

(September 2021)

PERFORMANCE CRITERIA
FOR

SECTION 12 51 00

OFFICE FURNITURE
09/21

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GENERAL

This Performance Criteria (PC) specifies the requirements for office furniture.

1.1 REFERENCE

1.1.1 Unified Facilities Criteria (UFC)

Contractor must comply with the following:

- A. UFC 1-200-01 General Building Requirements
- B. UFC 1-200-02 High Performance and Sustainable Building Requirements
- C. UFC 4-510-01 Military Medical Facilities
- D. UFC 3-120-10 Interior Design

1.1.2 Military Standard

- A. MIL-STD 1691 - Construction and Material Schedule for Medical, Dental, Veterinary and Medical Research Laboratories

1.1.3 National Fire Protection Association (NFPA)

- A. NFPA 99 Healthcare Facilities Code
- B. NFPA 101 Life Safety Code
- C. NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films

1.1.4 Military Health System Standards

- A. Reserved for future.

1.1.5 American Society for Testing and Materials (ASTM)

- A. ASTM E84 Standard Test Method for Surface Burning Characteristics of Building Materials

1.1.6 Underwriters Laboratories (UL)

- A. UL 962A Standard for Furniture Power Distribution Units
- B. UL 1286 Standard for Office Furnishings
- C. UL GREENGUARD Certification

1.1.7 Food and Drug Administration

- A. CFR Title 21, Chapter I

1.1.8 Business & Institutional Furniture Manufacturers Association (BIFMA)

- A. ANSI/BIFMA X5.3 – Vertical Files
- B. ANSI/BIFMA X5.5 – Desk / Table Products
- C. ANSI/BIFMA X5.9 - Storage
- D. ANSI/BIFMA X5.6 – Panel Systems

1.1.9 State of California Department of Consumer Affairs

- A. California Technical Bulletin 117-2013

1.1.10 Other Standards

- A. Reserved for future.

2.1 DESCRIPTION & MATERIALS

All requirements within the MIL-STD 1691 JSN descriptions must be met as well as the performance guidelines listed in the following descriptions.

2.1.1 All JSN'S

- A. Products must comply with BIFMA Level 2 certification.
- B. Products must comply with GREENGUARD or equivalent certification.
- C. Fire and flame spread of products must meet class A flame spread with maximum smoke developed of 450 as outlined by testing within the reference standards.
- D. All product finishes must be capable of maintaining sheen and color through warranty period when using industry standard cleaning solutions.
- E. Finishes and fabrics will be selected from the manufacturers' standard options for the specified model unless noted otherwise.
- F. All fabrics (upholstery or drapery) must be polyurethane free.
- G. Where possible, office furniture provided must be part of a single line of products.
- H. Provided power outlets will be NEMA 5-20R [__] type and colored to match furniture trim unless noted otherwise.
- I. Casters provided must be designed for use on the installed floor finish.
- J. Chrome plating must not be utilized as a finish.

2.1.2 Conference Tables

F0755

- A. Work surface will be plastic laminate or wood veneer finish. Provide matching vinyl edge for laminate surfaces and solid wood edge for the veneer surfaces.
- B. Work surface must be balanced to reduce warping. Underside of surface will be smoothly finished. Tables will have a compatible grommet and wire management system available with optional power voice and data connections points.
- C. Communications raceway will allow for separation from the power distribution cables.
- D. Tables must have metal legs, laminate base, or wood base. Base must not interfere with specified seating capacity of table.

2.1.3 Filing Cabinets

F0405, F0410, F0415, F0420, F0435, F0440, F0465

- A. This category includes freestanding, modular, stackable, mobile, reversible and work surface supporting file cabinets.
- B. Lateral files will be capable of holding letter or legal size documents.
- C. Bodies will be constructed of metal with factory baked enamel or powder coat finish. Cabinets will include counterbalance weights and interlocks to allow only one drawer to open at a time.
- D. Drawer fronts and cabinet tops will be [double wall metal] [or] [particleboard with plastic laminate finish] [with cushioned upholstered tops].
- E. Locks must have field replaceable cores and allow for master keying.

2.1.4 Bookcases

F0110, F0115, F0120

- A. Bookcase product line will be available in a suite of modular sizes for width, depth, and height.
- B. Shelves and floor glides will be adjustable.
- C. Product design will allow for custom grommet locations.
- D. Bodies will be constructed of [metal with factory baked enamel or powdercoat finish] [or] [particleboard with plastic laminate finish] [or] [particleboard with wood veneer finish].

2.1.5 Executive Desking

F0600, F0620, F0650

- A. Work surface will be wood veneer finish with solid wood edges.
- B. Work surface must be of balanced construction to reduce warping and constructed to accommodate manufacturers' options for keyboard trays, pencil drawers, suspended pedestals, or frames to hold plastic drawers. Underside of surface will be smoothly finished.
- C. Lower and upper storage will be matching wood veneer, lockable and available in variety of storage configurations.
- D. Adjustable floor glides must be provided.
- E. Upper storage doors will be wood veneer or tempered glass.
- F. Include task lights that are non-glare and provide uniform foot candles on work surface. Lights will be UL listed energy efficient task lights.

