

**BOARD OF EDUCATION OF THE SHELBY COUNTY SCHOOLS  
PURCHASING DEPARTMENT - BUILDING C  
2800 Grays Creek Drive •Arlington, Tennessee 38002 • Phone 901.321.2602**



April 13, 2011

**NOTICE TO BIDDERS**

**BID #FY110080**

Shelby County Schools will receive bids for **Library Casework and Equipment**. There will be a public opening of this bid not later than **11:00 A.M., Central Time, Friday, April 29, 2011, Conference Room, Purchasing Department, Building C, 2800 Grays Creek Drive, Arlington, Tennessee 38002.**

All bids must be received and time-stamped in the Purchasing Department, Building C, 2800 Grays Creek Drive, Arlington, Tennessee 38002, prior to stated bid opening date and time. Bids received after the specified date and time are considered late and will not be opened.

Shelby County Schools reserves the right to reject any or all bids, waive defects or informalities in bids and to make bid awards as deemed to be in its best interest. Awards will be made to the lowest and/or best bidder if awarded.

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless Shelby County Schools, its servants and employees from all claims, suits or demands for payment that may be brought against it arising out of the use of any product or article that becomes a part of an order or contract. Bidder further agrees to indemnify, protect, defend and hold harmless Shelby County Schools, its servants and employees from all claims, suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties, or by employees and servants of the undersigned or agents arising out of or in the course of fulfilling an order or contract.

Bidder also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments, and further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

\_\_\_\_\_  
COMPANY NAME

TERMS: \_\_\_\_\_ DELIVERY: Days A.R.O. \_\_\_\_\_

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE FAX

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
E-MAIL ADDRESS

Name and signature below certifies that you understand and agree to all information contained in this Bid.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE (Print)

\_\_\_\_\_  
SIGNATURE DATE

## TERMS AND CONDITIONS:

- A. Casework is to be delivered, unloaded, installed and debris removed from premises, and work site cleaned at the following location:

Elmore Park Middle  
6330 Althorne Road  
Bartlett, TN 38134

- B. Each bidder must visit the school site to verify actual dimensions and conditions at the school. The attached specifications and drawings (not to scale) will constitute the specifications and requirements for the project. The successful vendor shall be held responsible for final verification of all dimensions and particulars at the site to include electrical power availability.
- C. Bidder should submit detailed specifications with bid. Bidder not submitting a list of deviations will be presumed to have bid, and will be required to supply all items, as specified.
- D. The successful bidder must carry insurance to include:
1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
  2. Comprehensive General Liability Insurance for bodily injury (including death) and Property Damage Insurance of \$1,000,000.00 per occurrence
  3. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles with a minimum of Bodily and Property damage of \$1,000,000.00 each accident, combined single limit
  4. Excess or umbrella insurance

Shelby County Schools shall be supplied satisfactory proof of carriage of above required insurance. In addition, Shelby County Schools shall be conspicuously named on the certificate of insurance as an additional insured on Auto, GL, and Excess Policies.

Certificate of Insurance must be submitted within five (5) business days from date of request.

- E. The successful bidder agrees that they will function as an independent contractor and agrees to indemnify and hold harmless Shelby County Schools for any and all claims that may arise out of its duties contracted for pursuant to this bid.
- F. The specifications and drawings are minimum specifications that in no way favor one manufacturer over another. Specifications are considered "or equal" specifications.
- G. The manufacturing, delivery and installation of all Library Casework and Equipment are a turn key project as per the attached specifications and drawings.
- H. The terms, conditions and specifications listed in this bid constitute the total terms and conditions that will be acceptable. Shelby County Schools will not be bound by conditions other than those stated.
- I. An agent that can legally bind the bidding vendor must sign the Notice to Bidders Cover Sheet and include with bid response.

## TERMS AND CONDITIONS: cont'

- J. The Contractors Licensing Act of 1994 of the General Assembly of the State of Tennessee and Amendments thereto, Tennessee Code Annotated (T.C.A.), Title 62, Chapter 6, Section 62-6-119 requires that all contractors must be licensed contractors in the State of Tennessee. Companies responding to this invitation to bid shall provide, in accordance to T.C.A., Title 62, Chapter 6, Section 62-6-119, Paragraph (b), **"...name, license number, expiration date thereof, and license classification of the contractors applying to bid for the prime contract and for the electrical, plumbing, heating, ventilation, and air conditioning contracts, appear on the outside of the envelope containing the bid except when the bid is in an amount less than twenty-five thousand dollars (\$25,000). When the bid is less than twenty-five thousand dollars (\$25,000), the name of the contractor only may appear on the outside of the envelope containing the bid, and upon opening the envelope, if such bid is in excess of twenty-five thousand (\$25,000), the same shall automatically be disqualified. Prime contractor bidders who are to perform the electrical, plumbing, heating, ventilation and air conditioning must be so designated upon the outside of the envelope..."**.
- K. By agreeing to provide goods or services to any school within Shelby County Schools, you are attesting that you are aware of your obligations under T.C.A. 49-5-413(d) to ensure that all of your employees who have direct contact with students of the Shelby County School system or to children in a Shelby County Schools' child care program or who have access to the grounds of any Shelby County school when children are present have done the following:
- (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with Shelby County School children or entering the grounds of any Shelby County School;
  - (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employer or employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in T.C.A. 40-39-202(17) or a violent sexual offender in T.C.A. 40-39-202(25) the employee may not enter the grounds of any Shelby County School or have direct contact with students of the Shelby County School system or to children in a Shelby County Schools' child care program.

You are also agreeing that if one of your employees commits a sexual offense as defined in 40-39-202(17) or violent sexual offense as defined in 40-39-202(25) after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of the Shelby County School system or to children in a Shelby County Schools' child care program or to enter the grounds of any Shelby County school.

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. 40-39-202(17) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

- L. Successful vendor must meet all delivery time frames and requirements as detailed per the "Special Delivery/Installation Requirements" as outlined on Page 5 of this bid document. By bidding and signing the bid document, the vendor is agreeing to be bound by the delivery requirements detailed. The agreement includes manufacturing and warehousing or manufacturing on a schedule that meets the specific delivery schedule. Should the construction schedule lengthen, the possibility of installation beyond the deadline, the manufacturer will manufacture and store the Library Casework and Equipment so that timely delivery and installation will be made when the site becomes available.

