



Furniture Dealer Scope of Services

Once furniture Dealers are awarded, they are expected to participate with the Project Manager, the A/E, and General Contractor in coordination of furniture milestones within the construction schedule. Upon event multiple dealers are awarded to a single project, coordination of all dealers furniture milestone schedules will need to be provided by the A/E or Project Manager and then coordinated with the General Contractor.

Confirm requirements with Project Manager as scope and size of project will inform extent of dealer services. Weekly meetings may be required for large or specialty projects but not for medium or small projects.

The furniture dealers shall provide:

- The awarded furniture scope to allow Owner move-in by proposed installation date
- Furniture specific drawings, representing all furniture awarded to Dealer
- Assigned representative to attend weekly construction meetings as necessary to coordinate schedules for furniture delivery and installation. Representative shall be thoroughly familiar with the work and may be contacted for duration of project to act as a liaison between Contractor, Owner and A/E.
- Proposed project schedule indicating compliance with proposed installation dates. Installation dates are mandatory and cannot be delayed for any reason.
- Floor core confirmation of accuracy in alignment with furniture award
- Coordination, through General Contractor, of electrician and data cabling contractors to align activities required to attach furniture to base building services

Dealer to specify and provide all components required to furnish and install a complete working furniture assembly as indicated in RFB. Dealer shall be responsible to order correct quantities of casegoods or systems furniture if handed components are used. Configurations must match A/E drawings exactly.

Dealer to brace, secure, stabilize furniture with appropriate hardware, cantilevers, panel connectors, stabilizing feet, etc. as required making product rigidity as substantial as necessary.

Dealer to provide concealed wire management under all tables, desks, returns, credenzas etc. Provide removable doors or panels in casegoods and conference tables for electrical and data access where required for access to outlets. Dealer shall coordinate with A/E drawings and General Contractor to verify all outlet and data locations and power source types. Dealer shall be responsible for coordination of any cable or wire management accessories required for power/ data connections to base building standards used on project.

Each workstation or individual office setting to be keyed differently. All locks within a workstation or office to be keyed alike. Dealer shall publish a floor plan that includes key numbers issued and marked on drawings as part of final issued installation documentation. Three (3) Master Keys per manufacturer shall be included by Dealer in the cost (if any) of the workstation and private office bid proposal.

Submittals such as shop drawings, samples, warranties, as-built drawings, etc., must be submitted timely so that job progress is not delayed. Dealer agrees that his shop drawings and submittals represent that he has determined all measurements, field construction criteria, and verified and coordinated each shop drawing and submittal with the requirements of the work and of the Furniture RFB. Approval of drawings or other submittals by the A/E or Project Manager shall not relieve Dealer of its obligation to perform the work in strict accordance with the Furniture RFB.

Please submit pricing per specifications under Furniture Quantity Schedule, total by line item, separate line item for total labor and lump sum for entire submittal. Provide turnkey solution with no hidden costs. Currently, the Town anticipates completed delivery and installation date in first week of February 2021.