

CITY OF SAUSALITO

Bid No. F-141

BID DOCUMENTS FOR FURNITURE

Sausalito Public Safety Buildings

Sausalito Fire Department
333 Johnson Street
Sausalito California 94965

Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

November 2, 2009

Prepared By



Kallaway Design
Project # 2008.02 , 2008.03



November 2, 2009

FURNITURE BID DOCUMENTS

Sausalito Fire Station
333 Johnson Street
Sausalito California 94965

Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

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INVITATION TO BID

NOTICE IS HEREBY GIVEN that the City of Sausalito (“City”), California, acting through its Governing Board, hereinafter referred to as the City or City of Sausalito, will accept sealed bids for the award of the contract for the following public work:

BID NUMBER F-141
Sausalito Public Safety Facilities - Furniture
333 Johnson Street and 29 Caledonia Street
Sausalito, California

Each bid must conform to and be responsive to the contract documents and be submitted on a form furnished by the City of Sausalito. The project scope is to provide and install the specified furniture for the two public safety facilities in construction.

Bids due: Sealed Bids must be received by the City of Sausalito at City Clerk’s office located at 420 Litho St, Sausalito, CA 94965, no later than 3:00 PM, on November 19, 2009. Main contact for this project is Loren Umbertis, telephone 415-271-2486, and email: lumbertis@swinerton.com.

Procurement of bidding documents: The City of Sausalito will not be a distribution point for plans. Bidders may obtain copies of bidding documents upon payment of a non-refundable fee to Draftech Blueprinting at (707) 578-9442. Request Sausalito PSB Furniture Bid documents for printing. Parties who have requested the bidding documents will be registered on a list of plan holders.

Addenda to the bidding documents issued prior to the bid opening will be distributed to the registered plan holders.

City of Sausalito forms are provided in the specifications and shall be used for all proposals. Bidders shall read and review the bid documents carefully, and shall familiarize themselves thoroughly with all requirements. Bidders who submit offers for brands or model numbers other than those specified in the bidding documents will be considered non-responsive.

Bids must be valid for 90 days from the date of bid opening.

The City of Sausalito will make a bid selection based on lowest responsive and responsible bidder meeting the minimum qualifications. If only one bid is received, the City of Sausalito reserves the right to negotiate with the responding bidder. If no bids are received, the City of Sausalito reserves the right to identify interested vendor(s) and negotiate directly without re-bidding.

The City of Sausalito is an equal opportunity employer.

Published: [Date]



November 2, 2009

FURNITURE BID DOCUMENTS

Sausalito Fire Station
333 Johnson Street
Sausalito California 94965

Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

OWNER APPROVAL

The Furniture Bid Documents dated November 2, 2009, have been reviewed and found to be complete, accurate and in conformance with the project requirements. The Furniture Contractor is to provide the contract for procurement of the furniture between the Furniture Contractor and the Owner – City of Sausalito based on the Furniture Bid Documents dated November 2, 2009.

Adam W. Politzer, City Manager
City of Sausalito

Date:

Attachment: Furniture Specifications, dated October 30, 2009
Furniture Floor plans, dated November 2, 2009

OWNER APPROVAL

Item: 4B6
Date: 11/17/09
Page: 4



November 2 , 2009

FURNITURE BID DOCUMENTS

Sausalito Fire Station
333 Johnson Street
Sausalito California 94965

Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Kallaway Design Project #2008.02, 2008.03

DESIGN TEAM

Interior Designer:	Kallaway Design (KD) 181 Carlos Drive San Rafael, California 94903 415-479-5075 (Phone) 415-472-5846 Email: KallawayDesign@AOL.com
Attn:	Eileen Kallaway, IIDA, CID, LEED AP Certified Interior Designer #0869
Owner	City of Sausalito 420 Litho Street Sausalito California 94965-1933 Attention: City Clerk
Architect:	Glass Architects 200 E Street Santa Rosa California 95404
Attn:	John Zheng E mail: jzheng@glassarchitects.com

DESIGN TEAM

Item: 4B6
Date: 11/17/09
Page: 5



INSTRUCTIONS TO BIDDERS

Each Bidder shall thoroughly examine the Drawings and Specifications before submitting his Bid.

Bidder shall confirm and/or clarify all items specified with the Manufacturer or his designated representative prior to Bid submittal. Bidders shall secure prices on all items and labor including, but not limited to, insurance, freight, delivery, access to buildings, contract administration, installation, warranties and repair services, taxes, fees, permits, etc.

Furniture Contractors shall bid on Furniture as specified utilizing the manufacturer's government pricing contracts when available to the City of Sausalito.

Where doubt exists as to the true meaning of any part of the Drawings, Specifications or any other Contract Document, Bidder shall request the Interior Designer in writing their interpretation thereof. No revisions or corrections of Documents will be made later than the third day before bid date. Revisions and corrections issued during the bidding period will be made only by Addenda duly issued. It is the responsibility of the Bidder to keep his sources of supply informed of any changes. No one is authorized to amend any Document in any prospect by oral statement, or to make any representation of interpretation in conflict with their provisions.

Bidder will be held to have examined the job site in conjunction with the Owners Architect's Drawings and Specifications, so as to be satisfied as to the conditions under which he will be obligated to perform this installation, including such matters as unloading facilities, locations and size of elevators, doors and entrances, and to determine equipment or facilities needed preliminarily during the installation, and any other conditions which may affect this work.

Bid shall be for provision of the products named with no substitutions.

Each Furniture item shall include KD's specification plan code to identify each item in Bid and Correspond to Furniture Floor Plan Sheets -----. All items shall be listed on the bid in the same order as KD specifications.

Bids shall be submitted in the prescribed bid form and a separate breakdown form that includes: Unit Prices, Extensions, per coded Furniture Specifications.



Bids must be valid for 90 days from the date of bid opening. The bidder awarded the contract shall furnish Owner a Performance Bond in the sum of the contract dollar amount within three working days after Notice of Award. Owner will accept a deposit request up to 30% of the contract sum from the bidder awarded the contract.

Addenda issued during bidding period shall be acknowledged on the Furniture Contractor's Bid Form and in closing the Contract will become a part of the Contract Documents.

Upon receipt by Owner of the Bid, no consideration will be given to any claim of misunderstanding of Contract Documents. Owner is not responsible for errors or omissions on the part of bidders in preparing their bids. Bidders may withdraw his/her bid any time before the bid opening.

Owner reserves the right to reject any and all Bids and to waive any informality in any Bid Form.

Bids must comply with the Sausalito Municipal code Chapter 3.30, Article 2, Supplies, General Services and Equipment, Section 3.30.180 Formal Bid Procedure.

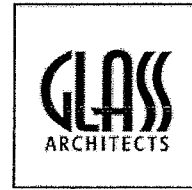
Sealed Bids labeled as such must be submitted to the City Clerk, and shall be opened in public and read.

Enclose two copies of Bid Form and Furniture Specifications with unit prices and extension in a sealed envelope with the name and address of Bidder, and address to:

City of Sausalito
420 Litho Street
Sausalito California 94965-1933
Attention: City Clerk

Bid must be received at the City of Sausalito, City Clerk's Office no later than **Thursday, November 19, 2009, 3:00 PM.**

Failure to comply with any of the instructions stated in the bid may result in rejection of the bid. In the event the bidder to whom an award is made fails or refuses to execute the contract within 7 calendar days from the date of receiving notification that he/she is the bidder to whom the contract is awarded, the Owner may award the work to the next highly ranked bidder, or may call for new bids.



SUMMARY OF WORK

1.1 GENERAL

- A. The work consists of furnishing and installing furniture, complete, as shown and specified per Furniture Specifications dated October 30, 2009 and Furniture Floor Plans sheets AP2.1FP, AP2.2FP, AF2.1FP, AF2.3FP dated November 2, 2009. Furniture Contractor to refer to Architect's Contract Documents and Floor Plans for details for Furniture Installation and access to the building.

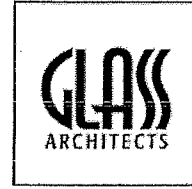
1.2 JOB SITE LOCATION

- A. The job site is:
 - Sausalito Fire Station
333 Johnson Street
Sausalito California 94965

 - Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

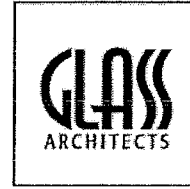
1.3 INSTALLATION

- A. During installation, an Officer of the Furniture Contractor's company shall be available and a qualified Project Manager shall be present to supervise, expedite and monitor the installation services at the job site.
- B. All articles covered by the contract shall have been inspected prior to the installation for damage and verify that all parts, connectors, etc. necessary to assemble the furniture, workstations, etc. have been received, so as to not incur a delay during installation.
- C. All articles covered by the Contractor shall be delivered to the job site, unpacked and uncrated, assembled and installed where shown on furniture plans.
- D. It shall be the responsibility of the Contractor to replace, repair or refinish and leave in perfect condition any damaged item his carrier delivers to the job site. Contractor shall be liable for the replacement of any item that is damaged during or prior to the installation and for repair or replacement of same at Contractor's



expense. Replacement or repair is to be completed at the convenience of the Owner. All items shall be in proper working order and ready to use before final acceptance.

- E. After installation, level and bolt together all files were grouped, as directed by interior designer/owner, level desks and returns and workstations, adjust task chairs and swivel chairs as required, remove tags and deliver tags and instruction books to owner. Install free standing work stations and components and clean, polish and vacuum items.
- F. After installation, protect items from damage, make repairs both to furniture and building surfaces damaged as a result of this work. Take security measures to protect stored and installed furniture. Close completed areas to traffic until Interior Designer and Owner inspect and accept furniture in the area: no partial approval within an area will be permitted.
- G. The Furniture Contractor shall coordinate with General Contactor and Owner for access onto site and use of elevators and allocation of storage spaces. Work shall be accomplished with a constant effort to eliminate unnecessary noise, obstructions, and other annoyances. Contractor shall be responsible for maintaining all areas of the job site premises in which its work is performed in a neat and orderly condition. Remove crates, cartons, wrappings and waste at completion of each working day. Contractor shall protect interior surfaces and installed work, carpet, furniture and furnishings and shall be liable for the replacement or repair of nay damages during the installation of furniture.
- H. Contractor shall be governed by the city regulations where in the work is to be performed, regarding parking, receiving, handling and storage of materials and equipment and safety, fire and other regulations, and shall keep the premises, street and sidewalks clean of debris caused by it's work. Contractor shall maintain proper access to areas within the building at all times.
- I. It shall be the Contractor's responsibility to see that labor used during the delivery to the site and during the installation will cause no labor or jurisdictional dispute to occur and to make certain that no situation within its control is allowed to interfere with work being done by other trades. Contractor shall cooperate with any trades not directly under their jurisdiction.
- J. These buildings are achieving Silver LEED Certification for new construction. The successful Furniture Contractor is to adhere to all LEED requirements for the



building furniture installation, so as to not jeopardize LEED Certification. (The furniture pieces are not required to be LEED certified.)

1.4 PURCHASING SERVICES

- A. The Contractor shall provide, maintain and submit to the Owner a continuous program of monitoring and expediting the acknowledgements, production, delivery and installation of the specified furniture.
- B. The Contractor shall submit updated furniture order progress report at least once a month, and more frequently, when required, as directed by the Owner.