## TERMS AND CONDITIONS: cont

- M. Shelby County Schools reserves the right to require a Performance, Materials and Labor Bond from the successful bidder. In such an event the documented cost for the Performance, Materials and Labor Bond will be reimbursed to bidder. If a notarized Performance, Materials and Labor Bond is required by the Owner the notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. If required the notarized Performance, Materials and Labor Bond must be provided to the Director of Purchasing. Submit notarized Performance, Materials and Labor Bond to:
- Mr. Joseph C. Anderson  
Director Purchasing and Warehousing  
2800 Grays Creek Drive  
Arlington, Tennessee 38002
- N. Shelby County Schools reserves the right to assess liquidated damages in the amount of \$200.00 per day (after required completion date) until the Library Casework and Equipment has been delivered, installed and accepted by Shelby County Schools.
- O. Bid price quoted shall be guaranteed firm until the Library Casework and Equipment has been delivered and accepted by Shelby County Schools.
- P. Payment for the Library Casework and Equipment will be made within thirty (30) days after receipt of proper invoicing and/or delivery, installation and acceptance by Shelby County Schools; whichever is the later. Prompt payment discounts will be considered in the evaluation of this bid.
- Q. All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope, as well as appropriate Contractor's License information. Refer to J. Attach label from last page of this document to the outside of your bid submission.
- R. Bidders must indicate date for completion of delivery and installation.
- S. Shelby County Schools reserves the right to award contracts as deemed to be in its best interest. Shelby County Schools reserves the right to accept or reject any bid in total or in part.
- T. Shelby County Schools reserves the right to request any additional information deemed necessary in the evaluation of this bid. Requested information shall be submitted within five (5) business days from date of request.
- U. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
- V. Shelby County Schools encourages qualified minority and/or women-owned businesses to submit bids. Shelby County Schools awards bids without regard to race, color, national origin or gender.
- W. Questions regarding bid specifications should be made to Art Stauffer, Buyer, Shelby County Schools, [astauffer@scsk12.org](mailto:astauffer@scsk12.org).

**SPECIAL DELIVERY/INSTALLATION REQUIREMENTS  
FOR LIBRARY CASEWORK AND EQUIPMENT FOR  
ELMORE PARK MIDDLE SCHOOL**

**Delivery must start no later than Wednesday, June 15, 2011 and installation must be completed no later than Thursday, June 30, 2011.**

Successful vendor shall be required to coordinate installation of Library Casework and Equipment with Troy Wilbanks, Capital Projects Manager, 901.321.2274.

Successful vendor must meet all delivery time frames and requirements as detailed. By bidding and signing the bid documents, the vendor is agreeing to be bound by the delivery requirements detailed on the "Special Delivery/Installation Requirements" schedule. The agreement includes manufacturing and warehousing or manufacturing on a schedule that meets the specific delivery schedule. Should the construction schedule lengthen, the possibility of installation beyond the deadline, the manufacturer will manufacture and store the Library Casework and Equipment so that timely delivery will be made when the site becomes available.



# 1 - Summary

## 1.01 – Product Description

### 1.02 – Definitions

Continuous Tops (CT's)- particleboard core laminated with a horizontal grade high pressure laminate. Tops are made as large as reasonably possible and joined together by tite-joints and biscuit splines.

Curbing – Consists of two (2) 10" high ends and a 9-1/2" high front panel assembled together, and mounted to the worksurface, to provide concealment of computer wires from the front side of the desk. Standard on computer tables deeper than 30".

Edgeband – Solid Red Oak of 1/4", 1/2", or 3/4" thick glued to any exposed edges of plywood, particleboard, or lumber core.

J-Channel – Black extruded plastic in a "J" shape used for wire management usually mounted to the underside of a worksurface or the backside of the front panel in circ desk units.

Plain Sliced Veneer – Veneer that is cut from a log in a manner that shows straight, tight, grain intermixed with cathedrals.

Rift Cut Veneer – Veneer is cut in a manner that accentuates the certain grains providing more consistency in color and pattern.

Tite-Joints – Fastener system for desk top and counter top joints.

Uprights (Shelving) – Uprights refer to the Starter and/or Adder panels of a shelving unit.

### 1.03 – Product Design

Shop drawings, product specs, construction methods, as well as finish samples are available for all ordered items by Project Managers. All non-standard furniture and items requiring field dimensions will be custom designed and approved by Product Engineers. All joints reflect those that are used in professional woodworking including dovetail, spline, rabbet, dowels, mortise and tenon, and/or cleat reinforcement including gluing and screwing. Assembly construction techniques are dependant on the specific items ordered but will be consistent using one or a combination of the following techniques:

- 1) Dowel Construction using wooden dowels and white poly-vinyl acetate (PVA) glue
- 2) Glue/Screw with white PVA glue and wood screws
- 3) Knock-down construction using 5/16" nuts and bolts, metal cleats, and wood screws
- 4) Knock-down construction using dowels, glue, screws and cleats

### 1.04 – Project Requirements Summary

Upon notification of winning project bid, all parties will comply with standards and procedures according to these specifications. Any variations must be approved by Shelby County Schools.

### 1.05 – Quality Assurance

All Assembled products consist of hand selected materials and constructed according to product specifications of the respective item. All items are inspected and free of defects before finishing, after finishing, and prior to shipment.

All Knock-down components are designed and manufactured according to product specifications from hand selected materials and inspected prior to finishing, after finishing, and prior to shipment.

## **2 – Materials**

### **2.01 – Wood Veneer**

Wood Veneer is of select red oak species and carefully hand selected for uniform grain patterns and colors. Wide variations in grain patterns will not be used between companion parts. The finished appearance of all exposed wood veneer surfaces are free from any detectable telegraphing of substrate, sand through, or adhesive bleed through.

### **2.02 – Veneer Plywood**

All veneer plywood is made with cross-band construction using odd numbers of plies for dimension stability. It is pressed with a moisture resistant resin adhesive. Internal plies are free from voids and defects. Face veneers are hand selected and compared for uniform grain and color patterns on both sides based on design requirements.

### **2.03 – Solid Wood**

All parts and exposed edges that are specified to be solid wood is made from FAS Select grade Northern Red Oak. Selected solid wood is free from defects with no checking, splitting or knots and finished with a durable topcoat.

