



Item No. 20 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER

THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

FROM: MARTY HANNEMAN, INTERWEST CONSULTING GROUP
PROJECT MANAGER

DATE: JANUARY 20, 2021

SUBJECT: TOWN CENTER PROJECT UPDATE: AUTHORIZE THE CITY ATTORNEY TO PREPARE AND THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH KPM-HOGUE INC. TO PROVIDE, DELIVER, AND INSTALL THE NECESSARY FURNITURE, FIXTURES AND EQUIPMENT (FF&E) FOR THE NEW CITY HALL/ POLICE BUILDING; AND AUTHORIZE THE CITY ATTORNEY TO PREPARE AND THE CITY MANAGER TO EXECUTE AN AGREEMENT AMENDMENT WITH TELECOMMUNICATIONS ENGINEERING ASSOCIATES (TEA) TO PROVIDE NEW FEDERAL AND STATE REQUIRED ADDITIONAL ENCRYPTION CAPABLE COMMUNICATIONS SYSTEMS

RECOMMENDATION

1. Authorize the City Attorney to prepare and the City Manager to execute an Agreement with KBM-Hogue Inc. to provide, deliver, and install the necessary furniture, fixtures and equipment (FF&E) for the new City Hall/ Police building in the amount of \$409,641.54, and authorize change orders up to \$41,000 (10%) for a total amount of \$450,000; and
2. Authorize the City Attorney to prepare and the City Manager to execute an Agreement Amendment with Telecommunications Engineering Associates (TEA) to provide new federal and state required additional encryption capable communications systems and increase their current budget by \$119,667 to \$379,747, and authorize change orders up to \$30,000 for a total amount of \$409,747.

BACKGROUND

Below is a summary of major items and work-in-progress over the next few weeks.

Week of January 11

- Continue window water proofing City Hall/PD building
- Continue window installs of City Hall/PD Building

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- Continue install of rough framing for ceilings for City Hall/PD building
- Continue sheetrock installation City Hall/PD building
- Continue of mechanical systems for Library
- Continue renovations of Town Hall
- Complete install of gutters and clay tile roofing for City Hall/PD
- Continue install of chill water lines
- Continue interior wall and ceiling insulation for City Hall/PD building
- Continue install of built-up roofing for Library

Week of January 18

- Continue renovations of Town Hall
- Complete install of chill water lines into Library and City Hall
- Continue install of mechanical/electrical systems for Library
- Continue sheetrock installation City Hall/PD building
- Continue wall interior framing for Library
- Continue interior wall and ceiling insulation of City Hall/PD building
- Begin removing existing fencing behind Police building and temporary driveway

Week of January 25

- Continue renovations of Town Hall
- Continue install of mechanical/electrical systems for Library
- Continue sheetrock installation City Hall/PD building
- Continue interior wall framing for Library
- Continue interior wall and ceiling insulation of City Hall/PD building
- Continue removing existing fencing behind Police building temporary driveway

Overall Project Activity

The contractor's primary focus is installing communications, windows, doors, insulation and roof for City Hall, chill water lines between Library and City Hall, and completing the interior steel framing, roof, and mechanical systems for the Library, and continue renovations on the historic Town Hall.

Live [webcams](#) for Library site work and the City Hall/PD site work are active on the Town's website.



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City Hall/Police Building/Council Chambers

The contractor continues installing all the interior doors, windows, electrical and communication lines, water proofing and flashing for the windows, installing interior sheet rock and exterior wall boards for the City Hall building.

Ancillary Building

Adjacent to the main City Hall/Police Building is the new secure Police parking lot and Ancillary building. The contractor continues the installation of electrical, plumbing, and setting the door frames.

Historic Town Hall & New Library

Rough framing work, mechanical, electrical, and plumbing is currently going on. The new tile roof is also being installed. This building will ultimately become a part of the new Library connected via a deck and patio doors that spill out from the side of the building onto the new deck. The front doors of the entry way area are being saved and refinished for reinstallation at the end of the remodel.



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Site Work

Much of the underground site work for utilities has been completed. The contractor will begin working at the intersection of Maple and Station lane.

Work Variance Authorizations

To date, the City Manager has approved 23 work variance requests with the following conditions of approval noted below:

- Saturday hours of work: 9 AM to 5 PM

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- No work allowed on Sunday or Holidays
- Other days hours of work as stated.
- Ingress/Egress limited to Fair Oaks Lane
- Police and Code Department notification
- Neighbor notifications required for immediate area
- Work limited to what was requested
- All current job safety and COVID-19 site requirements remain in force

The last two work variance requests approved were for non-construction work activities for Martin Luther King Day-January 18, 2021 and for Presidents Day-February 15, 2021.

Furniture, Fixtures and Equipment (FF&E) for City Hall/Police Building

In 2017, Mack 5 provided a preliminary cost estimate for furniture, fixtures, and equipment (FF&E) for the Library and City Hall/Police building of \$1,218,688. Due to separate funding sources this was further broken down to the Library FF&E at \$775,000 and the City Hall/Police building to \$443,688. However, as part of the October 2020 funding agreement between the Town and San Mateo County Library (SMCL) - Joint Powers Agreement (JPA), the Library FF&E costs would be procured and paid directly by the Library JPA. Thus, this report is only for the FF&E for the City Hall/Police building. These costs are anticipated costs as part of the Town Center Budget.

Staff has been working with WRNS to define the needs and types of FF&E required. As a public agency the Town can “piggyback” off another State or local agencies competitive bid procurement list. There were two vendors that WRNS has worked with successfully in the past to provide FF&E. These two were KBM-Hogue & Knoll, Inc, and MG West & Hayworth Inc. Both are on the State of California Department of General Services prequalified vendor procurement list. In early December, staff sent these two vendors the FF&E needs and requested pricing by end of month.

On December 21, 2020, staff received the following two proposals:

- KBM-Hogue & Knoll, Inc. -- \$393,446.78
- MG West & Hayworth Inc. -- \$301,560.80

Upon review in early January by staff and WRNS of the proposals received, it was determined that the team of MG West & Hayworth Inc. did not submit a complete cost proposal as requested, and staff requested both teams to include some additional items.

Based on the additional items requested, staff received the following two revised proposals:

- KBM-Hogue & Knoll, Inc. -- \$409,641.54
- MG West & Hayworth Inc. -- \$328,641.74

Based on staff review of these revised proposals, it was again determined that the team of MG West & Hayworth Inc. did not submit a complete cost proposal as requested and were deemed non-responsive. Thus, staff is recommending City Council approved an Agreement (Attachment 1) with KBM-Hogue & Knoll, Inc. for \$409,641.54.

The current construction project schedule anticipates that staff will be able to move into the new City

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Hall/PD building in July 2021, with total project completion being end of October 2021. To meet this schedule the FF&E will need to be procured and delivered by end of May 2021.

City Council action is required to authorize the City Attorney to prepare and the City Manager to execute an Agreement with KBM-Hogue Inc. to provide, deliver, and install the necessary furniture, fixtures and equipment (FF&E) for the new City Hall/ Police building in the amount of \$409,641.54, and authorize change orders up to \$41,000 (10%) for a total amount of \$450,000.

Telecommunications Engineering Associates Consulting

In October 2020, the Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ) announced the requirement for police radio communications encryption to ensure the confidentiality of personal identifying information being relayed via our communication channels. At the present time this requirement is an unfunded mandate. The legislative liaison for the California Police Chiefs Association continues work to determine if any state or federal funding may become available to assist with the fiscal impacts of the encryption mandate.

The DOJ required law enforcement agencies to respond by December 31, 2020 as to plans to meet the mandate. The Town's response to the DOJ is included as Attachment 2 and includes the initial temporary plan to meet the encryption requirement without the need for any new radio equipment at this time. This is only a temporary solution. None of the current Atherton PD radio communications equipment has encryption capability.

The timing of the construction of the new Dispatch Center is opportune as it allows the Town to add the proper encryption radio equipment into the project scope to comply with the mandate. Compliance with this mandate is an unanticipated cost impact. Telecommunications Engineering Associates (TEA) is the Town Center project vendor for the installation of the Dispatch Center radio communications equipment. The original TEA project scope was \$260,080. The updated scope to allow for the installation of the mandated encryption capable communication systems is \$379,747 (Attachment 3). This is an overall cost increase of \$119,667.

According to TEA, the encryption option also requires replacing the radio equipment at the remote radio sites, while the non-encrypted option assumes the existing equipment at the remote radio sites will remain as-is. The equipment at the remote radio sites has reached its maximum recommended life and needs to be replaced in the next few years regardless of encryption capability. Replacing the equipment at the remote radio sites at the same time as the police building move is economically sound. This cost is included with the updated TEA installation cost estimate.

City Council action is required to authorize the City Attorney to prepare and the City Manager to execute an Agreement Amendment with Telecommunications Engineering Associates (TEA) to provide new federal and state required additional encryption capable communications systems and increase their current budget by \$119,667 to \$379,747, and authorize change orders up to \$30,000 for a total amount of \$404,747.

Project Change Orders & Payment Requests

Please see Attachment 4 for a summary of the currently approved project change orders and payment requests.

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POLICY ISSUES

There are no significant policy issues associated with this staff report.

FISCAL IMPACT

There is no fiscal impact associated with this staff report.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. The Town maintains an active and up to date Project Website at <http://ca-atherton.civicplus.com/index.aspx?NID=290>.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item has or has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- PMC & Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)

ATTACHMENTS

1. KBM-Hogue FF&E City Hall Cost Proposal 1-12-21
2. Atherton Police Response to California DOJ Encryption Requirement 12-21-20
3. TEA PD Encryption Radio Revised Cost Estimate 12-14-20
4. Summary of Town Center Payment Requests and Change Orders



Town of Atherton
Furniture Project Presentation
December 21st, 2020 rev 1.12.21

KBM | HOGUE + **Knoll**



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Hello!

Steve Tyler
Public Works Services
styler@interwestgrp.com

December 21, 2020

Dear Steve,

Thank you for the opportunity to participate in the Town of Atherton Civic Center furniture project.

A space is so much more than a building and we are excited to be considered to take part in creating these new environments that combine the best practices of an ever-evolving community.

KBM-Hogue has been doing business for over 74 years and is the largest and most experienced Knoll dealership in Northern California. Since our inception, we have delivered successful projects with the Counties of Alameda, Santa Clara, Santa Cruz, Monterey, San Mateo, and San Francisco. We are currently working with the City of Newark on the Civic Center project, City Hall and Police Department. Our success is rooted in the fact that we have a well-organized and highly regarded process that enables us to seamlessly move a project from the programming phase, through order placement, order acknowledgment, shipping and managing the installation. Communication will be multi-faceted - project status report emailed on a weekly basis to keep your team updated; team meetings on site to keep you informed of status changes and any other details; in-person training, etc. The dynamic KBM-Hogue team will consist of an Account Manager, Lela Huenergardt, Designer, Melita Macchi, Project Manager, Hillary Lassetter-Dyer, Sales Coordinator, Susana Lopez, Project Coordinator, Marlene Dyson and Knoll Manufacturer Representatives, Gary Zowada and Taylor Daley.

Knoll products are designed with our customer's needs in mind. They reflect a timeless, classic appearance and are conceived to last for the long term. Knoll has embraced the idea that good design is good business and — thoughtfully executed — our workplace solutions connect people with their work, their lives and their world. For more than 75 years this

has been our guiding principle and has enabled us to truly support our customers through furniture solutions that meet their workplace needs and larger, strategic business goals. In the process, we have learned that while no one can predict “the office of the future,” in the workplace, there is one constant we all can count on: change. If achieving LEED certification is being considered for this project, sustainability is at the core of what Knoll does. Our product design, materials and manufacturing processes can actively contribute to LEED certification.

For this project, we the utilized the CMAS contract for Knoll products. Also note that our response is base off the legends on the plans titled 20103_Atherton City Hall – Furniture Plans Rev01.pdf.

KBM-Hogue and Knoll are happy to be one of the teams being considered for this exciting project.

Sincerely,



Lela Huenergardt
Senior Account Manager
KBM-Hogue



Gary Zowada
Senior Sales Associate
Knoll



Company Overview

Firm Profile



Furnishing the inspired modern workplace.

KBM-Hogue provides product solutions and furniture project management services for commercial interiors. We are diligent and experienced, built on a decades-long reputation of providing rapid response and high-touch client service. We bring high levels of scalability and excellence for our clients, their partners and their projects.

Our talented team works with unique dedication to our clients. The KBM-Hogue team brings a sense of purpose and passion to deliver inspiring, modern workspaces. We are knowledgeable, enthusiastic and driven; we are collaborative and consultative in our approach.

With more than 70 years of looking forward, we proudly continue to design and deliver solutions that change the way people work.

3 locations in N. California

90 experienced team members

+ **4** **million** square feet installed in 2018

+ **70** **+** years in business

SAN FRANCISCO SHOWROOM

250 Montgomery St.
Suite 1400
San Francisco, CA 94104

SACRAMENTO SHOWROOM

1610 R St. Suite 270
Sacramento, CA 95811

SAN JOSE SHOWROOM

225 W Santa Clara St.
Suite 1550
San Jose, CA 95113

KBM-Hogue maintains locations in San Francisco, San Jose and Sacramento, with the resources and expertise to execute projects anywhere in California, the U.S, and the world.

KBM-Hogue Project Team



Lela Huenergardt

Senior Account Manager
lela.huenergardt@kbm-hogue.com

Lela brings to KBM-Hogue over 14 years experience in contract furniture with acumen in education, healthcare and public sector organizations.

Skills

- Interior design
- Space planning
- Strategic planning
- Building client relationships

Experience

- County of Alameda
- County of Santa Cruz
- City and County of San Francisco
- City of Hayward
- NASA Ames Research Center
- Dignity Health
- SARC
- SF MTA
- County of Monterey



Melita Macchi

Senior Designer
melita.macchi@kbm-hogue.com

Melita brings over 21 years of technical design and project management experience in the contract furniture industry.

Skills

- Interior design
- Space planning
- Design management
- Systems furniture
- Interior architecture

Experience

- NASA Ames Research Center
- County of Alameda
- Judicial Council of California
- Internal Revenue Service
- United States Secret Service
- SanDisk
- Samsung
- 21 years of industry experience



Hillary Lassetter-Dyer

Project Manager
hillary.lassetter-dyer@kbm-hogue.com@kbm-hogue.com

Hillary brings a diverse background to the KBM-Hogue team. She believes communication and attention to detail are essential in the successful completion of projects.

Skills

- Attention to detail
- Site Coordination
- Problem Solving
- Site Measurement

Experience

- 6 Years of project management experience
- County of Santa Clara
- Littler Mendelson
- Guidewire



Marlene Dyson

Senior Project Coordinator
marlene.dyson@kbm-hogue.com

Marlene is detail oriented and organized and brings over 22 years of industry experience from supporting sales and projects teams.

Skills

- Sourcing quotes from manufacturers
- Product ordering and tracking
- Multi-tasking

Experience

- Xilinx
- Tesla
- Stanford Linear Accelerator Center
- Stanford Hospital
- AON
- Union Bank



Genesis Rita

Sales Coordinator
genesis.rita@kbm-hogue.com

Genesis' superior planning, coordination and communication skills serve her well in her role as the Sales Coordinator. With a solid background in furniture project coordination and installation administration, Genesis' intense attention to detail will guide your project through to completion flawlessly.

Skills

- Programming and project planning
- Furniture specification
- Customer service
- Accurate weekly order status reports

Experience

- 5 years in the commercial furniture industry
- Google

Knoll

Modern always, because modern always works.

The power of design inspires people to do their best work.

Knoll uses modern design to connect people to their work, their lives, and their world. Since 1938, Knoll has been recognized internationally for creating workplace and residential furnishings that inspire, evolve, and endure.

Today, Knoll's commitment to modern design, their understanding of the nature of work, and their dedication to sustainable design have yielded a unique portfolio of thoughtful products that respond and adapt to changing needs.

Knoll is a constellation of design-driven brands and people, working together with their clients to create inspired modern interiors. Knoll's internationally recognized portfolio includes furniture, textiles, leathers, accessories, and architectural and acoustical elements brands. These brands—Knoll Office, KnollStudio, KnollTextiles, KnollExtra, Spinneybeck | FilzFelt, Edelman Leather, HOLLY HUNT, Muuto and DatesWeiser—reflect Knoll's commitment to modern design that meets the diverse requirements of high performance workplaces and luxury interiors.

50+

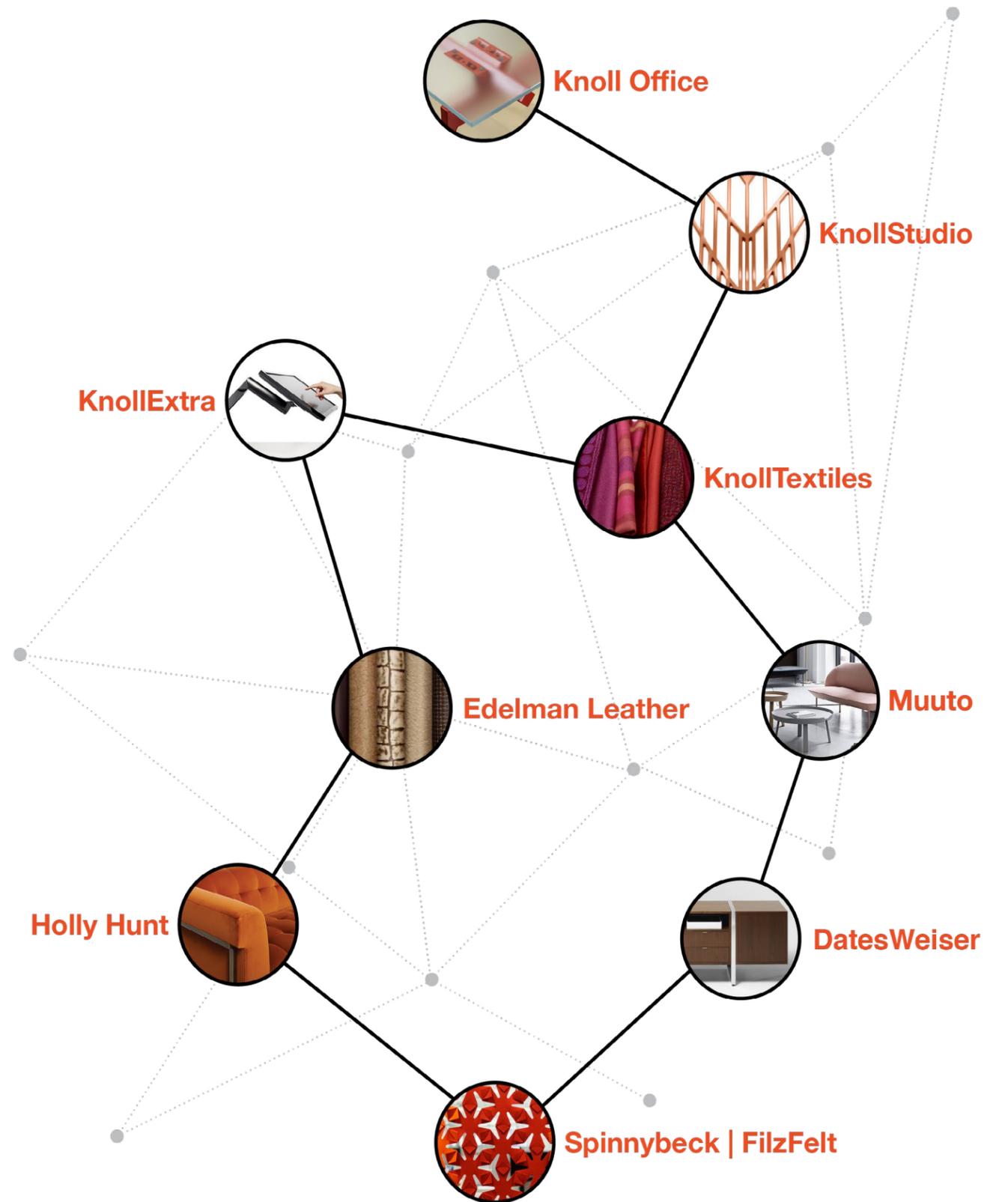
countries served

80+ 94+

years in /collaborators business designers

3,300

employees worldwide



Knoll Project Team



Gary Zowada

Senior Sales Associate
gary_zowada@knoll.com

As a Senior Sales Associate, Gary Zowada brings knowledge of state government, local government, and GSA projects, and supports customers through every step of the process.

The level of intricacy of Gary's projects spans from the simple to the complex. His projects include solutions for clients such as Stanford University, Stanford Health Care, Berkeley Research Group, City and County of San Francisco, Delta Dental, DLA Piper US LLP, and NIKE.



Taylor Rae Daley

Workplace Ancillary Specialist
tdaley@knoll.com

A native Californian, Taylor studied the studio Arts at Dominican University in San Rafael and completed her BFA, studying ceramics at The University of Montana.

She began her interior design journey at the collaborative furniture showroom, Zinc Details selling the iconic mid-century to contemporary greats. Taylor transitioned to working directly for a manufacturer with Blu Dot; where she focused on building contract business with an individual brand the 6 years prior to Knoll.

Now representing KnollStudio, Muuto and RockwellUnscripted; Taylor utilizes her passion and direct experience to create comfortable and vivacious environments, whether for living or working.