1.5 WAREHOUSE SERVICES

- A. It shall be the Contractor's responsibility to ensure that upon arrival at the contractor's warehouse or job site each and every item will be thoroughly inspected by the Contractor to determine that it is constructed in accordance with the specification and samples submitted. Replacement or repair shall be completed immediately and prior to the time of the job installation.
- B. It shall be the Contractor's responsibility to coordinate, arrange and monitor required freight services and to file for freight claims. Any freight claims not honored by the freight company shall not relieve the Contractor of his responsibility to provide the specified product to the Owner in accordance with the installation schedule.
- C. Upon Contractor's inspection and acceptance prior to installation, each article shall be tagged as to its Specification plan code number and floor and room number and such other designations as will facilitate identification and installation.
- D. The Contractor shall provide warehousing of all specified items until time of scheduled installation. All new furniture delivered to the Building is the responsibility of the Furniture contractor to receive and secure until placed and accepted by the Owner on the appropriate floor per drawings and specifications.

1.6 INSTALLATION SCHEDULE

- A. Work under this Contract is estimated to commence and be completed as scheduled.



Estimated commencement of furniture installation date is anticipated to be **March 15, 2010** to be confirmed by owner upon award of Bid. Please include a list of anticipated delivery dates for all furniture pieces with acknowledgements of furniture orders.

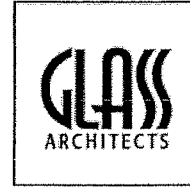
- B. The substantial completion of furniture installation shall occur in two weeks from commencement of furniture installation. However, the dates of commencement may be extended, by notice from the Owner to the contractor, for a period of not more than sixty (60) days.
- C. Owner will notify the Contractor of the actual date of commencement of Furniture installation at least forty five (45) days prior to that date.
- D. In the event the Owner changes the completion dates to exceed the Schedule as described in 1.6.A and 1.6.B, the Contractor shall provide storage for all items at no additional charge for thirty (30) days, beyond thirty (30) days per diem in the amount indicated in the Owner-Contractor Agreement. If storage charges are required, such costs are to be stipulated.

1.7 SUBCONTRACTORS

- A. Each bidder shall provide a listing to the Owner of every subcontractor who will perform work, or labor, or render services on the bidder's behalf in or about the bid project. The Owner is in no manner responsible for the payment of subcontractors. The successful bidder shall not, without the consent of the Owner, either:
 - substitute any person as subcontractor in place of the subcontractor designated in the original bid;
 - permit any subcontract to be voluntarily assigned or transferred or allow the work to be performed by anyone other than the original subcontractor listed in the bid;
 - sublet or subcontract any portion of the work of the total bid as to which the bidder's original bid did not designate a subcontractor.

1.8 INSPECTION

- A. The City reserves the right and shall be at liberty to inspect all materials and workmanship and shall have the right to reject all materials and workmanship which do not conform with the furniture/material specification provided; however, the City is under no duty to make such inspection. Should it be determined, after inspection that a conditional acceptance exists and corrections



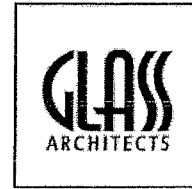
are needed to bring the furniture/material up to the specifications of the bid award, the City, for the purpose of earning the discount, may extend the date of complete acceptance beyond the date of delivery.

1.9 ACCEPTANCE AND PAYMENT

- A. Acceptance shall be made at the time all furniture/material is operational and in proper working order as determined by and to the satisfaction of the City of Sausalito. Acceptance of the furniture/material shall be determined on the basis of technical completeness, performance and adherence to the operational requirements and functions of the specifications.
- B. The City will accept a deposit request up to 30% of the contract sum. Remaining payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all material/equipment and receipt of an original and one (1) copy of an invoice complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.
- C. In connection with any discount for prompt payment specified on this Invitation For Bid, time will be computed from the date of complete acceptance of the equipment/material, or from date correct invoices are received in the City Finance Office, if the latter date is later than the date of complete acceptance. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check.
- D. Non-compliance with any one of the following requirements shall constitute a conditional acceptance:
 - 1. Adherence to the general specifications.
 - 2. Reasonable opportunity for equipment/material inspection by City
 - 3. Receipt of manuals (if applicable).
 - 4. Receipt of warranty statement.

1.10 INSURANCE

- A. Contractor shall maintain and keep in full force and effect the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-, or otherwise acceptable to the City:
 - a) Commercial general liability at least as broad as ISO CG 0001(per occurrence) \$3,000,000
With an edition date prior to 2004 or its equivalent (aggregate) \$3,000,000



- b) Business auto coverage at least as broad as ICO CA 00012 (per accident)
\$1,000,000
- c) Workers Compensation Employer's Liability \$1,000,000

1.11 MODIFICATION

- A. The City of Sausalito, at any time prior to the delivery date specified on the resulting Purchase Contract, may issue a written order for any modifications. Such modifications shall be the result of negotiation and agreement between both parties.
Oral change orders are not permitted. No change in this Invitation For Bids or resulting Purchase Contract shall be made unless the City of Sausalito gives its prior written approval. The Seller shall be liable for all costs resulting from any unauthorized changes to the Invitation For Bids, Purchase Contract.

1.12 TEMPORARY CONVENIENCE AT THE SITE

- A. The Contractor's personnel shall use only the toilet facilities designated by the Owner.

1.13 MATERIALS

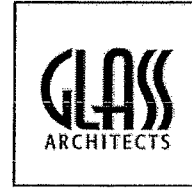
- A. All materials must be labeled as required by and conform to local and State Building and Fire Codes.

1.14 COORDINATION

- A. Coordinate with other Contractors and trades affected by furniture work to assure work is performed in proper sequence.

1.15 DRAWINGS AND SPECIFICATIONS

- A. Following Drawings and Specifications titled Furniture form part of Contract Documents
- B. Furniture Specifications: Dated October 30, 2009. See Table of Contents for pages.
- C. Glass Architects (Building Architect) Furniture Floor Plans copies, sheets AP2.1FP, AP2.2FP, AF2.1FP, AF2.3FP - for reference only - to site location,



building access, floor plans. Refer to owner for access to Architects full size documents or to building site.

SUBMITTALS

1.1 SCHEDULE

- A. Immediately after being awarded contract, winning bidder shall prepare an estimated timeline schedule and submit for the Owner's approval within 7 calendar days.

1.2 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

A. SHOP DRAWINGS

1. General: Shop drawings shall be complete, properly identified with the name of the project, dated, assigned a submittal number in chronological order, and each lot submitted accompanied by a letter of transmittal referring to the name of the project and to the specification number for identification of each item. Number shop drawings for each section of the work consecutively; retain numbering system throughout all revisions. Provide each drawing with a clear space for the review stamps of the Contractor and Interior Designer.
2. Dimensions: Dimensions of work shall not be determined by scale. Noted dimensions shall be followed at all times. Shop drawings will establish the actual detail of and custom or special items and indicated proper relation to adjoining work.

B. SAMPLES

1. General: Samples include wood, marble and metal finishes, and upholstery or coverings, as specified, and any other samples as may be required by the Interior Designer to determine whether the qualified, construction, workmanship, finish, color and other characteristics of the materials, proposed by the Contractor, conform to the requirement so of the Contract Documents. Samples shall represent the actual finish, color and quality that will be used on the project, e.g., fabric dye lots.

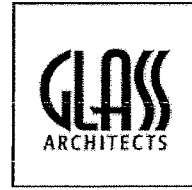


2. Identification: Mark, tag or otherwise properly identify samples with the name of the Contractor, the name of the project, floor and item code, the purpose for which the item is submitted, and the date.
3. Samples shall be accompanied by a letter of transmittal containing similar information together with the plan code number for identification of each item. Provide each tag or sticker with a clear space for the review stamps of the Contractor and Interior Designer.
4. Size: Submit 5" x7" size samples, unless otherwise specified.
 - a. Special finishes: Submit special finishes for review and approval prior to fabrication.
 - b. Submit actual dye lots and samples of all fabrics for approval prior to cutting or shipping fabrics.

D. PROCEDURES

1. Copies required for Initial Submission:

Shop Drawings:	(3) prints
Product data:	(3) copies
Samples:	(3) each unless otherwise specified
2. Action of Submittals:
 1. Stamped NO EXCEPTIONS TAKEN: No corrections or resubmission required. Interior Designer will return copy of print (or (2) samples) stamped NO EXCEPTIONS TAKEN together with the print stamped OFFICIAL RECORD PRINT, to Contractor. The Contractor is responsible for obtaining copies of prints and distributing them to field and to Subcontractors.
 2. Stamped REVISIONS AS NOTED: No resubmissions required. Fabrication may proceed and Interior Designer's acceptance will be contingent upon all corrections being made as noted. If for any reason, Contractor cannot comply with the noted corrections, contractor is to notify Interior Designer for further direction prior to proceeding with work.



3. Stamped REVISE AND RESUBMIT or REJECTED: Resubmission required. If major corrections are required, Interior Designer will return submittal stamped REVISE AND RESUBMIT or REJECTED. Contractor shall revise originals as required and then submit new prints (or new samples) to Interior Designer for review. Interior Designer will review corrected submittal and return it to Contractor as outlined in either of the aforementioned procedures until final review has been made.
4. Use of Shop Drawings: No work shall be fabricated or manufactured from shop drawings or samples stamped REVISE AND RESUBMIT or REJECTED. Shop drawings or samples which do not have architect's stamp NO EXCEPTIONS TAKEN or REVIEWED AS NOTED will not be permitted on the job site.
5. Owner's Record Set of Shop Drawings: On completion of work, Contractor shall furnish Owner one complete set of shop drawings as finally reviewed, referring to the Furniture Specification item number and plan code.

BID FORM

To be submitted as part of bid by the time and date specified in Instructions to Bidders.

TO THE CITY COUNCIL OF THE CITY OF SAUSALITO

THIS BID IS SUBMITTED BY:

(Firm/Company Name)

Re: BID NUMBER F-141, THE SAUSALITO PUBLIC SAFETY FACILITIES - FURNITURE PROJECT

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with the City of Sausalito ("City of Sausalito"), to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Sum and within the Contract Time indicated in this Bid and in accordance with all other terms and conditions of the Bidding Documents.
2. Bidder accepts all of the terms and conditions of the Bid Documents, Invitation to Bid, and Instructions to Bidders. This Bid will remain subject to acceptance for 90 Days after the day of Bid opening.
3. In submitting this Bid, Bidder represents:
 - (a) Bidder has examined all of the Bidding Documents and the following Addenda (receipt of all of which is hereby acknowledged).

Addendum No.	Addendum Date	Signature of Bidder

- (b) Bidder has given City of Sausalito prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in the Bidding Documents and the written resolution thereof through Addenda issued by City of Sausalito is acceptable to Contractor.
4. Based on the foregoing, Bidder proposes and agrees to fully perform the Work within the time stated and in strict accordance with the Bidding Documents for the following sums of money listed in the following Schedule of Bid Prices:

FIRM/COMPANY NAME: _____

SCHEDULE OF BID PRICES

All Bid items must be filled in completely. Summary of Work describes the scope of work to be performed under this contract. Quote in figures only, unless words are specifically requested.

