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NAVFAC PTS-E20 (September 2022)  
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Preparing Activity: NAVFAC SUPERSEDING PTS-E20 (December 2018)  
  
PERFORMANCE TECHNICAL SPECIFICATION  
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SECTION E20  
  
FURNISHINGS  
09/22

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NOTE: This section is intended to be used as a guide and contains requirements that are common to many different types of facilities; however, not all requirements and equipment items will be applicable to all projects. In addition, there may be special requirements for a particular project that are not addressed at all. The RFP preparer may have to incorporate additional information to address these special requirements in this PTS and corresponding Part 3 ESR. If the RFP preparer chooses to delete building elements that are not required for the project, do not change the remaining Uniformat paragraph designations (example - A102001). Uniformat designations are unique to the products they are assigned to. However, the subparagraph numerical extensions (example – 1.2 or a,b,c) of the Uniformat designations may change if subparagraphs are deleted.  
  
This guide specification is formatted utilizing Uniformat II, an industry recognized standard, ASTM E 1557. When the RFP preparer chooses to add a paragraph that does not apply to an existing building element already included in the specification, refer to the Uniformat/WBS located on the NAVFAC Design-Build Website for a listing of Uniformat II designations and definitions.  
  
NOTE: The RFP preparer may view or hide the criteria notes in this PTS section by modifying the WORD preferences for "Hidden text". To view the criteria notes, choose "File" then "Option". Click "Display" then check the "Hidden text" box under "Always show these formatting marks on the screen". In the same section, check the box for "Print hidden text" under "Printing options" to print the criteria notes.  
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NOTE: The Table of Contents is intended for navigation purposes only for the RFP writer and should not show up in the printed document.  
  
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**E20 GENERAL**

RFP Part 3 including the Engineering System Requirements (ESR) provide project specific requirements. The RFP Part 4, Performance Technical Sections (PTS) provide generalized technical requirements that apply to multiple facility types and include more requirements than are applicable to any one project. Therefore, only the RFP Part 4 requirements that apply to the project and further define the RFP Part 3 project specific requirements are required.

**E20 1.1 DESIGN GUIDANCE**

Provide the design and installation in accordance with the following references. This Performance Technical Specification (PTS) adds clarification to the fundamental requirements contained in the following Government Standards. The general requirements of this PTS section are located in PTS Section Z10, *General Performance Technical Specification*.

Industry standards, codes, and Government standards referenced in the section text that are not found in the [Unified Master Reference List (UMRL)](https://www.wbdg.org/ffc/dod/unified-master-reference) in the [Federal Facility Criteria (FFC)](https://www.wbdg.org/ffc/federal-facility-criteria) at the [Whole Building Design Guide (WBDG)](https://www.wbdg.org/) website, are listed below for basic designation identification. Comply with the required and advisory portions of the current edition of the standard at the time of contract award:

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NOTE: Edit the following list of industry and Government standards to coordinate with the section text additions and deletions. List all industry and Government standards in the following two paragraphs that are indicated in the section text that are not listed in the UMRL.  
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**E20 1.1.1 Industry Standards and Codes**

**E20 1.1.2 Government Standards**

UNIFIED FACILITIES CRITERIA (UFC)

|  |  |
| --- | --- |
| UFC 1-200-01 | DoD Building Code  (A reference in this PTS section to UFC 1-200-01 requires compliance with the Tri-Service Core UFCs that are listed therein, which includes the following significant UFC(s): UFC 3-101-01, Architecture; UFC 3-120-10, Interior Design) |
| UFC 1-200-02 | High Performance and Sustainable Building Requirements |

**E20 1.2 GENERAL REQUIREMENTS**

Provide the services of an Interior Designer, certified by the National Council for Interior Design Qualification (NCIDQ), or a state and/or jurisdiction Certified, Registered, or Licensed Interior Designer prepare both the Furniture, Fixtures, & Equipment (FF&E) and the Structural Interior Design (SID) Package, attend and participate, in entirety, all kick-off meetings, design meetings, to include, but not limited to, design charettes, concept design workshops, and review meetings to develop the building design, floor plan, and the FF&E package. Provide the services of equipment specialists to specify the audiovisual, shop, or specialty equipment. The Interior Designer and any specialists must not be affiliated with any furniture dealership/vendor or manufacturer. The Government Interior Designer reserves the right to approve/disapprove the qualifications of the Contractor's Interior Designer.