David Slania

Director of Government Sales
david_slania@knoll.com

Dave's experience includes more than 20 years of successful sales management, marketing and operations within the Federal, State and Local Government and Military sectors. Currently the Director of Government Sales for the Western Division at Knoll, Dave is an experienced sales executive and leader. He works closely with the Navy across the Western Division for Knoll.



Melissa Rokes

Technical Resources
mrokes@knoll.com

To this team Melissa brings 22 years of Knoll planning and design experience from the perspectives of manufacturer, dealer and designer. She will call on her range of creative, technical and organizational skills to provide thoughtful and strategic guidance and support. Her intent on each project is to understand the goals and to provide solutions that not only address criteria - but also offer some additional, perhaps unexpected, insights. In addition to her product and design knowledge, Melissa has experience managing budgets, schedules and installations and applies those considerations to the benefit of the project.



Dennis Gravett

Field Service Representative
dennis_gravett@knoll.com

For Knoll clients, Dennis provides product-specific training, addresses product technical inquires, and reports and resolves warranty or quality issues; he assists installers, project managers and sales representatives.

Dennis has been with the Knoll Field Service Department since 1998. He came to Knoll with extensive experience regarding systems furniture installation and project management.



Stephanie Faerber

Strategic Lead Account Manager,
GSA and Education
stephanie.faerber@knoll.com

Stephanie joined the Knoll GSA, Education team in 2018 after 10 years as a small business owner. She manages Stanford University, Stanford Health Care, GSA & US Communities accounts. Stephanie oversees a project from order entry, through production into logistics to project completion.

Her customer service background makes Stephanie highly aware of the importance of good communication and flexibility in process. Having a hand in all aspects, she has a keen ability to develop and maintain strong relationships with the KBM-Hogue Stanford University dealer team.

Years in Industry: 12



Lori Krikorian

Knoll Textiles
lori_krikorian@knoll.com

Lori Krikorian is the Knoll Textiles representative for Stanford University. She can assist Stanford University and outside design firms with selecting upholstery, drapery, wallcovering, panel fabric and cubicle curtains. Knoll Textiles provides a large offering of products from high performance to Luxe in a range of prices that can be used on Knoll furniture as well as COM.

Years in Industry: 25

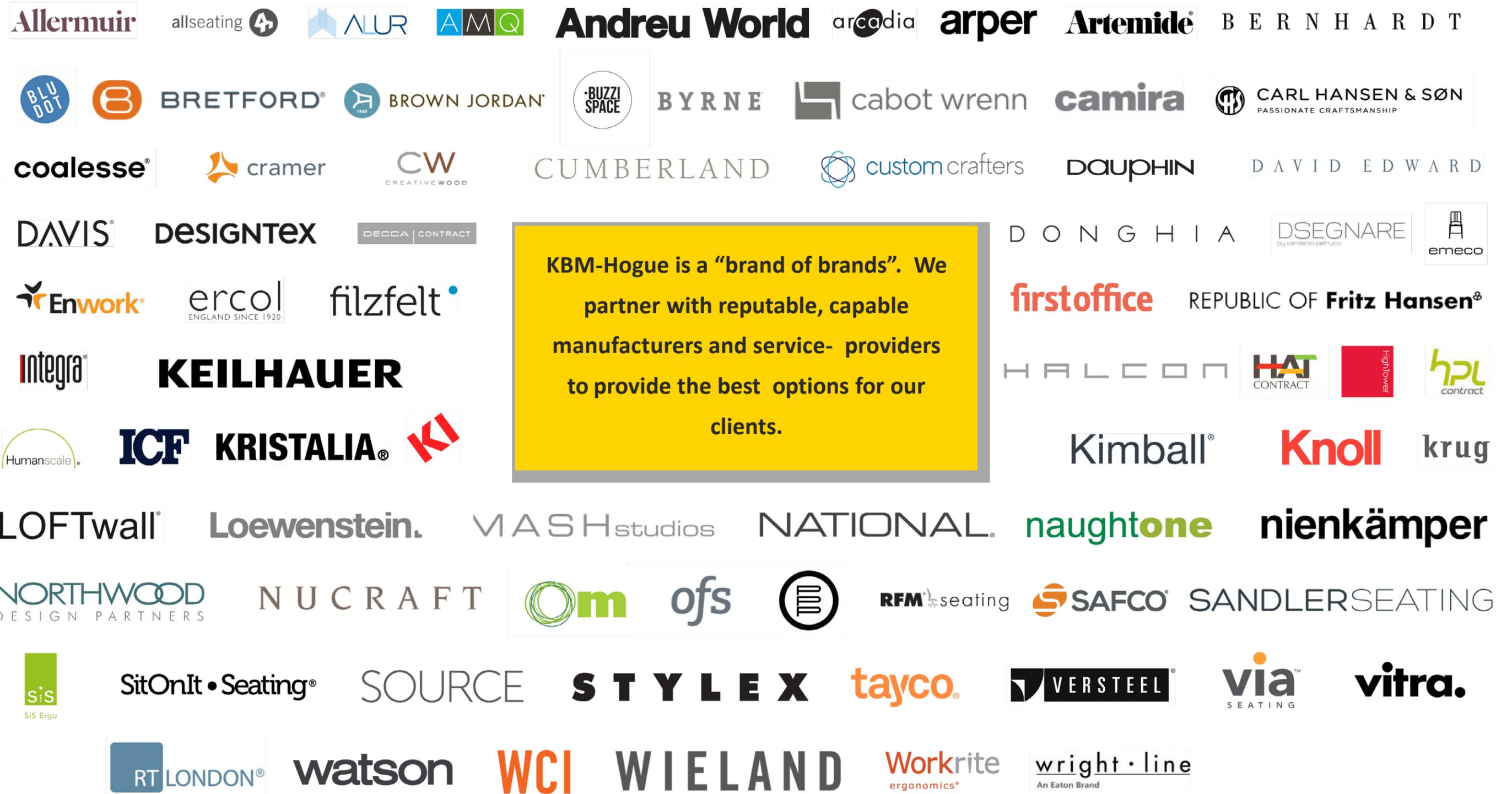


Angela Barbus

Spinneybeck/Filzfelt
abarbus@spinneybeck.com

Angela has been focused on delivering sound acoustic performance for over 4 years. Not an acoustician, but armed with experience, knowledge and many acoustical arrows in her quiver to help clients achieve their goals. Representing both Spinneybeck & FilzFelt and their natural materials is exactly where Angela wants to be. With more than 15 years of industry experience Angela has respectfully engaged with the full spectrum of professionals on both the FFE & GC side of projects and understands the perspectives of different players from working shoulder to shoulder with them.

Open Line List





Dealer Services

Dealer Services

We instinctively understand where we can provide the greatest value on any project and will collaborate, scale our team and tailor our solutions appropriately.

Space planning and programming

We provide occupancy planning and design consulting that leverages the latest research and benchmarks alongside real-world expertise. Employing these tactics, and others, ensures we're able to meet your immediate needs, and plan for your long-term objectives.

Co-creation & design

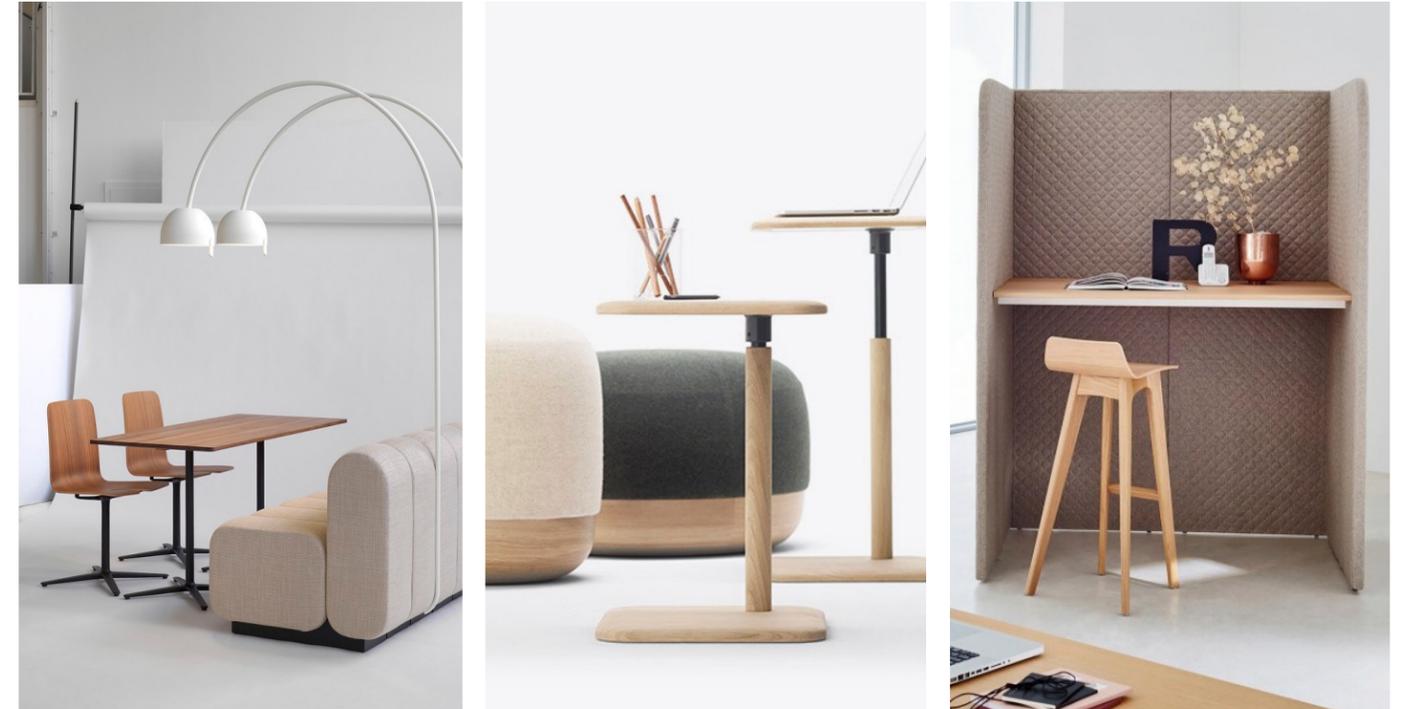
Whether we are interpreting design intent or co-developing it, we work to create spaces that amplify design goals and workplace culture.

Technical design and product specification

Our technical design and product specification team creates a masterful balance between your aesthetic goals, square footage, space plan, and your budget.

Project Management

our project team will be led by a dedicated account manager, supported by a project coordinator, who will serve as your single point of contact from project kick-off through service and maintenance.



Field Project Management & Installation

We are your partner through move-in and beyond, coordinating complex supply chain logistics, and mastering details for successful installations.

Styling

Working closely with your project team, we can provide fully-furnished environments, including accessories, graphics, art and styling to amplify your culture and your brand through your workplace.

Communication and Digital Documentation

We maintain thorough libraries of project-specific resources and information. We also leverage advanced technology and project communications tools to ensure schedules and budgets are expertly managed and the project is delivered to the highest standards.

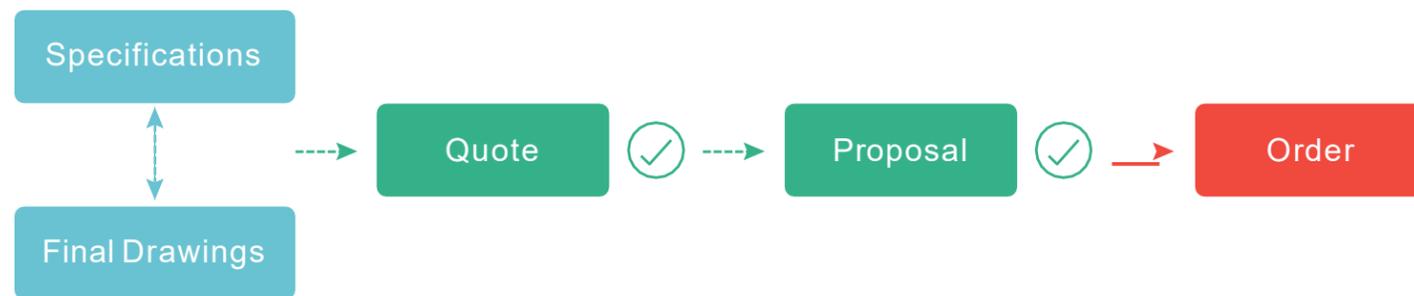
Service, Maintenance & Warehousing

Our account and field project managers remain engaged long past move-in, addressing issues, and supporting any re-orders or reconfigurations down the road.

Digital Communication & Documentation

Our integrated workflow and technology platform enables a single pathway for specifications to be built, cross-checked and verified prior to order placement. From design development documents through final furniture plans, our team's excellence in communication and thorough documentation retain (and build upon) your original workplace goals.

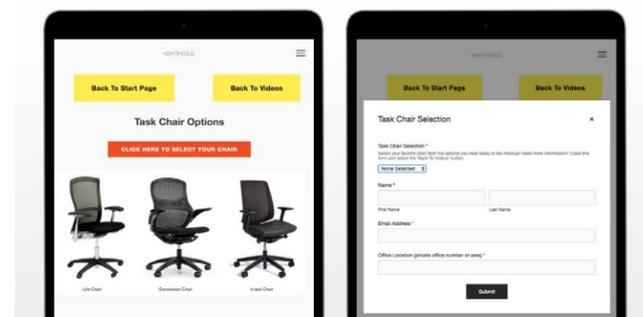
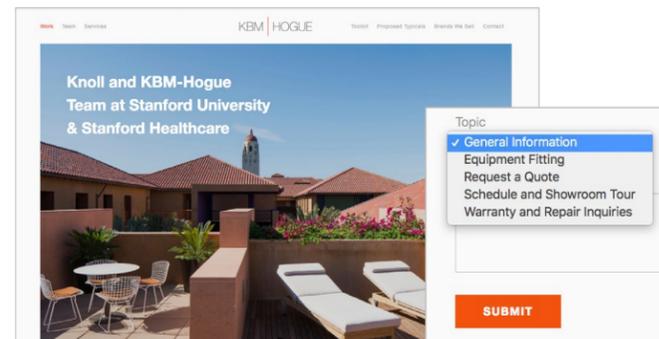
Our "Quote-Order-Purchase" process integrates these verified design specifications directly into quotes and proposals for sign-off, which are then directly uploaded to manufacturers' order platforms. Upon delivery, inventory is tagged and tracked for phased site-delivery or storage, and the original furniture specifications flow into an inventory and asset management software.



Project Portals

We leverage additional resources to ensure that your requests are received and prioritized appropriately, and that we provide proactive communication throughout and beyond your project.

- A dedicated email address to funnel new requests to your account team
- A customized project site where you can access project information such as project schedules, quotes and invoices, and furniture standards binders
- Custom forms to collect responses from key decision-makers



After a successful delivery and installation, our project management team uses **PlanGrid**, the industry leader for construction teams' punch and completion. KBM-Hogue project managers record, track and complete issues and provide real-time status and completion reports.

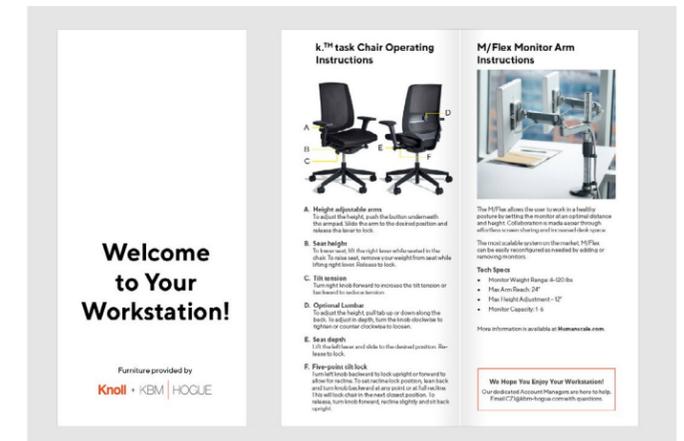


Service-Centric

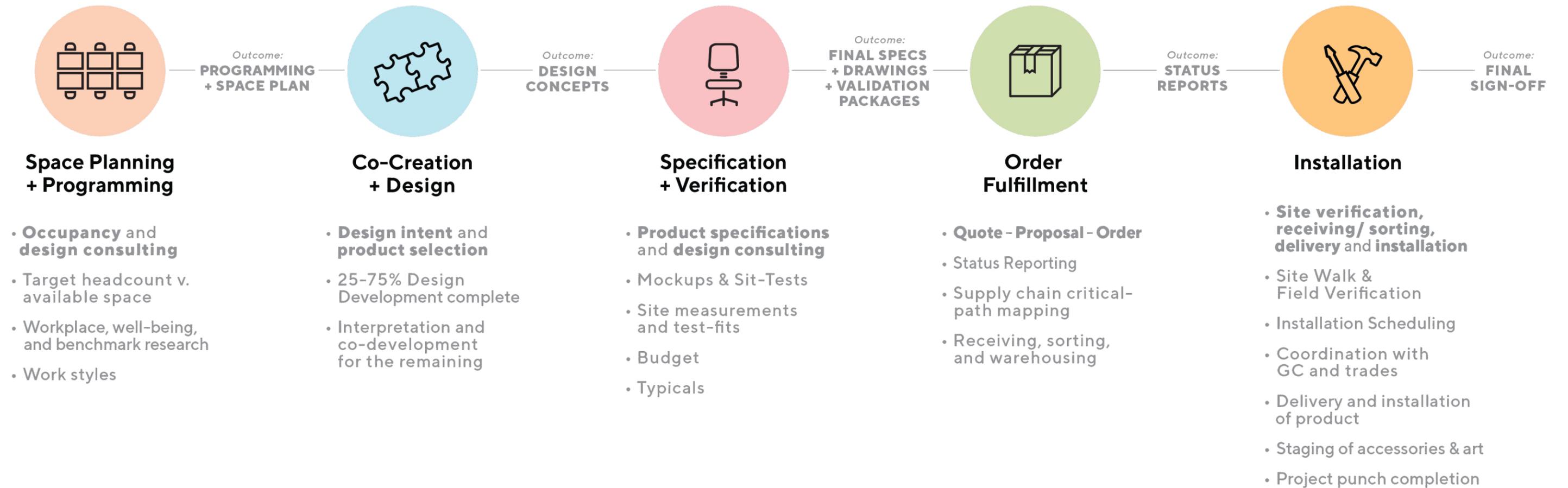
First-Day-of-Business support includes on-site Field Service Technicians and qualified Ergonomists, as well as KBM-Hogue project team members to ensure all questions are answered, and employees are welcomed and confident in their new spaces.

A "Welcome to Your Workplace" kit and other end-user onboarding documentation is provided; and a Furniture Standards, Care & Maintenance and Warranty Binder is provided for your real estate and facilities team, and your partners.

We strive to earn excellence in client satisfaction: diligence and accountability are paramount to our success. We constantly measure our performance against our past, and industry, benchmarks. We are problem-solvers by nature, and care deeply about delivering the right solutions for clients. We extend our services beyond Day 2, including a 30-, 60-, and 90-day check-ins, prompt response to service calls, and immediate resolution of warranty claims.



Project Lifecycle





Sample Project Schedule

Project Schedule Sample

1. Cord Management

We call out integration with AV and IT specifically because we know it makes a huge difference. We want people to see the beautiful space we've helped you create, not a tangle of wires and cords.

2. "Money Spaces"

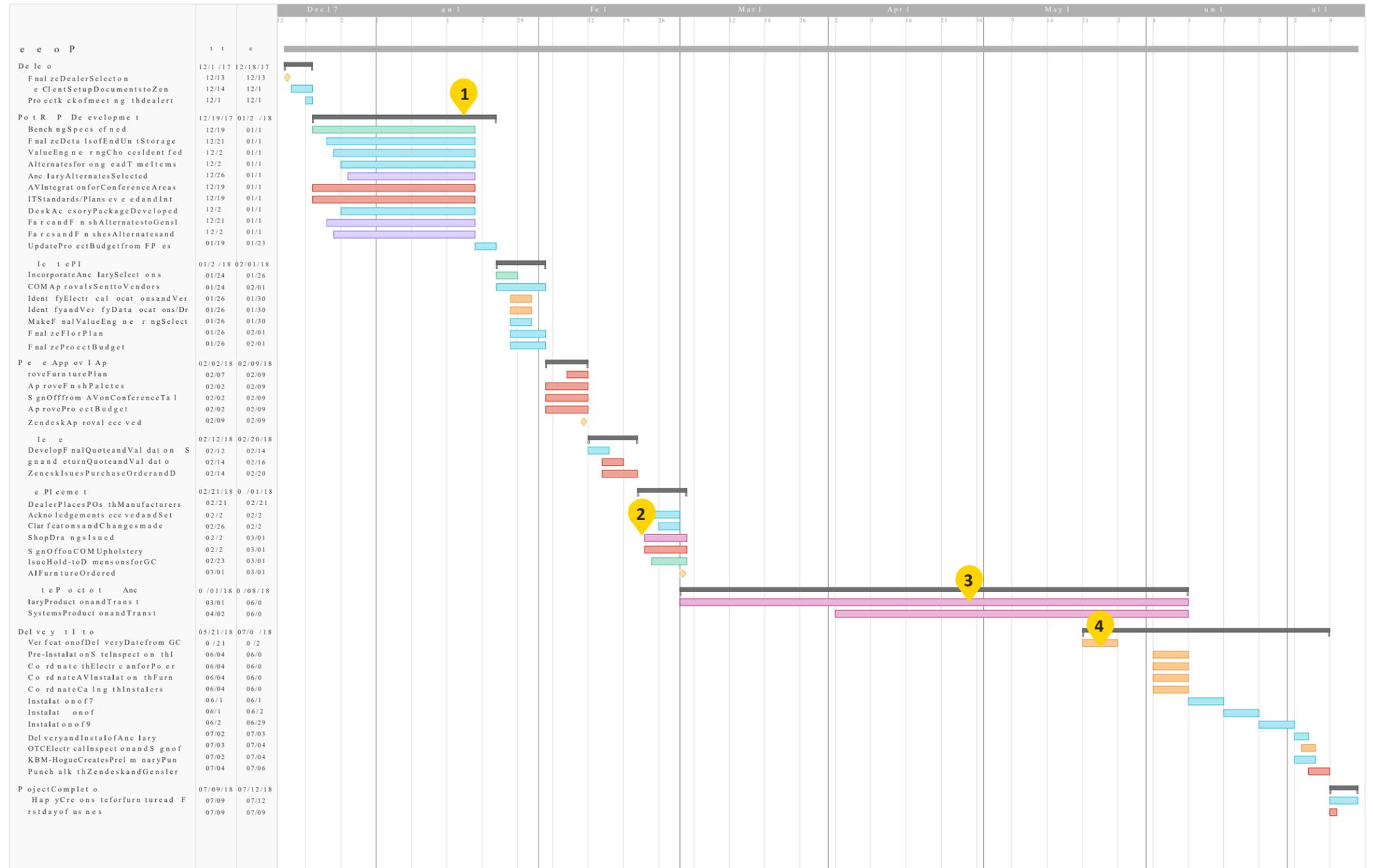
Custom items are often going into the "money spaces". We build in time for actual review of these drawings, into the schedule. We make sure everyone reviews these carefully.