ITEM	DESCRIPTION	BID PRICE
1.	All Work of Bid Documents, including Shipping, Warehousing And Installation.	\$
2.	Tax	\$
3.	Fees & Royalties	\$
4.	Performance Bond Cost	\$
		\$

Total Bid Price: _____
 (Words)

5. The low bidder will be determined by the sum of base bid. No partial bid will be accepted. The undersigned Bidder understands that City of Sausalito reserves the right to reject this Bid.
6. The undersigned Bidder agrees to submit along with this bid form the following documents:
 - a) Breakdown form that includes Unit Prices, Extensions, per coded Furniture Specifications.
 - b) Warranty terms and conditions.
 - c) Storage terms and conditions.
 - d) Designated Officer and Project Manager to be working on the project.
 - e) List of subcontractors.
 - f) Discounts for prompt payment.
7. If written notice of the acceptance of this Bid, hereinafter referred to as Notice of Award, is mailed or delivered to the undersigned Bidder within the time described in paragraph 2 of this form or at any other time thereafter before it is withdrawn, the undersigned Bidder will execute and deliver the documents required by Instructions to Bidders within the times specified therein.
8. Notice of Award or request for additional information may be addressed to the undersigned Bidder at the address set forth below.
9. The undersigned Bidder agrees to provide a corporate surety bond furnished by a surety authorized to do a surety business in the State of California, in form of Performance Bond in sum of the contract amount within three working days after Notice of Award is issued. The undersigned Bidder, upon request by City of Sausalito, agrees to provide evidence of responsibility including the bidder's financial resources, insurance, organization, and plant facilities available for the performance of the contract.
10. The undersigned Bidder acknowledges that City of Sausalito has reserved the right to delay or modify the commencement date. The undersigned Bidder further acknowledges that the undersigned Bidder will be required to cooperate with other work in construction.
11. The undersigned Bidder agrees that liquidated damages for failure to complete all Work in the Contract within the time specified shall be as set forth in Agreement.

FIRM/COMPANY NAME: _____

12. The names of all persons interested in the foregoing Bid as principals are:

(IMPORTANT NOTICE: If Bidder or other interested person is a corporation, give the legal name of corporation, state where incorporated, and names of president and secretary thereof; if a partnership, give name of the firm and names of all individual co-partners composing the firm; if Bidder or other interested person is an individual, give first and last names in full).

NAME OF BIDDER: _____

Where incorporated, if applicable _____

Principals

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Bidder

NOTE: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address: _____

Officers authorized to sign contracts: _____

Telephone Number(s): _____

Fax Number(s): _____

E-Mail address: _____

Federal Employer ID Number: _____

Date of Bid: _____

FIRM/COMPANY NAME: _____

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code D-1
Manufacturer National Office Furniture
Name Casbah Reception Workstation
Description L shape Desk with Right Return, Arc Modesty Panel and Transaction Shelf
Components See attached next 3 insert pages, isometric, floor plan, component description
*Finishes See Finish page 9 for all National Workstation Finishes

Quantity 1
Location: Administration

Note: National Rep contact Sheila.Crow@NationalOfficeFurniture.com, 800 482 1717
* note this rep is replacing Laurie Terrell, the original Manuf. rep familiar with this project, as of Nov. 2, 2009

S P A C E P L A N N I N G

INTERIOR DESIGN

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code D-2, 105 A,
Manufacturer National Office Furniture
Name Wave works with 1 3/16" softened profile edge
Description L shape workstation with overhead storage, additional mobile pedestal
Components See attached next 3 insert pages, floor plan, isometric and description
Finishes See page 9

Quantity: 1
Location: Rm. Office 105A

S P A C E P L A N N I N G

INTERIOR DESIGN

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code	D-2- 125
Manufacturer	National Office Furniture
Name	Wave works, with 1 3/16" softened edge
Description	L shape Workstation with overheads
Components	See attached next 3 insert pages, floor plan, isometric, description
Finishes	se pg.9
Quantity	1
Location	Rm. 125 Parking Clerk

S P A C E P L A N N I N G

INTERIOR DESIGN

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code	D-3
Manufacturer	National Office Furniture
Name	Wave Works, with 1- 3/16" softened edge
Description	Double Straight Workstation with overheads
Components	see attached 3 inserted pages, floor plan, isometric, description
Finishes	see pg 9

Quantity: 1
Location: Rm 105B Office

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code	D-4
Manufacturer	National Office Furniture
Name	Wave Works- 1 9/16" Step Rim profile edge
Description	U shape workstation, bullet table desk, return, corner computer/credenza, With file, pedestal and wardrobe. With free standing 38" dial. Conf. table and bookcase
Components	See attached 3 inserted pages, isometric, floor plan, description
Finishes	see pg 9
Quantity	1
Location	Rm. 203, Chief's office

S P A C E P L A N N I N G

INTERIOR DESIGN

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code D-5
Manufacturer National Office Furniture
Name Wave works- 1 9/16" Step Rim profile edge
Description U shape workstation, desk return, credenza with overhead storage and
 freestanding bookcase
Components See attached 3 inserted pages, floor plan, isometric, description
Finishes see pg. 9

Quantity 1
Location Rm 202 Captain

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code	D-6
Manufacturer	National Office Furniture
Name	Wave works- 1 9/16" Step Rim profile edge
Description	U shape workstation, desk return, credenza with overhead storage and freestanding bookcase
Components	See attached 4 inserted pages, floor plan, isometric, description
Finishes	see pg 9
Quantity	1
Location	Rm 204 Lieutenant

S P A C E P L A N N I N G

INTERIOR DESIGN

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code	CR-1
Manufacturer	National Office Furniture
Name	Wave works- 1 9/16" Softened Wood Edge profile edge
Number	WWN 2472CBVLN
Description	Credenza, wood with plastic laminate inset top, back not fully finished, includes cut outs for venting, adj. shelf, inside of stor. each side: 21 1/4" d x 34 1/2" w 24 3/4" h
Components	4 doors, 4 drawers
Size	72" x 24"
Wood	Cherry
Finish	Autumn on Cherry
Inset Top	Autumn Plastic laminate to match wood
Edge	Softened Wood Edge (F)
Pulls	To match D-4 desk
Quantity	1
Location	Rm 102 Interview Rm.

S P A C E P L A N N I N G

INTERIOR DESIGN

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

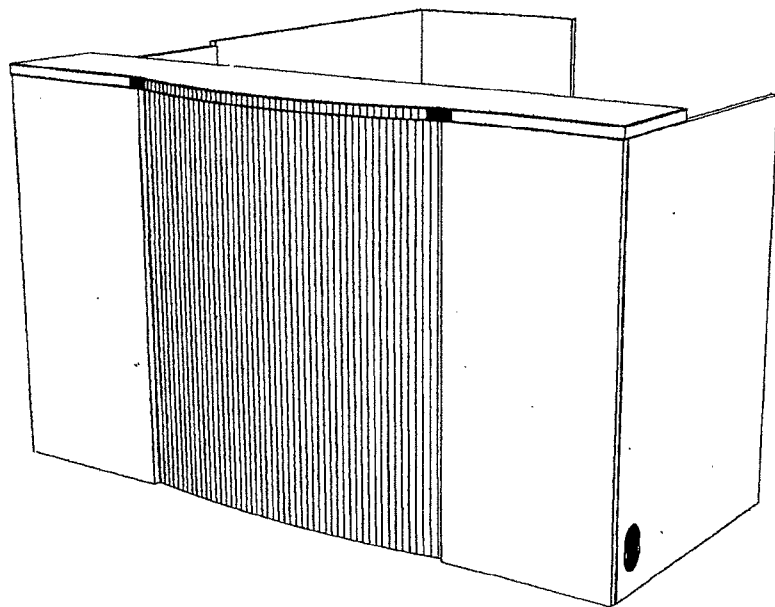
Furniture Specifications

Plan Code D-1-D-6, CR-1
Manufacturer National Office Furniture
Name Wave works Finishes for Desks and Credenza
Wood Cherry
Finish Autumn on Cherry
Inset Top Autumn Plastic laminate to match wood
Edges Softened Wood Edge, 1 3/16" (F) on D-2 105, D-2 125, D-3
Step Rim Profile , 1 9/16" on D-4, D-5, D-6
Pulls See Desk specs, # 513 Anthracite Metallic
Screen Fabric Grade A Dune 8600 Drift

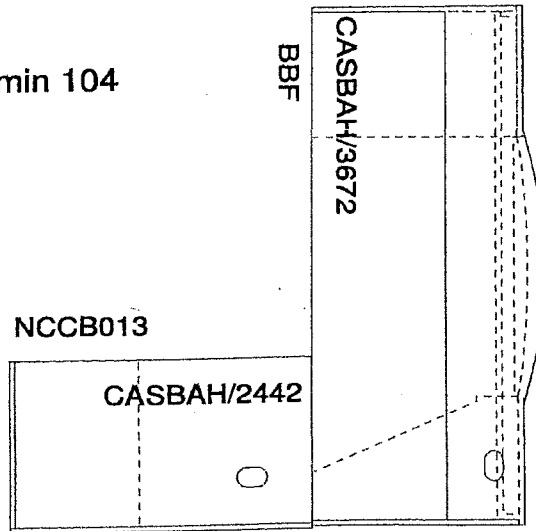
Note: D-1 is a different series- Casbah, same wood and plastic laminate inset worktop

Note: Furniture dealers to add to remove existing locks and install new, questions,
Call National Rep.

Manuf. Rep Sheila Crow @NationalOfficeFurniture.com

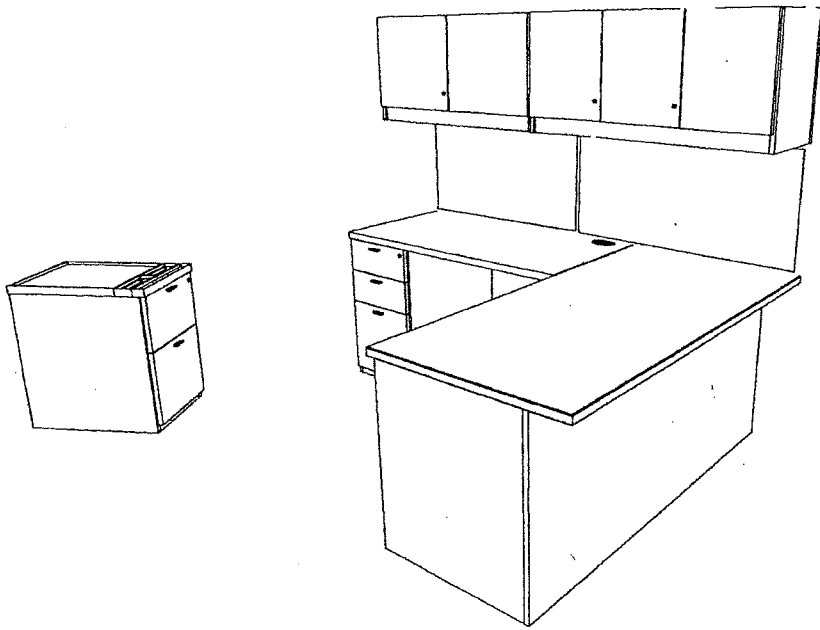


D1 - Admin 104

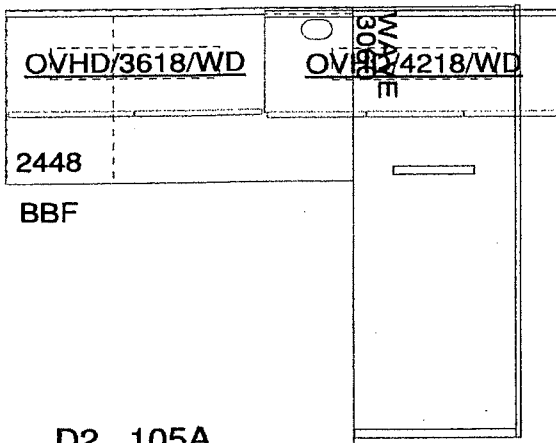


D1 Administration 104

Item	Model Number	Part Description	Category	Area	Qty
1	38N2442RTRWP2 G11ANL	CASBAH,24DX42W,RETURN,TASK,RIGHT,PAINT,FF GROMMET,ANTHRACITE,LEFT	Reception Unit	D1	1
2	38N3672DTLFCWP1 G11ANR	CASBAH,36DX72W,DESK,TASK,LEFT,ARC MODESTY,PAINT,BBF GROMMET,ANTHRACITE,RIGHT	Reception Unit	D1	1
3	NCCB013	CASEGOODS,LOCK CORE & KEY,STYLE B,NO 013	Lock	D1	2