Systems furnishings installers must be the systems furniture manufacturer's approved dealer of record. In addition, installation dealers must be located within a 100 mile radius of the project site unless approved by the government Interior Designer.

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NOTE: Choose the following bracketed paragraph for renovation projects, if necessary.  
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[Re-purpose/ recycle existing furniture if not relocated by the government. Provide verification that the existing furniture was not disposed of at the landfill.]

**E20 1.3 DESIGN SUBMITTALS**

Provide design submittals in accordance with Z10, *General Performance Technical Specifications*, Part 2 Section 01 33 10.05 20, *Design Submittal Procedures*, Facilities Criteria (FC) 1-300-09N, *Navy and Marine Corps Design Procedures*, and UFC 3-120-10, *Interior Design*.

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NOTE: NAVFAC has made every effort to use commercial standards in the PTS sections. This PTS section is designed to only use commercial standards. If project requirements dictate the use of a UFGS sections as a standard, add a paragraph here listing the required UFGS section. State in the paragraph that the DOR must edit this UFGS section in accordance with PTS Z10 and submit it as a part of the design submittal.  
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**E20 1.4 CONSTRUCTION SUBMITTALS**

Submit construction submittals in accordance with PTS Section Z10, *General Performance Technical Specifications*. In addition to the Z10 requirements, the Designer of Record (DOR) must approve the following construction submittals as a minimum:

Art work and FF&E Package

**E2020 MOVABLE FURNISHINGS**

Furnishings, Fixtures, and Equipment (FF&E) must include furniture, shop equipment, audiovisual equipment, and specialty equipment. Weapon racks, drying cages, and lockers are not considered FF&E. FF&E must be fully integrated with the building systems and finishes. FF&E may also include specialty items for which the customer activity must be responsible for specifying.

Design and provide as required FF&E for all areas as developed during client programming. Design an FF&E package and prepare supporting plans and procurement data in accordance with the general interior design requirements in UFC 3-120-10.

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NOTE: The E20 Part 3 Engineering Systems Requirements (ESR) should clarify if the contract requirements include the design, specification and purchase of the FF&E in the base contract. The FF&E budget amount from the 1391 should also be included in Part 3  
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**E2020 1.1 FF&E PACKAGE**

FF&E Package: Design and provide a fully usable and complete facility to include a FF&E movable furnishings package from Government supply sources according to Federal Acquisition Regulations. The FF&E will include, but not limited to, systems and modular furniture, training and conference furniture, seating, tables, artwork, decorative window covering, specialty furniture and equipment, dormitory room furnishings, and accessories. Naval Supply Systems Command (NAVSUP) Blanket Purchase Agreements (BPA) must be used whenever possible. The government will provide separate funding for the FF&E package. Construction funds will not be used. The FF&E Package must include shipping, freight, handling, installation and the Handling and Administration Rate (HAR) percentage as applied to the final FF&E total cost.

**E2020 1.1.1 Authorization**

The government will provide separate funding for procurement of the FF&E package. Upon receipt of required funding, the Contractor must be authorized by the Contracting Officer as a planned line item modification to the contract/task order to procure all FF&E using predominately negotiated Federal contracts. The amount of the modification will be the actual cost of these items from the Federal price schedules or NAVSUP BPAs, including any freight and installation charges from the furniture supplier as well as the Contractor's FF&E Handling and Administration Rate (HAR). The HAR includes all of the prime Contractor's effort related to storage, coordination, handling, administration of subcontractors, and all other associated costs and profit for the procurement of FF&E. The prime Contractor will propose in the contract/task order solicitation the FF&E HAR. The Contractor's proposed HAR may not exceed 5% of the total FF&E costs, as noted on the bid schedule. No other charges, expenses, fees, or markups will be authorized.

The government Interior Designer will approve the final FF&E submittal. The FF&E package will be presented to the Contracting Officer and the Contractor must provide the FF&E exactly as specified and approved.

The Contractor will receive a letter of authorization from the Contracting Officer citing the name of the furniture dealer and other information to use when accessing the government supply sources.

**E2020 1.2 PURCHASE AND INSTALLATION**

Coordinate the building completion date with the installation dealer specified in the FF&E Package. The Contractor or Contractor's representative is responsible for the following: issuing purchase orders, receiving acknowledgements, sending copies of purchase orders to the installation dealer(s) specified in the FF&E package, and providing necessary deposits to furniture manufacturers.