3. Production and Transit

Even after the order is placed, we're in constant communication with the rest of the construction team to make sure all milestones are being met. We think this can be even more important for projects in a new building, as the teams aren't as familiar with the building.

4. Installation

We always want to be onsite as installation begins. We'll be packing bags for Madison to make sure the install is off to a terrific start.



We know the text here is hard to read, but we wanted to show you everything that we do behind the scenes to make sure your project goes perfectly. We're happy to send you a larger version of these at your request.



Project Profiles

Project Profile

Stanford School of Medicine

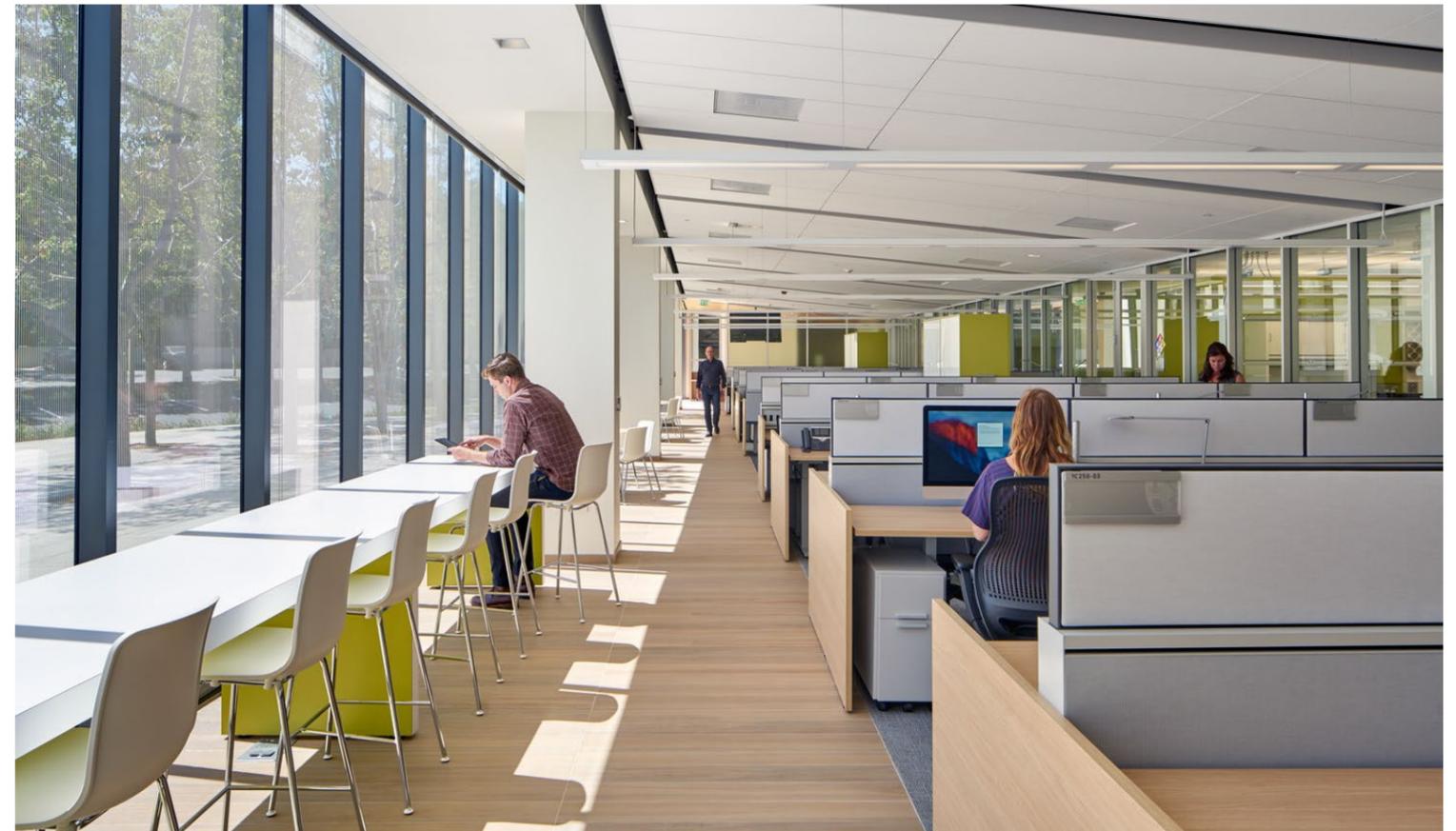
Scope: 73,000 SF

Design firm: HOK

Workstations: 212

Ancillary spaces: 20

Approach: 1651 was a Michele Hutchinson/HOK design lab/office project inspired by cedar and Bradford pear – the two trees left on the north/south side of the land plot. Ancillary and lab/office accent walls were blue/cedar on the north and green/pear on the south. Pops of color in the furniture nodded to those design elements as well. Ancillary was fairly light except in the entry/break out areas and meeting rooms.



Project Profile

Stanford Highland Hall

Scope: 150,000 SF

Design Firm: Legoretta + Legoretta | Steinberg Architects



Project Profile

Bay Area Headquarters Authority (BAHA)

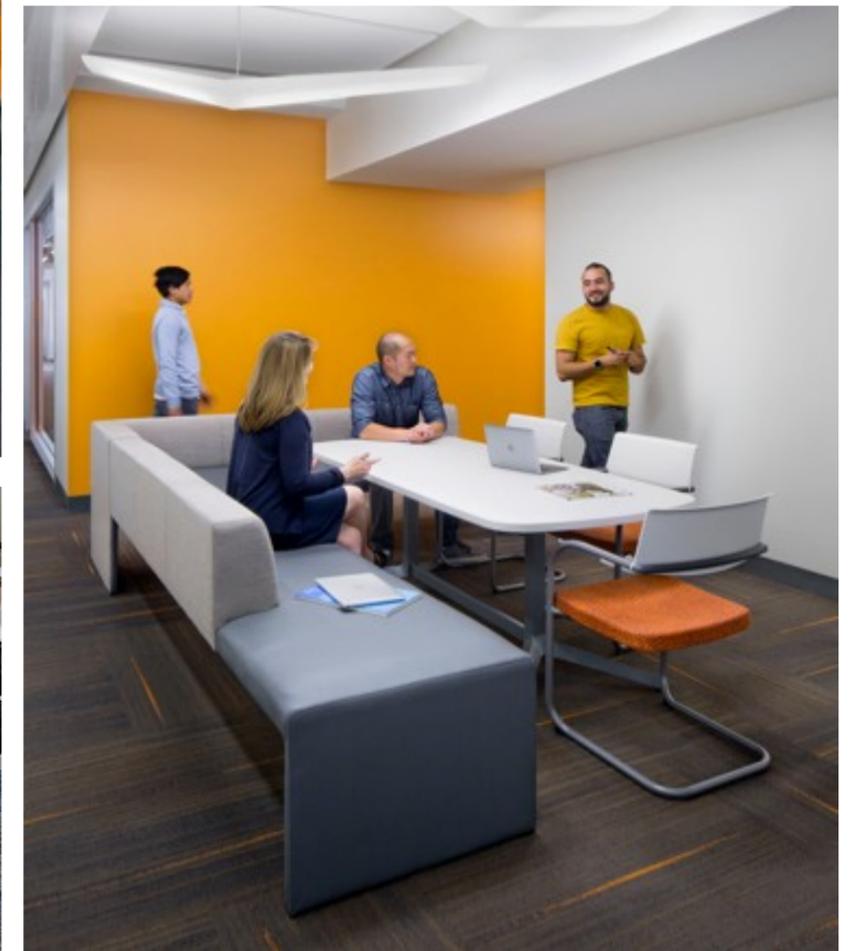
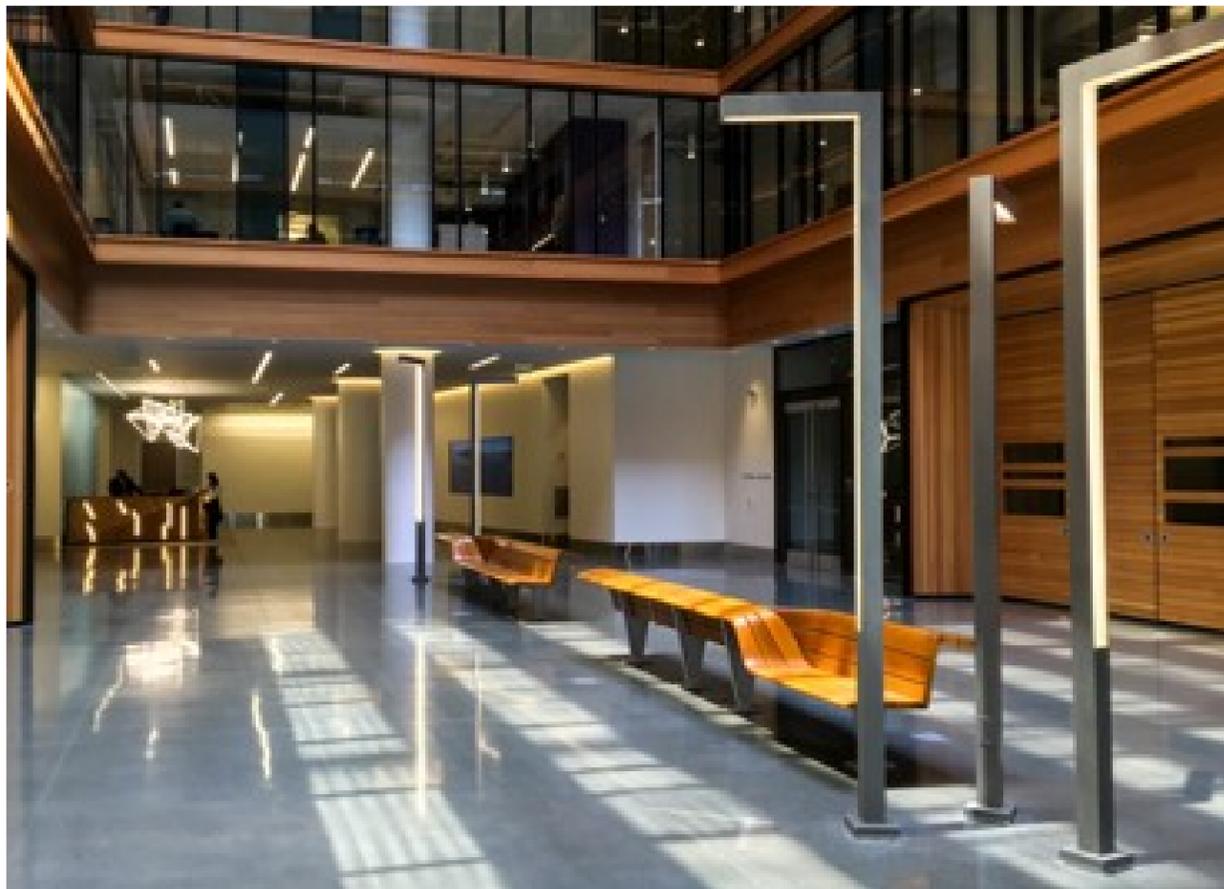
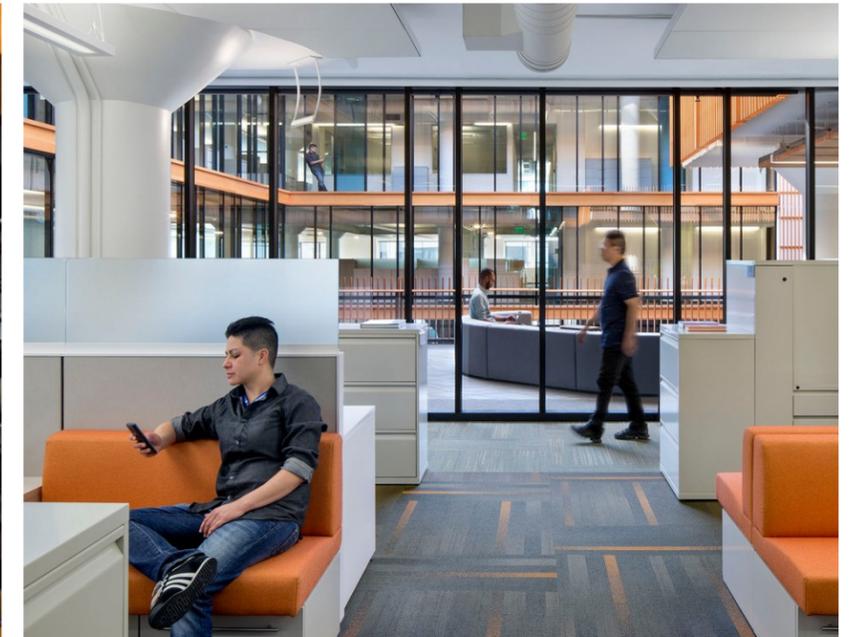
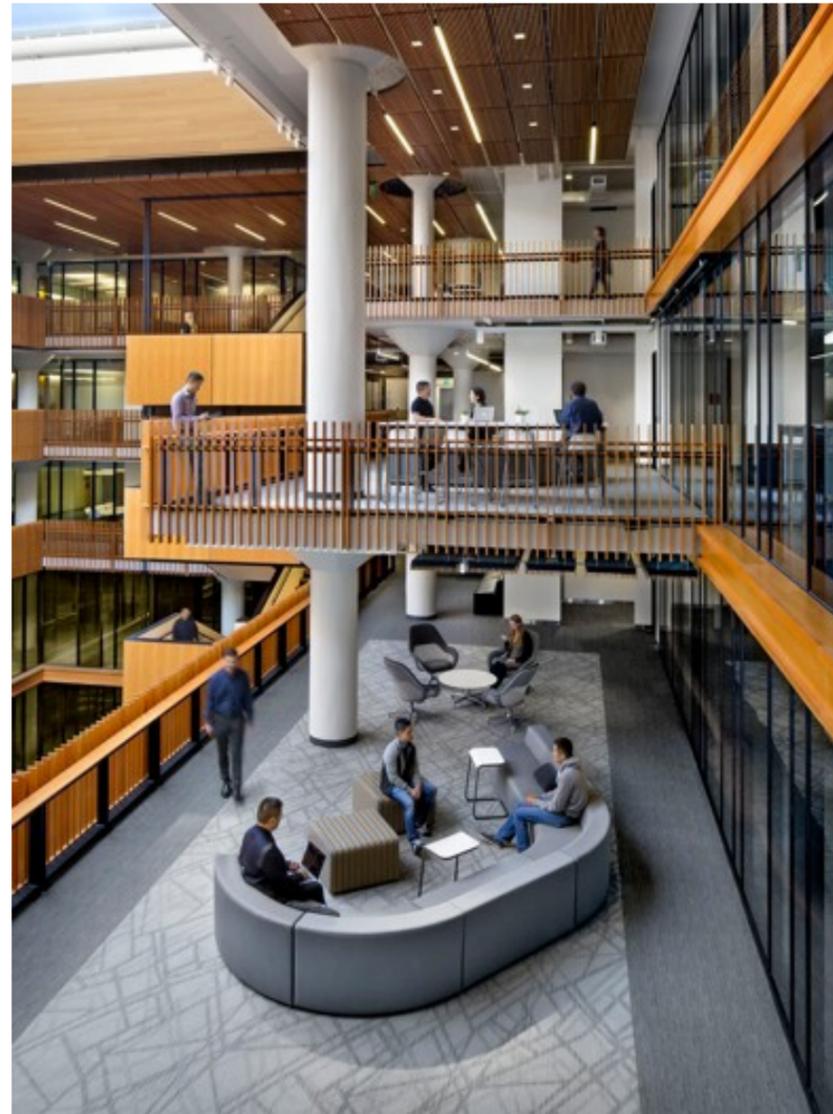
Scope: 189,000 SF

Design firm: Perkins + Will and TEF Design

Workstations: 420

Approach: BAHA wanted a work environment that was more-open and flexible to foster inter- and intra-departmental communication and collaboration. The design needed to encourage casual interactions.

Project Goals: Prevent the relocation of 500,000SF-building-worth of concrete to landfills; Sustainability, including pursuit of LEED Gold certification; Decrease energy consumption by permeating natural light; Celebrate century-old wood by exposing stair treads, countertops, and wall surfaces.

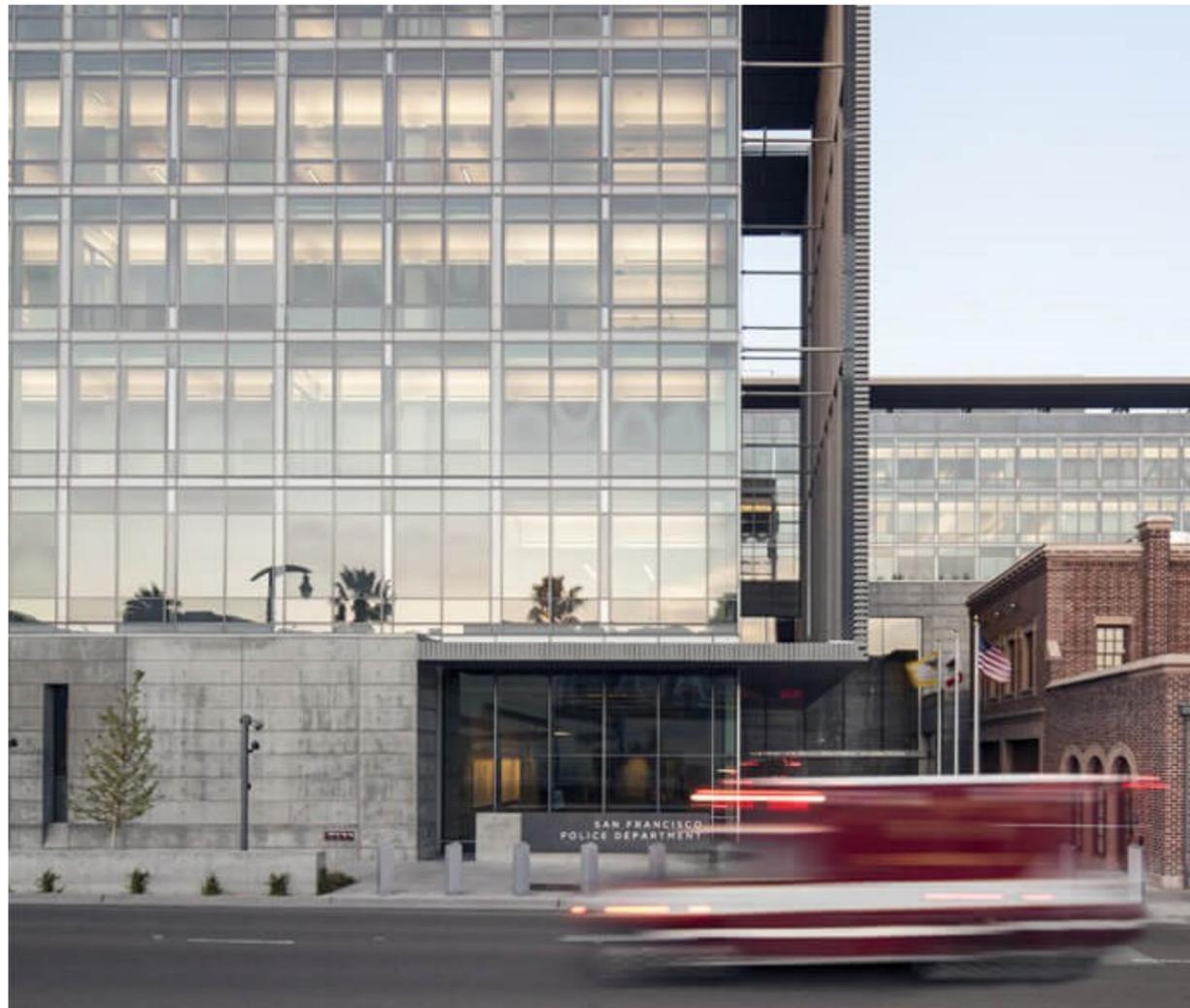


Project Profile

San Francisco Police and Fire Safety Campus

Scope: 300 SF
Design firms: HOK, and Mark Cavagnero Associates Architects

Approach: The building was designed to enable public safety leadership to collaborate and respond quickly in the event of a natural disaster. The facility is essential for the city, as it houses the police station for the Southern District, San Francisco Police administrative headquarters, as well as a fire station and multi-purpose public space for the growing Mission Bay community. Knoll Dividends workstations and private offices, Knoll Generation seating were provided by KBM-Hogue throughout.



