take field measurements of any existing conditions related to that portion of the Work; and (3) observe any conditions of the access route or on the Project premises affecting the Work. These obligations are for the purpose of facilitating delivery and installation by the Vendor and are not for the purpose of discovering errors, omissions or inconsistencies in the Contract Documents; however, the Vendor shall report promptly to the Architect any errors, inconsistencies or omissions discovered or made known to the Vendor as a request for information in such form as the Architect may require. It is recognized that the Vendor's review of the Contract Documents is made in the Vendor's capacity as a Vendor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall report promptly to the Architect any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Architect may require.

§ 3.2.4 In addition to the Vendor's representations under Section 3.2.1, the Vendor shall, prior to shipment, delivery and installation, visit and inspect the Project premises in order to confirm the conditions under which the Work is to be performed; verify the stage of completion of the premises and the Project; determine availability of facilities for access, delivery, transportation and staging area; determine the physical and environmental restrictions imposed by the Owner and the condition of the premises and separate vendors; and correlate these observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner conditions observed during such inspection or thereafter that would impede the Vendor's performance of the Work.

§ 3.2.5 If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Vendor's notices or requests for information pursuant to Sections 3.2.2, 3.2.3 and 3.2.4, the Vendor shall make Claims as provided in Article 15. If the Vendor fails to perform the obligations of Sections 3.2.2, 3.2.3, or 3.2.4, the Vendor shall pay such costs and damages to the Owner as would have been avoided if the Vendor had performed such obligations.

§ 3.3 SUPERVISION OF THE WORK

§ 3.3.1 The Vendor shall supervise and direct the Work, using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures of fabrication, shipment, delivery and installation, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 3.3.2 The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors and their agents and employees, and other persons or entities performing or providing portions of the Work to, for or on behalf of, the Vendor or any of its sub-vendors.

§ 3.3.3 The Vendor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition for subsequent Work.

§ 3.4 LABOR AND MATERIALS

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, furniture, furnishings and equipment, tools, installation equipment and machinery, delivery, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated into the Work.

(Paragraph deleted)

§ 3.4.3 The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 3.5 TAXES

The Vendor shall pay all required sales, consumer, use and similar taxes for the Work provided by the Vendor.

§ 3.6 PERMITS, FEES NOTICES, AND COMPLIANCE WITH LAWS

§ 3.6.1 Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required as of that date.

§ 3.6.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.6.3 If the Vendor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 3.7 SUPERINTENDENT

The Vendor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project premises during performance of the Work. The superintendent shall represent the Vendor, and communications given to the superintendent shall be as binding as if given to the Vendor.

§ 3.8 VENDOR'S SCHEDULES

§ 3.8.1 The Vendor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Vendor's progress schedule for the Work. The schedule shall not exceed time limits established in the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and the Project, shall be related to the Project and related Work to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

§ 3.8.2 The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work, within the Contract Time, including dates for order placement, fabrication, shipping, delivery and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, fabrics and other materials. The Vendor shall obtain and submit for the Owner's and the Architect's information written confirmation from sub-vendors of dates of fabrication and delivery.

§ 3.8.3 The Vendor shall prepare a submittal schedule, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, and shall submit the schedule(s) for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall 1) be coordinated with the Vendor's progress schedule, and 2) allow the Architect reasonable time to review submittals. If the Vendor fails to submit a submittal schedule, the Vendor shall not be entitled to any increase in Contract Sum or extension of contract completion time based on the time required for review of submittals.

§ 3.8.4 The Vendor shall perform the Work in accordance with the most recent schedules submitted to the Owner and Architect.

§ 3.8.5 The Vendor shall cooperate with the Owner and Architect in coordinating the Vendor's progress schedule with those of separate Vendors and with the requirements of the Owner and Architect. The Vendor shall cooperate in

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determining mutually acceptable dates and times for delivery, installation and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.

§ 3.9 DOCUMENTS FOR THE OWNER'S RECORDS

The Vendor shall maintain for the Owner one copy of the Drawings, Specifications, Addenda and other Modifications, in good order and marked currently to indicate field changes and selections made during performance of the Work, and one copy of approved Shop Drawings, Product Data and similar required submittals. These shall be available to the Architect and shall be delivered to the Owner upon completion of the Work as a record of the Work installed.

§ 3.10 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

§ 3.10.1 Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Vendor or a sub-vendor to illustrate some portion of the Work.

§ 3.10.2 Product Data are manufacturer's illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Vendor to illustrate materials or equipment for some portion of the Work.

§ 3.10.3 Shop Drawings, Product Data and similar submittals are not Contract Documents. Their purpose is to demonstrate the way by which the Vendor proposes to conform to the information given and the design concept expressed in the Contract Documents. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. The Architect may return without action submittals that are not required by the Contract Documents.

§ 3.10.4 The Vendor shall review for compliance with the Contract Documents, and approve and submit to the Architect, Shop Drawings, Product Data and similar submittals required by the Contract Documents in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submitted schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate vendors.

§ 3.10.5 By submitting Shop Drawings, Product Data and similar submittals, the Vendor represents to the Owner and Architect that the Vendor has (1) reviewed and approved them, and (2) determined and verified materials, field measurements and field installation criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.10.6 The Vendor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data or similar submittals until the respective submittal has been approved by the Architect.

§ 3.10.7 The Work shall be in accordance with approved submittals, except that the Vendor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data or similar submittals unless the Vendor has specifically informed the Architect in writing of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work or (2) a Modification to the Contract has been approved authorizing the deviation. The Vendor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data or similar submittals by the Architect's approval.

§ 3.10.8 The Vendor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such written notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.10.9 Samples, once approved, constitute an express warranty that the goods will conform to the sample.

§ 3.10.10 When professional certification of performance criteria for furniture, furnishings and equipment is required by the Contract Documents, the Architect shall be entitled to rely upon the accuracy and completeness of such certifications.

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§ 3.11 CLEANING UP

§ 3.11.1 The Vendor shall keep the premises and surrounding area free from accumulation of waste materials and other debris created by operations under the Contract. At completion of the Work, the Vendor shall remove waste materials and other debris created by the Vendor's activities, the Vendor's tools, construction equipment, machinery and surplus materials from and about the Project.

§ 3.11.2 If the Vendor fails to clean up as provided in the Contract Documents, the Owner may do so, and the Owner shall be entitled to reimbursement from the Vendor for the cost thereof.

§ 3.12 INDEMNIFICATION

§ 3.12.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 3.12.

§ 3.12.2 In claims against any person or entity indemnified under this Section 3.12 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under Section 3.12.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Vendor or a sub-vendor under workers' compensation acts, disability benefit acts or other employee benefit acts.

ARTICLE 4 TITLE AND RISK OF LOSS

§ 4.1 Title to all furniture, furnishings and equipment shall be transferred to the Owner upon acceptance by the Owner pursuant to Section 6.2 or upon payment in full to the Vendor, whichever occurs first.

§ 4.2 The risk of loss, with respect to all furniture, furnishings and equipment provided by the Vendor, shall remain on the Vendor until acceptance by the Owner pursuant to Section 6.2 of the furniture, furnishings and equipment, or designated portion thereof.

§ 4.3 The Owner shall be under no obligation to insure furniture, furnishings or equipment that does not conform to the Contract Documents or that the Owner has rejected. Under such circumstances, the risk of loss shall remain with the Vendor.

ARTICLE 5 DELIVERY AND INSTALLATION

§ 5.1 The Vendor shall make delivery of all furniture, furnishings and equipment in accordance with the Vendor's progress schedule or at a time agreed upon by the Owner and Architect.

§ 5.2 The Vendor shall become fully informed of the conditions relating to delivery, installation and labor under which the Vendor's Work will be performed. The Vendor shall employ the labor, and means and methods of carrying out the Vendor's Work as the conditions require.

§ 5.3 Delivery and installation of all furniture, furnishings and equipment shall be made to the location of the Project, as specified in the Contract Documents. Installation of furniture, furnishings and equipment shall include testing as required by the Contract Documents.

§ 5.4 The Vendor shall consult with the Owner to identify a route to be used within the Project premises from the point of initial delivery at the Project premises to the place of final placement or installation. After its selection, the route shall be made available to the Vendor for delivery of furniture, furnishings and equipment as provided in Section 5.1 and Section 5.2.

§ 5.5 The Vendor shall, within a reasonable time prior to delivery, provide the Owner with schedules for access and arrange for the use of elevators and unloading facilities.

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§ 5.6 When the Vendor considers installation of all or a designated portion of the furniture, furnishings or equipment required by the Contract Documents to be complete, the Vendor shall advise the Owner and Architect in writing.

ARTICLE 6 ACCEPTANCE

§ 6.1 Prior to the tender of delivery by the Vendor, the Owner may conduct a preliminary inspection of the furniture, furnishings and equipment upon delivery for the purpose of verifying the delivery of such furniture, furnishings or equipment, including quantities. Such preliminary inspections shall not constitute acceptance of, taking charge over or control of such furniture, furnishings or equipment. Any defects, damage, deficiencies or nonconformity discovered by the Owner shall be reported to the Vendor.

§ 6.2 Upon completion of installation pursuant to Section 5.6, the Owner, with the assistance of the Architect, shall conduct an acceptance inspection. If the Owner determines that the furniture, furnishings and equipment comply with the requirements of the Contract Documents, the Owner shall notify the Vendor that the furniture, furnishings and equipment have been accepted. If the Owner determines that all or any portion of the furniture, furnishings or equipment do not conform to the requirements of the Contract Documents, the Owner shall reject such nonconforming portion by notifying the Vendor in writing of such rejection.

§ 6.3 If the Owner rejects all or any portion of the delivery, the Owner shall notify the Vendor within a reasonable time, which shall not be more than 30 days after the date of the inspection performed pursuant to Section 6.2. The notice shall include the specific basis for the Owner's rejection.

§ 6.4 If the Owner rejects all or any portion of the delivery, the Owner shall hold the rejected portion for a reasonable time to permit the Vendor to remove it from the Project premises.

§ 6.5 Upon rejection by the Owner, the Vendor shall have 30 days to provide acceptable evidence of arrangements to remedy the basis for rejection. If the Vendor remedies the basis for rejection, the Vendor shall notify the Owner in writing. The Owner shall have an additional period of time to conduct an acceptance inspection of the previously rejected furniture, furnishings or equipment. If the Owner agrees to accept the furniture, furnishings or equipment, the Owner shall so notify the Vendor in writing. If the Owner rejects the tender of such furniture, furnishings or equipment, the Owner shall notify the Vendor within a reasonable time, which shall not be more than 30 days. Such notice shall include the specific basis for rejection. Upon rejection, the Vendor shall remove the rejected furniture, furnishings or equipment from the Project premises.