### **2.04 – Edgeband**

Exposed plywood parts are banded using select solid wood of the species specified. A minimum thickness of ¼" is glued to core materials. All corners are eased on plywood cores to remove sharp corners. Worksurfaces and Continuous Tops are banded with ¾" thick solid red oak and machined with the specified profile requested as described by the Edgeband Profile Specs. Table top cores are banded with a ¾" thick solid red oak, "Drop" edge, as specified by design requirements of Leg Based Tables.

### **2.05 – Core Materials**

2.05-a -Lumber cores are constructed with a minimum of 1"-4" wide strips of "good" or "B" grade solid wood, edge glued together running the full length of the panel. Wood veneer is applied in a cross-band method to complete the 5 or 7-ply core for stability and uniformity. All edges are edgebanded as specified by design requirements.

2.05-b - 3-ply Particleboard cores are 1-1/8" thick, wood/adhesive mixture meeting or exceeding 45 lbs/ft<sup>3</sup>. Particleboard is covered by a paper backer underneath, and a High Pressure Laminate of customer choice on the top. All edges are then edgebanded as specified by design requirements.

### **2.06 – Laminates**

All Worksurfaces, Table tops and Continuous Tops are protected by a .05" thick, horizontal grade, High Pressure Laminates applied with formaldehyde free adhesives. Any vertical surfaces requiring laminates through design requirements will receive vertical grade laminates. A .02" thick balancing backer sheet is applied to the opposite face of the core to maintain stability. Laminate providers include Wilsonart, Nevamar, and Formica.

### **2.07 – Finishes**

All exposed surfaces are inspected and hand-sanded to remove machine marks, excess glue, scratches, and/or other imperfections prior to being put through a 6 step spray or UV finish process.

*Spray-on Finish:* Items that are shipped assembled are finished with a 6 step, spray finish process. Each Item begins with the application of color stain (or left natural) according to the design requirement followed by a sealer/sand sequence. The process ends with two (2) applications of a pre-

catalyzed lacquer top coat. The top coat is highly resistant to abrasion, scuffing, sunlight, boiling water, alcohol, nail polish remover, mustard, ketchup, tea, ink, soft drinks and juices. All components of assembled items are of matching color where exposed. Stain colors are selected from Russwood's standard stain sample pallet unless otherwise noted.

*UV Finish:* Items that are shipped unassembled are finished with a 6 step, flat-line UV finish process. Each part begins with the application of color stain (or left natural) according to the design requirement followed by a sealer/sand sequence. The process ends with two (2) applications of ultra violet light cured, solid resin, clear top coat. The top coat is highly resistant to abrasion, scuffing, sunlight, boiling water, alcohol, nail polish remover, mustard, ketchup, tea, ink, soft drinks and juices. All components of assembled items will be of matching color where exposed. Stain colors are selected from Russwood's standard stain sample pallet unless otherwise noted.

#### 2.07-a – Finish Testing – Engineered Certified Wood Finish Test Results

- A new nickel held at a 45° angle is pulled across the finish surface parallel to the grain with no cracking, chipping, or removal of finish; NO EFFECT ON FINISH
- Fingernail polish is brushed and allowed to thoroughly dry and is then removed with fingernail polish remover with no effect on finish; NO EFFECT ON FINISH
- Three drops of fingernail polish remover shall be dropped on the finished surface and let stand for two (2) minutes and blotted off. There may be swelling of finish which recovers when dry (1 hour); NO EFFECT ON FINISH
- Wet a pad or soft cloth with fingernail polish remover and make five (5) firm, single swipes across the finish with no effect; NO EFFECT ON FINISH

#### **2.08 – Hardware**

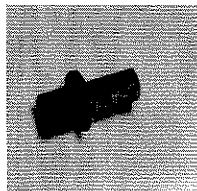
All Trim and construction hardware are of quality and design to meet or exceed the requirement of institutional furniture and equipment.

Trim hardware, including door and drawer pulls, are zinc plated and of consistent style throughout companion units unless otherwise noted.

Construction hardware, fasteners, European hinges, glides, casters, locks meet or exceed the operational requirements for institutional furniture. All locks are supplied with two (2) keys. All floor levelers are adjustable and made from non-rusting materials. Full extension, ball bearing drawer slides are rated to meet or exceed 100 pound loads.

Bronze Connector Bolts are provided to bolt up modular Circulation Desk units in semi-exposed locations based upon design requirements.

Bronze coated adjustable shelving pins are flanged to ensure a tight and secure fit in the upright while preventing the pin from sagging due to weight.



### **3 – Specifications by Furniture Type**

#### **3.01 – Shelving**

Shelving construction incorporates a modular design using a starter/adder configuration and is available as single-faced or double-faced units. Standard sections of shelving are bolted together with a 36" measurement on center between uprights, through the Top and Bottom Frames with 5/16"-18 hex bolts

Shelving heights are offered at select heights of 36", 42", 48", 60", 72", and 82" H and in select widths 10", 12" for single-face and 20", 24" wide in double-faced units. All units 60"H or less will be furnished with a Continuous Top. Veneer Top is standard for all units.

All single face and double face shelving runs shall consist of all Starter units (NO ADDER UNITS ALLOWED). Starters measure 37" in width and consist of a left and right "Starter Panel", top frame(s) based on style, bottom frame(s), bottom shelf/shelves, adjustable shelves, and one (1) back or partition.

*Vertical Uprights* – (Starter Panels) are 1" thick veneer core panels made from "A" grade plywood, with plain sliced veneer faces, and edgebanded according to design requirements. Each Upright is machined for 5/16" Ø shelf pin holes 32mm O.C.

*Top Frames / Bottom Frames* – Top and bottom frames are 35" long and depths are determined by the design requirements of the depth of shelving that is ordered. Top frames are constructed with a veneer plywood panel attached to a solid red oak cornice board 35"L x 2-3/8"W X 3/4"T by a glued tongue and groove joint. Bottom Frames are constructed with solid poplar blocking and a solid red oak toe board 35"L x 4"W X 3/4"T by a glued tongue and groove joint. Blocking is covered by a drop-in, plywood, Bottom Shelf.