Project Profile

San Francisco Transbay Transit Center

Design firm: Pelli Clarke Pelli Architects

Workstations: 12

Ancillary: 365

Approach: KBM-Hogue worked on finishes and layout for the new Transbay Terminal in San Francisco, which is featuring 4 workstations, 8 private offices, 6 interview/conference rooms, and Knoll Spark and Sprite Chairs throughout the space.



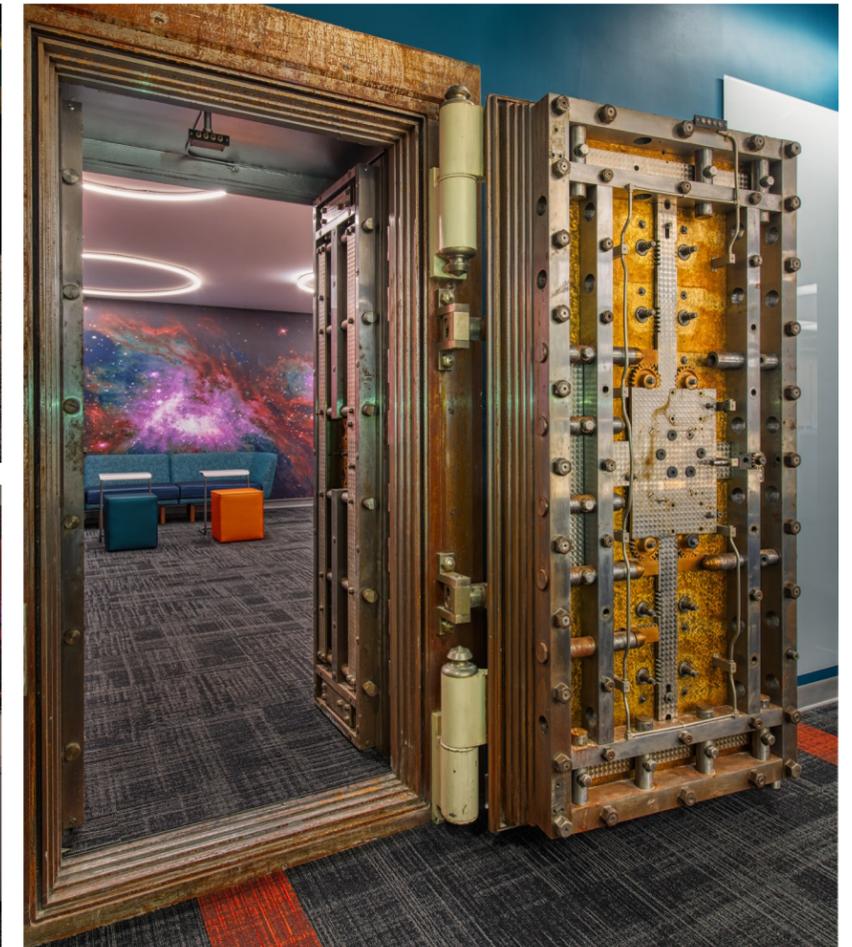
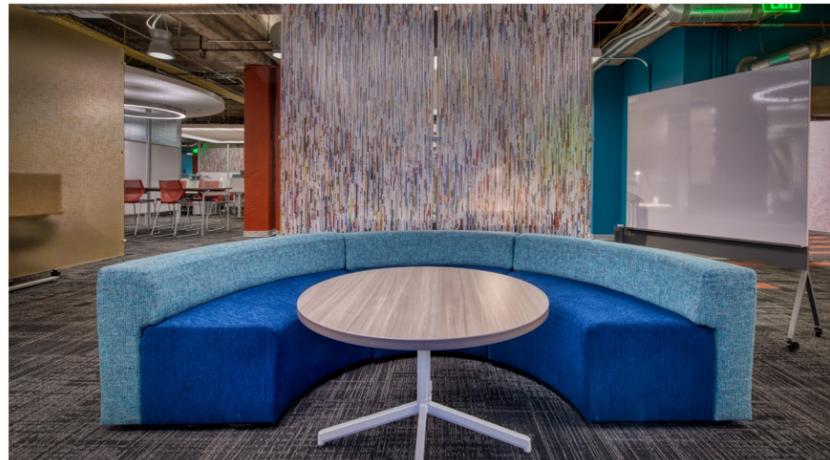
Project Profile

County of Alameda Information Technology Department (ITD)

Scope: 42,096 SF
Design firm: Komorous-Towey Architects

Workstations: 194
Ancillary Pieces: 43
Number of Manufacturers Used: 87

Approach: 393 13th Street is a building located in Oakland's Downtown Historical District. It was transformed from a fairly unremarkable 1950's era office building to a now model the 21st Century, activity-based workspace. Most of the original features were maintained to give homage to the architect, Timothy Pflueger. The building is 5 stories, including a basement, mezzanine and a top floor café and outdoor space.



Project Profile

Newark Civic Center

Newark, CA – slated to open fall 2021

Scope: 73,240SF

Design firm: Perkins Will

LEED Certification: *Gold targeted

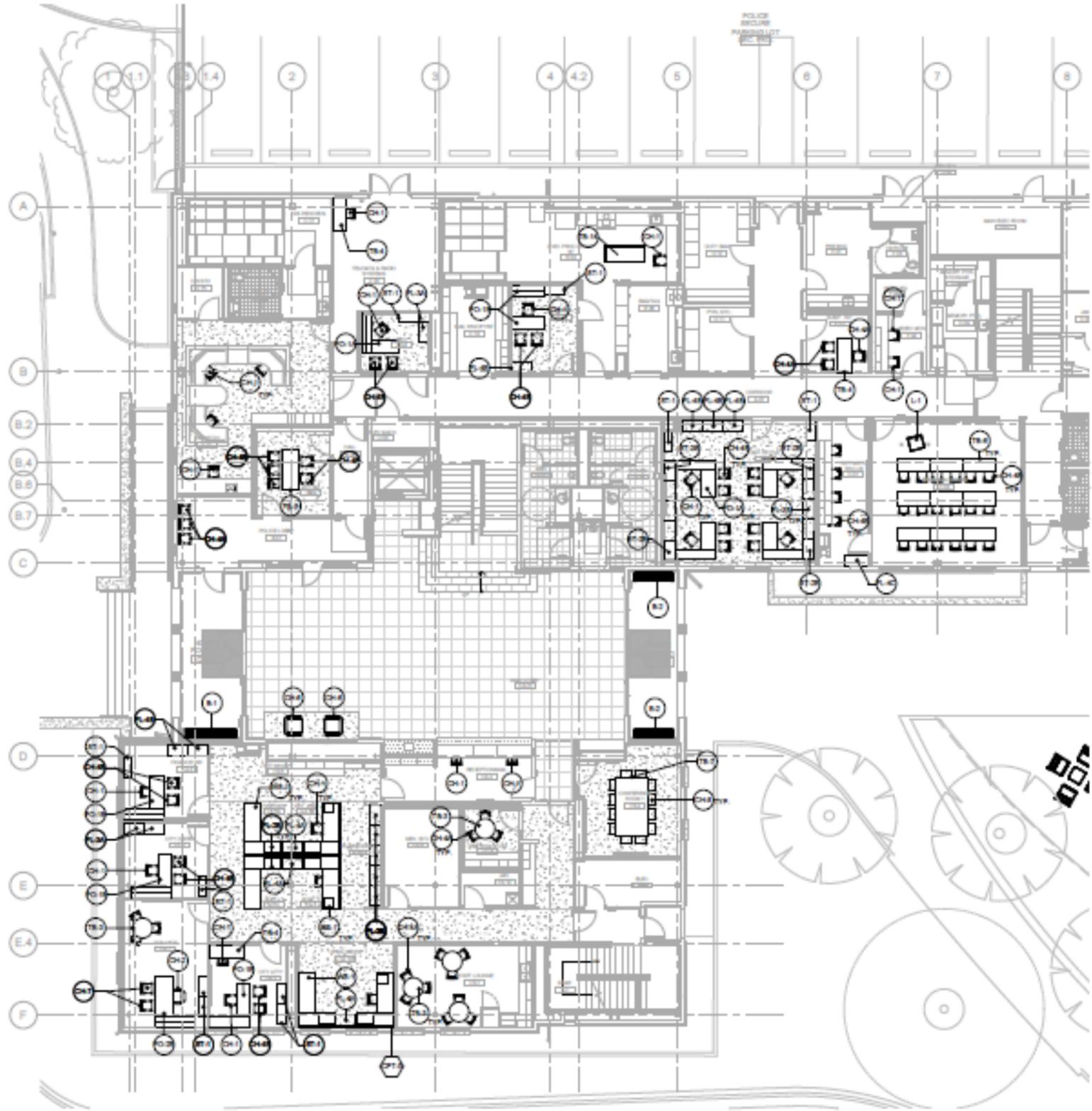
The development of a new Civic Center with a new City Hall, Police Station, and Library to replace existing structures and facilities. The new police building consolidates all station operations to a single facility and includes an emergency dispatch center and training facility. Finally, the project will add a new public plaza/multi-function community event space.

All three buildings will be seeking LEED Silver equivalent.

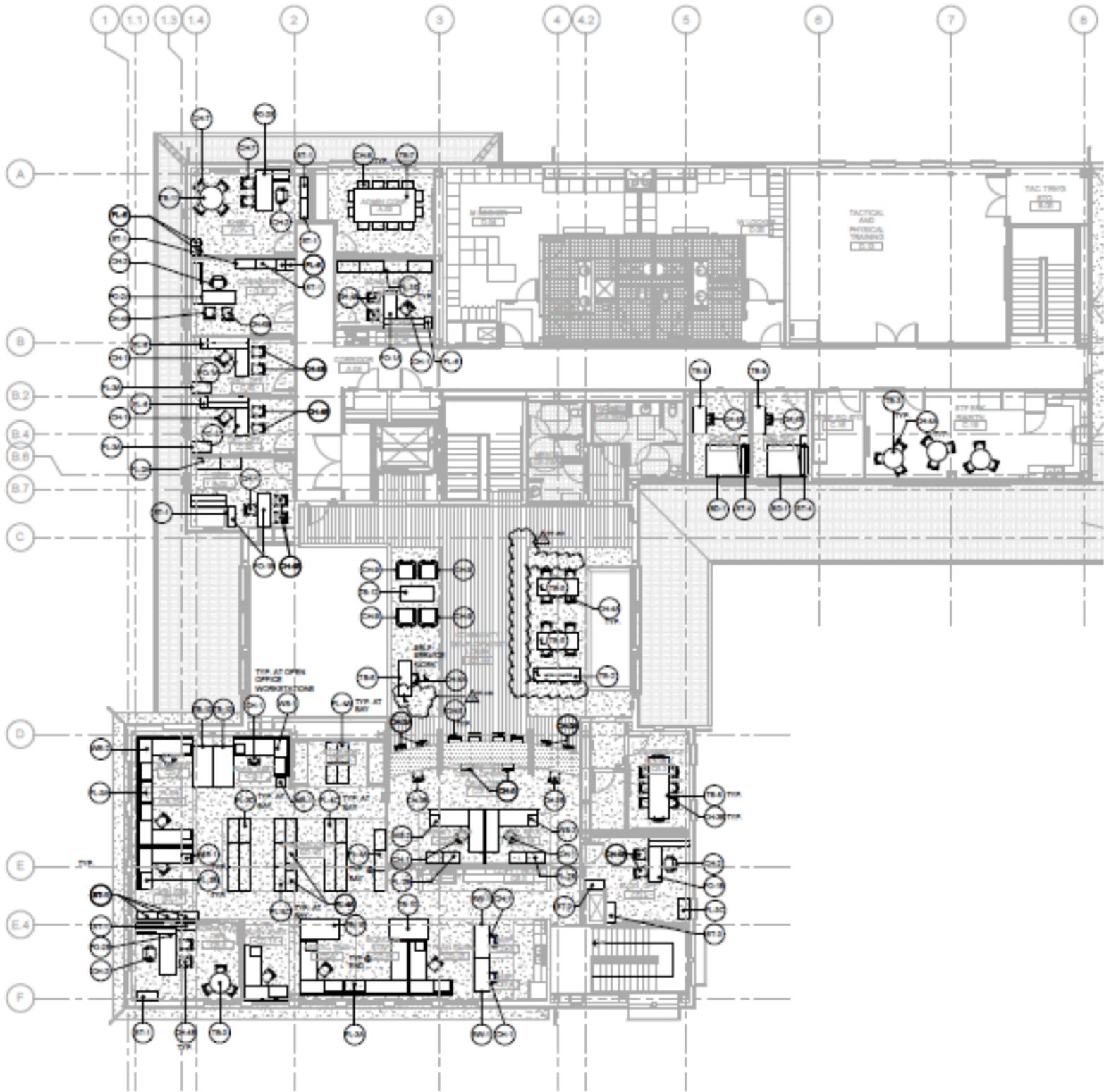




Floor Plans

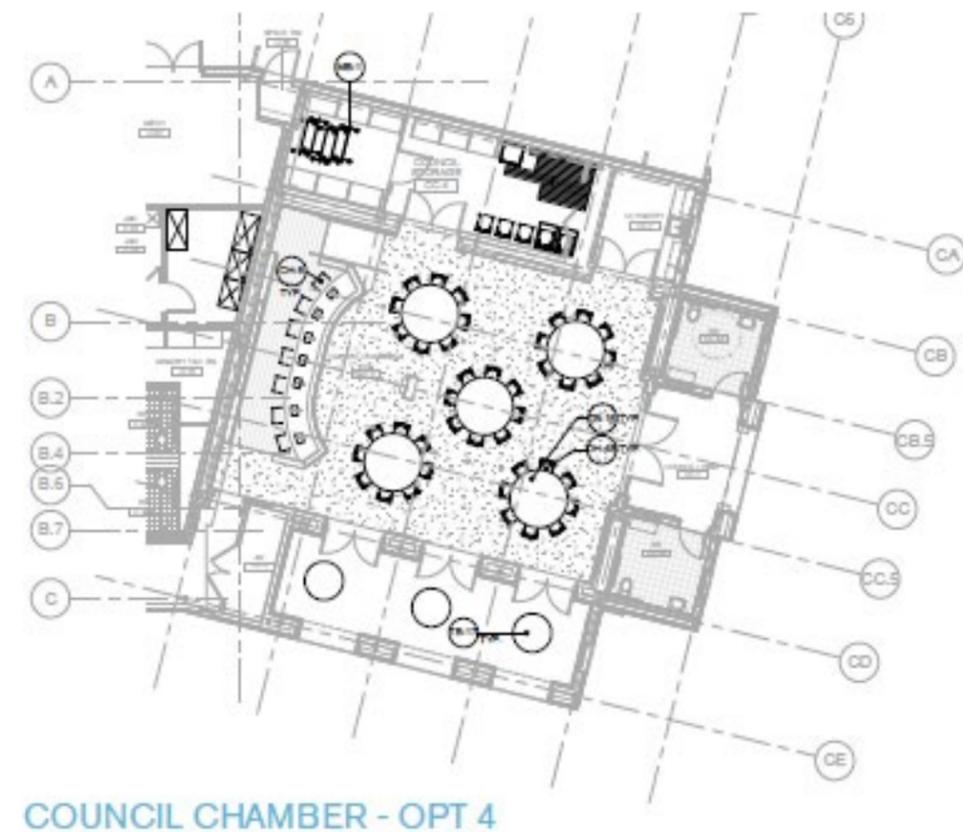
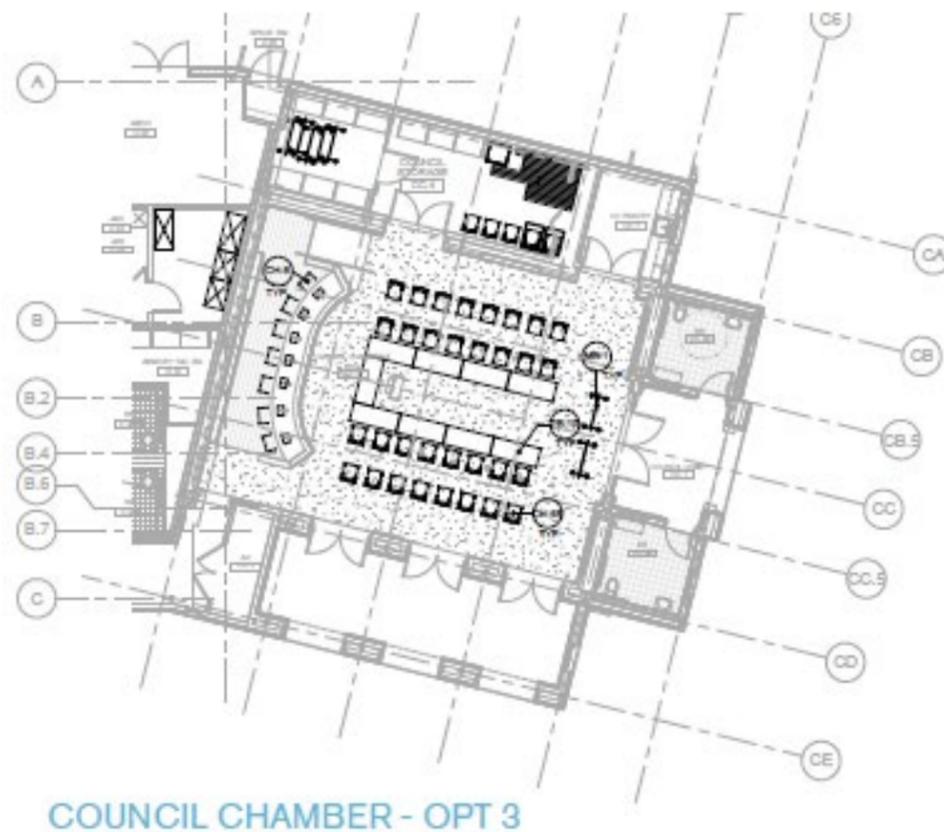
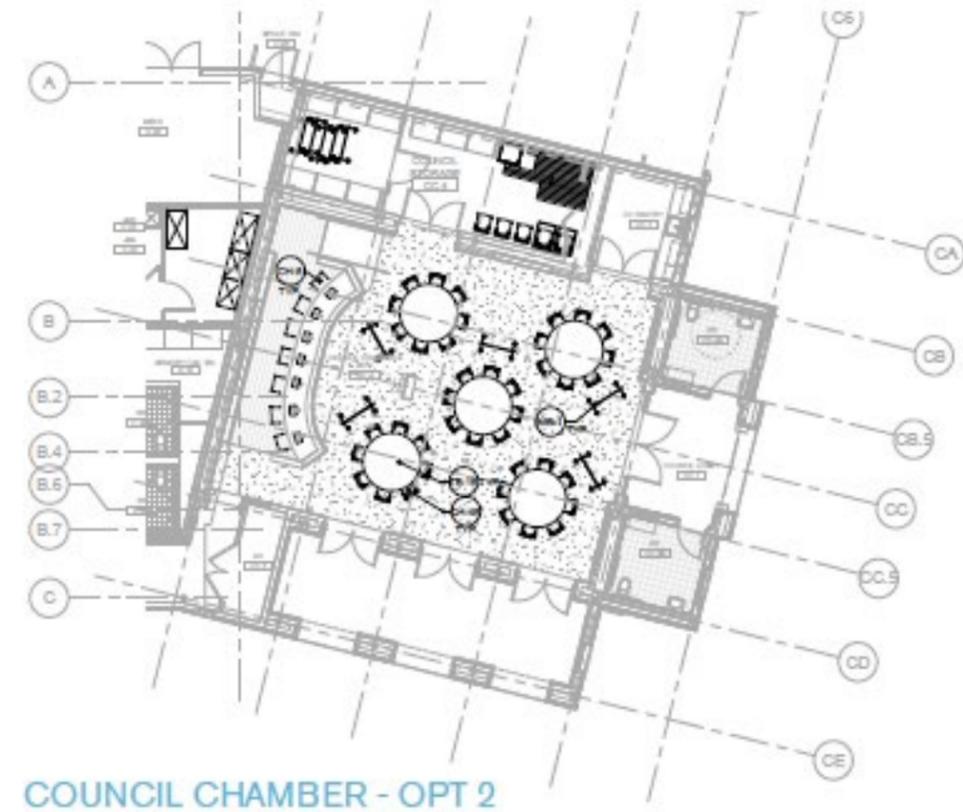
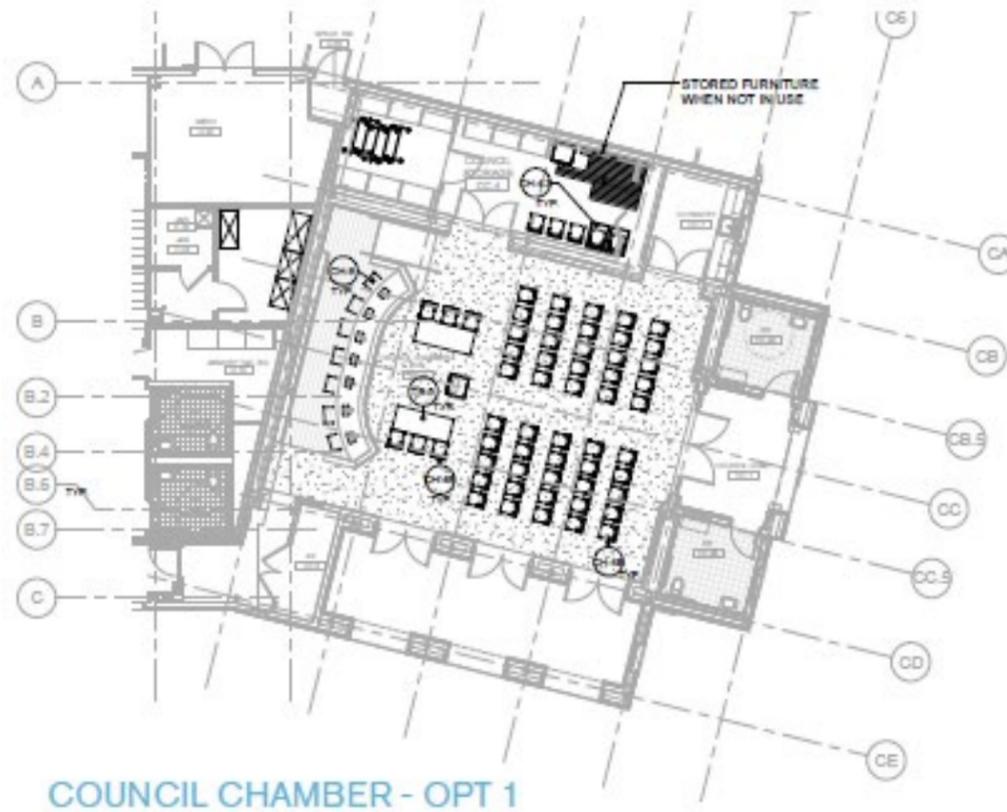