§ 6.6 If furniture, furnishings or equipment that have been previously accepted are found not to comply with the requirements of the Contract Documents, the Owner shall be entitled to revoke acceptance so long as the Vendor does not suffer actual prejudice by virtue of the Owner's prior acceptance of such furniture, furnishings or equipment. Such revocation of acceptance shall be made by giving prompt notice to the Vendor. In such event, the Vendor shall proceed in accordance with Section 6.5.

§ 6.7 The provisions of this Article 6 do not preclude recovery of damages as provided by law.

ARTICLE 7 WARRANTIES

§ 7.1 The Vendor expressly warrants to the Owner and Architect that the Work complies with the requirements of the Contract Documents. The Vendor further warrants that the Owner shall receive the benefit of standard manufacturer's warranties and guarantees applicable to the Work.

§ 7.2 The Vendor provides to the Owner and Architect all warranties relating to the furniture, furnishings and equipment implied by law, including but not limited to the warranty of merchantability.

§ 7.3 The Vendor acknowledges that no exclusion of or limitation on warranties contained in any proposal, product literature or other submittal shall affect the warranties provided pursuant to Sections 7.1 and 7.2.

ARTICLE 8 PAYMENT

§ 8.1 Before the first application for payment, the Vendor shall submit to the Owner a quotation schedule showing the values allocated to each quotation for portions of the Work. The Vendor's quotation schedule shall be accompanied by a certified statement from the Vendor prepared in such form and supported by such data to substantiate its accuracy as

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the Owner may require. This schedule, when approved by the Owner, shall be submitted with each application for payment and shall be used as a basis for reviewing the Vendor's applications for payment.

§ 8.2 When payment is due pursuant to the payment terms of the Agreement, the Vendor shall submit to the Owner an itemized application for payment. Such application shall be notarized, if required by the Contract Documents, and supported by such data substantiating the Vendor's right to payment as the Owner may require, such as copies of bills of lading or requisitions from sub-vendors and equipment suppliers.

ARTICLE 9 ARCHITECT

§ 9.1 GENERAL

The Owner shall retain an architect lawfully licensed to practice architecture or an entity lawfully practicing architecture in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 9.2 ADMINISTRATION OF THE CONTRACT

§ 9.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during performance of the Work until final payment is due. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 9.2.2 The Architect will assist the Owner in coordinating schedules for fabrication, delivery and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with such schedules.

§ 9.2.3 The Architect will visit the Project premises at intervals appropriate to the stage of the Vendor's operations, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed; and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous inspections at the Project premises to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for, the means, methods, techniques, and sequences or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, since these are solely the Vendor's rights and responsibilities under the Contract Documents, except as provided in Section 3.3.1.

§ 9.2.4 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. The Architect will not be responsible for the Vendor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall not have control over, charge of, or responsibility for acts or omissions of the Vendor, sub-vendors, their agents or employees, or any other persons or entities performing portions of the Work.

§ 9.2.5 The Architect has authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the completion time, and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written order and shall be binding on the Owner and Vendor. The Vendor shall carry out such written orders promptly.

§ 9.2.6 Unless otherwise provided, the Architect's authority shall not extend to the receipt, inspection or acceptance on behalf of the Owner of furniture, furnishings and equipment at the time of their delivery to the Project premises and subsequent installation. The Architect is not authorized to reject nonconforming Work, stop the Work or terminate the Contract.

§ 9.2.7 The Architect may recommend to the Owner rejection of Work that does not conform to the Contract Documents. A recommendation by the Architect made in good faith shall not give rise to a duty or responsibility of the Architect to the Owner, Vendor, sub-vendors, their agents or employees, or other persons or entities performing portions of the Work.

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ARTICLE 10 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS

§ 10.1 OWNER'S RIGHT TO PERFORM RELATED ACTIVITIES AND TO AWARD SEPARATE CONTRACTS

§ 10.1.1 The Owner reserves the right to perform activities related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other activities at the Project premises. If the Vendor claims that such action by the Owner involves delay or additional cost, the Vendor shall make such Claim as provided in Article 15.

§ 10.1.2 When separate contracts are awarded for different portions of the Project or other activities at the Project premises, the term "Vendor" in the Contract Documents in each case shall mean the vendor who executes each separate Owner-Vendor Agreement.

§ 10.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate vendor with the Work of the Vendor, who shall cooperate with them. The Vendor shall participate with other separate vendors and the Owner in reviewing their progress schedules. The Vendor shall make any revisions to the progress schedule deemed necessary after a joint review and mutual agreement. The progress schedules shall then constitute the schedules to be used by the Vendor, separate vendors and the Owner until subsequently revised.

§ 10.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs activities related to the Project with the Owner's own forces, the Owner shall be deemed to be subject to the same obligations and to have the same rights that apply to the Vendor under the Contract, including, without excluding others, those stated in this Article 10, and in Article 3, Article 12 and Article 13 herein.

§ 10.2 MUTUAL RESPONSIBILITY

§ 10.2.1 The Vendor shall afford the Owner and separate vendors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Vendor's activities with theirs as required by the Contract Documents.

§ 10.2.2 If part of the Vendor's Work depends for proper execution or results upon activities by the Owner or a separate vendor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Architect apparent discrepancies or defects resulting from their activities that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report discrepancies or defects reasonably discoverable, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

§ 10.2.3 The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor because of the Vendor's delays, improperly timed activities or other damage to the Work of a separate vendor.

§ 10.2.4 The Vendor shall promptly remedy damage it wrongfully causes to property of the Owner or separate vendors as provided in Section 12.2.4.

§ 10.3 OWNER'S RIGHT TO CLEAN UP

If a dispute arises among the Vendor, separate vendors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and, with the Architect's assistance, allocate the cost among those responsible.

ARTICLE 11 TIME

§ 11.1 DEFINITION OF DAY

The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 11.2 PROGRESS AND COMPLETION

§ 11.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Vendor confirms that the completion date stated in the Contract Documents provides a reasonable period for performing the Work.

§ 11.2.2 The Vendor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the Project premises prior to the effective date of insurance required by Article 13 to be furnished by the Vendor and the Owner. The date of commencement of the Work shall not be changed by the effective date of such insurance.

§ 11.2.3 The Vendor shall proceed expeditiously with adequate forces and shall achieve completion by the mutually agreed upon completion date.

§ 11.3 DELAYS AND EXTENSIONS OF TIME

§ 11.3.1 If the Vendor is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or Architect; or by changes ordered in the Work; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor's control; or by delay authorized by the Owner pending mediation and arbitration; or by other causes which the Architect determines may justify delay, the completion date shall be extended by mutual agreement between the Owner and the Vendor.

§ 11.3.2 CONFORMANCE TO AGREED-UPON SCHEDULES

§ 11.3.2.1 The Owner shall cooperate and coordinate its activities with the agreed-upon critical dates identified in the Vendor's progress schedule provided under Section 3.8.2.

§ 11.3.2.2 The Owner shall be responsible for costs the Vendor incurs, such as demurrage, warehousing, and storage or delivery charges, that are due to the Owner's failure to conform to the mutually agreed-upon progress schedule for the Work; to the Owner's failure, without justification, to accept delivery or final installation of furniture, furnishings and equipment; or to any other delays for which the Owner is responsible.

§ 11.3.3 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

(Paragraph deleted)

ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

§ 12.1 SAFETY PRECAUTIONS AND PROGRAMS

The Vendor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

§ 12.2 SAFETY OF PERSONS AND PROTECTION OF PROPERTY

§ 12.2.1 The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials, furniture, furnishings and equipment to be incorporated therein, whether in storage on or off the Project premises, under care, custody or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto, including property of the Owner, separate vendors or other persons, whether or not completed or installed.

§ 12.2.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

§ 12.2.3 When use or storage of flammable, volatile or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Vendor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 12.2.4 The Vendor shall promptly remedy damage and loss to property, other than damage to the Work, caused in whole or in part by the Vendor or anyone directly or indirectly employed by the Vendor, except damage or loss attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor.

ARTICLE 13 INSURANCE

§ 13.1 VENDOR'S LIABILITY INSURANCE

§ 13.1.1 The Vendor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Vendor from claims set forth below which may arise out of or result from the Vendor's operations and completed operations under the Contract and for

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which the Vendor may be legally liable, whether such operations be by the Vendor, by a sub-vendor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- .1 Claims under workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Vendor's employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Vendor's employees;
- .4 Claims for damages insured by usual personal injury liability coverage;
- .5 Claims for damages, other than to the Work itself, because of injury to, or destruction of, tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- .7 Claims for bodily injury or property damage arising out of completed operations;
- .8 Claims involving contractual liability insurance applicable to the Vendor's obligations under Section 3.12.1; and
- .9 Claims for products liability and completed-operations insurance.

§ 13.1.2 The insurance required by Section 13.1.1 shall be written for not less than the limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and with respect to the Contractor's completed operations coverage, until the expiration of the period specified in the Contract Documents.

§ 13.1.3 Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by Section 13.1.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage including coverage for completed operations shall be submitted with the final application for payment and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 13.1.2. The Vendor shall provide information concerning reduction of coverage on account of revised limits or claims paid under the general aggregate, or both, with reasonable promptness.

ARTICLE 14 MISCELLANEOUS PROVISIONS

§ 14.1 GOVERNING LAW

This Agreement shall be considered to be for sale of goods and shall be governed by the Uniform Commercial Code (UCC) as adopted in the place where the Project is located. The Contract shall be governed by the law of the place where the Project is located, except, that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 9.6.

§ 14.2 SUCCESSORS AND ASSIGNS

The Owner and Vendor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 **Definition.** A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Vendor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

§ 15.1.1 **Notice of Claims.** Claims by either party must be initiated by written notice to the other party within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

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§ 15.1.2 **Continuing Contract Performance.** Pending final resolution of a Claim, the Vendor shall proceed diligently with performance of the Contract, and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.3 **Claims for Consequential Damages.** The Vendor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses, including the compensation of personnel stationed there; for losses of financing, business and reputation; and for loss of profit, except anticipated profit arising directly from the Work. Nothing contained in this Section 15.1.3 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 **RESOLUTION OF CLAIMS AND DISPUTES**

Claims, including those alleging an error or omission by the Architect, shall be referred initially to the Architect. An initial recommendation in writing by the Architect, followed by negotiation of the parties, shall be required as a condition precedent to mediation, arbitration or litigation of all Claims between the Vendor and Owner arising prior to the date final payment is due, unless 30 days have passed after the Claim has been referred to the Architect with no recommendation having been made by the Architect.