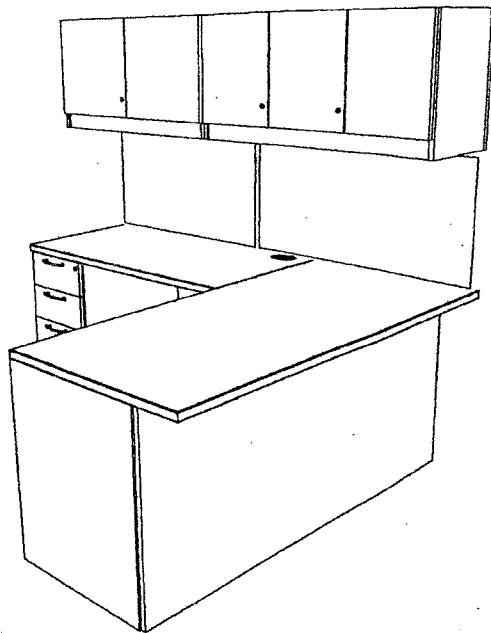
D.2



MBF
WAVE

D2 Office 105A

Item	Part Number	Part Description	Category	Tag	Qty
1	WW2315PMBFW	WAVEWORKS,23DX15W,PEDESTAL,MOBILE,BOX/FILE,WOOD	Pedestal	D2 105A	1
2	WW1228SSW	WAVEWORKS,12DX28H,SUPPORT PANEL,WOOD	Components	D2 105A	1
3	WW2328EPW	WAVEWORKS,23DX28H,END PANEL,WOOD	Components	D2 105A	2
4	WW6027MPW	WAVEWORKS,60WX27H,MODESTY PANEL,FULL,WOOD	Components	D2 105A	1
	M	MAIN		D2 105A	
5	WW2448RLEFLW1	WAVEWORKS,24DX48W,RETURN,LEFT,BOX/FILE,LAM/WOOD	Single Pedestal Return	D2 105A	1
6	WW3060WSSLW	WAVEWORKS,30DX60W,SURFACE,RECTANGULAR DESK,LAMINATE/WOOD RIM	Components	D2 105A	1
	M	MAIN		D2 105A	
	X	NO GROMMET		D2 105A	
8	WW3618SOHMMW	WAVEWORKS,15DX36WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Storage	D2 105A	1
9	NAC25TLB	ACCESSORIES,25W,TASK LIGHT,BLACK,14 WATTS	Task Light	D2 105A	2
10	WW4218SOHMMW	WAVEWORKS,15DX42WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Storage	D2 105A	1
11	NAC3621TBN	WAVEWORKS,36W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D2 105A	1
12	NAC4221TBN	WAVEWORKS,42W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D2 105A	1
13	NCCB009	CASEGOODS,LOCK CORE & KEY,STYLE B,NO 009	lock	D2 105A	5



D2 -125

Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.

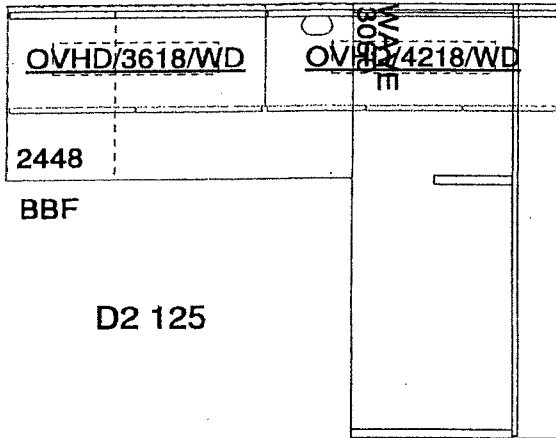


Designed: 10/27/2009
Printed: 10/28/2009

D2 125.ofd

All Items
10/28/09

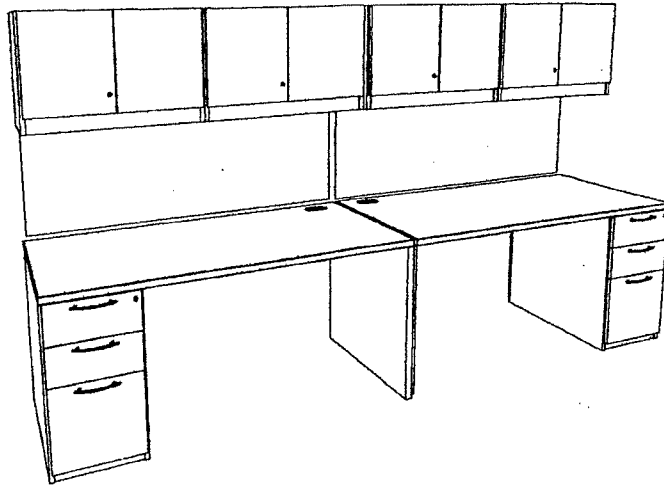
Drawing #: 1



All dimensions size designations given are subject to verification on job site and adjustment to fit job conditions.		This is an original design and must not be released or copied unless applicable fee has been paid or job order placed.	Designed: 10/27/2009 Printed: 10/28/2009
D2 125.ofd	All Items	Drawing #:	Item: 486 Scale: 0 1/2" = 1'

D2 Office 125

Item	Part Number	Part Description	Category	Tag	Qty
1	WW12285SW	WAVEWORKS,12DX28H,SUPPORT PANEL,WOOD	Components	D2 125	1
2	WW2328EPW	WAVEWORKS,23DX28H,END PANEL,WOOD	Components	D2 125	2
3	WW6027MPW M	WAVEWORKS,60WX27H,MODESTY PANEL,FULL,WOOD MAIN	Components	D2 125	1
4	WW2448RLEFLW1 G11PLR	WAVEWORKS,24DX48W,RETURN,LEFT,BOX/BOX/FILE,LAM/WOOD GROMMET,PLATINUM,RIGHT	Single Pedestal Return	D2 125	1
5	WW3060WSSLW M X	WAVEWORKS,30DX60W,SURFACE,RECTANGULAR DESK,LAMINATE/WOOD RIM MAIN NO GROMMET	Components	D2 125	1
6	WW3618SOHMMW	WAVEWORKS,15DX36WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Storage	Cat D2 125	1
7	NAC25TLB	ACCESSORIES,25W,TASK LIGHT,BLACK,14 WATTS	Task Light		2
8	WW4218SOHMMW	WAVEWORKS,15DX42WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Storage	Cat D2 125	1
9	NAC4221TBN	WAVEWORKS,42W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D2 125	1
10	NAC3621TBN	WAVEWORKS,36W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D2 125	1
11	NCCB010	CASEGOODS,LOCK CORE & KEY,STYLE B,NO 010	Lock	D2 125	4



D3

Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.



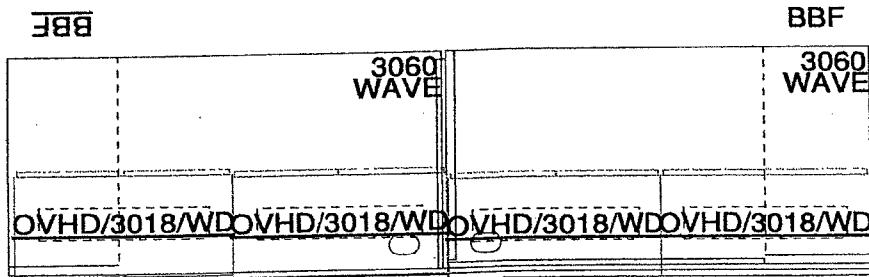
Designed: 10/27/2009
Printed: 10/28/2009

D3 105B.ofd

All Items
Item 4B6 Drawing #: 1

Date: 11/17/09
Page: 40

D3 room 105B



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Designed: 10/27/2009
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D3 105B.ofd

All Items

Drawing #: 1

Item: 486

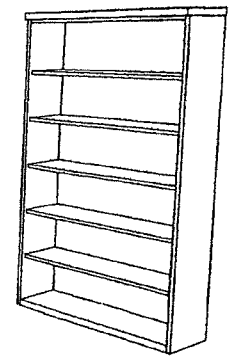
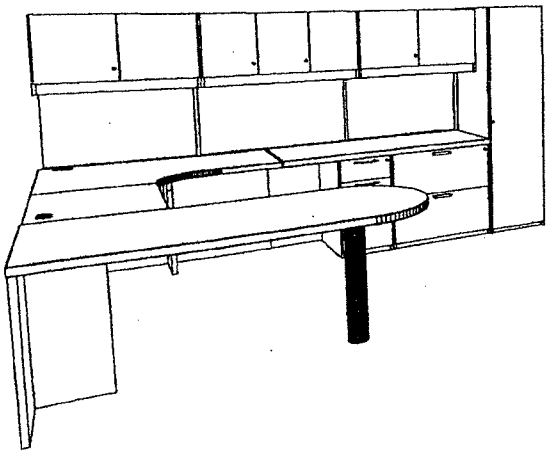
Scale : 0 1/2" = 1'

Date: 11/17/09

Page: 41

D3 Office 105B

Item	Part Number	Part Description	Category	Tag	Qty
1	WW2928EPW	WAVEWORKS,29DX28H,END PANEL,WOOD	Components	D3 105B	2
2	WW4508MPW	WAVEWORKS,45WX8H,MODESTY PANEL,1/3 HEIGHT,WOOD	Components	D3 105B	2
3	WW3060WSSLW	WAVEWORKS,30DX60W,SURFACE,RECTANGULAR DESK,LAMINATE/WOOD RIM	Components	D3 105B	1
	M	MAIN			
	G11PLL	GROMMET,PLATINUM,LEFT			
4	WW3060WSSLW	WAVEWORKS,30DX60W,SURFACE,RECTANGULAR DESK,LAMINATE/WOOD RIM	Components	D3 105B	1
	M	MAIN			
	G11PLR	GROMMET,PLATINUM,RIGHT			
5	NAC6021TBN	WAVEWORKS,60W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D3 105B	2
6	WW3018SOHMW	WAVEWORKS,15DX30WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Storage	D3 105B	4
7	NAC25TLB	ACCESSORIES,25W,TASK LIGHT,BLACK,14 WATTS	Task Light	D3 105B	4
8	WW2915PUBBFW	WAVEWORKS,29DX15W,PEDESTAL,BOX/FILE,UNDERSURFACE,WOOD	Pedestal	D3 105B	2
9	WW1527MPW	WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,WOOD	Components	D3 105B	2
10	NCCB011	CASEGOODS,LOCK CORE & KEY,STYLE B,NO 011	Lock	D3 105B	3
11	NCCB012	CASEGOODS,LOCK CORE & KEY,STYLE B,NO 012	Lock	D3 105B	3