LEVEL 1 FURNITURE PLAN



LEVEL 2 FURNITURE PLAN

Furniture Plan – Council Chambers





Product Solutions

Palisades Bench 96" by Landscape Forms

Dimensions: 96"w x 19.5"d x 16"h

Backless benches are constructed of solid wood, fastened together with internal steel rods.
Woodgrain - TBD



Exterior Finish
Redwood

Price Each \$2,704.55

Ext Price \$2,704.55

LOCATION	ROOM	QUANTITY
L1 CITY HALL	NORTH PORTICO	1
	Total	1

Palisades Bench 72" by Landscape Forms

Dimensions: 72"w x 19.5"d x 16"h

Backless benches are constructed of solid wood, fastened together with internal steel rods.
Woodgrain - TBD



Price Each \$3,113.64

Ext Price \$6,227.28



Exterior Finish
Redwood

LOCATION	ROOM	QUANTITY
L1 CITY HALL	SOUTH PORTICO	2
	Total	2

BD-1 - DOUBLE BED

Westwood Full XL Bed by RT London

Dimensions: 57"D x 83"W x 41"H Full XL

- Constructed of solid wood posts with veneer plywood panels and rails in maple wood species
- Platform style bed
- 3-piece wood bed deck
- Mattresses included



Standard Wood



Natural Maple



Oak

Price Each \$1,127.80

Ext Price \$2,255.60

LOCATION	ROOM	QUANTITY
L1 POLICE	OFC REST	2
	Total	2

BW-1 - BENCHING WORKSTATION



Work Bench Table by Knoll

60" w x 24" d fixed height desk
 Privacy screens
 (2) Duplexes per station

Price Each \$951.41

Ext Price \$1,902.82

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	INSP	2
	Total	2



k. task by Knoll

High performance arms, plastic base, standard cylinder, no lumbar, hard casters

Seat Height: 15.6" – 20.9"
 Dimensions: 27" W x 27" D
 Arm Height: 23.3" – 31.7"
 Overall Height: 37.9" – 43.2"

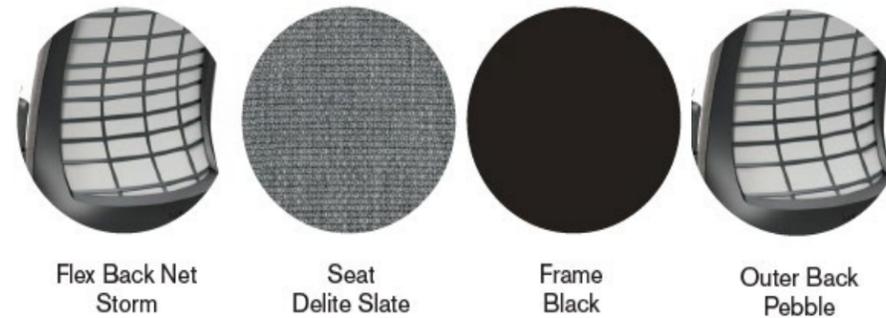
- Arms are height-adjustable
- Double layer mesh back combines the comfort of a knit with the rigidity of mesh for ongoing support
- Synchronized tilt tension control provides a smooth, easy recline with only one turn of the dial
- Five-point tilt-lock allows you to set the chair upright or reclined, depending on the task
- Waterfall seat edge allows for unrestricted movement to support various postures

Price Each \$298.96

Ext Price \$11,360.48

LOCATION	ROOM	QUANTITY
L1 POLICE	MULTIPLE	14
L1 CITY HALL	MULTIPLE	9
L2 POLICE	MULTIPLE	4
L2 COMMUNITY DEVELOPMENT	MULTIPLE	11
	Total	38

CH-2 - PRIVATE OFFICE TASK CHAIR



Remix by Knoll

High back chair, high performance arms, plastic base, standard cylinder, no lumbar, hard casters

Seat Height: 16.6" – 21.5"
 Dimensions: 30" W x 23.5" D
 Arm Height: 26.3" – 31.3"
 Overall Height: 43.4" – 51.3"

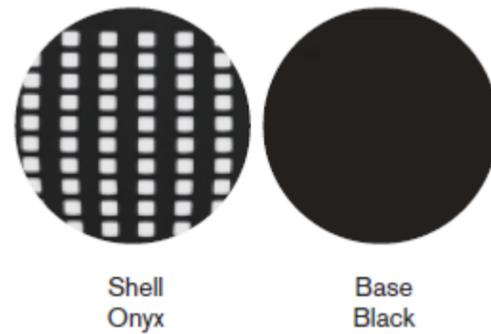
- TANDEM BACK™ Comprised of intelligent layers of contrasting materials to provide movement and active support
- FLEX NET MATRIX™ Molded to provide flexibility and resiliency and designed to provide firmer support in the lumbar and shoulder region
- FLEXIBLE BACK FRAME Provides structure but is flexible to allow torsional movements
- FULLY UPHOLSTERED PERIMETER Offers soft, uninterrupted comfort for movement throughout the day
- THREE-POINT TILT LOCK Allows you to relax into the chair for a deep dwell
- SYNCHRONIZED TILT TENSION CONTROL Provides a smooth, effortless recline and enables personalized fit

Price Each \$549.82

Ext Price \$2,749.10

LOCATION	ROOM	QUANTITY
L1 CITY HALL	CITY MANAGER	1
L2 POLICE	MULTIPLE	2
L2 COMMUNITY DEVELOPMENT	MULTIPLE	2
	Total	5

CH-3A - TYPICAL TASK CHAIR



MultiGeneration by Knoll

5-star base, standard cylinder, armless, non-upholstered, black plastic base, hard casters

Seat Height: 16.1" – 22.24"

Dimensions: 20.5" W x 21.9" D

Overall height: 31" – 37.5"

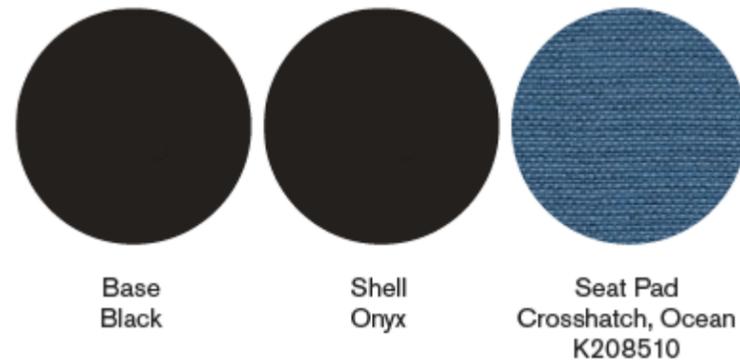
- This chair has been tested and is approved for use by individuals weighing up to 300 pounds
- This chair is warranted for 12 years, 24-hour, 7 days a week, multi shift use

Price Each \$194.62

Ext Price \$778.48

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT LOBBY	4
	Total	4

CH-3B (Counter) - TYPICAL TASK CHAIR W/CUSHION



MultiGeneration by Knoll

5-star base, standard cylinder, armless, upholstered, black plastic base, hard casters

Seat Height: 16.1" – 22.24"

Dimensions: 20.5" W x 21.9" D

Overall height: 31" – 37.5"

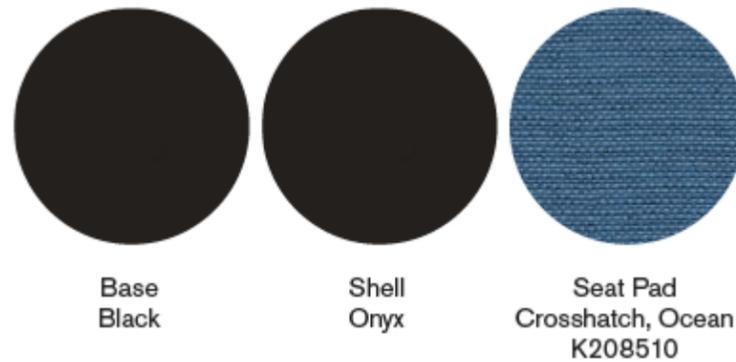
- This chair has been tested and is approved for use by individuals weighing up to 300 pounds
- This chair is warranted for 12 years, 24-hour, 7 days a week, multi shift use

Price Each \$247.53

Ext Price \$495.06

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT COUNTER	2
	Total	2

CH-3B (Conf Room)- TYPICAL TASK CHAIR W/CUSHION



MultiGeneration by Knoll

5-star base, standard cylinder, fixed arms, upholstered, black plastic base, hard casters

Seat Height: 16.1" – 22.24"

Dimensions: 20.5" W x 21.9" D

Overall height: 31" – 37.5"

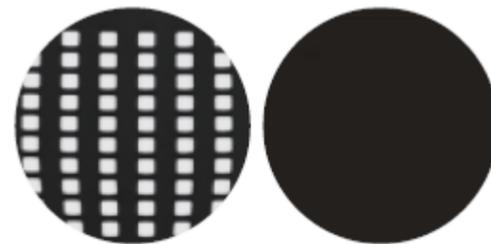
- This chair has been tested and is approved for use by individuals weighing up to 300 pounds
- This chair is warranted for 12 years, 24-hour, 7 days a week, multi shift use

Price Each \$267.14

Ext Price \$2,137.12

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	CONFERENCE ROOM 2	8
	Total	8

CH-4A - INFORMAL STACKABLE CHAIR



Shell
Onyx

Base
Black

MultiGeneration by Knoll

Stacking chair, armless, glides

Seat Height: 17.3"

Dimensions: 21.6" W x 21.4" D

Overall height: 33.6"

- Chairs stack 6 high on the ground, 10 high with optional dolly
- This chair has been tested and is approved for use by individuals weighing up to 300 pounds
- This chair is warranted for 12 years, 24-hour, 7 days a week, multi shift use

Price Each \$107.30

Ext Price \$4506.60

LOCATION	ROOM	QUANTITY
L1 POLICE	MULTIPLE	6
L1 CITY HALL	MULTIPLE	15
L2 POLICE	STAFF BREAK ROOM	9
L2 COMMUNITY DEVELOPMENT	MULTIPLE	12
	Total	42

CH-4B - INFORMAL CHAIR W/ CUSHION



MultiGeneration by Knoll

Stacking chair, armless, upholstered seat, glides

Seat Height: 17.3"

Dimensions: 21.6" W x 21.4" D

Overall height: 33.6"

- Chairs stack 6 high on the ground, 10 high with optional dolly
- This chair has been tested and is approved for use by individuals weighing up to 300 pounds
- This chair is warranted for 12 years, 24-hour, 7 days a week, multi shift use

Price Each \$150.59

Ext Price \$17,619.03

**Seat pad not shown



LOCATION	ROOM	QUANTITY
L1 POLICE	MULTIPLE	39
L1 CITY HALL	MULTIPLE	6
L2 POLICE	MULTIPLE	12
L2 COMMUNITY DEVELOPMENT	MULTIPLE	4
COUNCIL CHAMBERS & EOC	COUNCIL CHAMBERS & EOC	56
Total		117

CH-4.3 - STACKABLE CHAIR DOLLY



MultiGeneration Chair Dolly by Knoll

Dolly to transport up to 10 stacking chairs

Price Each \$151.70

Ext Price \$910.20

LOCATION	ROOM	QUANTITY
COUNCIL CHAMBERS & EOC	COUNCIL CHAMBERS & EOC	6
	Total	6



Base Wood

Leather Seat Cognac

Fiber Bar Stool, w/back by muuto

Bar stool, wood base

Seat Height: 29.5"

Dimensions: 17.5" W x 17.9" D

- The molded shell is an innovative composite of plastic and up to 25% wood fibers
- Legs are solid oak with an environmentally-friendly water-based lacquer
- Plastic glides included

Price Each \$505.45

Ext Price \$3,032.70

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	LOBBY	4
L2 COMMUNITY DEVELOPMENT	COUNTER	2
	Total	6

Eero Saarinen Womb Chair by Knoll

Medium Womb Chair

Seat Height: 15"
 Dimensions: 35" W x 31" D
 Arm Height: 18"
 Overall Height: 31.25"

Seat shell is foam-covered molded fiberglass
 Base is steel rod with polished chrome or black paint



Price Each \$2,230.88 Ext Price \$4,461.76

LOCATION	ROOM	QUANTITY
L1	MAIN LOBBY	2
	Total	2



CH-7 - PRIVATE OFFICE GUEST CHAIR



Shell
Leather Cognac

Base
Oak

Fiber by muuto

Armchair/Swivel Base with Return

Seat Height: 18.1"
Dimensions: 22.5" W x 22" D
Overall height: 30.3"

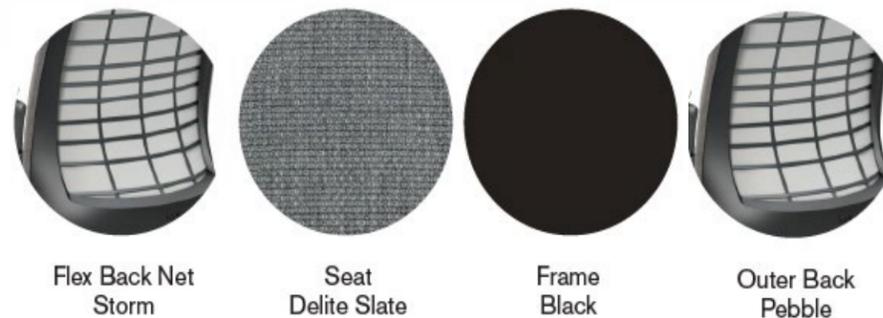
- The molded shell is an innovative composite of plastic and up to 25% wood fibers
- Swivel base is die-cast aluminum

Price Each \$690.25

Ext Price \$5,522.00

LOCATION	ROOM	QUANTITY
L1 CITY HALL	CITY MANAGER	2
L2 POLICE	CHIEF	6
	Total	8

CH-8 - CONFERENCE ROOM CHAIR



Remix Highback by Knoll

Work chair, high performance arms, plastic base, standard cylinder, no lumbar, hard casters

Seat Height: 16.6" – 21.5"
 Dimensions: 30" W x 23.5" D
 Arm Height: 26.3" – 31.3"
 Overall Height: 36.9" - 44.9"

- TANDEM BACK™ Comprised of intelligent layers of contrasting materials to provide movement and active support
- FLEX NET MATRIX™ Molded to provide flexibility and resiliency and designed to provide firmer support in the lumbar and shoulder region
- FLEXIBLE BACK FRAME Provides structure but is flexible to allow torsional movements
- FULLY UPHOLSTERED PERIMETER Offers soft, uninterrupted comfort for movement throughout the day
- THREE-POINT TILT LOCK Allows you to relax into the chair for a deep dwell
- SYNCHRONIZED TILT TENSION CONTROL Provides a smooth, effortless recline and enables personalized fit

Price Each \$425.50

Ext Price \$13,190.50

LOCATION	ROOM	QUANTITY
L1 CITY HALL	CONFERENCE ROOM 1	12
L2 POLICE	ADMIN CONFERENCE	12
COUNCIL CHAMBERS & EOC	COUNCIL CHAMBERS & EOC	7
	Total	31

Rockwell Unscripted Club Chair by Knoll

Petite Lounge Chair

Seat Height: 16"
 Dimensions: 29.5" W x 29.5" D
 Arm Height: 24"
 Overall Height: 26"

- Seat and back cushions are fully upholstered. Double needled topstitching on leather upholstery and on thin solid textiles. Single needled topstitching on heavily ribbed fabrics and multicolor prints. No sag spring deck covered in black cotton textile
- Cushions are foam core with polyester fiber wrap for a tight and tailored aesthetic
- Frame is constructed in sections with a combination plywood/hardwood seat and back
- Optional casters available on the Petite Lounge Chair
- Optional 360 degree swivel tablet available on the Petite Lounge Chair



Price Each \$1,198.43

Ext Price \$4,793.72

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	LOBBY	4
	Total	4

EX-1 - EXTERIOR LOUNGE CHAIR

Richard Schultz 1966 Collection by Knoll

26" w x 28.25" d x 26" h. 14" Seat Height, 20.5" arm height

- Seat and back are woven vinyl coated polyester mesh
- Straps are solid pure vinyl with no fillers and sewn onto the mesh seat and back with teflon thread
- Frame is welded cast and extruded aluminum finished in weather resistant polyester powder coat
- Stainless steel supports and connectors
- Glides included



Price Each \$861.40

Ext Price \$17,228.00

LOCATION	ROOM	QUANTITY
COURTYARD	COURTYARD	20
	Total	20

EX-2 - 24"x24" EXTERIOR LOW TABLE

Richard Schultz 1966 Collection by Knoll

28" w x 28" d x 15" h

- Frame is welded cast and extruded aluminum finished in weather resistant polyester powder coat
- Stainless steel supports and connectors
- Glides included



Price Each \$800.81

Ext Price \$4,004.05

LOCATION	ROOM	QUANTITY
COURTYARD	COURTYARD	5
	Total	5

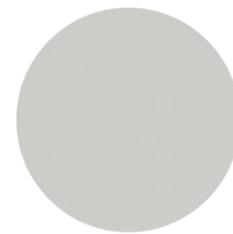
FL-2A - 2 DRAWER 42" LOCKABLE LATERAL FILING CABINET

Calibre Lateral File by Knoll

2 drawer lateral File, 2-12" drawers with rails

Dimensions: 42" W x 27"H

- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment



Finish
Folkstone Grey 114

Price Each \$349.86

Ext Price \$349.86

LOCATION	ROOM	QUANTITY
L2 POLICE	CEO	1
	Total	1

FL-2B - 2 DRAWER 30" LOCKABLE LATERAL FILING CABINET



Calibre Lateral File by Knoll

2 drawer lateral File, 2-12" drawers with rails

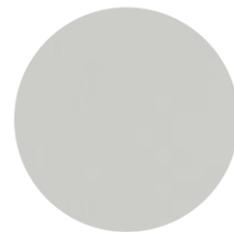
Dimensions: 30" W x 27"H

- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$257.55

Ext Price \$4,378.35

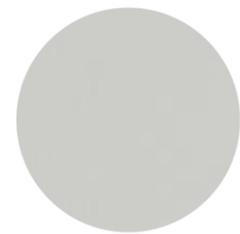
**Plan shows 30"w lateral, legend calls out 42"w. We spec'd a 30"w unit to allow for comfortable leg space.