	(company)
_____	_____
OWNER	VENDOR
By: _____	By: _____
Name: _____	Name: _____
Its: _____	Its: _____
Date: _____	Date: _____
<i>(Paragraphs deleted)</i>	

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PAGE 1

The Des Plaines Public Library
Library Renovation Project
Des Plaines, Illinois
Furniture procurement for the Interior Library renovation project.

...

(Name, legal status, address and other information)

The Board of Library Trustees of the Des Plaines Public Library
1501 Ellinwood Street
Des Plaines, Illinois 60016

...

Lohan Anderson, LLC
401 North Michigan Ave, Suite #500
Chicago, Illinois 60611

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§ 1.3.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights, including ~~copyrights~~ copyrights as amended in the Contract between Owner and Architect. The Vendor, sub-vendors and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

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~~§ 3.4.2 The Vendor shall not make substitutions until after evaluation by the Architect and approval by the Owner.~~

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§ 10.2.3 The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor because of the Vendor's delays, improperly timed activities or other damage to the Work of a separate vendor. ~~The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities or damage to the Work caused by a separate vendor.~~

~~§ 11.3.4 This Section 11.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.~~

	<u>(company)</u>
<u>OWNER</u>	<u>VENDOR</u>
By: _____	By: _____
Name: _____	Name: _____
Its: _____	Its: _____
Date: _____	Date: _____

§ 15.3 MEDIATION

~~§ 15.3.1 Any Claim arising out of or related to the Contract, except Claims relating to aesthetic effect and except those waived as provided for in Section 15.1.3, shall, after recommendation by the Architect or 30 days after submission of the Claim to the Architect, be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party.~~

~~§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a demand for arbitration, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~

~~§ 15.3.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.~~

§ 15.4 ARBITRATION

~~§ 15.4.1 Any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.~~

~~§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.~~

~~§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement shall be specifically enforceable under applicable law in any court having jurisdiction thereof.~~

~~§ 15.4.4 CONSOLIDATION OR JOINDER~~


~~§ 15.4.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 15.4.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of a Claim not described in the written consent.~~

~~§ 15.4.4.3 The Owner and Vendor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Vendor under this Agreement.~~

Certification of Document's Authenticity
AIA® Document D401™ – 2003

I, Lisa Schmidt, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 09:44:22 on 08/13/2015 under Order No. 7654855933_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A251™ – 2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



(Signed)

SENIOR ASSOCIATE

(Title)

8.13.15

(Dated)

ARCHITECTURE
PLANNING
INTERIORS

LOHAN ANDERSON



LIBRARY RENOVATION PROJECT – PHASES 1 AND 2

FURNITURE, FURNISHINGS, & EQUIPMENT SPECIFICATION GUIDE ISSUE FOR BID

14 AUGUST 2015

401 NORTH MICHIGAN AVE
SUITE 500
CHICAGO IL 60611

LOHANANDERSON.COM
VOICE +312.988.7800
FAX +312.229.1232

DIRK LOHAN FAIA
FLOYD D. ANDERSON AIA
MICHAEL C. BARNES AIA, LEED AP
BILL BOZNOS AIA, LEED AP


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Circulation Workroom 108 (Flooring: Carpet Tile)							
	Herman Miller	Canvas Prewired System Desks with Tu Lockable Storage Peds, Flo Monitor Arms, and Thrive Receptacles	3	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Front Modesty Panel and Privacy Screen:</u> Translucent Opal Glaze (J9) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Post Leg:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Power/Data Receptacle:</u> Metallic Silver (MS) <u>Monitor Arms:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (3) Desks at 6'-0"W x 30"D; (3) Front-Mounted Modesty Panel/Privacy Screens at 60"W x 1"D x 23-1/4"H; (3) Lockable, Fixed Peds at 14-5/8"W x 24"D x 27-1/4"H; (3) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (3) Power/Data Receptacles -(1) lockable box/box/file ped to be fixed at each workstation. -Prewired system required. -Power/data to be whipped from adjacent wall through trough to integrated power/data at each work surface. -Trough and power/data receptacle to be provided by Herman Miller. -Each receptacle to have: (1) duplex receptacle, (1) duplex data/telephone receptacle at each workstation. -All components to be lockable. -Plan indicating components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-4

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Circulation Workroom 108 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with 6'-0"W Work Surface between WRK-3A and WRK-3B, Tu Lockable Storage and Flo Monitor Arm	2	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver <u>Intermediate Work Surface Extension between WRK-3A and WRK-3B:</u> Folkstone Grey (8Q)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (2) Workstations at 4'-6"W x 6'-0"L x 46" & 68"H (Refer to plan for dimensions); (1) Work Surface extension at 6'-0"W x 24"D; (4) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (2) Wall-Mounted Overheads at 5'-6"W x 14-3/8"D x 15"H; (2) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (5) 3-1/2" Diameter Grommets -(1) sliding door per overhead. -Each workstations have (1) lockable, fixed box/box/file ped and (1) lockable, fixed file/file ped. -Concealed support to mount overhead on existing wall is required to be provided. -Prewired base required to provide (1) duplex power and (1) Data/Telephone port at 30"D. -(1) grommet centered at desk work surface. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -(1) grommet centered at 6'-0" extension work surface. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-3A WRK-3B

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Circulation Workroom 108 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas System Prewired Workstations with Tu Lockable Storage and Flo Monitor Arm	3	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (3) Workstations at 5'-0"W x 6'-0"L x 46"H (Refer to plan for dimensions); (3) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (3) Wall-Mounted Overheads at 5'-6"W x 14-3/8"D x 15"H; (3) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (6) 3-1/2"Diameter Grommets -(1) sliding door per overhead. -Each workstations have (1) lockable, fixed box/box/file ped and (1) lockable, fixed file/file ped. -Concealed support to mount overhead on existing wall is required to be provided. -Prewired furniture system required. -(1) duplex power and (1) Data/Telephone port required at base of 30"D work surface. -(1) grommet centered at desk work surface. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-3C WRK-3D WRK-3E



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Circulation Workroom 108 (Flooring: Carpet Tile)							
	Herman Miller	Universal top with manual pin/hole height-adjustable leg	1	Laminate Work Surface: Folkstone Grey (8Q) Legs: Metallic Silver (MS) Base Type: Height-Adjustable T-Leg Casters: Carpet; Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) 48"W x 30"D x 29"-35"H -Submittals required.	TB-1
	Herman Miller	Tu Lockable Cabinet (Integral Pull) with shelving and laminate surround	1	Laminate Surround: Folkstone Grey (8Q) Storage Cabinets: Metallic Silver (MS)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (2) Lockable Cabinets at 36"W x 18"D x 26"H with (1) Plastic Laminate Surround 72"W x 20"D x 30" or 34"H -Owner would like cabinet doors to pull open, not slide. -Cabinets to be lockable. -(1) shelf within cabinet. -Cabinet and surround not to exceed accessible height of 34"H. -If surround is higher than cabinet, an apron to hide the gap will be needed from the top of the cabinet to the underside of the surround. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Shop Drawings and submittals required.	SC-1



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Office108o (Flooring: Carpet Tile)							
	Herman Miller	Canvas System Private Office with Tu Lockable Storage and Flo Monitor Arm	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Front Modesty Panel:</u> Translucent Opal Glaze (J9) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Metallic Silver (MS) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Private Office at 5'-6"W x 8'0"L (U-Shaped Desk - Refer to plan for dimensions); (1) Lockable 2-Drawer Lateral File at 36"W x 19-3/8"D x 27-1/4"H; (1) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (1) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (2) Overheads at 36"W x 14-3/8"D x 15"H; (1) Overhead at 42"W x 14-3/8"D x 15"H; (1) Monitor Arm at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (2) 3-1/2"Diameter Grommets (1) 66"W x 12"H modesty screen below work surface -Overhead to have (1) sliding door -(1) lockable 2-drawer lateral file, (1) lockable, fixed file/file ped, and (1) lockable, mobile box/file ped with cushion top. -Concealed support to mount overhead on existing wall is required to be provided. -No tackable surface between overheads and work surface. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller -(1) grommet centered at return. Provided by Herman Miller -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	PO-2
	Herman Miller	Eames Upholstered Molded Fiberglass Chair, Wire Base	2	<u>Seat & Back:</u> Navy Blue (117) <u>Upholstery:</u> Herman Miller Textiles - Medley, Chartreuse (1HA10) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Cynthia Wroble t. 312.550.0608 cynthia_wroble@hermanmiller.com	Dimensions: (2) 19"W x 23-3/4"D x 31-3/8"H; SH: 17-5/8"H -Submittals required.	CH-4



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Conference Room 108n (Flooring: Carpet Tile)							
	Herman Miller	Eames Upholstered Molded Fiberglass Chair, Wire Base	2	<u>Seat & Back:</u> Navy Blue (117) <u>Upholstery:</u> Herman Miller Textiles - Medley, Chartreuse (1HA10) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Cynthia Wroble t. 312.550.0608 cynthia_wroble@hermanmiller.com	Dimensions: (2) 19"W x 23-3/4"D x 31-3/8"H; SH: 17-5/8"H -Submittals required.	CH-4
	Herman Miller	Everywhere Table	1	<u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Base Type:</u> T-Leg <u>Base Finish:</u> Metallic Silver (MS) <u>Casters:</u> Carpet; Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) 66"W x 24"D x 28-1/2"H -Submittals required.	TB-12



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Office 108j (Flooring: Carpet Tile)							
	Herman Miller	Canvas System Private Office with Tu Lockable Storage and Flo Monitor Arm	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Front Modesty Panel:</u> Translucent Opal Glaze (J9) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Metallic Silver (MS) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Private Office at 5'-6"W x 8'-0"L (U-Shaped Desk - Refer to plan for dimensions); (1) Lockable 2-Drawer Lateral File at 36"W x 19-3/8"D x 27-1/4"H; (1) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (1) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (2) Overheads at 36"W x 14-3/8"D x 15"H; (1) Overhead at 42"W x 14-3/8"D x 15"H; (1) Monitor Arm at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (2) 3-1/2"Diameter Grommets (1) 66"W x 12"H modesty screen below work surface -Overhead to have (1) sliding door -(1) lockable 2-drawer lateral file, (1) lockable, fixed file/file ped, and (1) lockable, mobile box/file ped with cushion top. -Concealed support to mount overhead on existing wall is required to be provided. -No tackable surface between overheads and work surface. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller -(1) grommet centered at return. Provided by Herman Miller -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	PO-1
	Herman Miller	Eames Upholstered Molded Fiberglass Chair, Wire Base	2	<u>Seat & Back:</u> Navy Blue (117) <u>Upholstery:</u> Herman Miller Textiles - Medley, Chartreuse (1HA10) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Cynthia Wroble t. 312.550.0608 cynthia_wroble@hermanmiller.com	Dimensions: (2) 19"W x 23-3/4"D x 31-3/8"H; SH: 17-5/8"H -Submittals required.	CH-4