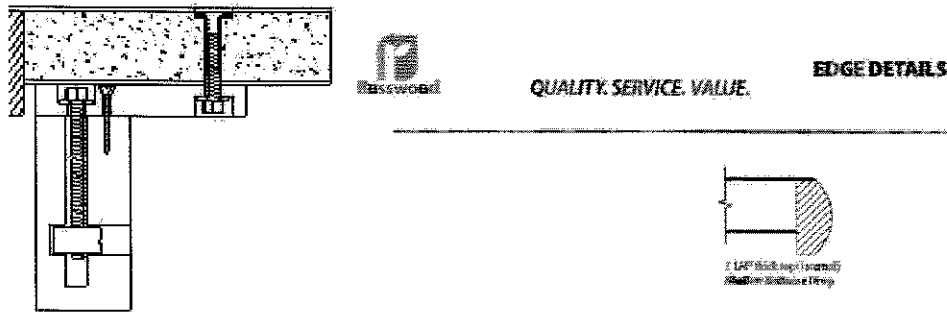
*Laminated Top frame (ILT's)* – Laminated top frames are of the exact same construction as the Veneer top frame described above except the veneer on the top panel is covered with a horizontal grade, high pressure laminate.

*Continuous Tops (CT's)* – Shelving units 60"H or below are to be furnished with Continuous tops in addition to top frames. Tops are 1-1/4" T particleboard with 3/4" thick solid red oak edgeband. Edges are profiled and shaped according to design requirements of the style requested. A high pressure laminate selected by the customer is applied to the top surface. Tops are fabricated in the longest, most practical lengths. All joints have solid wood biscuit splines and are fastened with Tite-Joint fasteners. The tops are secured to a top frame specifically designed for CT's (similar to the veneer top frame described above) with wood screws through the top panel.

*Shelving Backs* - Single Faced shelving backs are 1/4" thick veneer plywood with one (1) finished "good" side. Double faced shelving will receive one (1) partition with two (2) finished "good" sides. Backs and partitions slide into place in 1/4" grooves machined into the uprights and are secured by 5/8" screws into the top and bottom frames.

*Shelves*– All adjustable shelves are kiln dried solid red oak, edge glued together in strips ranging from 1" wide to 2-1/2" wide running the length of the shelf. All adjustable shelves are notched to fit on a flanged shelf pin preventing shelves from pulling out or sliding. Shelving quantities are dependant on shelving height and if units are single or double faced.

### 3.02 – Providence Series Tables and Carrels



#### Providence Series - Leg Based Tables and Carrels

All table legs are 2-1/4" square, edge glued, solid red oak with a 1/4" radius machined along all edges. A 1-3/4"Ø threaded floor leveler is mounted into a countersunk T-nut into the bottom of the leg. Legs are then attached to the table top through a 5" x 5" x 1/2" steel plate. A threaded steel barrel nut is inserted through the inside corner of the leg 2" leg. A 5/16"-18 machine bolt passes through the steel plate into the leg and threads into the barrel nut, firmly securing the plate to the leg. A #10 x 1-1/4" flat head wood screw is then fastened through the plate into the leg, preventing the leg from twisting. The plate is then attached to the table top through three (3) 5/16"-18 x 1" hex head machine bolts, threaded into T-nut inserts that are machined into the table core from the top side.

Table top cores are 1-1/8" T Particleboard, Lumber Core, or Veneer Core with a High Pressure Laminate top surface and a balancing, backer sheet to finish at 1-1/4" thick. 1-3/4" W x 3/4" T solid red oak edgeband is applied and machined according to the design requirements of the order.

A "V" shaped, extruded steel, keel is mounted underneath table tops longer than 60" and wider than 42" to provide additional support and resistance of sagging. 2" wide x 1" thick table aprons are available with an upcharge. Aprons span between table legs and mount to the underside of the table through countersunk holes with 2" wood screws.

All Leg Based Computer Tables feature 3" grommets (quantity based on table length). Computer tables wider than 30" also feature 10" high curbing for wire management concealment. Curbing is attached to the table top with 1-3/4" wood screws from underneath the table.

#### *Leg Based Carrels*

Study and Computer Carrels use the "Starter/Adder" configuration with 3/4" thick plain sliced, veneer core side and back panels. Vertical panel edges are machined for Mod-Eez Clips® to receive shoulder fasteners mounted on leg posts and end panels. All exposed edges of side and back panels are edgebanded with 1/2" thick solid red oak. Leg posts are 1-3/4" square and dadoed to receive side and back panels and come with a 1-3/4" round floor lever guide threaded into a countersunk T-Nut. Worksurfaces are attached to side panels through an 18"L metal bolt cleat with 5/16"-18 hex head machine bolts.

Study Carrels also feature an 8" deep bookshelf mounted above the worksurface, to the back panel and side panels with 4" metal cleats and wood screws. The front edge is edgebanded with 3/4" x 1-3/4" solid red oak.

Computer Carrels feature a 12" deep shelf under the worksurface, mounted to the side and back panels with 4" metal cleats and wood screws. The front edge of the ¾" shelf is edgebanded with ¼" thick solid red oak.

### **3.03 – Trinity Series Circulation Desk**

The Trinity Series Circulation Desk is designed and engineered to provide flexibility and variation in desk configuration while implementing modern cabinetry construction techniques. Each unit is modular with its own individual worksurface while still getting the look and function of a continuous top. The Trinity series is also offered with the option of a continuous top worksurface. Units are bolted together using semi-exposed, decorative bronze connector bolts. This provides and ensures stability while also enabling the end user to unbolt the units and rearrange the desk into a new pattern or layout.

Each desk unit is constructed with 1" thick, plain sliced veneer, plywood end panels and ¾" thick rift cut veneer panels and rails. Rift cut veneer front panels are matched for color and grain characteristics to provide uniformity across the entire desk arrangement. Trinity Series front panels sit in front of the end panels' front edge providing a continuous wall along the front of the desk. All units are assembled using dowel and glue construction and glue with fasteners joinery methods.

A 6" high x ¾" deep toe kick is built behind the front panel and is covered with flat black laminate on both sides. The bottom edge of the end panels come with 7/8" diameter threaded floor levelers. All doors, adjustable shelves, and drawer fronts are constructed from ¾" thick plain sliced veneer plywood. All exposed edges are edgebanded with ¼" solid red oak. Adjustable shelf pin locations are located on 2" centers.

All individual and continuous tops are made from 1-1/8" thick particleboard with a high pressure laminate surface and a balancing backer sheet underneath-finishing at 1-1/4" thick. Both side edges and staff side edges of individual tops are edgebanded internally (before laminate is applied) with ¼" thick solid red oak. Patron edges are banded according to design requirements of the edge profile selected by the customer. See "Edge Details". Continuous tops are made as large as possible while taking into account desk configuration and structural integrity. CT's are joined together by tite-joints, biscuit splines and glue.