Finish
Folkstone Grey 114

LOCATION	ROOM	QUANTITY
L1 CITY HALL	MULTIPLE	6
L2 COMMUNITY DEVELOPMENT	MULTIPLE	11
	Total	17

FL-3A - 3 DRAWER LOCKABLE FILING CABINET



Finish
Folkstone Grey 114

Calibre Lateral File by Knoll

3 drawer lateral File, 3-12" drawers with rails

Dimensions: 36" W x 39"H

- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$425.34

Ext Price \$3,402.72

LOCATION	ROOM	QUANTITY
L1 POLICE	SRO	1
L1 CITY HALL	CITY CLERK	2
L2 POLICE	DET OFFICE	2
L2 POLICE	CEO	1
L2 COMMUNITY DEVELOPMENT	MULTIPLE	2
	Total	8

FL-3B - 3-DRAWER FILING CABINETS W/ COUNTERTOP ON TOP



Calibre Lateral File by Knoll

3 drawer lateral File, 3-12" drawers with rails and laminate top

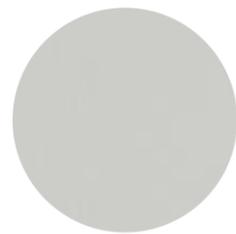
Dimensions: 36" W x 39"H

- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$450.33

Ext Price \$4,953.63

LOCATION	ROOM	QUANTITY
L1 POLICE	SGT OFFICE	6
L1 CITY HALL	FILE/RECORDS	5
	Total	11



Finish
Folkstone Grey 114



Top
Pasadena Oak

FL-3C - 3-DRAWER FILING CABINETS W/COUNTERTOP ON TOP, LOCKING



Calibre Lateral File by Knoll

3 drawer lateral File, 3-12" drawers with rails and laminate top

Dimensions: 36" W x 39"H

- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

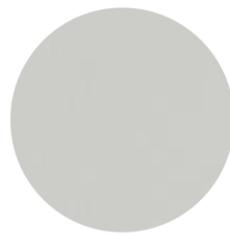
Price Each \$487.56

Ext Price \$487.56



LOCATION	ROOM	QUANTITY
L1 CITY HALL	BLDG. OFF.	1
	Total	1

FL-3D - 3-DRAWER 42"W LATERAL FILING CABINET, LOCKABLE



Finish
Folkstone Grey 114

Calibre Lateral File by Knoll

3 drawer lateral File, 3-12" drawers with rails

Dimensions: 423" W x 39"H

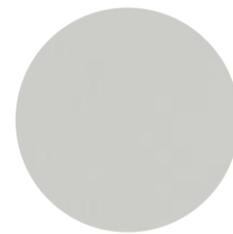
- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$422.28

Ext Price \$4,222.80

LOCATION	ROOM	QUANTITY
L2 POLICE	ADMIN ASSISTANT	4
L2 COMMUNITY DEVELOPMENT	FILE/RECORDS	6
	Total	10

FL-4A - 4-DRAWER 36" W LATERAL FILING CABINET



Finish
Folkstone Grey 114

Calibre Lateral File by Knoll

4 drawer lateral File, 4-12" drawers with rails

Dimensions: 36" W x 51"H

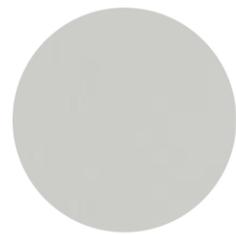
- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$500.31

Ext Price \$6,003.72

LOCATION	ROOM	QUANTITY
L1 CITY HALL	OPEN OFFICE	3
L2 COMMUNITY DEVELOPMENT	FILE/RECORDS	9
	Total	12

FL-4B - 4-DRAWER 36" W LATERAL FILING CABINET, LOCKING



Finish
Folkstone Grey 114

Calibre Lateral File by Knoll

4 drawer lateral File, 4-12" drawers with rails

Dimensions: 36" W x 51"H

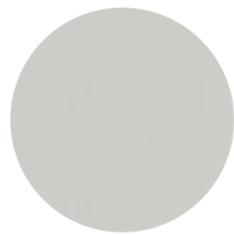
- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$500.31

Ext Price \$3,001.86

LOCATION	ROOM	QUANTITY
L1 POLICE	MULTIPLE	4
L1 CITY HALL	FINANCE DIR.	2
	Total	6

FL-4C - 4-DRAWER 42" W LATERAL FILING CABINET



Finish
Folkstone Grey 114

Calibre Lateral File by Knoll

4 drawer lateral File, 4-12" drawers with rails

Dimensions: 42" W x 51"H

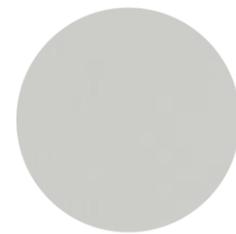
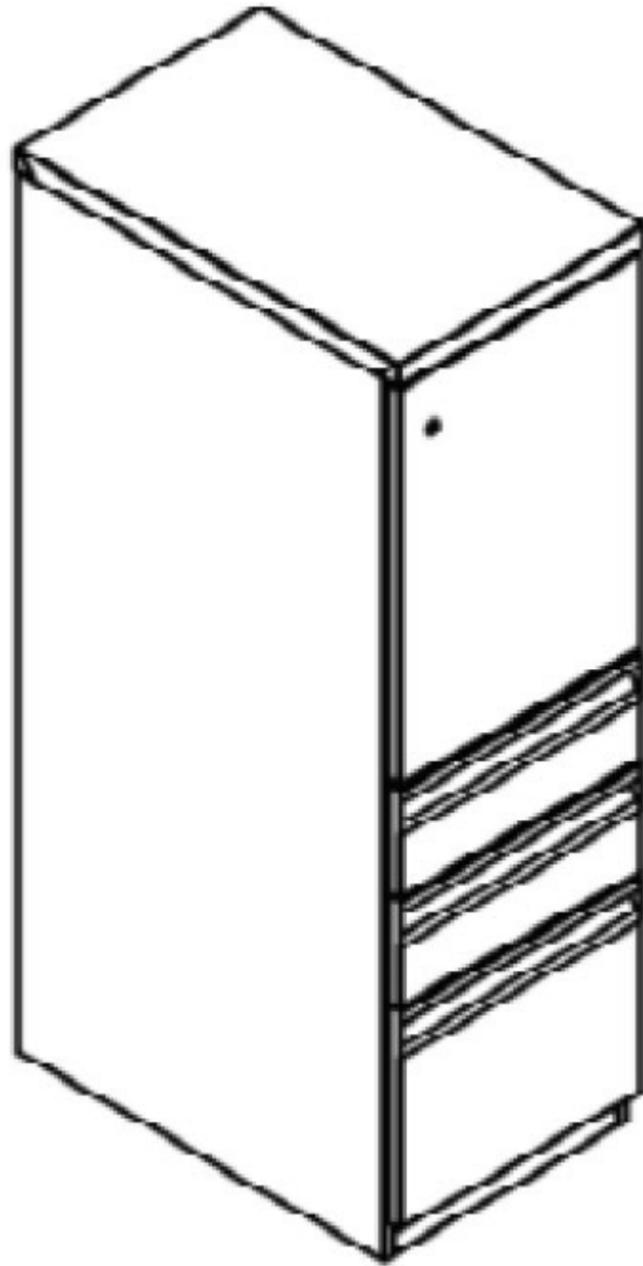
- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$555.14

Ext Price \$6,106.54

LOCATION	ROOM	QUANTITY
L1 POLICE	RPT WRT/TRN LIB	1
L2 COMMUNITY DEVELOPMENT	FILE/RECORDS	10
	Total	11

FL-6 - 15"W x 18" D x 42"H LATERAL FILING CABINET, LOCKABLE



Finish
Folkstone Grey 114

Calibre Tower by Knoll

Dimensions: 50Hx14-7/8Wx23-1/2D

- Single Door tower with 2 box and 1 file drawer,
- Left hand hinge, with lock
- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$435.03

Ext Price \$3,045.21

LOCATION	ROOM	QUANTITY
L2 POLICE	MULTIPLE	7
	Total	7

K-1 - 4'x8' K-9 KENNEL WITH CANOPY



Welded Wire Dog Kennel, Cover & Frame by Lucky Dog

Dimensions: 8 ft L x 4 ft W x 4 ft H

- Designed to be modular so you can assemble it into almost any shape with no tools required.
- Includes a waterproof cover that fits paw-fectly over your doggo’s new structure.
- Features a dog-safe, lockable gate latch for security and raised legs for easy cleaning.
- Steel frame is powder-coated and complete with welded corners to prevent sharp edges.
- Equipped with a pitched steel roof and heavy-duty tarp to provide optimal weather protection.

Price Each \$318.82

Ext Price \$637.64

LOCATION	ROOM	QUANTITY
L1 POLICE	POLICE SECURE PARKING LOT	2
	Total	2

K-2 - 4'x6' LOST DOG KENNEL

Chain Link Portable Kennel with Sunscreen by Midwest

Dimensions: 6 ft L x 4 ft W x 4 ft H

- Portable Outdoor Containment Solution for Larger or Multiple Dogs
- Rounded Corners for Safety
- Secure and convenient one handed latch
- Sunscreen included



Price Each \$199.99

Ext Price \$199.99

LOCATION	ROOM	QUANTITY
L1 POLICE	POLICE SECURE PARKING LOT	1
	Total	1



All Terrain by KI

Mobile Lectern

Features landing pad with bowed front, two accessory slots, two adjustable shelves. Available with outrigger casters or glides.

- Shelf/Shelf, Mobile Lectern
- Hinge door - left
- 22”w x20”d
- 4 casters (2 locking)

Price Each \$773.18

Ext Price \$773.18

LOCATION	ROOM	QUANTITY
L1 Police	BFG/Squad Room	1
	Total	1

MB-1 - 48" w X 60" h MOBILE MARKER BOARD



All Terrain Mobile Markerboard by KI

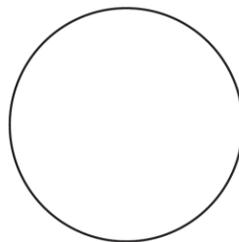
Dimensions: 42"Wx66"H

- Full Height Core
- 4 Point Base
- 4 casters (2 locking)

Price Each \$522.10

Ext Price \$2,610.50

LOCATION	ROOM	QUANTITY
COUNCIL CHAMBERS & EOC	COUNCIL CHAMBERS & EOC	5
	Total	5



Finish White

Calibre Box/File Mobile Pedestal by Knoll

Mobile pedestal with Series 2 front, recessed pull, lock and pencil tray

Dimensions: 16-3/4”d

- Drawer and Roll-out Suspensions Triple extension, telescoping suspension fitted with steel ball bearings and retainers. Slides contain an integral, cable actuated interlocking
- Field-removable lock cores Lock core housings are cast metal with a black anodized finish
- Lock Assembly Lock and interlocking system components are integral to the steel, triple extension ball bearing drawer slides
- Master keys available
- Levelers: Zinc-plated steel threaded rods with nylon pads for 3 /4 overall adjustment

Price Each \$215.67

Ext Price \$2,803.71

LOCATION	ROOM	QUANTITY
L1 CITY HALL	MULTIPLE	3
L2 COMMUNITY DEVELOPMENT	MULTIPLE	10
	Total	13

PO-1A - 24"X48" SIT STAND DESK W/ WALL STORAGE



Dividends Horizon by Knoll

- 48" x 24" adjustable height desk
- Box/file credenza with lock
- Open shelf credenza
- Sliding door overhead with lock
- Tack board
- Slatwall

Price Each \$1,476.33
 Price Each \$2,634.48
 Total PO-1A

Ext Price \$5,905.32 – (4) w/o Wall Mounted Units
 Ext Price \$10,537.92 – (4) with Wall Mounted Units
 Ext Price \$16,443.24

**Accessories, Seating, Bookcase and Lateral Files not included in price



LOCATION	ROOM	QUANTITY
L1 POLICE	MULTIPLE	5
L2 POLICE	MULTIPLE	3
	Total	8

PO-1B - 24"X60" SIT STAND DESK W/ WALL STORAGE



Dividends Horizon by Knoll

- 24" x 60" adjustable height desk
- Box/file credenza with lock
- Open shelf credenza
- Sliding door overhead with lock
- Tack board
- Slatwall

Price Each \$2,374.68

Ext Price \$14,248.05

**Accessories, Seating, Bookcase and Lateral Files not included in price



LOCATION	ROOM	QUANTITY
L1 POLICE	CSU EVI	1
L1 CITY HALL	MULTIPLE	3
L2 POLICE	CEO	1
L2 COMMUNITY DEVELOPMENT	BLDG OFF	1
	Total	6

PO-2B - 30"X72" SIT STAND DESK W/ WALL STORAGE



Reff Profiles by Knoll

- 60" w x 30" d adjustable height desk with leg surround (R) and open pedestal (L)
- Desk top tower with hinged doors and shelves, with lock
- Box/file credenza with lock
- Sliding door overhead with glass doors and lock
- Tack board

Price Each \$3,068.73

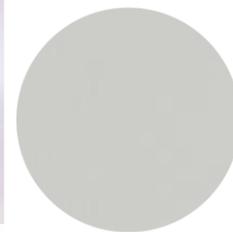
Ext Price \$9,206.19

**Accessories, Seating, Conference Table and Bookcases not included in price



LOCATION	ROOM	QUANTITY
L1 CITY HALL	CITY MANAGER	1
L2 POLICE	CHIEF	1
L2 COMMUNITY DEVELOPMENT	CITY ENG/COMM. SVC DIR	1
	Total	3

ST-1 - 4-SHELF BOOKSHELF



Finish
Folkstone Grey 114

Calibre Bookcase by Knoll

4 shelf bookcase

Dimensions: 36Wx14-7/8Dx57-1/8H

- Three adjustable shelves
- Shelves adjustable on 1.05" increments

Price Each \$294.27

Ext Price \$5,885.40

LOCATION	ROOM	QUANTITY
L1 POLICE	MULTIPLE	4
L1 CITY HALL	MULTIPLE	6
L2 POLICE	MULTIPLE	5
L2 COMMUNITY DEVELOPMENT	MULTIPLE	5
	Total	20

ST-2A - 30" W LOW BOOKCASE



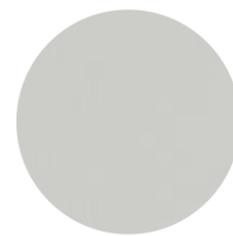
Calibre Bookcase by Knoll

2 shelf bookcase

Dimensions: 30Wx14-7/8Dx27H,

- One adjustable shelf
- Shelves adjustable on 1.05" increments

Tag ST-2A called out in Legend, but not shown on plan.



Finish
Folkstone Grey 114

LOCATION	ROOM	QUANTITY
L1 CITY HALL	MULTIPLE	0
	Total	0

ST-2B - 36" W LOW BOOKCASE



Calibre Bookcase by Knoll

2 shelf bookcase

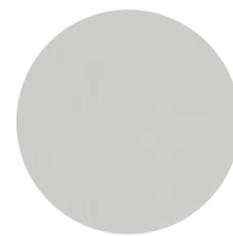
Dimensions: 36Wx14-7/8Dx27H,

- One adjustable shelf
- Shelves adjustable on 1.05" increments

Price Each \$251.18

Ext Price \$1,004.72

LOCATION	ROOM	QUANTITY
L1 POLICE	SGT OFC	4
	Total	4



Finish
Folkstone Grey 114

ST-3 - 5-SHELF BOOKSHELF



Calibre Bookcase by Knoll

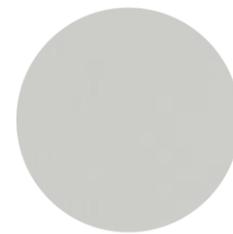
5 shelf bookcase

Dimensions: 36" w x 14-7/8" d x 70-3/4" h

- Four adjustable shelves
- Shelves adjustable on 1.05" increments

Price Each \$333.80

Ext Price \$667.60



Finish
Folkstone Grey 114

LOCATION	ROOM	QUANTITY
L1 CITY HALL	BLDG. OFF.	2
	Total	2

Essentials Single Drawer Nightstand by RT London

- Constructed of laminate with matching PVC edge band
- Worksurface uses HPL with matching PVC edge band
- Laminate on Engineered Wood core material
- Grommet for cable management



Standard Wood



Natural Maple



Oak

Price Each \$235.86

Ext Price \$471.72

LOCATION	ROOM	QUANTITY
L1 POLICE	MULTIPLE	2
	Total	2

ST-5 - 24"X36"X72"H STAINLESS STEEL WIRE SHELF



Wire Shelving by Metro

Metro Super Erecta 4-shelf Complete Unit

Dimensions: 24d x 36w x 74h

- SiteSelect posts that adjust up or down in 1" (25 mm) intervals
- Open-wire design that minimizes dust accumulation and allows for better air circulation
- Weight capacity: 800 lb (363 kg) per shelf

Price Each \$407.73

Ext Price \$815.46

LOCATION	ROOM	QUANTITY
L1 POLICE	STORAGE	2
	Total	2

ST-6 - 24"X48"X72"H STAINLESS STEEL WIRE SHELF



Wire Shelving by Metro

Metro Super Erecta 4-shelf Complete Unit

Dimensions: 24d x 48w x 74h

- SiteSelect posts that adjust up or down in 1" (25 mm) intervals
- Open-wire design that minimizes dust accumulation and allows for better air circulation
- Weight capacity: 800 lb (363 kg) per shelf

Price Each \$475.91

Ext Price \$951.82

LOCATION	ROOM	QUANTITY
L1 POLICE	STORAGE	2
	Total	2

TB-2 - 24" X 84" STANDING TABLE W/POWER & DATA PLUGS-USB

Strassa by National Office Furniture

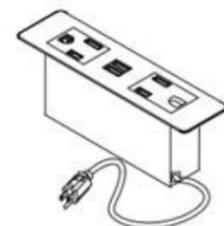
Bar height table, full modesty panel, HPL with softened PVC edge

- Overall Height: 41"
- Surface Dimensions: 24" D x 84" W
- Includes G23 Power Grommet



Plan shows 24x84, spec calls for a 36x72 table. Quoted as 24x84

POWER GROMMET (G23)



Laminate
Acron 793

Price Each \$1,937.25

Ext Price \$1,937.25

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	LOBBY	1
	Total	1

TB-3 - 36" DIA. BREAK ROOM TABLE

Dividends Horizon X-Base Table by Knoll

Round table with x-base, standard desk height, laminate top

- Overall Height: 29"
- Surface Dimensions: 36" D



Price Each \$258.30

Ext Price \$2324.70



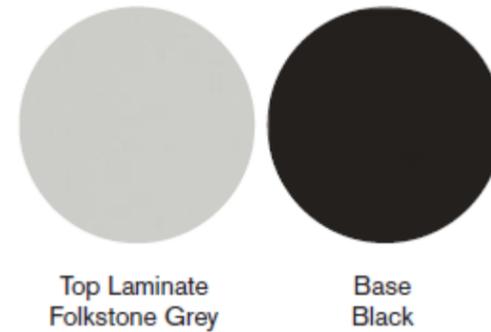
LOCATION	ROOM	QUANTITY
L1 CITY HALL	MULTIPLE	5
L2 POLICE	STF BRK RM/KTN	3
L2 COMMUNITY DEVELOPMENT	CITY ENG/ COMM. SVC DIR	1
	Total	9

TB-4 - 24"X60" TABLE

Dividends Horizon Y-Leg Table by Knoll

Rectangular table with square corners (2) Y- legs, laminate top

- Overall Height: 29"
- Surface Dimensions: 60" W x 24" D



Price Each \$395.22

Ext Price \$1,185.66

LOCATION	ROOM	QUANTITY
L1 POLICE	MULTIPLE	2
L1 CITY HALL	CITY ATTORNEY	1
	Total	3

TB-5 - 30" X 72" TABLE

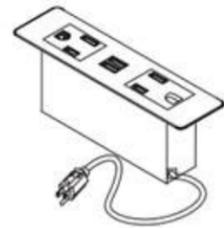
Dividends Horizon Y-Leg Table by Knoll

Rectangular table with square corners (2) Y- legs, laminate top

- Overall Height: 29"
- Surface Dimensions: 72" W x 30" D
- (2) Tables for L2 Community Development include G23 Power Grommet



POWER GROMMET (G23)



Top Laminate
Folkstone Grey

Base
Black

Price Each \$416.85

Ext Price \$416.85 - (1) @ L1 Police

Price Each \$632.85

Ext Price \$1,265.70 – (2) @ L2 Community Development

LOCATION	ROOM	QUANTITY
L1 POLICE	INT. ROOM	1
L2 COMMUNITY DEVELOPMENT	LOBBY	2
	Total	3

TB-5 (Chambers) - 30" X 72" FOLDABLE TABLE



Pacer Table by SICO

Dimensions: 30"x72" rectangle table

- 29" high
- Chrome legs
- Folding

Taking the Work Out of Setup and Teardown

Pacer tables fold and roll quickly and easily into storage and back into action the minute you need them. Plus, they can be easily operated by just one facility management professional, so you can turn rooms faster, schedule more events and drive higher banquet sales without driving up your labor costs.