2.1.6 General Office Furniture

E0803, E0806, E0809, E0810, E0818, E0819, E0820, E0821, E0824, E0836, E0839

- A. This category includes freestanding and wall mounted office furniture.
- B. Bodies will be constructed of metal with factory baked enamel or powder coat finish.
- C. Drawer fronts and shelves will be [double wall metal] [or] [particleboard with plastic laminate finish].
- D. Provide vertical hanging strips for all wall mount items and mountable options for lockable flipper units, shelves, hinged doors, hanging file drawers, storage, file cabinet and wardrobe storage.

2.1.7 Occasional Tables

F0725, F0735, F0740

- A. Table surface will be plastic laminate or wood veneer finish.
- B. Table surface must be of balanced construction to reduce warping. Underside of surface is to be smoothly finished.
- C. Provide four leg supports or a pedestal base.

2.1.8 Tables & Freestanding

F0610, F0635, F0640, F0700, F0705, F0710, F0720, F0775, F0780, F0790, F0855, F0745, F0750, F0760, F0795, F0820, F0827, F0860

- A. Work surface will be plastic laminate or wood veneer finish. Provide matching vinyl edge for laminate surfaces and solid wood for the veneer surfaces.
- B. Work surface must be of balanced construction to reduce warping and constructed to accommodate manufacturers' options for keyboard trays, pencil drawers, suspended pedestals, or frames to hold plastic drawers. Underside of surface will be smoothly finished. Products are to have a compatible grommet and wire management system available.
- C. Provide four leg supports or x-base. Cube or drum tables are also allowed. Casters will be provided where indicated.
- D. Dolly and ganging devices will be provided for connectable tables.
- E. [Provide the following options [ganging] [flip-top] [nesting] [modesty panel] [pedestal].]

3.1 SUBMITTALS

3.1.1 Submittals required for government review

- A. Submittal requirements are outlined in [Division 01] [PWS SOW] [____]
- B. [Product Information must include manufacturer's installation instructions, sizing (including required clearance for access and maintenance), utility requirements, isometric drawings, tagged floorplans showing placement for count accountability and accessories/options/consumables lists.]

- C. All submittals require Government approval prior to procurement. Submit all listed items herein, with information sufficient to show full compliance with the criteria. Submit all product selections for review and approval, including but not limited to: materials, finishes, colors, options, accessories, and complimentary products. Provide for review all warranties and service contracts and any available extended warranty or service options.
- D. Samples: Furnish material samples and full range of color selection options for all items that offer material and color selections.
- E. Submit and highlight all applicable options for Government review for all items which optional accessories are provided.
- F. [Joint Interoperability Test Command (JTIC) Approval Documentation.]

3.2 QUALITY ASSURANCE

3.2.1 Materials and Equipment

- A. Materials and equipment must be standard products of a manufacturer regularly engaged in the manufacture of products which are of a similar material, design, and workmanship and are offered for sale on the commercial market through advertisements, manufacturer's catalogs, or sales brochures. The products must have been in commercial or industrial use under similar circumstances and of similar size for 2 years prior to selection for approval/procurement. Products must be supportable for at least three years after government acceptance.

3.2.2 Alternative Service Record

- A. Products having less than a 2-year field service record will be acceptable if a certified record of the manufacturer's factory or laboratory tests demonstrating performance compliance is provided to the Contracting Officer.

3.2.3 Service Support

- A. Equipment items must be supported by service organizations located near the equipment installation, able to service the equipment on a regular basis and respond to emergency calls throughout the warranty period.

3.2.4 Manufacturer's Nameplate

- A. Each item of equipment must have an attached nameplate that is securely affixed in a conspicuous space. A nameplate listing only the name of the distributing agent is not acceptable. The nameplate must contain the following fields in English:

1. Manufacturer's name and address
2. Model and Serial Number
3. Item's utility ranges and/or capacities
4. Voltage, amperage, and applicable Underwriters Laboratory (UL) or Conformité Européenne (CE) rating if electrically powered
5. Date of manufacture

3.2.5 Factory Inspection

- A. Arrange and perform all quality control and quality assurance inspections required by the technical sections of the criteria, unless otherwise specified. Report these inspections in the daily report to the Government inspector.

3.2.6 Product Qualifications

- A. The products specified in the technical sections of this criteria establish standards for each item.

3.2.7 Design Parameters

- A. It is not the intention of this Criteria to limit consideration to products of specific manufacturers. The product standards establish the characteristics for which submitted items of equipment will be reviewed and approved by the Government. Equipment furnished must meet each of the following parameters specified in the technical sections:

1. Size of equipment
2. Function of equipment
3. Standard and listed accessories and options
4. Equipment controls and performance of equipment
5. Construction of equipment

6. Finish

3.3 STANDARDS DEVIATIONS

3.3.1 Reporting and Submission for Approval

- A. Submit for approval a record of deviations from the standards listed in section (3.2.7.A.) established for each specified product, before ordering equipment.