D4

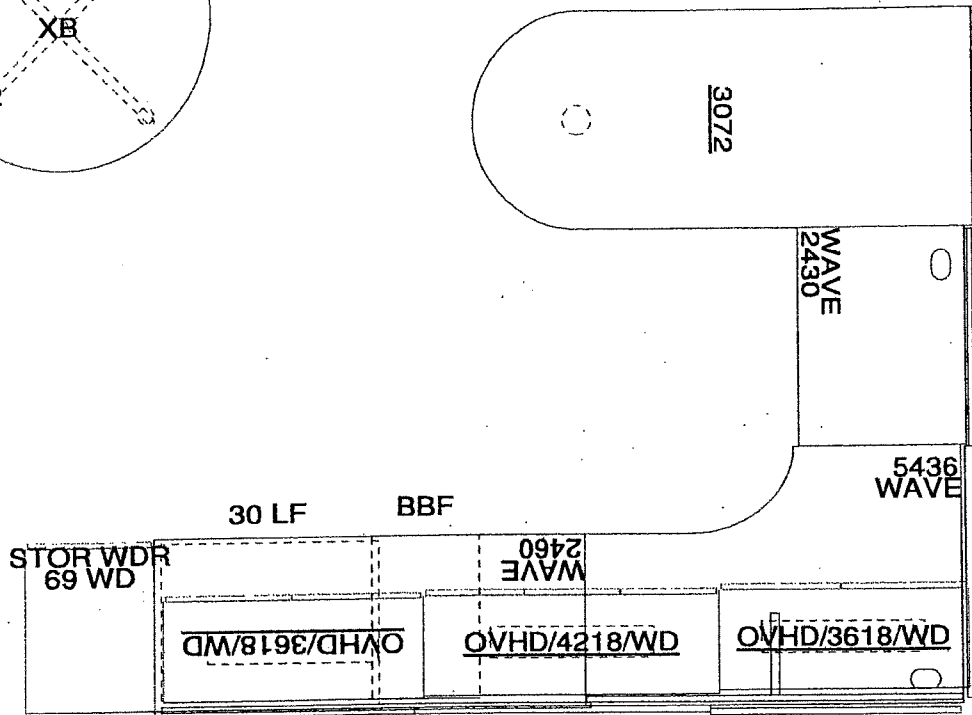
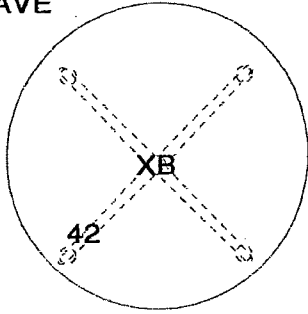
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69 OPEN
BC

WAVE



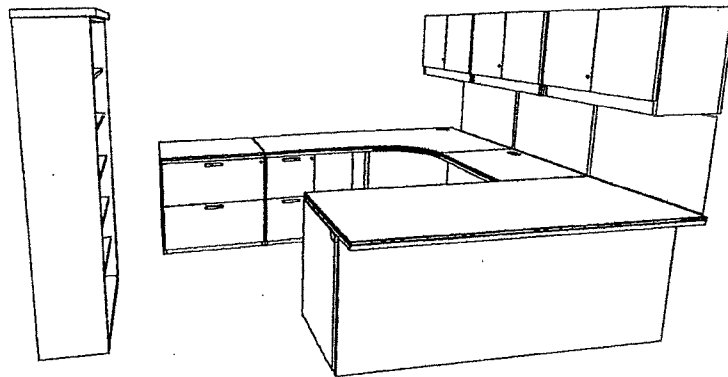
D4 Chief Room 203

D4 Chief Office 203

Item	Part Number	Part Description	Category	Tag	Qty
1	CBV3828XS	CONFERENCE,38WX28H,FOUR STAR BASE,STATIC,METAL,PLATINUM	Tablebase	D4	1
2	WW1228SSW	WAVEWORKS,12DX28H,SUPPORT PANEL,WOOD	Components	D4	1
3	WW2330LFM2W	WAVEWORKS,23DX30W,LATERAL FILE,UNDERSURFACE,2 DRAWER,WOOD	Pedestal	D4	1
4	WW3008MPW	WAVEWORKS,30WX8H,MODESTY PANEL,1/3 HEIGHT,WOOD	Components	D4	1
	F	FILLER		D4	
5	WW3528EPW	WAVEWORKS,35DX28H,END PANEL,WOOD	Components	D4	1
6	WW5427MPW	WAVEWORKS,54WX27H,MODESTY PANEL,FULL,WOOD	Components	D4	1
	M	MAIN		D4	
7	WW6027MPW	WAVEWORKS,60WX27H,MODESTY PANEL,FULL,WOOD	Components	D4	1
	M	MAIN		D4	
8	WWN2430WSSLW	WAVEWORKS,24DX30W,SURFACE,RECTANGULAR,LAMINATE/WOOD	Components	D4	1
	F	FILLER		D4	
	G11PLL	GROMMET,PLATINUM,LEFT		D4	
9	WWN2460WSSLW	WAVEWORKS,24DX60W,SURFACE,RECTANGULAR,LAMINATE/WOOD	Components	D4	1
	M	MAIN		D4	
	X	NO GROMMET		D4	
10	WWN3072DULW	WAVEWORKS,30DX72W,DESK,U-SHAPE,NO SUPPORT,NO MOD,LAM/WOOD	Components	D4	1
	X	NO GROMMET		D4	
11	NAC28045FB	SUPPORT BASE,FULL,METAL,BLACK		D4	1
12	WWN3654WSCRLLW	WAVEWORKS,36DX54W,WORK SURFACE,CRNR,EXT,RT,24/24D RET,LAM/WD	Components	D4	1
	M	MAIN		D4	
	G11PLL	GROMMET,PLATINUM,LEFT		D4	
13	WWN42WSRNLW	WAVEWORKS,42DIA,SURFACE,ROUND,LAMINATE/WOOD	Components	D4	1
	X	NO GROMMET		D4	
15	NAC422ITBN	WAVEWORKS,42W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D4	1
16	NAC362ITBN	WAVEWORKS,36W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D4	2
17	WW36185OHMW	WAVEWORKS,15DX36WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Storage	D4	2
18	NAC25TLB	ACCESSORIES,25W,TASK LIGHT,BLACK,14 WATTS	Task Light	D4	3
19	WW42185OHMW	WAVEWORKS,15DX42WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Storage	D4	1
20	WWN1869VSWHRW	WAVEWORKS,18WX69H,WARDROBE/STORAGE CABINET,RIGHT DOOR,WOOD	Wardrobe	D4	1
21	WWN3669BCOFW	WAVEWORKS,36WX69H,BOOKCASE,OPEN,FREESTANDING,WOOD	Bookcase	D4	1

D4 Chief Office 203

22	WW2315PUBBEW	WAVEWORKS,23DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,WOOD	Pedestal	D4	1
23	NCCB006	CASEGOODS,LOCK CORE & KEY,STYLE B,NO 006	Lock	D4	7



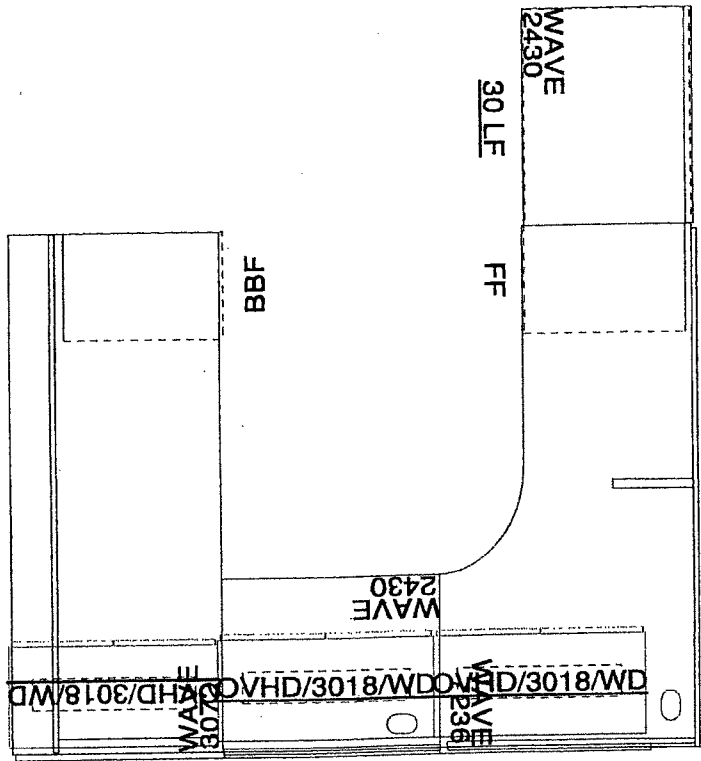
DS

Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.



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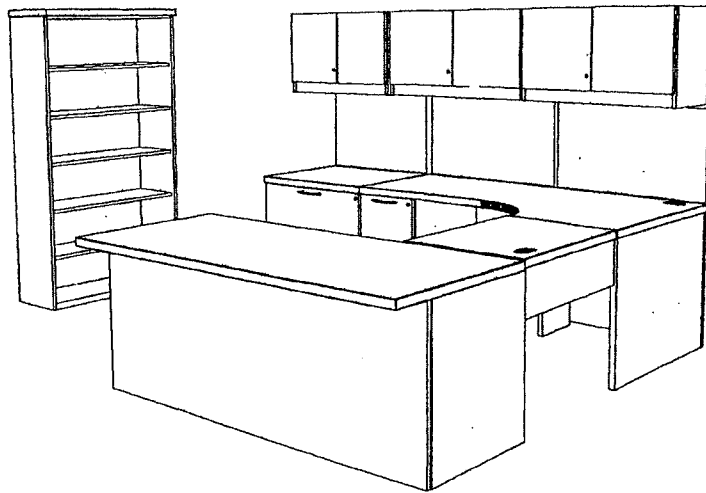
69 OPEN
BC