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Tech Services 111 (Flooring: Carpet Tile)							
	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	3	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (3) Workstations at 6'-0"W x 9'-0"L x 46" & 68"H (Refer to plan for dimensions); (3) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (3) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (3) Overheads at 48"W x 14-3/8"D x 15"H at 68"H Panel; (3) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (6) 3-1/2"Diameter Grommets -(1) sliding door per overhead. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet centered at desk work surface. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal.	WRK-1A WRK-1B WRK-1C

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Tech Services 111 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Workstation at 6'-0"W x 9'-0"L x 46" & 68"H (Refer to plan for dimensions); (2) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (1) Overhead at 48"W x 14-3/8"D x 15"H; (1) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (2) 3-1/2"Diameter Grommets -Overhead to have (1) sliding door. -(2) lockable, fixed file/file peds. (1) located under desk work surface and (1) located under the return adjacent to WRK-2A. -Prewired furniture system required. -Tackable surface to run slightly above overhead. -Tackable surface tiles to be on all panels with the exception of the tile directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet centered at desk work surface. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-1D


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
1st Floor: Tech Services 111 (Flooring: Carpet Tile)							
	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	2	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (2) Workstations at 5'-6"W x 9'-0"L x 46" & 68"H (Refer to plan for dimensions); (2) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (2) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (2) Overheads at 48"W x 14-3/8"D x 15"H; (2) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (4) 3-1/2"Diameter Grommets; (1) 24"W x 2"D x 46"H Panel between WRK-2A and WRK-2B; (1) 30"W x 3"D x 68"H Panel at North End of WRK-2B -(1) sliding drawer per overhead. -Each workstation to have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tile directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at both desk height and at base height powered through furniture panel. To be provided by Herman Miller. -(1) grommet centered at desk work surface. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-2A WRK-2B

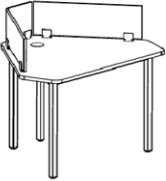

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
2nd Floor: Youth Computer Area 201d (Flooring: Carpet Tile)							
	3branch	Skware Children's Triangular-Shaped Computer Stations	16	<u>Work Surface:</u> Formica Laminate - Geo Folkstone (5272-58), Matte Finish <u>Legs:</u> Stainless Steel <u>Edgeband:</u> Edgemold - Urethane Edge, Profile: AK20, Color: Pewter (32) <u>Shroud:</u> Plaskolite Optix-95 LD <u>Shroud Attachment:</u> Stainless Steel, 2" x 2" <u>Casters:</u> Carpet, Locking, Black <u>Grommet:</u> Doug Mockett - MAX2/A-94, "The Max 2" Small Square Size, Finish: Satin Aluminum <u>Cord Management Sleeve:</u> Doug Mockett - 6" Flexible Tube Wire Manager with VELCRO Brand Fasteners (WM11A), Color: Black	Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com	Dimensions: (16) 40-5/8"W x 30-3/4"D x 26"H -Shop drawings and submittals required prior to fabrication.	TB-3
	3branch	Children's Computer Station Power Towers	6	<u>Tower Exterior Finish:</u> Chemetal - Stainless Ambient Aluminum (929) <u>Tower Top Finish:</u> Formica Laminate - Folkstone (927-58), Matte Finish	Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com	Dimensions: (6) 14"W x 13-1/2"D x 26"H -Tower will sit over a floor box, therefore it will not need to be hard wired. -Manufacturer to verify width in field with floor box to ensure tower sits flush on the floor. -Shop drawings and submittals required prior to fabrication.	PP-2



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
2nd Floor: Youth Computer Area 201d (Flooring: Carpet Tile)							
	3branch	Skware Children's Rectangular-Shaped Computer Stations	5	<u>Work Surface:</u> Formica Laminate - Geo Folkstone (5272-58), Matte Finish <u>Legs:</u> Stainless Steel <u>Edgeband:</u> Edgemold - Urethane Edge, Profile: AK20, Color: Pewter (32) <u>Power/Data Receptacle:</u> At Desktop; Manufacturer and Details TBD	Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com	Dimensions: (5) 48"W x 30"D x 26"H -Power/data to be whipped from column through trough to integrated power/data receptacle at each desktop work surface. -Trough and power/data receptacle to be provided by 3branch. -Each receptacle to have: (1) duplex receptacle, (1) duplex data per workstation. -Shop drawings and submittals required prior to fabrication.	TB-4
	3branch	Skware Rectangular-Shaped OPAC/Database Access Computer Station	1	<u>Work Surface:</u> Formica Laminate - Geo Folkstone (5272-58), Matte Finish <u>Legs:</u> Stainless Steel <u>Edgeband:</u> Edgemold - Urethane Edge, Profile: AK20, Color: Pewter (32) <u>Power/Data Receptacle:</u> At Desktop; Manufacturer and Details TBD	Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com	Dimensions: (1) 60"W x 30"D x 26"H -Power/data to be whipped from column through trough to integrated power/data receptacle at each desktop work surface. -Trough and power/data receptacle to be provided by 3branch. -Each receptacle to have: (1) duplex receptacle, (1) duplex data per workstation. -Shop drawings and submittals required prior to fabrication.	TB-5


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
2nd Floor: Youth Computer Area 201d (Flooring: Carpet Tile)							
	Herman Miller	Renew 90-degree standard electric range Sit-to-Stand Table with Flo Monitor Arm and adjacent Tu Lockable Storage with Universal Plastic Laminate Surround (Image Incorrect - NO privacy panels at Renew Sit-to-Stand Table)	1	<u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Base Finish:</u> Metallic Silver (MS) <u>Legs:</u> C-Leg <u>Renew Table Casters:</u> Carpet; Black <u>Plastic Laminate Surround with Grommet:</u> Folkstone Grey (8Q) <u>Lockable Storage Cabinet:</u> Metallic Silver (MS) <u>Sit-to-Stand Grommet:</u> Metallic Silver (MS) <u>Surround Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Desk at 60"W1 x 48"W2 x 27"-46"H (L-Shaped Desk - Refer to plan for dimensions); (1) Lockable Cabinet at 35-5/8"W x 19-3/8"D x 27-1/4"H; (1) Surround at 48"W x 24"D x 34"H with Apron as Required; (1) Monitor Arm at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (2) grommets -Cabinet doors are to pull open. -Cabinet is to be lockable. -(1) shelf within cabinet. -Cabinet to be slightly raised so that with the surround, the overall height is 34"H. -If surround is higher than cabinet, an apron to hide the gap will be needed from the top of the cabinet to the underside of the surround. -(1) Grommet located at work surface of Sit-to-Stand Table to be provided by Herman Miller. Location to coordinate with floor core. -(1) Grommet located at work surface of laminate surround to be provided by Dealer. Location to coordinate with floor core. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-7





Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
2nd Floor: Poet-Tree Area 201e (Flooring Type: Carpet Tile)							
	TMC	Splash Puddle	5	<u>Top Upholstery:</u> Knoll Textiles - Vibe, Gossip (K1029/11) <u>Side Upholstery:</u> Knoll Textiles - Durand, Wild Berries (K1885/6), Nanotex with Durablock	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (5) 24"W x 21"D x 14"H -Submittals required.	OT-1
	TMC	Little Puddle	8	<u>Top Upholstery:</u> Knoll Textiles - Vibe, Cosmo (K1029/22) <u>Side Upholstery:</u> Knoll Textiles - Durand, Wild Berries (K1885/6), Nanotex with Durablock	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (8) 22"W x 24"D x 14"H -Submittals required.	OT-2
	TMC	Big Puddle	4	<u>Top Upholstery:</u> Knoll Textiles - Vibe, Chill (K1029/10) <u>Side Upholstery:</u> Knoll Textiles - Durand, Wild Berries (K1885/6), Nanotex with Durablock	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (4) 38"W x 26-1/2"D x 16"H -Submittals required.	OT-3
	Biblomodel	Shelving with Wedges - 4H Double Faced Starter Shelves and Perforated End Panels	4	<u>Finish:</u> Ivory (HI210) <u>End Panel Finish:</u> Ivory (HI210) <u>Casters:</u> Carpet, Locking, Black <u>Canopy Top:</u> Ivory (HI210) <u>Laminate Wedges:</u> Formica Laminate - Pearl (934-58)	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (4) Starter shelves at 36"W x 10"/10"D x 48"H + casters; (8) End Panels at 20"W x 48"H; (4) Canopies to cover (1) Starter Shelf + (1) Adder Shelf -Metal end panels to have perforated dots in the same pattern as or similar to the image shown. -Pattern should be scaled to fit on 20"W x 48"H end panel. -Shop drawings and submittals required prior to fabrication.	SH-1


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
2nd Floor: Poet-Tree Area 201e (Flooring Type: Carpet Tile)							
IMAGE NOT AVAILABLE	Biblomodel	Shelving with Wedges - 4H Double Faced Adder Shelves and Canopies	4	<u>Finish:</u> Ivory (HI210) <u>Casters:</u> Carpet, Locking, Black <u>Canopy Top:</u> Ivory (HI210)	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (4) Adder shelves at 36"W x 10"/10"D x 48"H + casters -Shop drawings and submittals required prior to fabrication.	SH-2
	Biblomodel	3H Double Faced Starter Shelves and Perforated End Panels	3	<u>Finish:</u> Ivory (HI210) <u>Canopy Top:</u> Ivory (HI210)	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (3) 39"W x 11"/11"D x 42"H; (2) Canopies at 78"W x 22"D; (1) Canopies at 39"W x 22"D; (3) End Panels at 22"W x 42"H -Metal end panels to have perforated dots in the same pattern as or similar to the image shown. -Pattern should be scaled to fit on 24"W x 42"H end panel. -Sliding oval book support (one per shelf). -Shop drawings and submittals required prior to fabrication.	SH-3
IMAGE NOT AVAILABLE	Biblomodel	3H Double Faced Adder Shelves	2	<u>Finish:</u> Ivory (HI210) <u>Canopy Top:</u> Ivory (HI210)	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (2) 39"W x 11"/11"D x 42"H; -Sliding oval book support (one per shelf). -Shop drawings and submittals required prior to fabrication.	SH-4