Drawer boxes are constructed using English dovetail joinery. All box drawers and file drawers are made from ½" thick solid red oak with a ¼" thick oak veneer plywood bottom panel. Box drawers are 14-7/8" Wide x 18" Deep x 4-1/4" High. File Drawers measure 14-7/8" Wide x 18" Deep x 9" High. Full width unit drawers are 31-1/2" Wide x 18" Deep x 5-1/4" High. All drawers are mounted to 18" long full-extension, ball bearing drawer glides with a load rating of 100 pounds per pair.

On a given desk arrangement, all door and drawer locks are keyed individually. Cupboard doors are hung on 110 degree opening, self closing, European hinges. Door handles and drawer pulls are stain chrome, 4" x 5/16" diameter wire pulls. All units are supplied with 3" grommets through the worksurface and end panels with J-channel wire management mounted on the inside of each unit.

#### **3.03-b- Book Truck**

*The Sloped Shelf Book Truck* is a 44" high x 39" long x 18" deep mobile book storage unit constructed with ¾" thick veneer core plywood, using dowels, glue, and wood cleats. Four (4) sloped shelves are mounted to the end panels with hidden wood cleats, at a 30 degree angle, to provide increased

viewing angle and access to stored items. Each unit is equipped with four (4) 5" heavy duty casters which are mounted to the underside of the bottom panel.

### 3.04 – Display Furniture

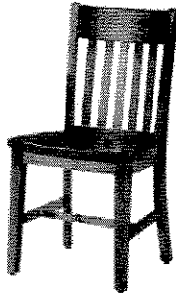
*Magazine Rack* - Side and End panels are 1" thick plain sliced veneer plywood. Back panels are 3/4" thick rift cut plywood. All joints are doweled and glued. Five (5) sloping display pockets are formed with 3/4" thick plywood with a 1/4" thick solid red oak edgeband along exposed edges.

### 3.05 – Seating

#### 3.05-a – Slat and Ladder-Back Series

All solid wood parts are kiln dried 5/4" red oak with a finished thickness of 1". All rail joints are glued and double dowelled. Frames are reinforced with four corner blocks properly fitted, glued and screwed into each other.

All wood chairs come with a solid wood saddle seat with a thickness of 1" deeply saddled for comfort. Backs consist of a top rail, bottom rail and vertical slats. The top and bottom rails are formed plywood with a 12 ply construction. All inner plies plus two red oak faces are constructed with plies running horizontally and formed to a radius. The back top and bottom rails are triple dowelled into the back posts. The finish is of equalizing toner, vinyl sealer, glaze and two coats of catalyzed lacquer.



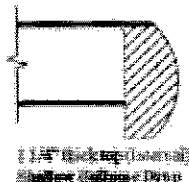
RW-18-26

### 3.06 – Edge Detail

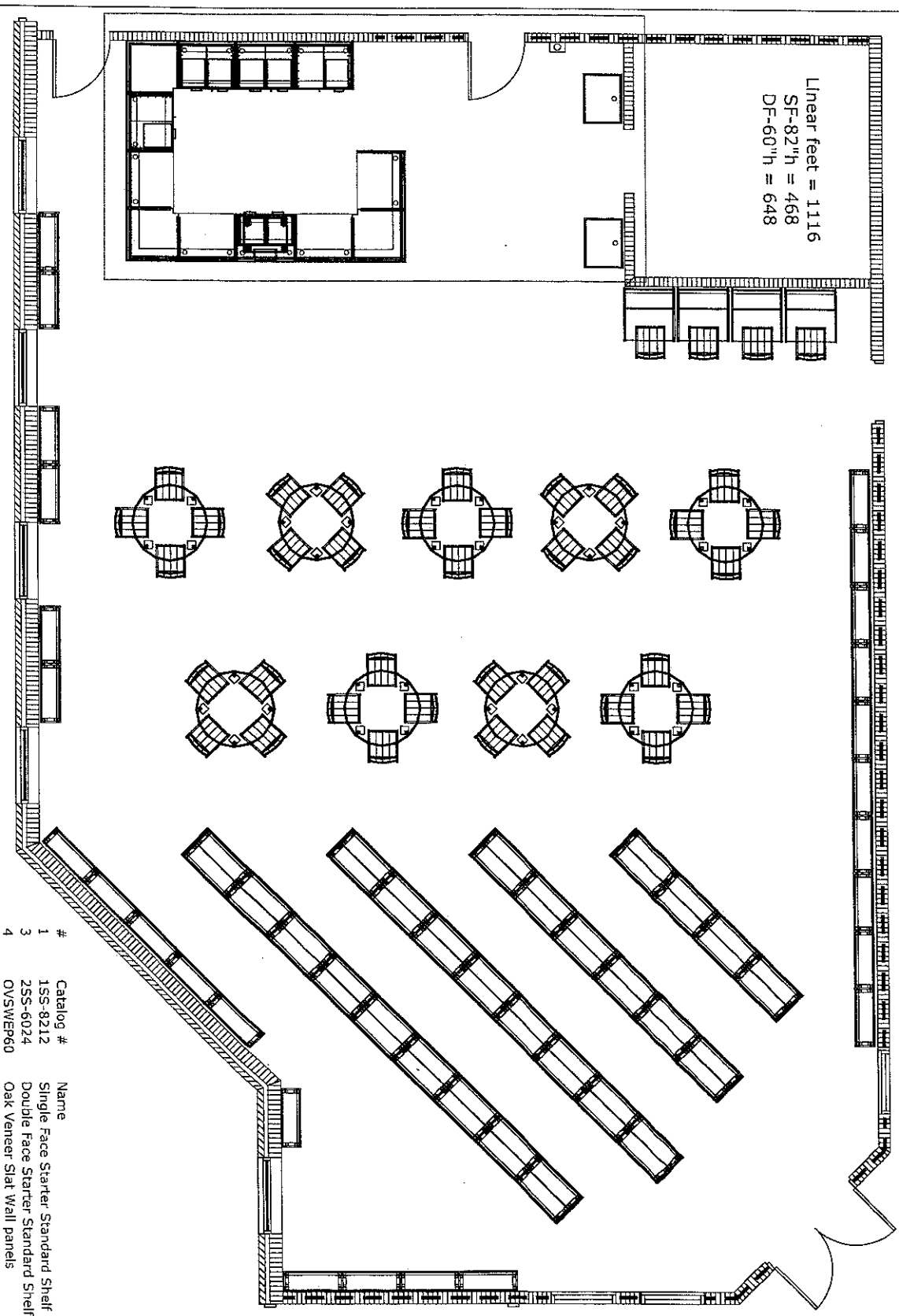


QUALITY. SERVICE. VALUE.