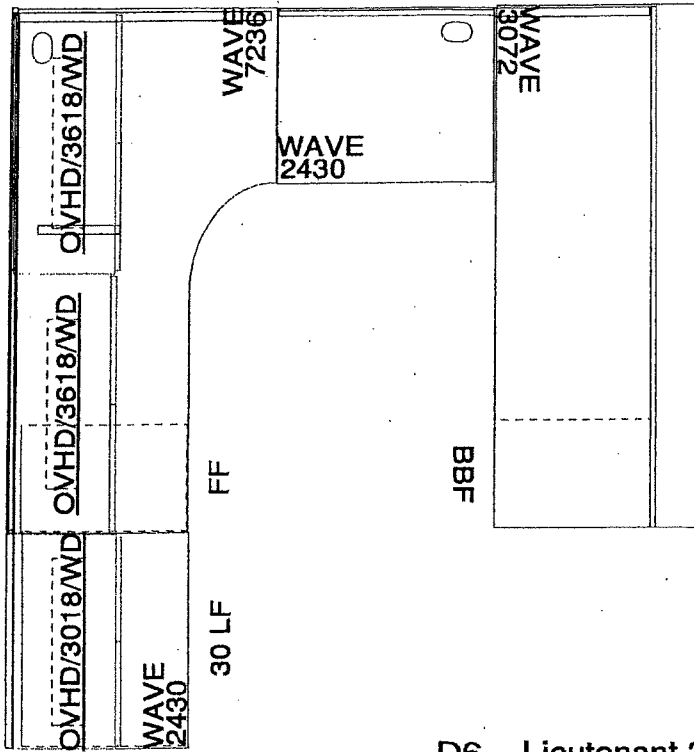
D5 - Captain Room 202

D5 Captain Office 202

Item	Part Number	Part Description	Category	Qty
1	WW1228SSW	WAVEWORKS,12DX28H,SUPPORT PANEL,WOOD	Components	1
2	WW2315PUBBFW	WAVEWORKS,23DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,WOOD	Pedestal	1
3	WW2315PUFFW	WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,WOOD	Pedestal	1
4	WW2328EPW	WAVEWORKS,23DX28H,END PANEL,WOOD	Components	1
5	WW2330LFM2W	WAVEWORKS,23DX30W,LATERAL FILE,UNDERSURFACE,2 DRAWER,WOOD	Pedestal	1
6	WW3008MPW	WAVEWORKS,30WX8H,MODESTY PANEL,1/3 HEIGHT,WOOD	Components	1
	F	FILLER		
7	WW3528EPW	WAVEWORKS,35DX28H,END PANEL,WOOD	Components	1
8	WW7227MPW	WAVEWORKS,72WX27H,MODESTY PANEL,FULL,WOOD	Components	2
	M	MAIN		
9	WWN2430WSSLW	WAVEWORKS,24DX30W,SURFACE,RECTANGULAR,LAMINATE/WOOD	Components	1
	F	FILLER		
10	WWN3072WSSLW	WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,LAMINATE/WOOD	Components	1
	M	MAIN		
	X	NO GROMMET		
11	WWN3672WSCCELLW2	WAVEWORKS,36DX72W,WORK SURFACE,CRNR,EXT,LT,24/24D RET,LAM/WD	Components	1
	M	MAIN		
	G11PLR	GROMMET,PLATINUM,RIGHT		
	WWN2430WSSLW	WAVEWORKS,24DX30W,SURFACE,RECTANGULAR,LAMINATE/WOOD	Components	1
	M	MAIN		
	X	NO GROMMET		
12	NAC3021TBN	WAVEWORKS,30W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	3
13	WW3018SOHMW	WAVEWORKS,15DX30WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Storage Cabinet	3
14	NAC25TLB	ACCESSORIES,25W,TASK LIGHT,BLACK,14 WATTS	Task Light	3
15	WWN3669BCOFW	WAVEWORKS,36WX69H,BOOKCASE,OPEN,FREESTANDING,WOOD	Bookcase	1
16	WW3027MPW	WAVEWORKS,30WX27H,PEDESTAL MODESTY PANEL,FULL,WOOD	Components	1
17	NCCB007	CASEGOODS,LOCK CORE & KEY,STYLE B,NO 007	Lock	6



D-6



D6 - Lieutenant 204

69 OPEN
BC

D6 Lieutenant Office 204

Item Part Number	Part Description	Category	Tag	Qty
1	WW1228SSW WAVEWORKS,12DX28H,SUPPORT PANEL,WOOD	Components	D6	1
2	WW2315PUBBFW WAVEWORKS,23DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,WOOD	Pedestal	D6	1
3	WW2315PUFFW WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,WOOD	Pedestal	D6	1
4	WW2328EPW WAVEWORKS,23DX28H,END PANEL,WOOD	Components	D6	1
5	WW2330LFM2W WAVEWORKS,23DX30W,LATERAL FILE,UNDERSURFACE,2 DRAWER,WOOD	Pedestal	D6	1
6	WW3008MPW WAVEWORKS,30WX8H,MODESTY PANEL,1/3 HEIGHT,WOOD	Components	D6	1
	F FILLER		D6	
7	WW3528EPW WAVEWORKS,35DX28H,END PANEL,WOOD	Components	D6	1
8	WW7227MPW WAVEWORKS,72WX27H,MODESTY PANEL,FULL,WOOD	Components	D6	2
	M MAIN		D6	
9	WWN2430WSSLW WAVEWORKS,24DX30W,SURFACE,RECTANGULAR,LAMINATE/WOOD	Components	D6	1
	F FILLER		D6	
	G11PLR GROMMET,PLATINUM,RIGHT		D6	
10	WWN2430WSSLW WAVEWORKS,24DX30W,SURFACE,RECTANGULAR,LAMINATE/WOOD	Components	D6	1
	M MAIN		D6	
	X NO GROMMET		D6	
11	WWN3072WSSLW WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,LAMINATE/WOOD	Components	D6	1
	M MAIN		D6	
	X NO GROMMET		D6	
12	WWN3672WSCCELLW2 WAVEWORKS,36DX72W,WORK SURFACE,CRNR,EXT,I,T,24/24D RET,LAM/W/D	Components	D6	1
	M MAIN		D6	
	G11PLR GROMMET,PLATINUM,RIGHT		D6	
13	NAC3021TBN WAVEWORKS,30W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D6	1
	A GRADE A		D6	
14	NAC3621TBN WAVEWORKS,36W,ACCESSORIES,TACKBOARD,OPEN BACK HIGHBACK	Tackboard	D6	2
	A GRADE A		D6	
15	WW3018SOHMMW WAVEWORKS,15DX30WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Stora	D6	1
16	NAC25TLB ACCESSORIES,25W,TASK LIGHT,BLACK,14 WATTS	Task Light	D6	3
17	WW3618SOHMMW WAVEWORKS,15DX36WX18H,STORAGE,OVERHEAD,HINGE DOORS,WOOD	Overhead Stora	D6	2
18	WWN3669BCOFW WAVEWORKS,36WX69H,BOOKCASE,OPEN,FREESTANDING,WOOD	Bookcase	D6	1

D6 Lieutenant Office 204

19 NCCB008

CASEGOODS, LOCK CORE & KEY, STYLE B, NO 008

Lock

D6

6

KALLAWAY } DESIGN

S P A C E P L A N N I N G

INTERIOR DESIGN

181 Carlos Drive
San Rafael, CA 94903
415 479 5075
FAX 415 479 5079

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
Sausalito California 94965

Furniture Specifications

Plan Code	LF-5
Manufacturer	Steelcase
Name	Universal Lateral File
Number	RLF 18 363 P
Description	3-12" high lateral file drawers
Size	18 7/8" d 36" w 40" h
Options	Counterweight package #3 RAA CW3 Hanging Folder RAHF36 Rails 800RW
Note	Veneer Wood Top to match National Desk D-1 on 2 files in Rm 104 Admin. only With Locks
Quantity	9
Location	Rm. 104, Office Admin.(2), Rm. 105B (2), Rm. 121 (5)
Contact	Lin Repola 415 357 2227

S P A C E P L A N N I N G

INTERIOR DESIGN

October 30, 2009

Sausalito Public Safety Building
Sausalito Police Department
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Furniture Specifications

Plan Code	LF-6
Manufacturer	Steelcase
Name	Universal Lateral File
Number	RLF 18 362 P
Description	2-12" high lateral file drawers
Size	18 7/8" d 36" w 28" h
Options	Counterweight package #4 RAA CW3 Hanging Folder RAHF36 Rails 800RW With Locks
Quantity	1
Location	Rm. 105A (1)

KALLAWAY } DESIGN

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INTERIOR DESIGN

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Furniture Specifications

Plan Code	LF-7
Manufacturer	Steelcase
Name	Universal Lateral File
Number	RLF 18 425 P
Description	4-12" high lateral file drawers and one lift up dr. with Fixed shelf
Size	18 7/8" d 42" w 65 1/2" h
Options	Counterweight package #3 RAA CW3 Hanging Folder RAHF42 Rails 800RW With Locks
Quantity	1
Location	Rm. 115

S P A C E P L A N N I N G

INTERIOR DESIGN

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Sausalito Police Department
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Furniture Specifications

Plan Code	ST-1
Manufacturer	Steelcase
Name	Universal Storage Cabinet
Number	RSC 1830 3 CP
Description	Storage Cabinet
Size	18 7/8" d 30" w 40" h
Option	Lock
Quantity	5
Location	Rm. 121 (2) Rm 120 (3)

S P A C E P L A N N I N G

INTERIOR DESIGN

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Furniture Specifications

Plan Code	ST-2
Manufacturer	Steelcase
Name	Universal Storage Cabinet
Number	RSC 1830 5 KP
Description	Storage Cabinet with Adj Shelves
Size	18 7/8" d 30" w 65" h
Option	Lock
Quantity	3
Location	Rm. 125 2) Rm 207 (1)

S P A C E P L A N N I N G

INTERIOR DESIGN

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Furniture Specifications

Plan Code	ST-3
Manufacturer	Steelcase
Name	Universal Storage Cabinet
Number	RSC 1836 3 CP
Description	Storage Cabinet with 2 adj. shelves
Size	18 7/8" d 30" w 40" h
Options	Lock Dividers- KDIV 20- pack of 20, 10 for each ST-3, dealer to install at site
Quantity	2
Location	Rm. 120 Patrol

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Furniture Specifications

Plan Code BK-1
Manufacturer Steelcase
Name Universal Bookcase
Number RBC 15363A
Description With Adj. shelves
Size 15" d 36" w 40" h
Options Shelf Divider Assembly, # RASTD IV 36, Divider bracket-black, Two clear
Dividers, Add - 2 more dividers per shelf(6)

Note: Furniture Contractor to confirm with Steelcase if the shelf divider assembly is the proper option to install in the bookcases to provide dividers for form and paper storage, alternate option to consider- Bookends # KDIV20 (comes in a quantity of 20) Dividers to be installed by Furn. contractor at site.

Quantity 2
Location Rm. 120 Patrol

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Furniture Specifications

Plan Code	MF-1
Manufacturer	Steelcase
Name	200 Series Mobile Pedestal with Full Drawers
Number	2 PM 2427 AP
Description	2 Box 1 file dr. , 2 hanging folder rails, one pencil tray, 1 box dr. divider
Size	23 1/2" d 15" w 27" h
Options	Lock
Quantity	3
Location	Rm. 120 (1) at volunteer position, Rm 119 (2) under tables

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Sausalito California 94965

Furniture Specifications

Plan Code LF, ST, BK, MF
Manufacturer Steelcase
Name Universal Files, Storage cabs. Mobile peds.
Description Finishes
 Paint: 4799, Platinum Metallic
 Wood Tops: Natural Cherry, 2412
 Alternate Laminate Top: Natural Cherry 2412

Note: KD specifications for files and storage and options are for design intend only,
 final components are to be verified by the Furniture contractor with Steelcase for
 proper components/connecting parts and a secure/safe installation.