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
2nd Floor: Alcove 203f (Flooring: Carpet Tile)							
	Herman Miller	Swoop Club Chair (OA100)	1	<u>Upholstery</u> : HBF Textiles - Dot Structure (931), Blue & Orange (55) <u>Base Finish</u> : Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) 35"W x 32"D x 32"H; SH: 16-1/2"H; AH: 24"H -Submittals required.	CH-2
	Martin Bratrud	Reveal Table Rectangle High Off-Centered Post	1	<u>Solid Surface Top</u> : Corian Pearl Gray <u>Base Finish</u> : Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (1) 10"W x 15"D x 26.5"H -Submittals required.	TB-13



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Study Room 301e (Flooring: Carpet Tile)							
	Geiger International	MP Flex Table	2	<u>Tabletop:</u> Custom Top to Match Owner's Maple Sample <u>Base and Grommet:</u> Metallic Silver (MS) <u>Caster:</u> Carpet, Black	Geiger International 222 Merchandise Mart Suite 318 Chicago, IL 60654 Attn: Sarah Barlow t. 334.488.6591 sarah_barlow@geigerintl.com	Dimensions: (2) 72"W x 36"D x 29"H -Submittals required.	TB-10
	Herman Miller	Standard-Height Setu Multipurpose Chair with ribbon arms, 5-Star Base and Lyris 2 suspension seat and back	8	<u>Mesh Seat and Back:</u> Herman Miller Textiles - Lyris 2, Slate Grey (4W26) <u>Frame:</u> Graphite (G1) <u>Base:</u> H-Alloy (L7) <u>Casters:</u> Carpet, Black (BB)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (8) 25-1/8"W x 15"D x 37-1/8"H, SH: 15-1/2"-20" -(4) Chairs to have arms. -(4) Chairs to have no arms. -Submittals required.	CH-6

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Creative Services Office 304 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Tile Marker board, (4) Tackable Surface Tiles <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Grommet:</u> Metallic Silver (MS) NO MONITOR ARM	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Workstation at 5'-0"W x 9'-0"L x 42" & 68"H (Refer to plan for dimensions); (1) Lockable 2-Drawer Lateral File at 30"W x 19-3/8"D x 27-1/4"H; (1) Lockable, Fixed Ped at 14-5/8"W x 24"D X 27-1/4"H; (1) Overhead at 48"W x 14-3/8"D x 15"H; (2) 3-1/2" Diameter Grommets -Overhead to have (1) sliding door. -Workstation to have (1) lockable, fixed box/box/file ped and (1) lockable, fixed 2-drawer lateral file. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-14A


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Creative Services Office 304 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Tile Marker board, (4) Tackable Surface Tiles <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Grommet:</u> Metallic Silver (MS) NO MONITOR ARM	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Workstation at 5'-0"W x 9'-0"L x 42" & 68"H (Refer to plan for dimensions); (1) Lockable 2-Drawer Lateral File at 30"W x 19-3/8"D x 27-1/4"H; (1) Lockable, Fixed Ped at 14-5/8"W x 24"D X 27-1/4"H; (1) Overhead at 48"W x 14-3/8"D x 15"H; (2) 3-1/2"Diameter Grommets -Overhead to have (1) sliding door. -Workstation to have (1) lockable, fixed box/box/file ped and (1) lockable, fixed 2-drawer lateral file. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-14B
	Herman Miller	Eames Upholstered Molded Fiberglass Counter Height Stool	4	<u>Seat & Back:</u> Navy Blue (117) <u>Upholstery:</u> Herman Miller Upholstery - Medley, Chartreuse (1HA10) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (4) 18-1/2"W x 22"D x 40-1/2"H; SH: 25"H -Submittals required.	ST-1



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: The Commons Alcove 303a (Flooring: Carpet Tile)							
	Herman Miller	Swoop Armless Chair (OA103)	2	<u>Upholstery</u> : Knoll (KT Collection) - Hourglass, Sunshine (K1523/8), Nanotex with Durablock <u>Base Finish</u> : Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (2) 29"W x 32"D x 32"H; SH: 16-1/2"H -Submittals required.	CH-5
	Martin Bratrud	Reveal Table Round High Off-Centered Post	2	<u>Solid Surface Top</u> : Corian Pearl Gray <u>Base Finish</u> : Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (2) 15"Diameter x 26.5"H -Submittals required.	TB-8





Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: The Commons 303 (Flooring: Carpet Tile & Resilient Flooring)							
	Herman Miller	Everywhere Table	6	<u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Base Type:</u> 4-Column Center Post <u>Base:</u> Metallic Silver (MS) <u>Casters:</u> Carpet, Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (6) 36"W x 36"D x 28-1/2"H -Submittals required.	TB-7
	Herman Miller	Eames Upholstered Molded Fiberglass Chair, Wire Base	12	<u>Seat & Back:</u> Navy Blue (117) <u>Upholstery:</u> Herman Miller Textiles - Medley, Chartreuse (1HA10) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Cynthia Wroble t. 312.550.0608 cynthia_wroble@hermanmiller.com	Dimensions: (12) 19"W x 23-3/4"D x 31-3/8"H; SH: 17-5/8"H -Submittals required.	CH-4
	Herman Miller	Eames Molded Fiberglass Counter Height Stool	8	<u>Seat & Back:</u> Navy Blue (117) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Cynthia Wroble t. 312.550.0608 cynthia_wroble@hermanmiller.com	Dimensions: (8) 18-1/2"W x 22"D x 40-1/2"H; SH: 25"H -Please include felt glides. -Submittals required.	ST-2
	Herman Miller	Swoop Armless Chair (OA-103)	4	<u>Upholstery:</u> Maharam - Manner (466177), Carob (002), Nanotex with Durablock <u>Base Finish:</u> Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (4) 29"W x 32"D x 32"H; SH: 16-1/2"H -Submittals required.	CH-5



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: The Commons 303 (Flooring: Carpet Tile & Resilient Flooring)							
	Martin Bratrud	Reveal Table Coffee Round (Style 982-30C)	1	Solid Surface Top: Corian Pearl Gray Base Finish: Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (1) 30"Diameter x 17.5"H -Submittals required.	TB-6
	Bernhardt	Mitt (Product Code: 5720L)	6	<u>Upholstery/Stich:</u> Knoll Textiles - Hourglass (K1523), Nanotex with Durablock (2) chairs to be upholstered in Spring (K1523/16), Loop Master Stitch with Handle, Color: TBD; (2) chairs to be upholstered in Liberty (1523/14), Loop Master Stitch with Handle, Color: TBD; (2) chairs to be upholstered in Sunshine (K1523/8), Loop Master Stitch with Handle, Color: TBD; <u>Pull:</u> To match each chair's upholstery <u>Casters:</u> Carpet, weight-activated self-locking casters	Bernhardt 222 Merchandise Mart Suite 399 Chicago, IL 60654 Attn: Kristin Peschke t. 312.661.1146 x205 kristinpeschke@bernhardt.com	Dimensions: (6) 33-1/2"W x 33-1/2"D x 32"H; SH: 16-1/2"H -Submittals required.	CH-3



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: The Commons 303 (Flooring: Carpet Tile & Resilient Flooring)							
	Bernhardt	Mirador (Product Code: 8041)	4	<u>Upholstery:</u> HBF Textiles - Dot Structure (931), Blue & Orange (55) <u>Frame Finish:</u> Polished Cast Aluminum Frame with levelers and non-marring glides	Bernhardt 222 Merchandise Mart Suite 399 Chicago, IL 60654 Attn: Kristin Peschke t. 312.661.1146 x205 kristinpeschke@bernhardt.com	Dimensions: (4) 60"W x 28-3/4"D x 16-1/2"H; -Submittals required.	B-1
	Herman Miller	Canvas Prewired Librarian Workstation with Tu Lockable Storage Ped, Flo Monitor Arm and Thrive Receptacle	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Front Modesty Screen:</u> Translucent Opal Glaze (J9) <u>Side Modesty Panel and Privacy Screen:</u> Translucent Opal Glaze (J9) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Post Leg:</u> Metallic Silver (MS) <u>Lockable Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16) with Nanotex <u>Power/Data Receptacle:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Desk at 6'-6"W x 7'-6"D (Refer to plan for dimensions); (1) Front-Mounted Modesty Panel/Privacy Screen at 72"W x 1"D x 23-1/4"H; (1) Lockable, Mobile Ped with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (1) Monitor Arm at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (2) power/data receptacles -(1) lockable, mobile box/file ped with cushion top. -Prewired furniture system required. -Power/data to be whipped from wall through trough to integrated power/data at 2 locations - (1) at work surface desktop, (1) at return. -Trough and power/data receptacle to be provided by Herman Miller. -Each receptacle to have: (1) duplex receptacle, (1) duplex data/telephone receptacle at each location. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-8





Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: The Commons 303 (Flooring: Carpet Tile & Resilient Flooring)							
	Herman Miller	Standard-Height Setu Multipurpose Chair with ribbon arms, 5-Star Base and Lyris 2 suspension seat and back	1	<u>Mesh Seat and Back:</u> Herman Miller Textiles - Lyris 2, Slate Grey (4W26) <u>Frame:</u> Graphite (G1) <u>Base:</u> H-Alloy (L7) <u>Casters:</u> Carpet, Black (BB)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) 25-1/8"W x 15"D x 37-1/8"H, SH: 15-1/2"-20" -Submittals required.	CH-6
	Martin Bratrud	Reveal Table Round High Off-Centered Post	5	<u>Solid Surface Top:</u> Corian Pearl Gray <u>Base Finish:</u> Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (5) 15"W x 15"D x 26.5"H -Submittals required.	TB-8
	Nienkamper	Moment Stools (26011)	5	<u>Upholstery:</u> Maharam - Manner (466177), Schooner (027), Nanotex with Durablock <u>Base:</u> Black	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (5) 19-1/2"Diameter Overall and Top x 16"H -Submittals required.	OT-4
	Nienkamper	Powered (8174) Moment Tables (26022/5 - Laminate)	2	<u>Table Finish:</u> Formica Laminate - Folkstone (927-58), Matte Finish <u>Grommet for Power:</u> Silver Anodized Aluminum <u>Base:</u> Black	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (2) 19-1/2"Diameter Overall x 16-1/2" Diameter Top x 16"H -Submittals required.	TB-9