Price Each \$707.39

Ext Price \$1,414.78

LOCATION	ROOM	QUANTITY
COUNCIL CHAMBERS & EOC	COUNCIL CHAMBERS & EOC	2
	Total	2

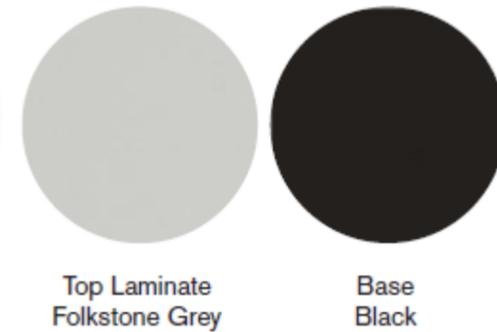
TB-6 - 24" X 60" TABLE W/ POWER & DATA PLUG

Pixel by Knoll

S Series Rectangular C-Leg Table, flip top, nesting, laminate

Dimensions: 24" D x 60" W

- Overall Height: 29"
- Includes Power and Data



Price Each \$900.17

Ext Price \$9,001.73

LOCATION	ROOM	QUANTITY
L1 POLICE	BFG SQUAD ROOM	9
L2 COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT LOBBY	1
	Total	10

TB-7 - 60" X 108" CONFERENCE TABLE W/ POWER & DATA



Propeller Conference Table by Knoll

Rectangular Conference table with square drum base, 2 duplexes, room for 4 data faceplate, veneer top

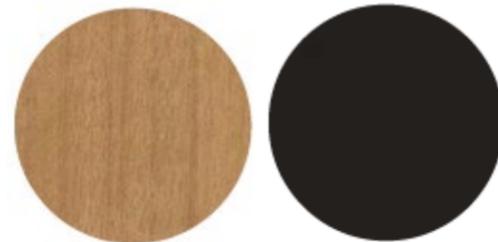
Surface Dimensions: 108" W x 60" D

- Overall Height: 28.5"

Price Each \$8,277.15

Ext Price \$16,554.30

LOCATION	ROOM	QUANTITY
L1 CITY HALL	CONFERENCE ROOM 1	1
L2 POLICE	ADMIN CONFERENCE	1
	Total	2



Wood Veneer
Natural Oak

Base
Black

TB-8 - 36" x 84" CONFERENCE TABLE W/POWER & DATA PLUGS



Propeller Conference Table by Knoll

Rectangular Conference table with square drum base, 1 duplex, room for 2 data faceplate, veneer top

Surface Dimensions: 84" W x 36" D

- Overall Height: 28.5"

Price Each \$4,909.45

Ext Price \$4,909.45

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	CONF ROOM 2	1
	Total	1



Wood Veneer
Natural Oak

Base
Black

TB-9 - 24" X 48" TABLE

Antenna Simple Table by Knoll

Dimensions: 24" D x 48" W

- Overall Height: 29"
- Rectangular worksurface
- Metal straight leg



Price Each \$246.33

Ext Price \$492.66

LOCATION	ROOM	QUANTITY
L2 POLICE	OFC RST	2
	Total	2

TB-10 - 36"x72" LAYOUT TABLE

Antenna Simple Table by Knoll

Surface Dimensions: 36" D x 72" W

- Overall Height: 29"
- Rectangular worksurface
- Metal straight leg



Price Each \$316.26

Ext Price \$1,265.04

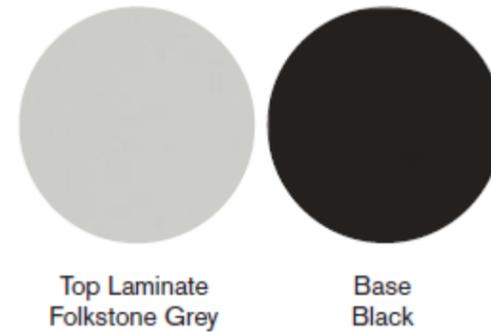
LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	MULTIPLE	4
	Total	4

TB-11 - 42" DIA. PRIVATE OFFICE GUEST TABLE

Dividends Horizon X-Base Table by Knoll

Dimensions: 42" Dia

- Round x-base table, standard desk height
- Laminate top
- Overall Height: 29"



Price Each \$284.97

Ext Price \$284.97

LOCATION	ROOM	QUANTITY
L2 POLICE	ADMIN. ASST.	1
	Total	1

Rockwell Unscripted Occasional Table by Knoll

Dimensions: 35"d x17"h

- Wire Base with 1 Grommet



Price Each \$479.70

Ext Price \$479.70

LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT LOBBY	1
	Total	1

TB-14 - 30"x 72" S.S. WORKTABLE 1

30"x 72" Stainless Steel Table by Diversified Woodcrafts

- 16 ga. T-304 Stainless Steel Top
- Top Reinforced with (2) 5" "C" Channels
- 1-5/8" Legs
- S/S Legs w/ 1-1/4" Adjustable Stainless-Steel Feet
- 34-3/4" Height



Price Each \$717.48

Ext Price \$717.48

LOCATION	ROOM	QUANTITY
L1 POLICE	EVID. PROC/PROP ST	1
	Total	1

TB-15 - 24" X 60" FOLDABLE TABLE

Pixel by Knoll

Dimensions: 24" D x 60" W

- S Series Rectangular C-Leg Table
- Flip top, nesting
- Laminate
- Overall Height: 29"



Price Each \$565.02

Ext Price \$5,085.18

LOCATION	ROOM	QUANTITY
COUNCIL CHAMBERS & EOC	COUNCIL CHAMBERS & EOC	9
	Total	9

TB-16 - 6' DIA. X 29"H FOLDABLE TABLE



Pacer Table by SICO

Dimensions: 60"d round table

- 29" high
- Chrome legs
- Folding

Taking the Work Out of Setup and Teardown

Pacer tables fold and roll quickly and easily into storage and back into action the minute you need them. Plus, they can be easily operated by just one facility management professional, so you can turn rooms faster, schedule more events and drive higher banquet sales without driving up your labor costs.

Price Each \$935.23

Ext Price \$4,676.15

LOCATION	ROOM	QUANTITY
COUNCIL CHAMBERS & EOC	COUNCIL CHAMBERS & EOC	5
	Total	5

TB-17 - 48" DIA. X 42"H FOLDABLE HIGH TABLE



Table by ILW

Dimensions: 48" Dia

- X-base table
- 42" height
- Flip top
- Laminate
- Overall Height: 42"

Price Each \$742.61

Ext Price \$2,227.83

LOCATION	ROOM	QUANTITY
COUNCIL CHAMBERS & EOC	COUNCIL CHAMBERS & EOC	3
	Total	3

WS-1 - OPEN OFFICE WORKSTATION



Workstation by Knoll

- 96" w x 30" d adjustable height worksurface
- 36' w x 24" d fixed height worksurface
- 50" h slide out tower with lock
- 50" h monolithic panels
- 7" h frameless glass
- (2) duplexes per station

Price Each \$1,711.44

Ext Price \$11,980.08

**Accessories and Seating not included in price



LOCATION	ROOM	QUANTITY
L1 CITY HALL	OPEN OFFICE	6
L2 COMMUNITY DEVELOPMENT	OPEN OFFICE	1
	Total	7

WS-2 - OPEN OFFICE WORKSTATION



Workstation by Knoll

- 96" w x 30" d adjustable height worksurface
- 36' w x 24" d fixed height worksurface
- 50" h slide out tower with lock
- 50" h monolithic panels
- 7" h frameless glass
- (2) duplexes per station

Price Each \$1,713.56

Ext Price \$15,422.01

**Accessories and Seating not included in price



LOCATION	ROOM	QUANTITY
L2 COMMUNITY DEVELOPMENT	OPEN OFFICE	9
	Total	9



Coat Tree by Peter Pepper

Coat Tree with 4 Hooks and 8 Hanger Caps - Black Powder Coat Steel Column

- SIZE: 15¾"dia. x 65¾"h
- BASE: 15-3/4" diameter weighted base.
- ARMS: ABS plastic.
- HOOKS AND HANGER CAPS: 4 hooks and 8 hanger caps made of black PVC rubber which prevents coats from slipping off.
- COLUMN: 2" diameter steel column with a black powder coat finish.

Price Each \$196.25 Ext Price \$3,925.00

LOCATION	ROOM	QUANTITY
MISCELLANEOUS	MISCELLANEOUS	20
	Total	20



Protective Screen by TBD

Specifications TBD

Price Lot \$10,000.00 Ext Price \$10,000.00

LOCATION	ROOM	QUANTITY
L1	RECEPTION	1
L2	COMMUNITY DEVELOPMENT COUNTER	1
	Total	2



Pricing

Town of Atherton Civic Center Pricing

Tag	Description	Manufacturer	Quantity	Price Each	Extended Price
B-1	8' TEAK BENCH, FASTEN TO SLAB	Landscape Forms	1	\$ 2,704.55	\$ 2,704.55
B-2	6' TEAK BENCH, FASTEN TO SLAB	Landscape Forms	2	\$ 3,113.64	\$ 6,227.28
BD-1	DOUBLE BED	RT London	2	\$ 1,127.80	\$ 2,255.60
BW-1	BENCHING WORKSTATION	Knoll	2	\$ 951.41	\$ 1,902.82
CH-1	TYPICAL TASK CHAIR	Knoll	38	\$ 298.96	\$ 11,360.48
CH-2	PRIVATE OFFICE TASK CHAIR	Knoll	5	\$ 549.82	\$ 2,749.10
CH-3A	TYPICAL TASK CHAIR	Knoll	4	\$ 194.62	\$ 778.48
CH-3B (Lobby)	TYPICAL TASK CHAIR W/CUSHION - FIXED ARMS	Knoll	2	\$ 247.53	\$ 495.06
CH-3B (Conf. Room)	TYPICAL TASK CHAIR W/CUSHION - ARMLESS	Knoll	8	\$ 267.14	\$ 2,137.12
CH-4A	INFORMAL CHAIR	Knoll	42	\$ 107.30	\$ 4,506.60
CH-4B	INFORMAL CHAIR W/ CUSHION	Knoll	117	\$ 150.59	\$ 17,619.03
CH-4BB	STACKABLE CHAIR DOLLY	Knoll	6	\$ 151.70	\$ 910.20
CH-5	HIGH STOOL	Knoll	6	\$ 505.45	\$ 3,032.70
CH-6	LOUNGE CHAIR	Knoll	2	\$ 2,230.88	\$ 4,461.76
CH-7	PRIVATE OFFICE GUEST CHAIR	Knoll	8	\$ 690.25	\$ 5,522.00
CH-8	CONFERENCE ROOM CHAIR	Knoll	31	\$ 425.50	\$ 13,190.50
CH-9	LOUNGE CHAIR	Knoll	4	\$ 1,198.43	\$ 4,793.72
EX-1	EXTERIOR LOUNGE CHAIR	Knoll	20	\$ 861.40	\$ 17,228.00
EX-2	24"x24"EXTERIOR LOW TABLE	Knoll	5	\$ 800.81	\$ 4,004.05
FL-2A	2 DRAWER 42" LOCKABLE LATERAL FILING CABINET	Knoll	1	\$ 349.86	\$ 349.86
FL-2B	2 DRAWER 42" LOCKABLE LATERAL FILING CABINET	Knoll	17	\$ 257.55	\$ 4,378.35
FL-3A	3 DRAWER LOCKABLE FILING CABINET	Knoll	8	\$ 425.34	\$ 3,402.72
FL-3B	3-DRAWER FILING CABINETS W/ COUNTERTOP ON TOP	Knoll	11	\$ 450.33	\$ 4,953.63
FL-3C	3-DRAWER FILING CABINETS W/COUNTERTOP ON TOP, LOCKABLE	Knoll	1	\$ 487.56	\$ 487.56
FL-3D	3-DRAWER 42"W LATERAL FILING CABINET, LOCKABLE	Knoll	10	\$ 422.28	\$ 4,222.80
FL-4A	4-DRAWER 36" W LATERAL FILING CABINET	Knoll	12	\$ 500.31	\$ 6,003.72
FL-4B	4-DRAWER 36" W LATERAL FILING CABINET, LOCKING	Knoll	6	\$ 500.31	\$ 3,001.86
FL-4C	4-DRAWER 42" W LATERAL FILING CABINET	Knoll	11	\$ 555.14	\$ 6,106.54
FL-6	15"W x 18" D x 42"H LATERAL FILING CABINET, LOCKABLE	Knoll	7	\$ 435.03	\$ 3,045.21
K-1	4'x8' K-9 KENNEL WITH CANOPY	Chewy	2	\$ 318.82	\$ 637.64
K-2	4'x6' LOST DOG KENNEL	Chewy	1	\$ 199.99	\$ 199.99
L-1	LECTERN	KI	1	\$ 773.18	\$ 773.18
MB-1	48" w X 60" h MOBILE MARKER BOARD	KI	5	\$ 522.10	\$ 2,610.50
MS-1	BOX, BOX, FILE MOBLIE STORAGE	Knoll	13	\$ 215.67	\$ 2,803.71
PO-1A	24"X48" SIT STAND DESK WO/ WALL STORAGE	Knoll	4	\$ 1,476.33	\$ 5,905.32
PO-1A	24"X48" SIT STAND DESK W/ WALL STORAGE	Knoll	4	\$ 2,634.48	\$ 10,537.92
PO-1B	24"X60" SIT STAND DESK W/ WALL STORAGE	Knoll	6	\$ 2,374.68	\$ 14,248.05
PO-2A	SMALL PRIVATE OFFICE WORKSTATION HIGHER LEVEL FINISH	Knoll	1	\$ 2,808.73	\$ 2,808.73

Town of Atherton Civic Center Pricing

PO-2B	30"X72" SIT STAND DESK W/ WALL STORAGE	Knoll	3	\$ 3,068.73	\$ 9,206.19
ST-1	4-SHELF BOOKSHELF	Knoll	20	\$ 294.27	\$ 5,885.40
ST-2B	36" W LOW BOOKCASE	Knoll	4	\$ 251.18	\$ 1,004.72
ST-3	5-SHELF BOOKSHELF	Knoll	2	\$ 333.80	\$ 667.60
ST-4	NIGHT STAND	RT London	2	\$ 235.86	\$ 471.72
ST-5	24"X36"X72"H STAINLESS STEEL WIRE SHELF	Metro	2	\$ 407.73	\$ 815.46
ST-6	24"X48"X72"H STAINLESS STEEL WIRE SHELF	Metro	2	\$ 475.91	\$ 951.82
TB-2	24" X 84" STANDING TABLE W/POWER & USB	National	1	\$ 1,937.25	\$ 1,937.25
TB-3	36" DIA. BREAK ROOM TABLE	Knoll	9	\$ 258.30	\$ 2,324.70
TB-4	24"X60" TABLE	Knoll	3	\$ 395.22	\$ 1,185.66
TB-5	30" X 72" TABLE - L1 Police	Knoll	1	\$ 416.85	\$ 416.85
TB-5	30" X 72" TABLE - L2 Comm. Dev. - w/ Power & USB	Knoll	2	\$ 632.85	\$ 1,265.70
TB-5a	30" X 72" FOLDABLE TABLE	SICO	2	\$ 707.39	\$ 1,414.78
TB-6	24" X 60" TABLE W/ POWER & DATA PLUG	Knoll	10	\$ 900.17	\$ 9,001.73
TB-7	60" X 108" CONFERENCE TABLE W/ POWER & DATA	Knoll	2	\$ 8,277.15	\$ 16,554.30
TB-8	36" x 84" CONFERENCE TABLE W/POWER & DATA PLUGS	Knoll	1	\$ 4,909.45	\$ 4,909.45
TB-9	24" X 48" TABLE	Knoll	2	\$ 246.33	\$ 492.66
TB-10	36"x72" LAYOUT TABLE	Knoll	4	\$ 316.26	\$ 1,265.04
TB-11	42" DIA. PRIVATE OFFICE GUEST TABLE	Knoll	1	\$ 284.97	\$ 284.97
TB-12	24"x60" COFFEE TABLE	Knoll	1	\$ 479.70	\$ 479.70
TB-14	30"x 72" S.S. WORK TABLE 1	Diversified Woodcraft	1	\$ 717.48	\$ 717.48
TB-15	24" X 60" FOLDABLE TABLE	Knoll	9	\$ 565.02	\$ 5,085.18
TB-16	6' DIA. X 29"H FOLDABLE TABLE	SICO	5	\$ 935.23	\$ 4,676.15
TB-17	48" DIA. X 42"H FOLDABLE HIGH TABLE	SICO	3	\$ 742.61	\$ 2,227.83
WS-1	OPEN OFFICE WORKSTATION	Knoll	7	\$ 1,711.44	\$ 11,980.08
WS-2	OPEN OFFICE WORKSTATION	Knoll	9	\$ 1,713.56	\$ 15,422.01
Coat Tree	Coat Tree	Peter Pepper	20	\$ 196.25	\$ 3,925.00
Plexi Glass	Covid Protection	TBD	1	\$ 10,000.00	\$ 10,000.00
				Furniture Subtotal	\$ 296,925.77
				Installation	\$ 70,820.07
				Professional Services	\$ 4,680.00
				Freight	\$ 2,532.09
				Subtotal	\$ 374,957.93
				Tax	\$ 34,683.61
				Total	\$ 409,641.54
Alts					
CH-6 - Alt	LOUNGE CHAIR	Knoll	2	\$ 2,124.67	\$ 4,249.34
TB-2	36" x72" STANDING TABLE W/POWER & DATA PLUGS	National	1	\$ 866.70	\$ 1,036.35

Announcing the award of California Multiple Award Schedule (CMAS) Statewide Contract to Knoll, Inc.

Knoll has been awarded a State of California Multiple Award Schedule (CMAS) Statewide Contract to provide Office Furniture and related services to any State agency, city, county, district, or other local government body, including the California State University (CSU) and University of California (UC).

For more information contact:

Knoll, Inc.