The FF&E installation dealer(s) is responsible for the following: Receiving and installing all FF&E specified in the FF&E package, coordinating delivery and installation with the Contractor, inspecting for damage, providing delivery receipts to the Contractor, filing necessary freight claims, hanging artwork, bulletin boards, etc., removing packaging material, cleaning up the site upon completion, and adhering to Contractor's safety requirements.

**E2020 1.2.1 Use of GSA Schedules and Blanket Purchase Agreements (BPAs)**

The prime Contractor or FF&E dealer will be authorized to purchase supplies or services from the Navy Furniture BPAs for FF&E requirements, under the terms of the contract. The Contractor will receive a letter of authorization from the Contracting Officer citing the name of the furniture dealer and other information to use when accessing the government supply sources or BPAs.

**E2020 1.2.2 Deposits**

The Contractor must anticipate providing a deposit of between 30% to 50% of the furniture costs when placing their order.

Manufacturer price increases must be anticipated. Recommend ordering FF&E product once funds are received to avoid incurring additional costs. Delayed production and delivery dates can be noted at the time of order placement to coincide with building completion dates. Any costs incurred due to manufacturer price increases will be the burden of the Contractor.

**E2020 1.2.3 Davis Bacon Wages**

Davis Bacon wages do not apply to the FF&E installer from the government supply sources. The workforce for the FF&E installation and delivery must be separate and distinct from the labor workforce performing under the construction contract.

**E2020 1.2.4 Sales Tax**

Exemptions for certain State or Local taxes may be available to the Contractor and/or its subcontractors. The Contractor must take maximum advantage of all exemptions, including obtaining a resale permit, from State and Local taxation authorities whether available to it directly or available to the Contractor based on an exemption afforded the government. The responsibility for paying applicable taxes rests with the contractor. State and local taxes applicable to the FF&E line will be included with the subcontractor's quote, if applicable.

**E2020 1.2.5 Bonds**

FF&E line item is not considered construction and the prime Contractor will not be required to secure any additional bond for the award of the FF&E line item unless otherwise indicated in the RFP. If any additional bond is required for the FF&E line item it is to be included in the prime Contractor's FF&E HAR.

**E2020 1.2.6 Unique Item Identification (IUID) and Validation**

Unique item identification and valuation is a system of marking and valuing items delivered to DoD that enhances logistics, contracting, and financial business transactions. The IUID policy is mandatory for all DoD contracts that require the delivery of items. An item is a single article or a single unit formed by a grouping of subassemblies, components or constituent parts. Provide DoD Unique item identification, valuation and delivery of data for all required FF&E items for which the government's unit acquisition cost is $5,000 or more.

**E2020 1.2.7 Buy American Act and Trade Agreement Act**

All supplies under the FF&E line item are subject to the Buy American Act and Trade Agreement Act (TAA). The GSA contracts and NAVSUP Blanket Purchase Agreements are required to comply with the Buy American Act and TAA.

**E2020 1.2.8 Small Business Requirements**

The FF&E is subject to the Contractor's Small Business Goals however the government requires the furniture be purchased from NAVSUP Blanket Purchase Agreements (BPA). Most manufacturers on the Office Furniture BPA are large business and most manufacturers on the Dorm and Quarters BPA are small business. Installation dealers are small business. Under the terms of the BPA, the FF&E must be ordered directly through the GSA manufacturer. Using pass-through companies to achieve Small Business Goals will not provide the Contractor credit unless they manufacturer 20% or provide 50% of the service purchased. The government will not incur additional costs to use small business.

**E2020 1.2.9 Installation**

The FF&E package includes the installation of all furniture and furnishings as specified in the FF&E package. The installation dealer specified in the FF&E package will receive, store, if required, transport to the project site, off load, inside deliver, unpack, assemble, place/install, clean, if required, and dispose of all the trash for all furniture and furnishings. The Contractor's Interior Designer will be responsible for specifying installation services and warehousing, as required, for all collateral equipment. It is the Contractor's responsibility to coordinate the building completion, occupancy, and furniture installation dates with the installation dealer specified in the FF&E package. Any costs associated with storing or delaying furniture shipments is the responsibility of the Contractor.