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adults' Collection Area, E-Bar 301 (Flooring: Carpet Tile)							
	Herman Miller	Eames Upholstered Molded Fiberglass Chair, Wire Base	12	<u>Seat & Back:</u> Navy Blue (117) <u>Upholstery:</u> Herman Miller Textiles - Medley, Loden (1HA11) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Cynthia Wroble t. 312.550.0608 cynthia_wroble@hermanmiller.com	Dimensions: (12) 19"W x 23-3/4"D x 31-3/8"H; SH: 17-5/8"H -Submittals required.	CH-7
	Herman Miller	Eames Upholstered Molded Fiberglass Counter Height Stool	12	<u>Seat & Back:</u> Navy Blue (117) <u>Upholstery:</u> Herman Miller Textiles - Medley, Loden (1HA11) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Cynthia Wroble t. 312.550.0608 cynthia_wroble@hermanmiller.com	Dimensions: (12) 18-1/2"W x 22"D x 40-1/2"H; SH: 25"H -Submittals required.	ST-3





Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adults' Collection Area, E-Lounge 301 (Flooring: Carpet Tile)							
	Herman Miller	Swoop Armless Chair (OA103)	6	<u>Upholstery</u> : Knoll (KT Collection) - Hourglass, Liberty (K1523/14), with Nanotex and Durablock <u>Base Finish</u> : Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (6) 29"W x 32"D x 32"H; SH: 16-1/2"H -Submittals required.	CH-5
	Martin Bratrud	Reveal Table Round High Off-Centered Post	6	<u>Solid Surface Top</u> : Corian Pearl Gray <u>Base Finish</u> : Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (6) 15"Diameter x 26.5"H -Submittals required.	TB-8
	Nienkamper	Moment Stools (26011)	3	<u>Upholstery</u> : Luna Textiles - Stacking Chairs (1) stool to be upholstered in Limoncello (STK-5319) (1) stool to be upholstered in Galapagos (STK-5322) (1) stool to be upholstered in Reef (STK-5321) <u>Base</u> : Black	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (5) 19-1/2"Diameter Overall and Top x 16"H -Submittals required.	OT-5
	Nienkamper	Powered (8174) Moment Tables (26022/5 - Laminate)	2	<u>Table Finish</u> : Formica Laminate - Folkstone (927-58), Matte Finish <u>Grommet for Power</u> : Silver Anodized Aluminum <u>Base</u> : Black	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (2) 19-1/2"Diameter Overall x 16-1/2" Diameter Top x 16"H -Submittals required.	TB-9




Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adults' Collection Area, E-Lounge 301 (Flooring: Carpet Tile)							
	Bernhardt	Mirador (Product Code: 8041A)	2	<u>Upholstery</u> : Luna Textiles - Stacking Chairs in Tart (STK-5317) <u>Frame Finish</u> : Polished Cast Aluminum Frame with levelers and non-marring glides	Bernhardt 222 Merchandise Mart Suite 399 Chicago, IL 60654 Attn: Kristin Peschke t. 312.661.1146 x205 kristinpeschke@bernhardt.com	Dimensions: (4) 60"W x 28-3/4"D x 16-1/2"H; -Submittals required.	B-3
	Steelcase	Thread Power Hub (PFLHUB) *To be purchased by Owner	2	<u>Finish</u> : 4799 Platinum Metallic <u>Plug Configuration</u> : Low profile plug, Standard NEMA three-prong plug	Forward Space 1142 N. North Branch Chicago, IL 60642 Attn: JoAnne Abbene t. 312-563-5272 jabbene@forwardspace.com	Dimensions: (2) 8"Diameter x 30"H -Submittals required.	PP-1
	Martin Bratrud	Reveal Table Round High Off-Centered Post	2	<u>Solid Surface Top</u> : Corian Pearl Gray <u>Base Finish</u> : Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (6) 15"Diameter x 26.5"H -Submittals required.	TB-8

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adult Services 306 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	3	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (3) Workstations at 4'-0"W x 6'-0"L x 46" & 68"H (Refer to plan for dimensions); (3) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (3) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (3) Overheads at 36"W x 14-3/8"D x 15"H; (3) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (6) 3-1/2"Diameter Grommets -(1) sliding door per overhead. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-15A
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	2	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (2) Workstations at 4'-0"W x 6'-0"L x 46" & 68"H (Refer to plan for dimensions); (2) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (2) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (2) Overheads at 36"W x 14-3/8"D x 15"H; (2) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (4) 3-1/2"Diameter Grommets -(1) sliding door per overhead. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-15B

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adult Services 306 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Workstations at 4'-0"W x 6'-0"L x 46" & 68"H (Refer to plan for dimensions); (1) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (1) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (1) Overheads at 36"W x 14-3/8"D x 15"H; (1) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (2) 3-1/2"Diameter Grommets; (1) 30"W x 3"D x 46"H Furniture Panel -Overhead to have (1) sliding door. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-15C
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	2	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (2) Workstations at 4'-0"W x 6'-0"L x 46" & 68"H (Refer to plan for dimensions); (2) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (2) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (2) Overheads at 36"W x 14-3/8"D x 15"H; (2) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (4) 3-1/2"Diameter Grommets -(1) sliding door per overhead. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-15D

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adult Services 306 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	3	<p>Finish: Metallic Silver (MS) Laminate Work Surface: Folkstone Grey (8Q) Accent Finish: Metallic Silver (MS) Metal Trim: Metallic Silver (MS) Frames: Metallic Silver (MS) Tile Surfaces: (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile Tackable Surface Material: Herman Miller Textiles - Savannah, Metal (8L06) Lower Tiles: Metallic Silver (MS) Side Leg: Folkstone Grey (8Q) Overhead Storage: Metallic Silver (MS) Storage: Metallic Silver (MS) Mobile Ped Upholstery: Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex Grommet: Metallic Silver (MS) Monitor Arm: Through-surface mount; Color: Silver</p>	<p>Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com</p>	<p>Dimensions: (3) Workstations at 4'-0"W x 6'-0"L x 46" & 68"H (Refer to plan for dimensions); (3) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (3) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (3) Overheads at 36"W x 14-3/8"D x 15"H; (3) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (6) 3-1/2"Diameter Grommets</p> <p>-(1) sliding door per overhead. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.</p>	WRK-15E
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	3	<p>Finish: Metallic Silver (MS) Laminate Work Surface: Folkstone Grey (8Q) Accent Finish: Metallic Silver (MS) Metal Trim: Metallic Silver (MS) Frames: Metallic Silver (MS) Tile Surfaces: (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile Tackable Surface Material: Herman Miller Textiles - Savannah, Metal (8L06) Lower Tiles: Metallic Silver (MS) Side Leg: Folkstone Grey (8Q) Overhead Storage: Metallic Silver (MS) Storage: Metallic Silver (MS) Mobile Ped Upholstery: Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex Grommet: Metallic Silver (MS) Monitor Arm: Through-surface mount; Color: Silver</p>	<p>Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com</p>	<p>Dimensions: (3) Workstations at 4'-0"W x 6'-0"L x 46" & 68"H (Refer to plan for dimensions); (3) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (3) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (3) Overheads at 36"W x 14-3/8"D x 15"H; (3) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (6) 3-1/2"Diameter Grommets</p> <p>-(1) sliding door per overhead. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.</p>	WRK-15F

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adult Services 306 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) U-Shaped Workstation at 4'-0"W x 9'-0"L x 46" & 68"H (Refer to plan for dimensions); (1) Lockable, Fixed Ped at 14-5/8"W x 24"D X 27-1/4"H; (1) Lockable, Mobile Ped with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (1) Lockable Storage Cabinet at 36"W x 19-3/8"D x 64"H (1) Overhead at 36"W x 14-3/8"D x 15"H; (1) Monitor Arm at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (3) 3-1/2"Diameter Grommets -Overhead to have (1) sliding door. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Owner would like storage cabinet doors to pull open. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-16A
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) U-Shaped Workstation at 4'-0"W x 9'-0"L x 46" & 68"H (Refer to plan for dimensions); (1) Lockable, Fixed Ped at 14-5/8"W x 24"D X 27-1/4"H; (1) Lockable, Mobile Ped with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (1) Overhead at 36"W x 14-3/8"D x 15"H; (1) Monitor Arm at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (3) 3-1/2"Diameter Grommets -Overhead to have (1) sliding door. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(1) grommet centered at return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-16B

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adult Services 306 (Flooring: Carpet Tile)							
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Canvas Prewired System Workstations with Tu Lockable Storage and Flo Monitor Arm	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Tile Surfaces:</u> (1) Marker Board Tile; Remaining Surfaces to have Tackable Surface Tile <u>Tackable Surface Material:</u> Herman Miller Textiles - Savannah, Metal (8L06) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Workstation at 4'-0"W x 15'-0"L x 46" & 68"H (Refer to plan for dimensions); (1) Lockable, Fixed Ped at 14-5/8"W x 24"D X 27-1/4"H; (1) Lockable, Mobile Ped with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (1) Overhead at 36"W x 14-3/8"D x 15"H; (1) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (3) 3-1/2"Diameter Grommets -Overhead to have (1) sliding door. -Each workstations have (1) lockable, mobile box/file ped with cushion top and (1) lockable, fixed file/file ped. -Tackable surface to run slightly above the overheads. -Tackable surface tiles to be on all panels with the exception of the tiles directly below the overhead, which is to be a marker board tile. -Prewired furniture system required. -Power/Data access to be provided at base powered through furniture panel. To be provided by Herman Miller. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller. -(2) grommets centered at each segment of return. Provided by Herman Miller. -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-17
IMAGE NOT AVAILABLE (REFER TO PLANS)	Herman Miller	Tu 3-Drawer High Lateral File	6	<u>Finish:</u> Metallic Silver (MS)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (6) 36"W x 19-3/8"D x 39-1/8"H, 3-Drawer High -Submittals required.	LF-1