3.4 DELIVERY, STORAGE AND PROTECTION

3.4.1 Packaging and Transporting

- A. Each unit of equipment must be placed in a substantial shipping container or crate for safe transportation to final destination. The shipping container or crate for heavy equipment must be on skid construction to facilitate handling by lift equipment.

3.4.2 Packing List

- A. Clearly and legibly indicate on exterior of each container or crate the shipping address and a brief description of contents. Fasten to outside of container a packing list and complete instructions for uncrating equipment and setting it in place. Protect such information in a weatherproof envelope.

3.4.3 Protection

- A. Properly protect all materials and equipment from injury and damage during storage, installation, and acceptance.

3.5 INSTALLATION, VERIFICATION AND ACCEPTANCE TESTING

3.5.1 Qualifications of Installers and Inspectors

- A. If required by product warranty, use installers that are approved and licensed by the manufacturer. When required to complete installation, all electricians and plumbers used must be bonded and licensed in the project's jurisdiction.
- B. [Company specializing in installing the products specified in this section must have a minimum 5 years of documented experience.]
- C. [Company specializing in installing the products specified in this section must be within 200 miles or 4 hours travel time.]

3.5.2 Installation, Operation, Testing and Certification

- A. Products must be delivered in manufacturer's original packaging with manufacturer's installation instructions. Include clearly marked project reference.
- B. Prior to installation, thoroughly examine the equipment, materials, and components for both visual defects and conformance with criteria.
- C. Install all equipment in compliance with manufacturer's written instructions and installation procedures.
- D. After installation, the equipment must be inspected and tested under operating conditions. If the equipment fails an inspection or test, such defects/failures must be corrected. Upon correction of defects/failures, inspect and retest all affected functions related directly and indirectly to the defect or failure. Corrections, replacement, and retesting must be made at no additional expense to the Government.
- E. Provide all items necessary to make equipment fully functional.
- F. Provide appropriately trained personnel to energize, commission, inspect, electrical safety check, calibrate, certify, and provide all required technical testing for equipment and systems. Contractor must provide documentation, test reports and certification documentation attesting that the equipment is properly installed, functional, safe, calibrated, and ready for its intended use.
- G. An equipment item will be considered defective if it cannot be made to meet all established criteria consistent with the activities listed in section (F).
- H. Provide two sets of special tools, software, and any other item/s for each equipment [item] [item type] if required for maintenance and/or future reconfiguration of the item.
- I. Contractor to supply all start-up supplies for medical equipment for a fully operational installation. Contractor must supply to the Government a listing of all needed supplies for ongoing equipment operation for each item of equipment requiring additional supplies for operation.
- J. Engage a factory-authorized service representative to train Government's staff and maintenance personnel to

- adjust, operate, and maintain medical equipment.
- K. [Confirm functionality of required interfaces to other systems and networks.]

3.6 WARRANTY

3.6.1 Minimum Requirements

- A. Warranty requirements are outlined in [Division 01] [PWS SOW] [____].
- B. [Provide manufacturer's written warranty for all items listed. Provide warranty for a minimum of (1) year against defects in materials and workmanship. Warranty must provide for material, labor and all associated replacement and/or repair costs required to provide for a fully operational equipment replacement or repair. Submit manufacturers and installers standard service contract beyond the warranty period for Government review. Warranty must be transferrable to the final owner without risk of being voided. All warranty certification and documentation must be provided to the final owner after date of acceptance.]
- C. Provide routine warranty service in accordance with manufacturer's warranty requirements, for a period of [12 months (minimum)] [____] after the open for business date. Perform work during regular working hours. Perform service only by factory trained personnel. Maintain a maintenance log of all service orders performed during the warranty period.

3.7 OPERATIONS AND MAINTENANCE (O & M)

3.7.1 Provide the following to the final owner

- A. Provide O & M data for all FFE-LVS as outlined in [Division 01] [PWS SOW] [____].
- B. Upon completion of equipment installation, furnish [two (2)] copies of operators/service/maintenance manuals for each type of equipment which will require service or maintenance
- C. Each manual must contain operating instructions and information required for performing periodic maintenance on the equipment. Each service manual must include an illustrated parts breakdown which identifies each part of the unit with manufacturer's part number, wiring diagrams, and a list of necessary service parts, tools, and equipment needed to support maintenance requirements.
- D. Accessory Catalogs: Upon completion of the Project, furnish two copies of the manufacturer's catalogs containing optional accessory items available for all equipment relative to the procured equipment/system delivered herein.
- E. Provide instruction video for cleaning and maintenance, when available.
- F. Provide cleaning requirements for all items to prevent void of warranty.
- G. [Provide contact information for Repair Technician or Emergency Repair Company]
- H. Provide contact information to [Logistics, Pharmacy, Laboratory, and Biomedical Equipment Services.]
- I. Train designated staff in the operation and maintenance of the provided equipment/system. Provide two training sessions for equipment/system users and two training sessions for maintenance personnel scheduled to accommodate shift work. [Provide training certificates that can be executed up to eleven months after the system is installed, in order to provide a refresher course for each group of trainees.] Provide DVD copy of the training with the O & M data.

--End of Section--