**E2020 1.2.10 Installation Warranty**

Install all movable furnishings in accordance with the manufacturer’s instructions and warranty requirements. All movable furnishings must be level and aligned and all doors, drawers and accessories must be level and aligned to open, close and otherwise operate smoothly and securely. All systems furniture must be installed by the systems furniture manufacturer’s dealer of record and not the General Contractor. Repair, to the customer’s satisfaction, any/all damage to any facility finish that is a result of the furniture installation and correct all punch list items for the furniture/furnishings.

**E2020 1.2.11 Ordering Documentation**

Provide two copies of all ordering documentation to the Contracting Officer including Factory Order number (FO) and warranty information.

**E2020 1.2.12 Post Award Changes**

After award of the FF&E line item modification, any request to change the FF&E items must be submitted on the Contracting Officer. The FF&E modification has been accepted, priced, and negotiated based on specific line items as detailed in the final package. Those items have been agreed to considering color, specific type and quality of material, price, sustainability, life cycle, and dealership service. The Government will expect and require the Contractor to provide exactly those items. Should changes become necessary, careful consideration is required to ensure that equivalent quality, price and other aspects of the item are maintained. Otherwise, price adjustments must be negotiated. The Contracting Officer will obtain approval from the Government Interior Designer/Collateral Equipment Manager in consultation with the client for any changes to the FF&E.

Post award FF&E manufacturer's price increases are the responsibility of the Contractor and will not be transferred to the government. Recommend ordering FF&E product once funds are received to avoid incurring additional costs. Delayed production and delivery dates can be noted at the time of order placement to coincide with building completion dates.

**E2020 1.3 BEST VALUE DETERMINATION**

A best value determination is required by Federal Acquisition Regulation (FAR) 8.404 when placing orders against Federal Supply Schedules for the selection of furniture and furnishings. A Best Value Determination (BVD) must also be provided for FF&E installation services. Best Value is defined in FAR 2.101 as ensuring that the order to be placed under a Federal Supply Schedule results in the lowest overall cost alternative (considering price, special features, administrative costs and client's needs) to meet the government's needs.

The Contractor's Interior Designer is responsible for the following written BVD justifications:

$3,000 or less: For any procurement in the FF&E package with a value of $3,000 or less, the Interior Designer may utilize any BPA holder. If the BPA holders cannot supply the item, then any other manufacturer may be utilized.

Greater than $3,000 and $150,000 or less: for any procurement in the FF&E package with a value greater than $3,000 and $150,000 or less, the Contractor's Interior Designer must always review pricing from at least three manufacturers as well as UNICOR. In addition to the review of published list prices, the Contractor's Interior Designer must confirm the pricing with the vendor. Manufacturer's quotes are NOT required. The BVD form must be completed and submitted for all FF&E procurements greater than $3,000 and $150,000 or less.

Greater than $150,000: The Contractor's Interior Designer must solicit proposals from all BPA holders under the applicable group for FF&E procurements greater than $150,000. UNICOR must always be solicited. The Contractor's Interior Designer must develop performance criteria and project requirements based on a generic design for the BPA holders and UNICOR to develop a price and performance proposal. The BVD form must be completed and submitted for all FF&E procurements greater than $150,000 and manufacturer's quotes and a summary of all proposals must be attached.

Federal Prison Industries (UNICOR) must be considered as part of all BVDs. This must be done by sending an email with the requirements and evaluation criteria if they are not comparable in one or more areas of price, quality, and time of delivery, the designer can specify product under NAVSUP BPA or GSA schedule.

The best value determination must address issues such as space planning; human factors data related to anthropometrics (reach, clearance, adjustability), space, and acoustics; ergonomics; product quality (including construction and materials); sustainability features, product warranties; history of the product and/or manufacturer; ability to service products through dealers or others within a certain geographical range of the project; price (including freight); aesthetics; appropriateness; and lighting, power and telecommunications systems management and/or coordination as related to the facility (when applicable); and other project specific factors as identified and/or required. Emphasis must be to create a fully integrated design solution by providing quality products to meet the functional needs of the customer. Customer preferences must be considered. The focus must be on the best overall value. Use the GSA Best Value Determination forms provided in Part 6 of this RFP as guidelines for information to be provided.