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INTERIOR DESIGN

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Furniture Specifications

Plan Code C-10
 Manufacturer KI
 Name Peretti Sled Base Flex Arm chair, non stacking
 Number PSSFAU WG PWG SSG
 Description Sled Base Flex arm chair backrest tilt tension varies automatically based on
 Occupant weight and is governed by the seat lever mechanism, non stacking
 Frame color: WG Warm Grey
 Seat and Back color: MG Warm Grey
 Arm rests Standard Black
 Glides: Stainless Steel

Upholstery: COM
 Manufacturer Arc Com
 Name Dorset
 Number AC66608
 Color Midnight #9
 Content 100% Crypton
 Finish Crypton Stain Resistant finish
 Width 54"
 Repeat

Quantity 5
 Location Rm 104 (1), Rm 105 (1) Rm 105A (2) Rm 125 (2)

Manuf. Rep: KI -Donna Cannon 650 898 8126

S P A C E P L A N N I N G

INTERIOR DESIGN

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Sausalito Police Department
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Furniture Specifications

Plan Code C-11
Manufacturer KI
Name Peretti Sled Base Stack chair, no arms
Number PSSNAUWG PWG SSG
Description Sled Base Flex backrest tilt tension varies automatically based on
Occupant weight and is governed by the seat lever mechanism, stacking
Spring loaded ganging device concealed under seat
Frame color: WG Warm Gray
Seat and Back color: WG
Glides: Stainless Steel
Upholstery: COM
Manufacturer Arc Com
Name Dorset
Number AC66608
Color Midnight #9
Content 100% Crypton
Finish Crypton Stain Resistant finish
Width 54"
Quantity 22
Location Briefing Rm.123- 16, InterviewRm.102 (6)

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Furniture Specifications

Plan Code	CT-2
Manufacturer	KI
Name	Transport Dolly
Number	MVP. BL
Description	5" casters, 2 fixed 2 swivel, for movement/storage of stack chairs C- 11
Size:	22 1/2" x 25 1/2" 12" h
Storage	On dolly- floor space needed: 22" x 35" Dolly stacks 8 upholstered chairs @ 60" h.
Quantity	1
Location	Storage Rm.115

S P A C E P L A N N I N G

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Sausalito Police Department
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Furniture Specifications

Plan Code C-4
Manufacturer KI
Name Versa Conference Chair-Sled Base
Number VCWAS-6 R (Com) NSG
Description Upholstered, non ganging
Glides Sled Base

Upholstery COM
Manuf: Arc Com
Name: Hopscotch
Number: AC 67259
Color: Ice Blue #10
Content: 100 % Recycled Polyester
Repeat: 14" h 27" v
Finish: Recyclable Poly Back, to be treated with stain resistant Nanotex(Furn.
Contractor to confirm with Arc Com that Nanotex is the proper stain resistant
finish to put on the fabric)

Quantity 4
Location Chief Rm 205 Staff Lounge

S P A C E P L A N N I N G

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Sausalito Public Safety Building
Sausalito Police Department
29 Caledonia Street
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Furniture Specifications

Plan Code SO-1
Manufacturer KI
Name Torsion Stool
Number TPSNAU S BL BL
Description Pedestal Base Stool
Casters Hard Floor Casters (to be used on Linoleum floor- Furn. contractor to confirm use of hard floor casters on linoleum floor with KI)
Finish Black Frame
Upholstery Grade 1
Name: Foundation
Number 1FB1
Content 100 % Polyester
Finish Blockaide
Quantity 2
Location Rm 109 Processing (1), Admin. Rm 104

S P A C E P L A N N I N G

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 Sausalito Police Department
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Furniture Specifications

Plan Code D-7
 Manufacturer KI
 Name 700 Series
 Description Left Desk with Right return ,Partial modesty panels, overheads, tack screen, box
 Box file ped in desk, File File pedestal in return
 Components 7D/D3066 74 PP6RWGLMREWG
 7D/R2442 74PPGRWGLMREWG
 7D/ OSD72/5WG/WAS/KS
 7D/TB7219 BI PMWG
 BBF hanging ped. S7P/1524HBBFNOPLWG
 FF hanging ped. 27P/1524 HHFNOPL WGCPKS
 SP 7/PENTRAY

Overhead Unit Closed, painted front- warm grey, locked keyed alike

Finishes WG Warm Grey paint color- desks and pedestals and overheads
 7P Vinyl Edge, TWG arm Grey
 Laminate Top inset: LMR Misted Zephyer
 Tack board screen color: Basis , Grade 1, color: Platinum, 1BPM
 Tack board- 72"

Options 7D/OSPD WG plate dividers(2 in each overhead unit)
 7D/TLN48 – task light centered under 72" overhead unit

Grommets Center in desk, left side in return

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Sausalito California 94965

Furniture Specifications

Plan Code Con't

Note: All 4 workstations to be spaced equally on wall, starting flush to north wall

Note: KD specifications for desks and storage and options are for design intend only, final components are to be verified by the Furniture contractor with Steelcase for proper components/connecting parts and a secure/safe installation. Any discrepancies in description and model numbers are to be double checked and verified.

Quantity 4
Location Rm 121 Sergeants

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Furniture Specifications

Plan Code	T-9
Manufacturer	Creative Wood
Name	End Table
Number	ZA LO 22 22 22- special size
Description	Square occasional table, Wood edge, # 2A Eased edge
Wood	Cherry
Finish	9- ##, to be confirmed- a Creative wood standard color to match Formica 7484-58 Cherry Birch
Size	22" L x 22 D " x w 22"
Quantity	1
Location	Rm 101 (1)

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Furniture Specifications

Plan Code	T-6
Manufacturer	Howe
Name	Storm Folding Table
Number	ST 5T
Description	Lightweight folding table, Rectangular shape, Eased T-Mold# M4 Vinyl Edge, 1 1/4" laminate top
Size	24" w x 90" l
Finishes	Base- EZ Silvertone, # 18T Edge- M4 Granite Plastic lam. inset top: Formica 7220-58 Tundra Terra matte smooth finish
Option	Storm Wheel
Option	Ganging option
Glides	Standard
Quantity	3
Location	Briefing Room, Rm. 123

S P A C E P L A N N I N G

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Furniture Specifications

Plan Code	T-7
Manufacturer	Howe
Name	Storm Folding Table
Number	ST 5T
Description	Lightweight folding table, Rectangular shape, Eased T-Mold# M4 Vinyl Edge, 1 1/4" laminate top
Size	24" w x 60" l
Finishes	Base- EZ Silvertone, #14T Edge- M4 Granite Plastic lam. inset top: Formica 7220-58 Tundra Terra matte smooth finish
Option	Storm Wheel
Option	Ganging option
Glides	Standard
Quantity	3
Location	Briefing Room, Rm. 123

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Furniture Specifications

Plan Code	T-9
Manufacturer	Howe
Name	Storm Folding Table
Number	ST 3T
Description	Storm Stationary Table, Rectangular shape, Eased 1 3/4" Bumper T Mold Vinyl Edge Plastic Laminate inset top
Size	36" x 72"
Finishes	Base- EZ Silvertone, #14T Edge- M4 Granite Plastic lam. inset top: Formica Tundra Terra # 7220-58
Option	Storm Wheel
Glides	Standard
Quantity	1
Location	Staff Lounge Rm 205

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Furniture Specifications

Plan Code	T-8
Manufacturer	West Coast Industries
Name	Dunhill Base Stationary Table
Number	DU T AT 3072 RESC
Description	Rectangular Conference Table
Edge	1 3/4" thick Bumper T edge, Black
Top	Plastic Laminate Inset top, Formica # 7484-58 Cherry Birch
Base	Dunhill Base, satin Chrome Finish SCP
Quantity	1
Location	Rm 102 Interview

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Furniture Specifications

Plan Code C-12
 Manufacturer Hon
 Name Invitation Guest Arm Chair
 Number 2111
 Description Guest Chair, upholstered Seat and back, open wood arm
 Size Overall: 23 ½ "w x 18 ½" d
 Inside Dim. of seat: 20" w x 17 ½ " d
 Frame Finish H Bourbon Cherry

Upholstery COM
 Manufacturer Arc Com
 Name Eclipse
 Number AC 68820
 Color Sunset #1
 Content 100% Recycled Poly., Crypton Green
 Width 54"
 Repeat 3 ½" x 3 ¾"

Quantity 6
 Location Lobby Rm 101 (4) Rm 201 Upper Lobby 201

S P A C E P L A N N I N G

INTERIOR DESIGN

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Furniture Specifications

Plan Code C-16
Manufacturer Hon
Name Resolution Task Chair
Number 6212
Description Task Chair, Adjustable Arms
Casters Carpet casters on 2 chairs, Hard Floor (for linoleum) casters on 4 Chairs

Upholstery
Name Centurion
Number CU 10
Color Black
Content 100% Recycled Poly. Nanotex Finish

Quantity 7
Location Rm 104 (1), Rm 105a (1), Rm 119 (2) Rm 120 (1) Rm 114(1)Rm.113, (1)

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Furniture Specifications

Plan Code C-13
Manufacturer Herman Miller
Name Aeron Chair
*Number *To match Four existing Sausalito Aeron chairs- the existing chair # is
AE123 AMC AJ G1BBT 1BK 3DO1, FO 288089101
Furniture Contractor to Confirm the exact model # with Erin Kraus, Herman
Miller rep @ 415 320 4404
Description To match existing Herman Miller Aeron chairs at the existing Sausalito Police
Station
Frame Finish TBD
Mesh Color
Casters
Manuf Rep Erin Kraus 415 320 4404
Quantity 10
Location Rm 105A (1), Sergeants Rm 121 (4) Patrol (4), Parking Clerk (1)
Note: Existing Aeron Chairs to be installed in Rm 105B Investigation, Rm 202 Captain,
Rm 204 Lieutenant- total of 4 existing.
Note: Rm 203, Chief, NIC- existing chair to be relocated and installed from his existing
office

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Furniture Specifications

Plan Code	C-14
Manufacturer	Cabot Wren
Name	Acropolis Side Arm Chair
Description	Wood Frame open arm chair, uphol. seat and back
Size	23" w 28" d 36"h, inside w 20.5" arm ht. 26.5 seat ht 19.75
Wood	Cherry
Finish	Color to match Formica 7484-58 Cherry Birch, Furniture contractor to submit a Cabot Wren standard color sample to approve prior to fabrication
Upholstery	COM
Manufacturer	Arc Com
Name	Stonehenge
Number	AC 68478
Color	Midnight
Content	67% Rayon, 33% Poly
Width	54"
Repeat	16 3/4", 13 1/2",
Finish	Nanotex Stain Resistant finish
Manuf Rep	Halsey Group, Raissa@halseygroup.com
Quantity	10
Location	Rm 203 (6) Rm 202 (4) Rm 204 (2)

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Furniture Specifications

Plan Code	LT-2
Manufacturer	Peter Pepper Products
Name	600 Series Literature Rack
Number	600
Description	10 Pocket Vertical
Size	19 1/2" w x 63"h x 3"d
Frame	Wood
Finish	Cherry
Back Panel	Soft White
Option	6- #609 Pocket dividers- (for 6 top openings)
Option	4- #610 paper stops- (for 4 bottom openings)
Quantity	1
Location	Lobby, Rm. 101- verify location with project architect

S P A C E P L A N N I N G

INTERIOR DESIGN

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Furniture Specifications

Plan Code LC-2
 Manufacturer Nevers
 Name Lecturn
 Number Special XRCGO4838 -per drawing # 100849B, pg. 1-2, dated 10-22-09, rev. B
 Description Studio Custom Lecturn, with pull out ADA height work surface, 27" clearance
 (1) R/PC 3/01 Power /data center
 Wood Cherry
 Finish Stained to match Formica #7484-58, Cherry Birch
 Black Laminate work surface
 Size 38" w 24" d 48" h
 ADA pull out shelf to have 27" clear leg clearance
 Option Sausalito Police Department Logo Laser engraved on removable panel, with
 logo in black (to match style of Texas Tech U Health Services Center example
 submitted by Nevers to KD, copy attached for style only)
 Option Carpet casters with lock
 Note: Nevers to provide a shop drawing, logo sample and finish sample for approval
 by owner in writing, prior to fabrication.
 Manuf. Rep Mark A Vogler, Nevers Industries, Inc. 763 210 4213, mark@nevers.com
 Quantity 1
 Location Briefing Rm.