EDGE DETAILS



Linear feet = 1116  
 SF-82" h = 468  
 DF-60" h = 648



**ELMORE PARK MEDIA CENTER**  
 RUSSWOOD/STEVE WARD & ASSOC. V.5

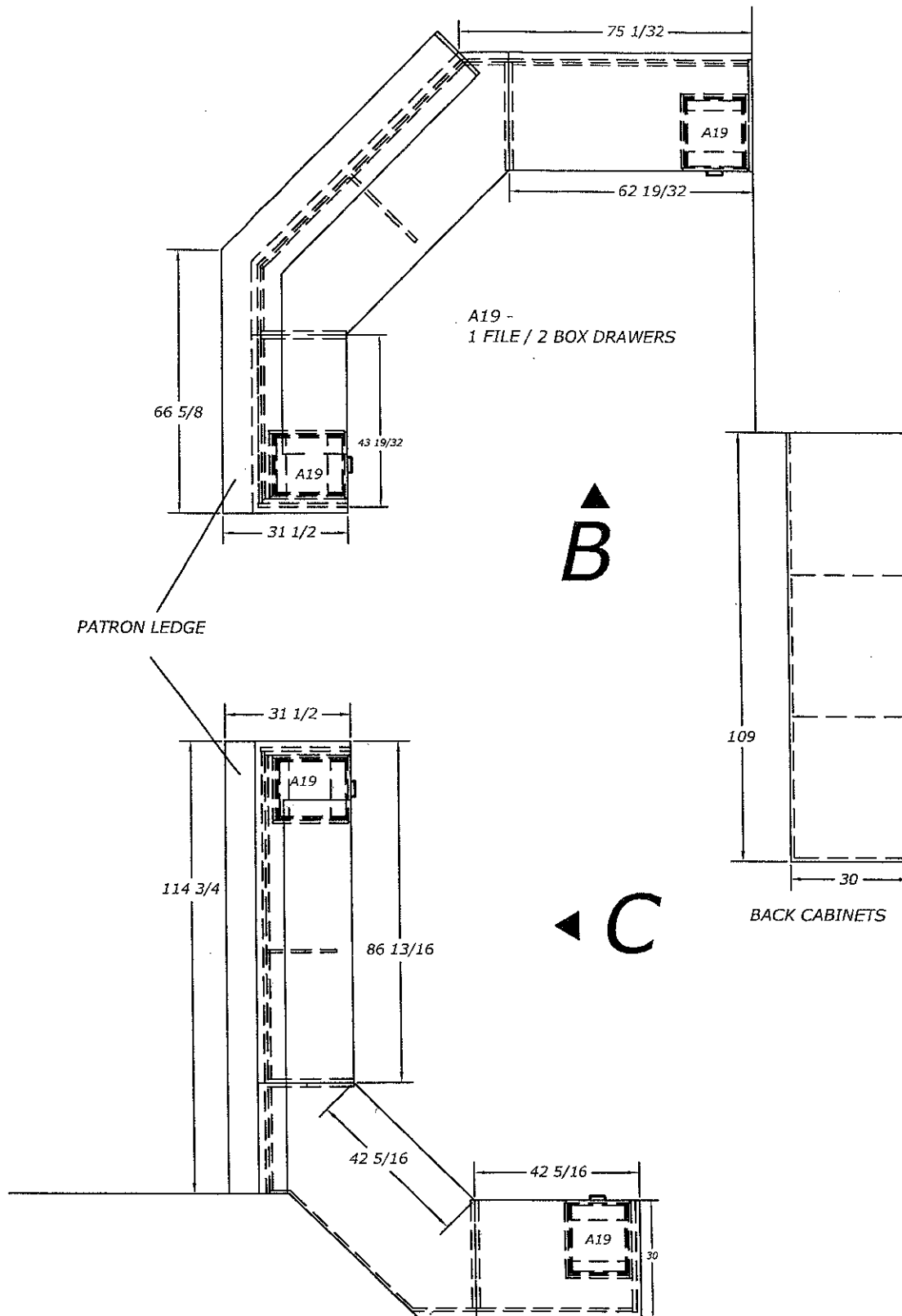
#	Catalog #	Name	Qty
1	1SS-8212	Single Face Starter Standard Shelf	26
3	2SS-6024	Double Face Starter Standard Shelf	27
4	OVSWEPE60	Oak Veneer Slat Wall panels	8
5	PS-29R48	Round Table	9
6	RW-18-26	Oak Slat back leg chair	40
7	ES-36CS1	Computer Carrel	4

**A** ▶

PATRON LEDGE

▲ **B**

◀ **C**



**RUSSWOOD**  
LIBRARY FURNITURE  
RALEIGH, N.C. 27603

DEALER NAME:  
WARD ASSOCIATES

ITEM NAME:  
CUSTOM CIRCULATION DESK / BACK CABINETS

ITEM #:	QTY:	DATE DRAWN: 03/30/2011	REF. NUMBER:
---------	------	---------------------------	--------------

WOOD SPECIES: UNSPECIFIED	WOOD FINISH: UNSPECIFIED
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HPL SELECTION:  
UNSPECIFIED