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adult Services, Office 306a (Flooring: Carpet Tile)							
	Herman Miller	Canvas System Private Office with Tu Lockable Storage and Flo Monitor Arm	1	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Front Modesty Panel:</u> Translucent Opal Glaze (J9) <u>Lower Tiles:</u> Metallic Silver (MS) <u>Side Leg:</u> Metallic Silver (MS) <u>Overhead Storage:</u> Metallic Silver (MS) <u>Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Knoll (KT Collection) - Hourglass, Spring (K1523/16), Nanotex <u>Grommet:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) Private Office at 5'-6"W x 8'-0"L (U-Shaped Desk - Refer to plan for dimensions); (1) Lockable 2-Drawer Lateral File at 36"W x 19-3/8"D x 27-1/4"H; (1) Lockable, Fixed Peds at 14-5/8"W x 24"D X 27-1/4"H; (1) Lockable, Mobile Peds with cushion seat at 14-5/8"W x 24"D X 23-3/8"H; (2) Overheads at 36"W x 14-3/8"D x 15"H; (1) Overhead at 42"W x 14-3/8"D x 15"H; (1) Monitor Arm at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (2) 3-1/2"Diameter Grommets (1) 66"W x 12"H modesty screen below work surface -Overhead to have (1) sliding door -(1) lockable 2-drawer lateral file, (1) lockable, fixed file/file ped, and (1) lockable, mobile box/file ped with cushion top. -Concealed support to mount overhead on existing wall is required to be provided. -No tackable surface between overheads and work surface. -(1) grommet at desk work surface. Location to be determined. Provided by Herman Miller -(1) grommet centered at return. Provided by Herman Miller -All components to be lockable. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	PO-3
	Herman Miller	Eames Upholstered Molded Fiberglass Chair, Wire Base	2	<u>Seat & Back:</u> Navy Blue (117) <u>Upholstery:</u> Herman Miller Textiles - Medley, Chartreuse (1HA10) <u>Base Finish:</u> Trivalent Chrome (47)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Cynthia Wroble t. 312.550.0608 cynthia_wroble@hermanmiller.com	Dimensions: (2) 19"W x 23-3/4"D x 31-3/8"H; SH: 17-5/8"H -Submittals required.	CH-4





Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
4th Floor: The Forum 401e (Flooring: Carpet Tile)							
	3branch	Mobile Triangular-Shaped Computer Stations (Without Shroud)	22	<u>Work Surface:</u> Formica Laminate - Folkstone (927-58), Matte Finish <u>Legs:</u> Stainless Steel <u>Edgeband:</u> Edgemold - Urethane Edge, Profile: AK20, Color: Pewter (32) <u>Grommet:</u> Doug Mockett - MAX2/A-94, "The Max 2" Small Square Size, Finish: Satin Aluminum <u>Casters:</u> Carpet, Black	Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com	Dimensions: (22) 40-5/8"W x 30-3/4"D x 29-30"H with casters -Shop drawings and submittals are required prior to fabrication.	TB-11a
	Nienkamper	Vox Monogram Pneumatic Adjustable Height Tables (57502/2)	2	<u>Work Surface:</u> Formica Laminate - Folkstone (927-58), Matte Finish <u>Disc Base:</u> Painted Metallic Silver <u>Edgeband:</u> Silver Translucent Edgeband <u>Grommet:</u> Doug Mockett - MAX2/A-94, "The Max 2" Small Square Size, Finish: Satin Aluminum <u>Edges:</u> Pencil Round	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (2) 40-5/8"W x 30-3/4"D x 26-42"H -Shop drawings and submittals are required prior to fabrication.	TB-11b
	Nienkamper	Vox Monogram Power Towers	2	<u>Tower Exterior Finish:</u> Painted Metallic Silver <u>Tower Top Finish:</u> Formica Laminate - Folkstone (927-58), Matte Finish	Library Furniture International 1945 Techny Road Northbrook, IL 60062 Attn: Meghann Replin t. 847.564.9497 c. 312.217.0751 meghann@libraryfurniture-intl.com	Dimensions: (2) 14"W x 13-1/2"D x 27-1/4"H (2) Support Plates at 20"Diameter -Hard-wired -Please include supplemental support plate for Core Tower. Coordinate location with floor box. -Shop drawings and submittals are required prior to fabrication.	PP-3
	Steelcase	Thread Power Hub (PFLHUB) *To be purchased by Owner	8	<u>Finish:</u> 4799 Platinum Metallic <u>Plug Configuration:</u> Low profile plug, Standard NEMA three-prong plug	Forward Space 1142 N. North Branch Chicago, IL 60642 Attn: JoAnne Abbene t: 312-563-5272 jabbene@forwardspace.com	Dimensions: (2) 8"Diameter x 30"H -Submittals required.	PP-1




Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
4th Floor: The Forum 401e (Flooring: Carpet Tile)							
	Herman Miller	Caper Chair with Molded Seat, Casters and Arms	12	<u>Base & Frame:</u> Metallic Silver (MS) <u>Seat & Back:</u> Red (RO) <u>Arms:</u> Fog (63) <u>Casters:</u> Carpet, Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (12) 24-1/4"W x 17-1/4"D x 32"H; SH: 17-1/2" -Submittals required.	CH-8a
	Herman Miller	Caper Chair with Molded Seat, Casters and No Arms	12	<u>Base & Frame:</u> Metallic Silver (MS) <u>Seat & Back:</u> Red (RO) <u>Casters:</u> Carpet, Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (12) 24-1/4"W x 17-1/4"D x 32"H; SH: 17-1/2" -Submittals required.	CH-8b
	Herman Miller	Caper Multipurpose Stool with Molded Seat, Casters and Arms	2	<u>Base & Frame:</u> Metallic Silver (MS) <u>Seat & Back:</u> Red (RO) <u>Arms:</u> Fog (63) <u>Casters:</u> Carpet, Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (2) 24-1/2"W x 18-3/8"D x 51-1/4"H (Max); SH: 23-1/2"-33-1/2"H -Submittals required.	ST-4





Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
4th Floor: Adults' Collection Area, Forum Lounge 401 (Flooring: Carpet Tile)							
	Herman Miller	Swoop Plywood Lounge Chair (OA200)	4	<u>Upholstery:</u> Maharam - Manner (466177), Ember (011), Nanotex with Durablock <u>Outer Shell:</u> Light Ash (AV) <u>Base Finish:</u> Metallic Silver (MS)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (4) 33"W x 29"D x 32"H; SH: 16-1/2H; AH: 24" -Submittals required.	CH-9
	Martin Bratrud	Reveal Table Round High Off-Centered Post	4	<u>Solid Surface Top:</u> Corian Pearl Gray <u>Base Finish:</u> Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (6) 15"Diameter x 26.5"H -Submittals required.	TB-8
	Bernhardt	Mirador (8041A)	2	<u>Upholstery:</u> HBF Textiles - Dot Structure (931), Red & White (44) <u>Frame Finish:</u> Polished Cast Aluminum Frame with levelers and non-marring glides	Bernhardt 222 Merchandise Mart Suite 399 Chicago, IL 60654 Attn: Kristin Peschke t. 312.661.1146 x205 kristinpeschke@bernhardt.com	Dimensions: (2) 60"W x 28-3/4"D x 16-1/2"H; -Submittals required.	B-2
	Steelcase	Thread Power Hub (PFLHUB) *To be purchased by Owner	2	<u>Finish:</u> 4799 Platinum Metallic <u>Plug Configuration:</u> Low profile plug, Standard NEMA three-prong plug	Forward Space 1142 N. North Branch Chicago, IL 60642 Attn: JoAnne Abbene t: 312-563-5272 jabbene@forwardspace.com	Dimensions: (2) 8"Diameter x 30"H -Submittals required.	PP-1


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
4th Floor: Information Tech Dept 403 (Flooring: Carpet Tile)							
	Herman Miller	Canvas Prewired System Desks with Tu Lockable Storage Peds, Flo Monitor Arm and Thrive Receptacles	3	<u>Finish:</u> Metallic Silver (MS) <u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Accent Finish:</u> Metallic Silver (MS) <u>Metal Trim:</u> Metallic Silver (MS) <u>Frames:</u> Metallic Silver (MS) <u>Side Leg:</u> Folkstone Grey (8Q) <u>Support Leg:</u> Metallic Silver (MS) <u>Lockable Storage:</u> Metallic Silver (MS) <u>Mobile Ped Upholstery:</u> Maharam - Manner (466177), Ember (011), Nanotex <u>Power/Data Receptacle:</u> Metallic Silver (MS) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (3) Desks at 6'-0"W x 30"D; (3) Lockable, Mobile Peds at 14-5/8"W x 24"D x 23-3/8"H; (3) Monitor Arms at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; (3) Power/Data Receptacles -(1) lockable mobile box/file ped with cushion top at each workstation. -Prewired furniture system required. -Power/data to be whipped from adjacent wall through trough to integrated power/data at each work surface. -Trough and power/data receptacle to be provided by Herman Miller. -Each receptacle to have: (1) duplex receptacle, (1) duplex data/telephone receptacle at each workstation. -Plan indicating all components and 3D rendering with finishes required with bid submittal. -Submittals required.	WRK-12


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
4th Floor: Work Center Supply Room 406b (Flooring: Carpet Tile)							
	Bretford	PowerSync+ Cart 20 for iPad and iPad mini (HE407)	1	<u>Device:</u> iPads <u>Cart Finish:</u> Aluminum powder coat steel finish <u>Casters:</u> Carpet, Locking, Black	Bretford 11000 Seymour Avenue Franklin Park, IL 60131 Attn: Justin Nacpil t: 224-500-7104 jnacpil@bretford.com	Dimensions: (1) Lockable Cart at 36.3"W x 21.8"D x 38.2"H; (20) Slots at minimum 1", reconfigurable to 1.5" -Cart to be lockable in both front and back. -Justin Nacpil will direct how to purchase directly through Apple.	MC-1





Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
4th Floor: Lounge Area 401g (Flooring: Carpet Tile)							
	Herman Miller	Swoop Plywood Lounge Chair (OA200)	8	<u>Upholstery:</u> Maharam - Manner (466177), Ember (011), Nanotex with Durablock <u>Outer Shell:</u> Light Ash (AV) <u>Base Finish:</u> Metallic Silver (MS)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (8) 33"W x 29"D x 32"H; SH: 16-1/2"H; AH: 24" -Submittals required.	CH-9
	Herman Miller	Swoop Club Chair (OA100)	4	<u>Upholstery:</u> Luna Textiles - Stacking Chairs, Tart (STK-5317) <u>Base Finish:</u> Black	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (4) 35"W x 32"D x 32"H; SH: 16-1/2"H; AH: 24" -Submittals required.	CH-5
	Martin Bratrud	Reveal Table Round High Off-Centered Post	8	<u>Solid Surface Top:</u> Corian Pearl Gray <u>Base Finish:</u> Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (8) 15"Diameter x 26.5"H -Submittals required.	TB-8
	Martin Bratrud	Reveal Table Coffee Round (Style 982-30C)	1	<u>Solid Surface Top:</u> Corian Pearl Gray <u>Base Finish:</u> Brushed Chrome	One Source 222 Merchandise Mart Suite 347 Chicago, IL 60654 Attn: Julie LaJoye t. 312-961-8657 jl@onesourcechicago.com	Dimensions: (1) 30"Diameter x 17.5"H -Submittals required.	TB-6


Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
4th Floor: Open (Computer) Area 401f (Flooring: Carpet Tile)							
	Herman Miller	Locale Height-Adjustable D-Desk Single with Workbase, Workbase Screen, and Flo Monitor Arm	1	<u>Laminate Work Surface:</u> Folkstone Grey (8Q) <u>Workbase:</u> Both ends finished with workbase screen cutout, Folkstone Grey (8Q) Laminate <u>Workbase Screen:</u> Herman Miller Textiles - Loft, Heathered Orange (22L05) <u>Monitor Arm:</u> Through-surface mount; Color: Silver	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (1) D-Shaped Desk at 60"W x 40"D x 25"-49"H; (1) Workbase at 71"W x 20"D x 20"H (1) Workbase Screen at 63"W x 0.8"D x 22"; (1) Monitor Arm at 4-1/2"W x 20-1/2"-23"D x 6"-18-1/2"H; -Overall depth - 51"D	WRK-13



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
2nd Floor: Administrative Suite, Conference Room 218 (Flooring: Carpet Tile)							
	Geiger International	MP Flex Table	10	<u>Tabletop:</u> Custom Top to Match Owner's Maple Sample <u>Base and Grommet:</u> Metallic Silver (MS) <u>Caster:</u> Carpet, Black	Geiger International 222 Merchandise Mart Suite 318 Chicago, IL 60654 Attn: Sarah Barlow t. 334.488.6591 sarah_barlow@geigerintl.com	Dimensions: (10) 60"W x 30"D x 29"H -Submittals required.	TB-2
	Herman Miller	Standard-Height Setu Multipurpose Chair with ribbon arms, 5-Star Base and Lyriss 2 suspension seat and back	26	<u>Mesh Seat and Back:</u> Herman Miller Textiles - Lyriss 2, Slate Grey (4W26) <u>Frame:</u> Graphite (G1) <u>Base:</u> H-Alloy (L7) <u>Casters:</u> Carpet, Black (BB)	Herman Miller 222 Merchandise Mart Suite 321 Chicago, IL 60654 Attn: Mary Connolly & Nicholas Africano t. MC:312.822.8458 mary_connolly@hermanmiller.com t. NA:312.237.1088 nick_africano@hermanmiller.com	Dimensions: (26) 25-1/8"W x 15"D x 37-1/8"H, SH: 15-1/2"-20" -Submittals required.	CH-1



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adults' Collection Area, E-Bar 301 (Flooring: Carpet Tile)							
	3branch	Custom E-Bar	2	<u>Solid Surface Top:</u> Corian Pearl Gray <u>Wood Veneer Interior:</u> Lange Bros. - CL-1/PS Maple, PreCat/Satin, #17-6001001100 <u>Wood Veneer Support Leg:</u> Lange Bros. - CL-1/PS Maple, PreCat/Satin, #17-6001001100 <u>Power/Data Desktop Receptacle:</u> 6"W x 9"L x 3-5/8"; Manufacturer: TBD	Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com	Dimensions: (2) 15'-0"W x 24"D x 30"H -See Interior Details and Interior Elevation Sheets Series A5 & A9. -Shop drawings and submittals are required prior to fabrication.	WRK-10A
	3branch	Custom E-Bar	2	<u>Solid Surface Top:</u> Corian Pearl Gray <u>Wood Veneer Interior:</u> Lange Bros. - CL-1/PS Maple, PreCat/Satin, #17-6001001100 <u>Wood Veneer Support Leg:</u> Lange Bros. - CL-1/PS Maple, PreCat/Satin, #17-6001001100 <u>Power/Data Desktop Receptacle:</u> 6"W x 9"L x 3-5/8"; Manufacturer: TBD <u>TV Monitor Arm Finish:</u> Humanscale, M8 for Single Monitors with Bolt-Through Mount; Finish: Polished Aluminum with White Trim	Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com	Dimensions: (2) 16'-0"W x 28"D x 36"H (2) Monitor Arms at 27"W x 21"D x 20"H -See Interior Details and Interior Elevation Sheets Series A5 & A9. -Shop drawings and submittals are required prior to fabrication.	WRK-10B

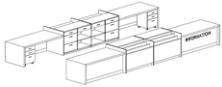
Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
2nd Floor: Childrens' Collection Area, Information Desk 201 (Flooring: Carpet Tile)							
	3branch	Information Desk	1	<p><u>Solid Surface Surround</u>: Corian - Pearl Gray <u>Base Laminate*</u>: Nevamar - Kopi Susu (LN6002T), Textured <u>Accent Laminate**</u>: Nevamar - Deep Blue (S3022T), Textured <u>Grommet</u>: Doug Mockett - ABG3-94, 3-1/2" Aluminum Grommet with Brush, Finish: Satin Aluminum <u>Toe kick</u>: Finish to match pin-mount signage <u>Pin-Mount Signage</u>: 4"H Futura No. 2 Demi Bold Font; 3/4" Thick; 1/4" Standoff; Finish to match base <u>Monitor Arms</u>: Humanscale, M8 for Single Monitors with Bolt-Through Mount; Finish: Polished Aluminum with White Trim <u>Lockable Mobile Ped</u>: Box/Box/File, Nevamar - Kopi Susu (LN6002T), Textured <u>Adjustable Pamphlet Dividers</u>: Clear Acrylic <u>Front Pamphlet Support</u>: Clear Acrylic <u>Fixed Slanted Shelves at Bottom</u>: Nevamar - Deep Blue (S3022T), Textured *Base Laminate refers to front facing part of desk under each work surface. **Accent Laminate refers to the center portion of desk designed to hold Information Pamphlets.</p>	<p>Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com</p>	<p>Dimensions: (2) Information Desks (See Interior Details and Interior Elevation Sheets Series A5 & A9) (3) Monitor Arm at 27"W x 21"D x 20"H (4) Lockable, Mobile Box/Box/File Ped at 18"W x 24"D x 27"H</p> <p>-Mobile peds to be lockable. All other storage does not need to be lockable. -Shop drawings and submittals are required prior to fabrication.</p>	WRK-6



Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
3rd Floor: Adults' Collection Area, Information Desk 301 (Flooring: Carpet Tile)							
	3branch	Information Desk	1	<p><u>Solid Surface Surround</u>: Corian - Pearl Gray</p> <p><u>Base Laminate*</u>: Nevamar - Kopi Susu (LN6002T), Textured</p> <p><u>Accent Laminate**</u>: Formica - Artichoke (800-58), Matte Finish</p> <p><u>Grommet</u>: Doug Mockett - ABG3-94, 3-1/2" Aluminum Grommet with Brush, Finish: Satin Aluminum</p> <p><u>Toe kick</u>: Finish to match pin-mount signage</p> <p><u>Pin-Mount Signage</u>: 4"H Futura No. 2 Demi Bold Font; 3/4" Thick; 1/4" Standoff; Finish to match base</p> <p><u>Monitor Arms</u>: Humanscale, M8 for Single Monitors with Bolt-Through Mount; Finish: Polished Aluminum with White Trim</p> <p><u>Lockable Mobile Ped</u>: Box/Box/File, Nevamar - Kopi Susu (LN6002T), Textured</p> <p><u>Adjustable Pamphlet Dividers</u>: Clear Acrylic</p> <p><u>Front Pamphlet Support</u>: Clear Acrylic</p> <p><u>Fixed Slanted Shelves at Bottom</u>: Formica - Artichoke (800-58), Matte Finish</p> <p><u>Lockable Door of Charging Cabinet</u>: Glass</p> <p>*Base Laminate refers to front facing part of desk under each work surface.</p> <p>**Accent Laminate refers to the center portion of desk designed to hold Information Pamphlets.</p>	<p>Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com</p>	<p>Dimensions: (2) Information Desks (See Interior Details and Interior Elevation Sheets Series A5 & A9) (2) Monitor Arms at 27"W x 21"D x 20"H (4) Lockable, Mobile Box/Box/File Ped at 18"W x 24"D x 27"H</p> <p>-Mobile peds and charging cabinet to be lockable. All other storage does not need to be lockable.</p> <p>-Shop drawings and submittals are required prior to fabrication.</p>	WRK-9

Image	Mfr	Product	Qty	Finish	Manufacturer Contact	Comments	Drawing Label
4th Floor: Adults' Collection Area, Information Desk 401 (Flooring: Carpet Tile)							
	3branch	Information Desk	1	<u>Solid Surface Surround:</u> Corian - Pearl Gray <u>Base Laminate*:</u> Nevamar - Kopi Susu (LN6002T), Textured <u>Accent Laminate**:</u> Wilsonart - Port (D14-60) <u>Grommet:</u> Doug Mockett - ABG3-94, 3-1/2" Aluminum Grommet with Brush, Finish: Satin Aluminum <u>Toe kick:</u> Finish to match pin-mount signage <u>Pin-Mount Signage:</u> 4"H Futura No. 2 Demi Bold Font; 3/4" Thick; 1/4" Standoff; Finish to match base <u>Monitor Arms:</u> Humanscale, M8 for Single Monitors with Bolt-Through Mount; Finish: Polished Aluminum with White Trim <u>Lockable Mobile Ped:</u> Box/Box/File, Nevamar - Kopi Susu (LN6002T), Textured <u>Adjustable Pamphlet Dividers:</u> Clear Acrylic <u>Front Pamphlet Support:</u> Clear Acrylic <u>Fixed Slanted Shelves at Bottom:</u> Wilsonart - Port (D14-60) *Base Laminate refers to front facing part of desk under each work surface. **Accent Laminate refers to the center portion of desk designed to hold Information Pamphlets.	Library Furniture International 3branch 1945 Techny Road Northbrook, IL 60062 Attn: Judy Yost t. 847.291.3900 judy@3branch.com	Dimensions: (1) Information Desk at 19'-4"W x 2'-10"D (2) Monitor Arms at 27"W x 21"D x 20"H (2) Lockable, Mobile Box/Box/File Ped at 18"W x 24"D x 27"H -See Interior Details and Interior Elevation Sheets Series A5 & A9) -Mobile peds to be lockable. All other storage does not need to be lockable. -Shop drawings and submittals are required prior to fabrication.	WRK-11