**E202002 MODULAR PREFABRICATED FURNITURE**

**E202002 1.1 FURNITURE SYSTEMS**

Provide products that meet the NAVFAC performance specifications for systems furniture. The Government Interior Designer must approve any other systems furniture manufacturer. The typical workstation must maximize each allocated space with worksurfaces and overhead closed storage with a surface to accommodate a Government provided computer. An attached articulated keyboard/mouse tray must be selected or provided. Provide a monitor lift if required by the project program.

Powered raceways that will accommodate data and voice wire management must be completely coordinated with all facility systems. The Contractor's Interior Designer must ensure the coordination of all electrical/data and furniture locations. Use of power poles will not be permitted to power FF&E. Provide and coordinate all telecommunication receptacles and outlet requirements (i.e., RJ 11/45 receptacles and cover plates) with the Contractor's Interior Designer and the systems furniture installer. Hardwire all pre-wired furniture with the building systems, and coordinate all Information technology (IT) and telephone connections.

**E202002 1.2 MODULAR FREESTANDING FURNITURE AND WORKSTATIONS**

Provide products that meet the NAVFAC performance specifications for modular freestanding furniture including wood. Provide modular furniture with electrical/data cable trays and grommet holes for private offices and smaller work areas. An attached articulated keyboard/mouse tray (and monitor lift if required by the project program) must be selected. Provide wood surfaces as appropriate. Include accommodation for a Government provided computer and printer.

**E202003 FREESTANDING FURNITURE**

**E202003 1.1 SEATING**

**E202003 1.1.1 Task Seating**

Provide task seating that is fully ergonomic and coordinated by finish and scale to the workstation. Seating specifications to include: adjustable arms, back, height, and seat pan; 5 star base, appropriate castors for floor surface, lumbar support and availability in a minimum of two (2) sizes. Task seating can be from the same manufacturer as the systems or major furniture supplier or other seating manufacturer as approved by the government Interior Designer, provided it is determined to be a BPA "Best Value".

**E202003 1.1.2 Training Room Seating**

Provide seating with passive ergonomic features in that the seat and back offers some synchronized movement to allow the person seated to change positions. The support can be legs, sled base or single pedestal with 5 star base and casters as determined by user requirements. Provide high density stack chairs or nesting chairs as required. Provide attached, storable tablet arm as required.

**E202003 1.2 STORAGE AND FILING**

Provide freestanding storage units, file cabinets and file safes to accommodate the specific and unique storage requirements of the user. Coordinate closely with storage provided in PTS Section E10, *Equipment*, for high density filing.

**E202003 1.3 TRAINING/CONFERENCE ROOM FURNISHINGS**

**E202003 1.3.1 Tables**

Provide single or multi-person worksurfaces or tables as determined from user requirements. Where computers are used, provide tables with wire management capability or pre-wired tables to accommodate data/telecommunications requirements. Powered raceways that will accommodate data and voice wire management must be completely coordinated with all facility systems. The Contractor's Interior Designer must ensure the coordination of all electrical/data and furniture locations. Provide and coordinate all telecommunication receptacles and outlet requirements, hardwire all pre-wired furniture with the building systems and coordinate all IT and telephone connections.

**E202003 1.3.2 Fixed Presentation Furnishings**

Provide markerboards with porcelain on steel writing surfaces. Coordinate with building construction to include appropriate blocking or structural support for the installation of markerboards and tackboards.

**E202003 1.3.3 Movable Presentation Furnishings**

Provide audio-visual carts, lecterns, multi-media presentation cabinets to accommodate power/data requirements.

**E202004 RUGS & ACCESSORIES**

**E202004 1.1 OTHER DECORATIVE ITEMS**

Refer to the Project Program for requirements.

**E202090 OTHER MOVABLE FURNISHINGS**

**E202090 1.1 MISCELLANEOUS ITEMS**

**E202090 1.1.1 Containers**

Provide waste receptacles, recycling containers, and ash urns as required.

**E202090 1.1.2 Accessories**

Provide clocks, wall mounted or freestanding literature and coat racks, and mirrors as required.

**E202090 1.1.3 Small Equipment**

Provide small appliances such as coffee pots, microwaves, refrigerators, washers, dryers, and icemakers, as required.

**E202090 1.1.4 Special Equipment**

Provide mailroom work and storage tables, mail sorter units, carts and equipment tables as required.

-- End of Section --