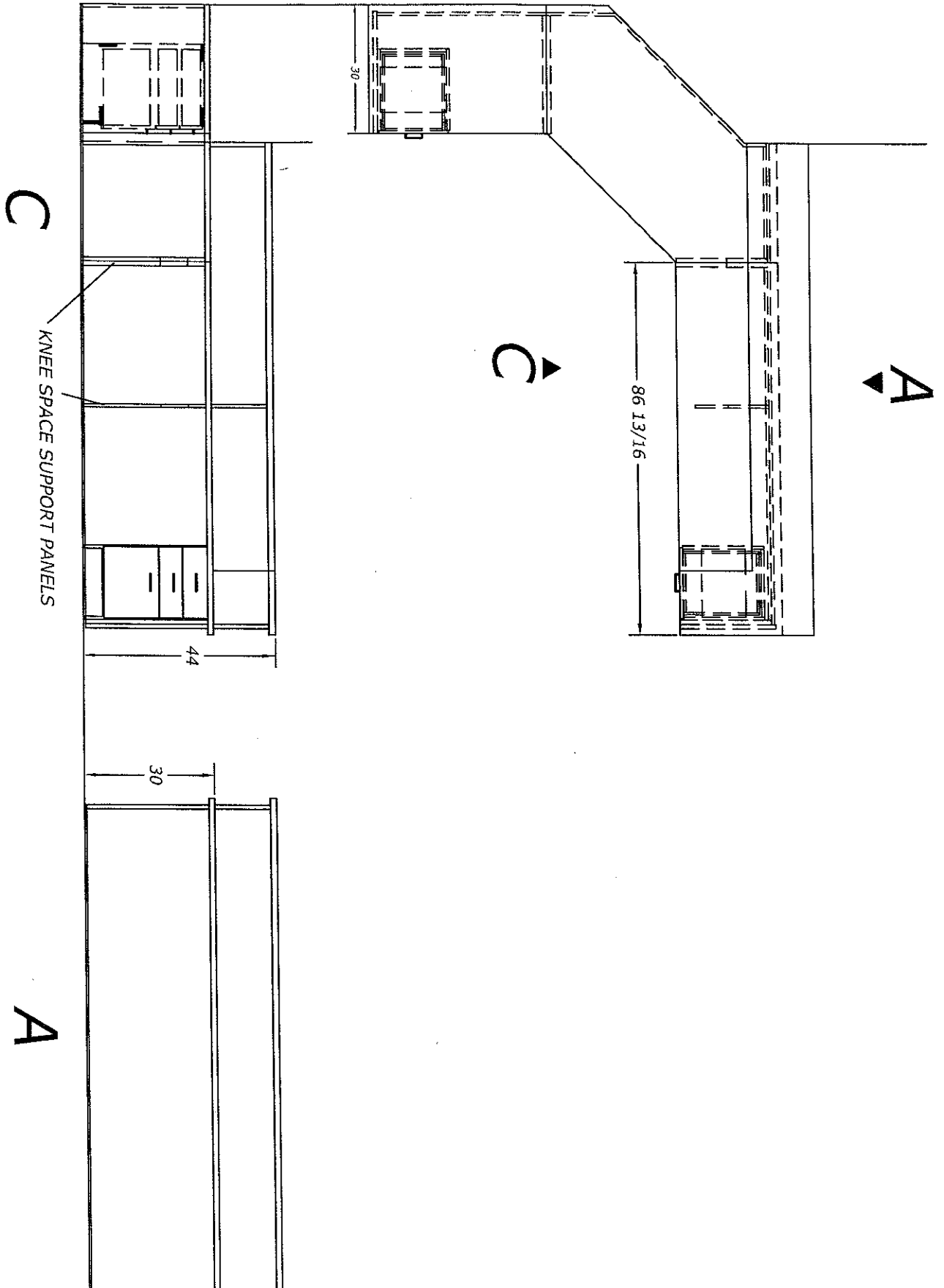
**W1**

TITLE:  
SHOP DRAWING LAYOUT

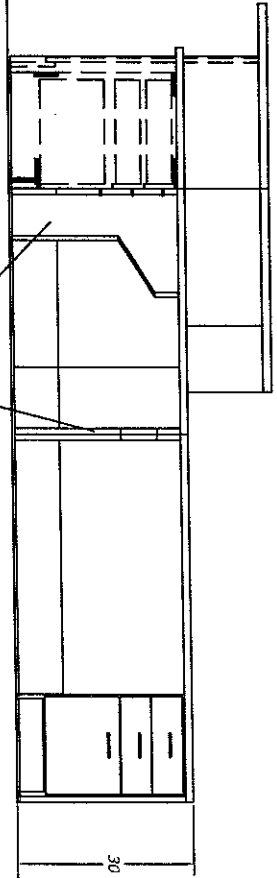
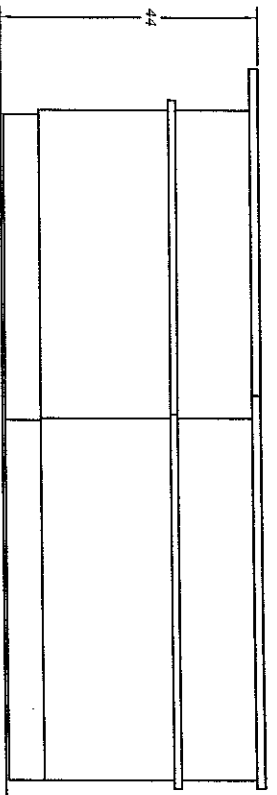
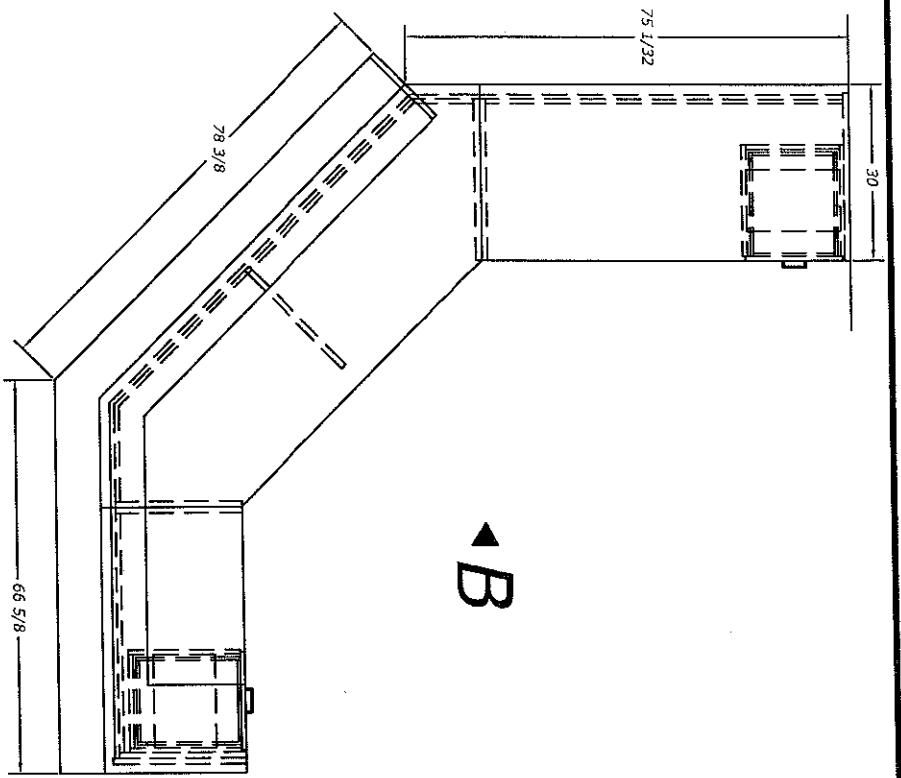
PROJECT NAME:  
ELMORE