Subj: **RE: Lecturn**
Date: 10/22/2009 3:02:03 PM Pacific Daylight Time
From: MVogeler@Nevers.com
To: KALLAWAYdESIGN@aol.com
CC: wsamike@comcast.net
File: **100849B-12EILEENKALLAWAYDESIGNSAUSALITOPOLICE.xls.zip** (362522 bytes) DL Time
(TCP/IP): < 1 minute

Sent from the Internet (Details)

Hi Eileen,

Please review the attached revised quote and drawing.

Please call or e-mail me with any questions.

Thanks,

Mark A. Vogeler
Nevers Industries, Inc.
14125 21st Avenue North
Minneapolis, MN 55447
Office: 800-242-2443, X-4213
Direct: 763-210-4213
Fax: 800-258-5591
mark@nevers.com
www.nevers.com

From: KALLAWAYdESIGN@aol.com [mailto:KALLAWAYdESIGN@aol.com]
Sent: Wednesday, October 21, 2009 5:57 PM
To: Mark A. Vogeler
Cc: jzheng@glassarchitects.com
Subject: Lecturn

Hi, need a revised drawing showing the 27" clear for the ADA surface and delete the microphone from drawing, and adjust the price to reflect deleted microphones. Does the unit come with lockable casters as we spoke about- please add to drawing an quote... I want to include the up the final quote and drawing in my specs . thanks Eileen

Studio | The Complete Custom Meeting Room

1022/2009

Quote # 100849B

Sausalito Police & Fire

Eileen Ann Kallaway
Kallaway Design
Phone: 415-479-5075
kallawaydesign@aol.com

Mark Vogeler
Phone: 800-242-2443
Fax: 800-258-5591
mvogeler@nevers.com

Qty.	Part Description	List Price	Extended List
2	XRCG04838 STUDIO CUSTOM LECTERN 38"W X 24"D X 48"H PULLOUT ADA HEIGHT WORK SURFACE, 27" CLEARANCE (1) R/PC3/01 POWER/DATA CENTER LOGO LASER ENGRAVED ON REMOVABLE PANEL *WOOD SPECIES AND FINISH: _____ INCLUDES LOCKING CASTERS SEE DRAWING 100849 REVISION A	\$7,455.00	\$14,910.00

* At Time of Order Please Specify

Thank you for the opportunity to quote the above products. Pricing includes delivery with-in the 48 states.
This quote is done in list price US dollars and is valid for 60 days from the above date.
Quote is based on Nevers standard wood species and finishes.
All custom orders subject to 50% down payment

Please send a copy of this quote and signed drawings with purchase order.
Lead time: 5 - 8 weeks from the time all details are specified including edge detail, finish, cutout locations, ect.
Nevers will not process a custom order until we receive a purchase order accompanied by signed approval drawings.

Please call me with any questions.

Sincerely,

Mark Vogeler

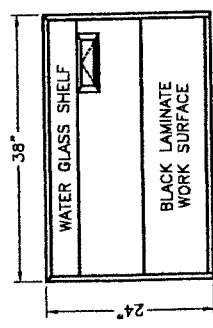
Mark Vogeler
Sales Engineer
800-242-2443 ext.4213
mvogeler@nevers.com

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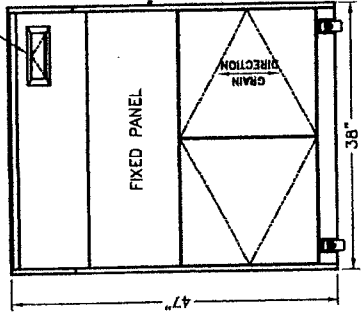
NEVERS INDUSTRIES, INC. 14125 21ST AVENUE NORTH, MINNEAPOLIS, MINNESOTA 55447 PH. 763.553.1632 800.242.2443 FAX 763.553.1770 800.258.5591 WWW.NEVERS.COM

Item: 4B6
Date: 11/17/09
Page: 82

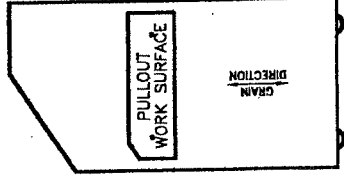
REV	ECO	DATE	DESCRIPTION	CHK'D
A	SCB	10/15/09	NEW DESIGN	
B	SCB	10/22/09	RAISED PULLOUT TO 27" CLEAR	



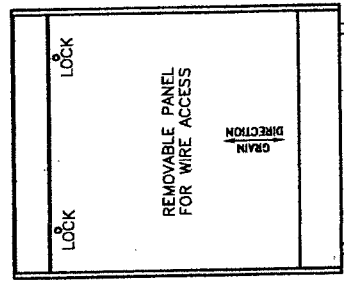
PLAN VIEW
PULLOUT CLOSED



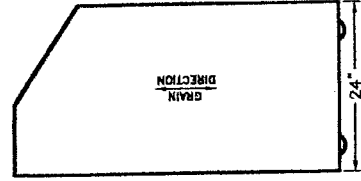
BACK ELEVATION
PULLOUT CLOSED



RIGHT ELEVATION



FRONT ELEVATION
PULLOUT CLOSED



LEFT ELEVATION

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NEVERS INDUSTRIES, INC.
14125 21ST AVE. N.
MINNEAPOLIS, MN. 55447

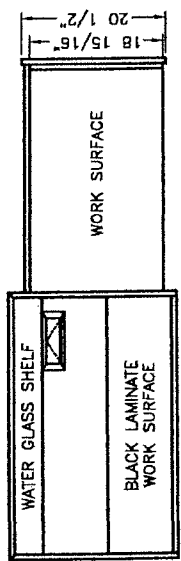
TOLERANCES:
UNLESS OTHERWISE SPECIFIED
X.XXX = ±0.010
X.XX = ±0.020
X.X = ±0.050
FRACTIONAL = ±1/64
ANGULAR = ±0.5

MATERIAL:
SCALE: SCALE TO FIT
DIMENSIONS ARE IN INCHES
DATE: 10/8/09
CHK'D

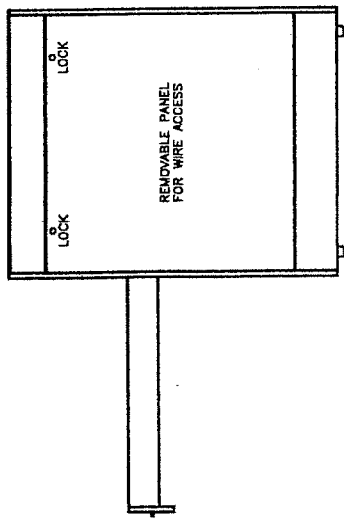
FINISH:
TITLE: STUDIO
XRCG04838
SIZE: A
DWG NO. 100849

APPROVED AS IS
 REJECTED
DATE:
SIGNED:

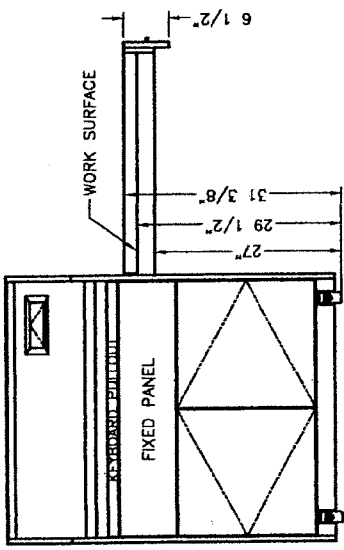
REV	ECO	DATE	DESCRIPTION	CHK'D
A	SCB	10/15/08	NEW DESIGN	
B	SCB	10/22/08	RAISED PULLOUT TO 27" CLEAR	



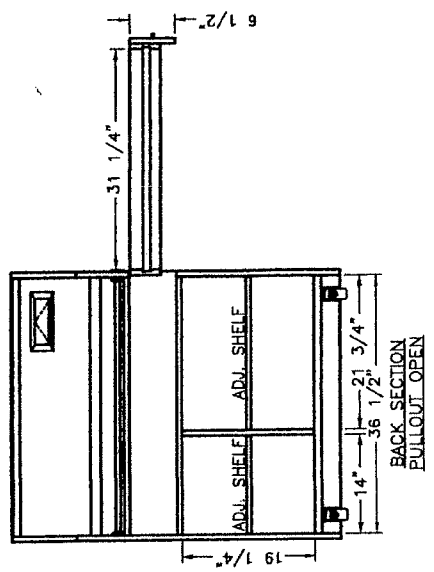
PLAN VIEW
PULLOUT_OPEN



FRONT ELEVATION
PULLOUT_OPEN



BACK ELEVATION
PULLOUT_OPEN



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NEVERS INDUSTRIES, INC. 14125 21ST AVE. N. MINNEAPOLIS, MN. 55447	TOLERANCES: UNLESS OTHERWISE SPECIFIED X.XXX = ±0.010 X.XX = ±0.020 X.X = ±0.050 FRACTIONAL = ±1/64 ANGULAR = ±0.5°	MATERIAL: SCALE: 1/2" = 1'-0" DIMENSIONS ARE IN INCHES	FINISH: TITLE: STUDIO XRCG04838
	DATE: 10/8/09 CHK'D	DATE: 10/8/09 CHK'D	SIZE: A DWG NO.: 100849

APPROVED AS IS
 REJECTED
 DATE:
 SIGNED:

Subj: **RE: Sausalito PSB - Lecturns**
Date: 10/1/2009 4:01:06 PM Pacific Daylight Time
From: jzheng@glassarchitects.com
To: KALLAWAYdESIGN@aol.com
File: **CityLogocopy.zip** (175121 bytes) DL Time (TCP/IP): < 1 minute
Sent from the Internet (Details)

Eileen,

The client has confirmed that no microphone is needed for the lecturns. Attached please find the seal of the City for use in the Fire EOC, and the seal of the PD for use in the Police Briefing Room.

Thanks,
John