**RUSSWOOD**  
LIBRARY FURNITURE  
RALEIGH, N. C. 27603



DESK 1		DRAWING NUMBER: <b>W2</b>
PROJECT ELMORE	DATE DRAWN 03/23/2011	
DRAWN BY CL	REVISED	



**B**



**RUSSWOOD**  
LIBRARY FURNITURE

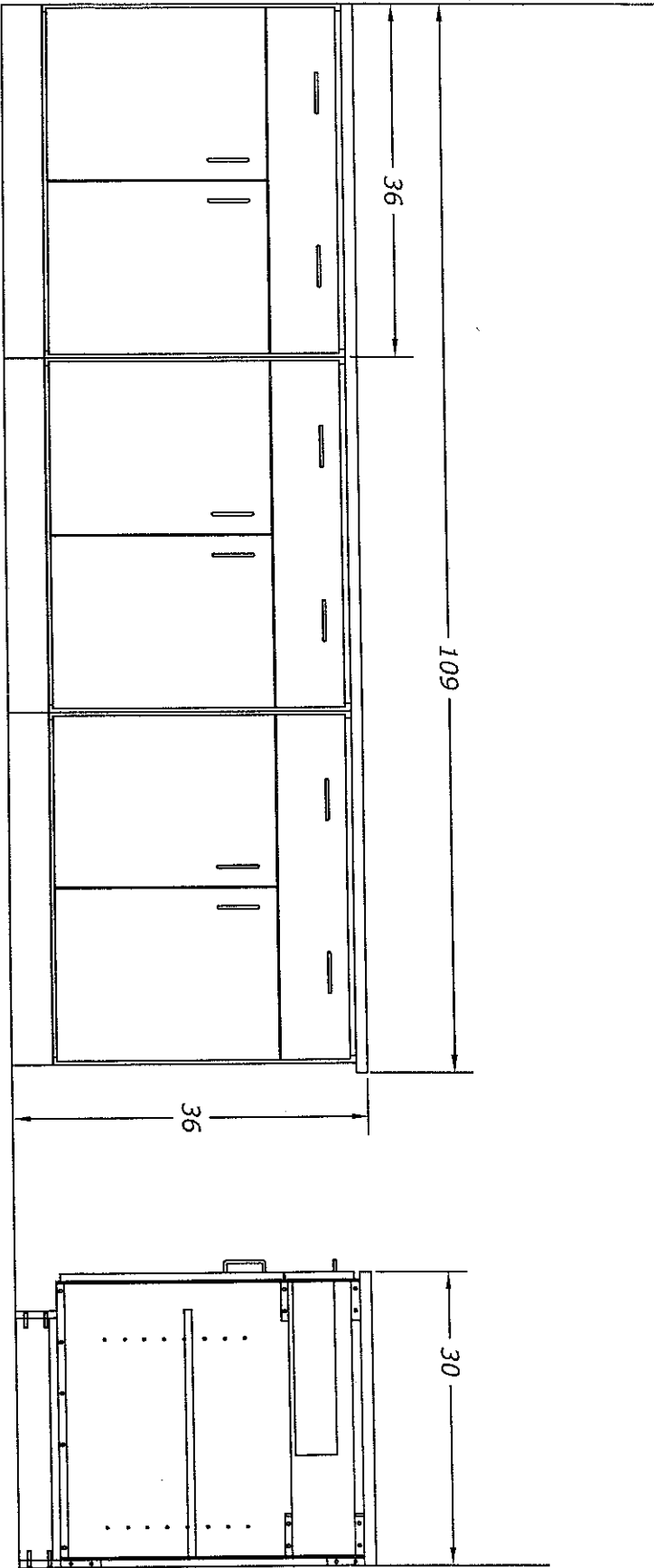
RALEIGH, N.C. 27603

DESK 2		DRAWING NUMBER:	
PROJECT	ELMORE	W3	
DRAWN BY	CL		
DATE DRAWN	03/23/2011		
REVISED			



# RUSSWOOD

LIBRARY FURNITURE  
RALEIGH, N.C. 27603



CABINETS		DRAWING NUMBER:	
PROJECT	ELMORE	W4	
DRAWN BY	CL	DATE DRAWN	03/30/2011
		REVISED	

**Shelby County Schools  
Purchasing Department  
2800 Grays Creek Drive  
Building C  
Arlington, TN 38002**

**BID SHEET**

ITEM  
NO.

PROJECT

1. Deliver and Install \$ \_\_\_\_\_  
Library Casework and Equipment at  
**Elmore Park Middle**  
as per attached specifications and drawing marked "ELMORE PARK MEDIA CENTER"  
Brand \_\_\_\_\_

Projected Date for Completion of \_\_\_\_\_  
Delivery and Installation of \_\_\_\_\_  
Library Casework and Equipment \_\_\_\_\_

**ALTERNATE ADD:**

2. Deliver and Install \$ \_\_\_\_\_  
Library Casework and Equipment at  
**Elmore Park Middle**  
as per attached specifications and drawings marked W1, W2, W3, W4  
Brand \_\_\_\_\_

Projected Date for Completion of \_\_\_\_\_  
Delivery and Installation of \_\_\_\_\_  
Library Casework and Equipment \_\_\_\_\_

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

All bids must be received and time stamped in the **Shelby County Schools Purchasing Department, Building C, 2800 Grays Creek Drive, Arlington, TN 38002**, prior to stated opening date and time. Bids received after the specified date and time are considered late and will not be opened.

All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope as well as appropriate Contractor's License Information.



**BID #FY110080**  
**FIRM NAME**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License Number \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
License Classification \_\_\_\_\_  
List Information For All Contractors \_\_\_\_\_

**SHELBY COUNTY SCHOOLS  
PURCHASING, BLDG. C  
2800 GRAYS CREEK DRIVE  
ARLINGTON, TENNESSEE 38002**

**BID DUE**

Date \_\_\_\_\_  
Time \_\_\_\_\_  
Nature of \_\_\_\_\_  
Bid \_\_\_\_\_