David Slania
619-733-4595
dslania@knoll.com

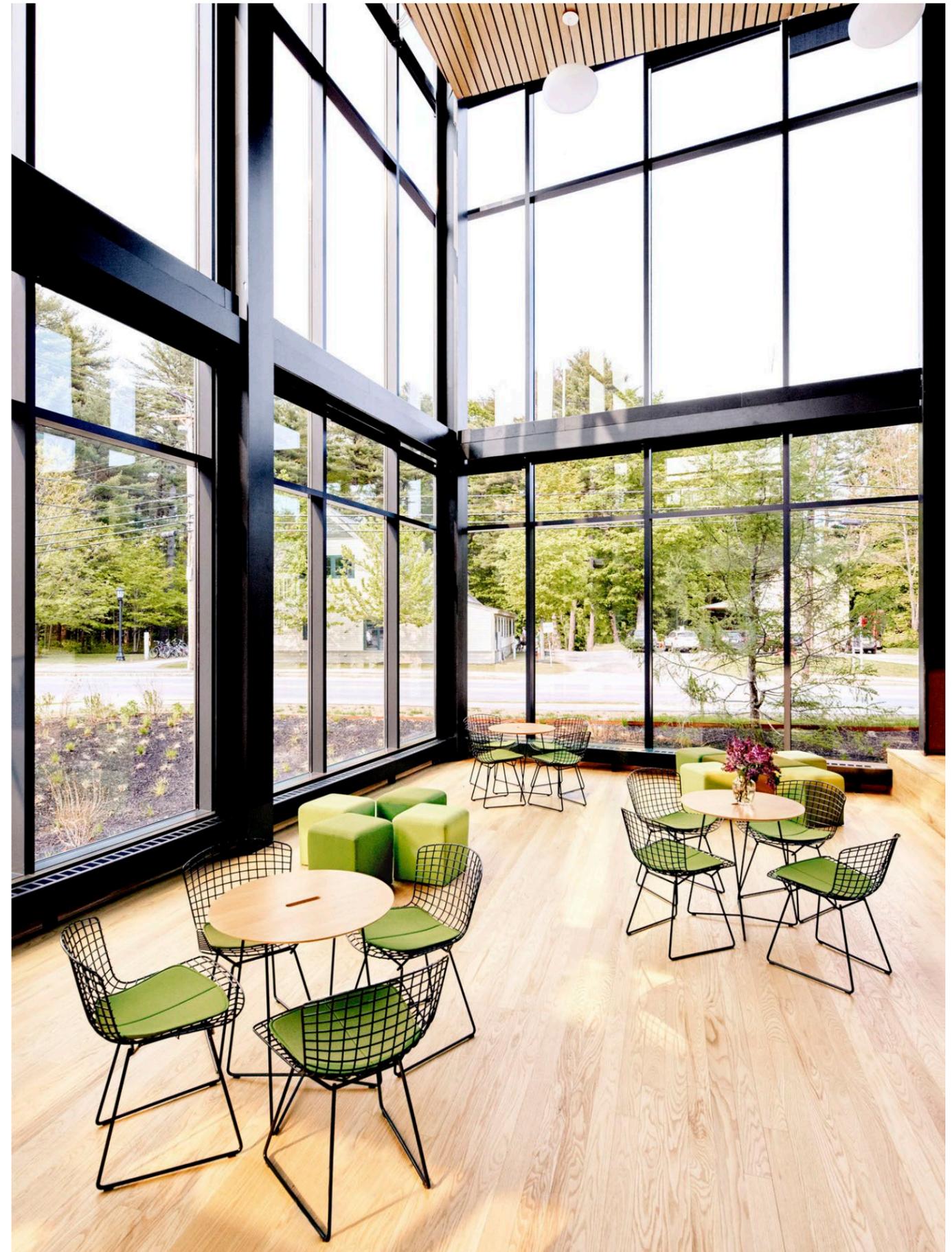
KBM-Hogue

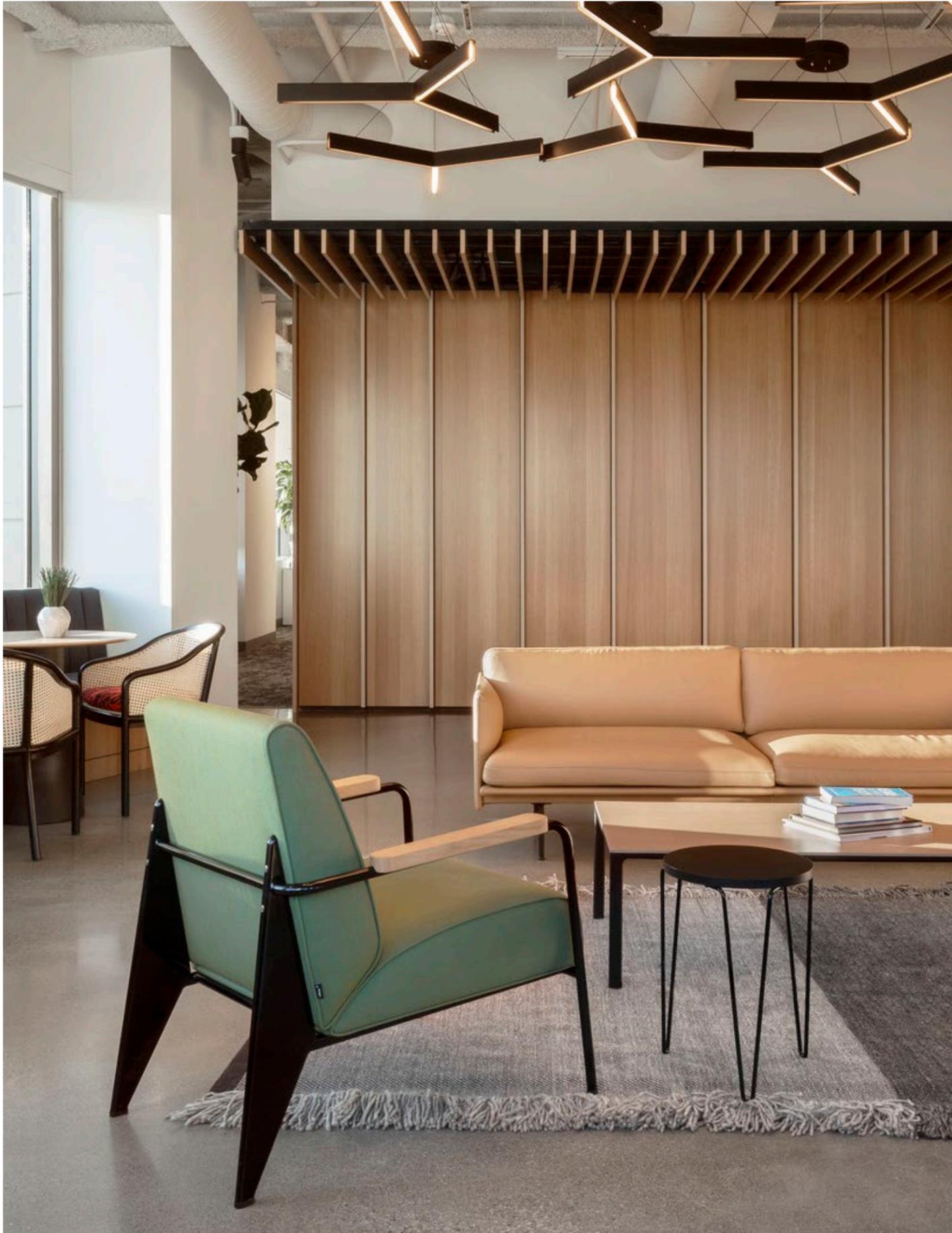
Lela Huenergardt
408-351-7149
lela.huenergardt@kbm-hogue.com



CMAS Contract No:
4-20-71-0188A

Permit Number:
097614799





Environmental Data

Declare.

Generation by Knoll®
Knoll Inc.

Final Assembly: East Greenville, PA, USA
Life Expectancy: 12 Years
End of Life Options: Take Back Program, Salvageable/
Reusable in its Entirety

Ingredients:

Casters/Column/Mechanism/Seat Assembly/
Arms: Steel, ABS, Polypropylene, PA Glass
Filled, Nylon; Base/Arms: Aluminum; Column:
Rubber; Arm Pad: Thermoplastic Polyurethane;
Seat Pad: Polyurethane Foam; Seat Pad Fabric:
Polyester

Living Building Challenge Criteria:

KNL-0001 EXP. 01 MAY 2019
VOC Content: N/A VOC Emissions: CDPH Compliant

Declaration Status

- LBC Red List Free
- LBC Compliant
- Declared

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INTERNATIONAL LIVING FUTURE INSTITUTE™ declareproducts.com

Knoll Declared Products

- > Declared products can contribute to more than just a Living Building Challenge project. A Declare label can be used:
 - In a LEED project for Material Transparency
 - In a WELL project for Material Transparency
 - In a Healthier Hospitals project in place of a Health Product Declaration (HPD).

- > Knoll has over 20+ Declare labels currently. This will expand into 2020 as we continue to review our portfolio of existing and new products.

- > A full list of Knoll Declared products can be found in the mindfulMaterials library or the Sustainable Design section of Knoll.com.

Declare Label Meanings

LBC Red List Free	No Red List ingredients present
LBC Compliant	Red List ingredients do not exceed 100 ppm
Declared	Red List ingredients exceed 100 ppm

Knoll Diversity & Inclusion

Knoll's Inclusion and Diversity strategy focuses on recruiting, retaining and promotive diverse talent, an ongoing commitment to educating ourselves towards greater cultural competency and defining and measuring metrics that will continue to hold ourselves accountable to a higher standard.

25%

of all Knoll dealerships are minority-owned, veteran-owned and/or women-owned.

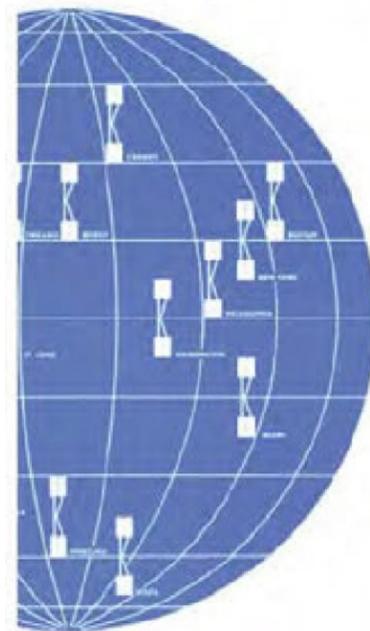


\$10K African American Diversity Advancement Scholarship

Awards 5 scholarships annually at \$10k per person in the field of Architecture and Design

\$60K

in funding to organizations that address inequality either in the design profession or within overall corporate culture.



Knoll Chairman and CEO, Andrew Cogan has joined more than 1,300 CEOs who have pledged to take action to advance diversity and inclusion in the workplace through the CEO Action for Diversity and Inclusion™ Pledge.

Knoll's Inclusion and Diversity Leader formulate actions to educate our current workforce, update our policies and practices, and attract more diversity in our workforce.



15 I&D Council Members

Knoll has established our Inclusion and Diversity Council, a team of 15 members that prioritize initiatives and shape the organizational actions we take towards diversity and inclusion.

Sustainability

Our Vision

Knoll aims to be a leader in sustainability. Our environmental programs focus on three areas: climate change, third-party certification, and environmentally sensitive materials.

In 2020, Knoll announced sourcing 100% electricity from renewable sources at our North American manufacturing facilities. In addition, our largest manufacturing site in East Greenville, PA utilizes 100% renewable and green-sourced natural gas. We expect to use 55,000 megawatt hours of renewable energy at our North American manufacturing and distribution sites.

This year, Knoll also increased its FSC claim from 70% to 90%. In our Toronto facility (wood factory), all glues and stains used in manufacturing process are water based, with virtually no VOC emissions. Furthermore, Knoll wood waste seldom ends up in landfill.

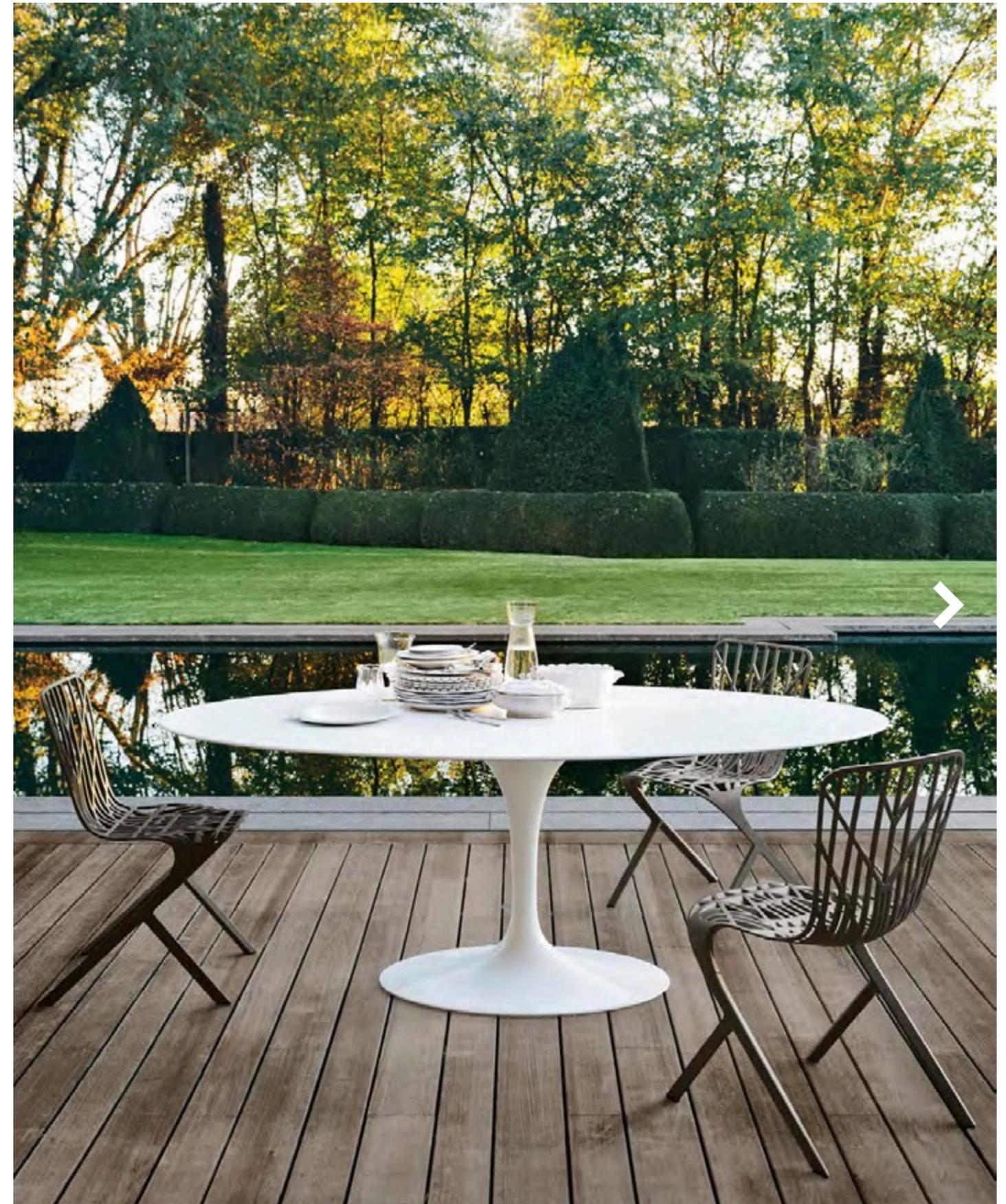
10 is
1 recycled for animal bedding or used for energy.

Each piece we create targets environmental standards from design and manufacturing to the final product. We carefully examine raw material sources, suppliers, and production processes to ensure we are acting in the most responsible way.

Our product portfolio allows our clients to also reach sustainability targets for their projects.

We have numerous products that contribute to LEED® credits and 30 Declare-labeled products and systems across many categories, including seating, tables and desks, storage, and accessories.

[Click here to learn more about our Commitment to Sustainable Design](#)



Sustainability
2020
Highlights

“At Knoll we consider environmental, economic and social sustainability in our design and management choices, from what kind of materials are used in our products to the well-being of our associates. We are acutely aware of our responsibility to contribute to sustainable—and inspiring—workplaces and homes; environments that promote a better world.”

Andrew Cogan
CEO, Knoll, Inc.

10
2



The infographic is a grid of six green panels, each with a white border and a dotted line. Each panel contains a large percentage or number, a title, and a descriptive paragraph. The panels are arranged in two rows and three columns.

- Top Left Panel:**
 - Image:** Living Building Challenge logo (orange flower icon).
 - Text:** We help client projects achieve **LEED certification** through our deep knowledge of USGBC processes and **the sustainability of our products.**
- Top Middle Panel:**
 - Text:** **100%** **Electricity from renewable sources** for our North American manufacturing and distribution facilities.
- Top Right Panel:**
 - Image:** Circle K logo (green and yellow).
 - Text:** **90%** **percent of Knoll Forest Stewardship Council (FSC) wood** comes from FSC-certified forests.
- Bottom Left Panel:**
 - Image:** Three 'Declare' labels.
 - Text:** **30+** **Declare-labeled products**, which are rated for material ingredients and end-of-life disposal.
- Bottom Middle Panel:**
 - Text:** Our North American factories are registered to the **ISO 14001 standard.** Our two factories in Italy are registered to **ISO EN 9001 standard.** International sites have been certified to the **ISO EN 14001 standard** and are compliant with **OHSAS 18001.**
- Bottom Right Panel:**
 - Text:** **92%** of our material are **sourced from North America with small percentages from Europe and Asia.**

We are partnered with Anew full circle program, a nationally recognized non-profit organization dedicated to extending the life cycle of surplus furniture, fixtures, and equipment (FF&E), architectural materials and building assets in an economically, socially, and environmentally responsible way.

A growing selection of Knoll products are **Intertek Clean Air certified**, which imposes rigorous standards regarding Volatile Organic Compounds (VOCs).

We achieved **Carbon Neutral® certification** for our February 2020 national sales meeting in Chicago. Our offset will support the **Mississippi Valley Reforestation Project**, which aims to reforest one million acres of the Lower Mississippi Alluvial Valley.

Sustainability
Design for the
Environment

Design for the Environment

We use responsibly-sourced materials and promote a healthy operational infrastructure.

From inception to manufacturing, each product we make targets strict environmental standards.



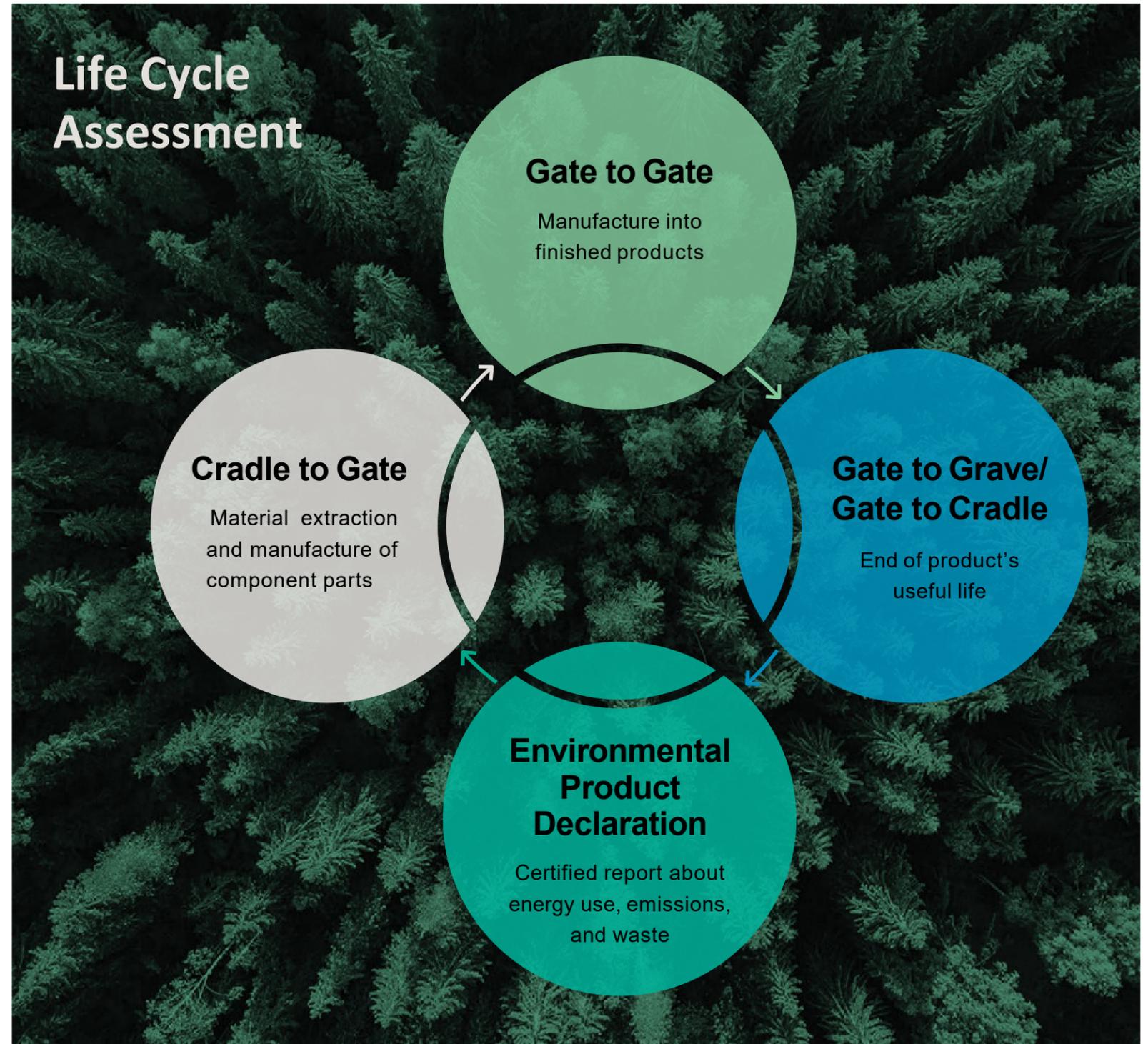
Design for the Environment (DfE) establishes rigorous standards and means that Knoll's products are imagined, designed and manufactured with the environment in mind. The program sets criteria for embodied energy and emissions of materials, defines a minimum for recycled content and mandates low energy consumption and the use of clean technology in manufacturing.

DfE requires sustainability down our entire supply chain. When Knoll explores working with a new vendor, we document their sustainability practices and then have those practices reviewed by third-party auditors. When we source new materials, suppliers must provide us with documentation regarding their sources, as well as data on any post-consumer and post-industrial recycled contents.

Sustainability
Life Cycle
Assessment

Life Cycle Assessment means we evaluate the entire life of a product, from raw material extraction to end of life.

This holistic vision allows us to adjust designs, materials, or production processes to maximize sustainability.



Sustainability

Health &
Safety

Ensuring a safe and healthful workplace is everyone's responsibility. We set ambitious goals through participation in a portfolio of programs designed to protect the health and safety of our associates and the communities in which we work.

Health

As a leader in workplace health and ergonomics, Knoll is dedicated to the wellness of our associates at work and in their everyday lives. We participate in the Virgin Pulse Healthy Living plan, which encourages associates to make healthy decisions and offers easy access to health and fitness information. We actively promote a healthy work/life balance. To that end, we offer meditation, yoga and mindfulness in our East Greenville facility. Knoll also participates in the American Heart Association Walk and other fitness events each year.

Safety

Knoll continues to improve upon practices and policies to strive towards being a world class leader in safety. We have set ambitious targets to drive our risk focus and reduction activities with our continued participation various programs.

Voluntary Protection Programs (VPP) Star: Our East Greenville facility received a "Star" rating under the Occupational Safety and Health Administration's (OSHA) Voluntary Protection Program (VPP). A Star rating is the highest rating a company can obtain in OSHA's premier partnership program. To achieve this rating, our East Greenville site had to demonstrate a comprehensive safety and health program with strong management leadership and ensure an injury rate substantially below the average for the industry.

Safety Groups Program (SGP): Facilities with similar operations are grouped together to pool collective knowledge in implementing injury and illness prevention programs. Knoll Toronto has participated in the SGP program since 2008 and has been awarded each year by the Workplace Safety and Insurance Board.



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Field Services

Our responsibility is only beginning when Knoll products leave our facilities.

We have a critical role in protecting your investment and maintaining a long-term partnership with you.

Our Field Services team is a key differentiator when servicing our clients. Our representatives have substantial experience working with and installing our products and are typically trained specifically as experts in particular product lines. Knoll also maintains a close network of experienced contractors around the globe, giving us an exceptional ability to service our clients in the field.

This team of factory-trained Knoll product experts provides technical assistance during installations, product application “troubleshooting,” and on-site training for clients’ maintenance personnel. These Knoll service personnel also evaluate any product problems and assist with warranty claims.

Our Field Service team provides full support for the entire product life cycle, extending our ownership into the field. This team of experienced installation and product experts serves as a link between our manufacturing facilities and our clients. Field Services works hand-in-hand with our dealers. Together, they support our clients to ensure consistent global service.

We also have a team of product parts and installation experts at our corporate headquarters, to provide ongoing support for our product platforms, including warranty service and seamless punch list resolution.



Product Non-Obsolescence

Knoll’s policy for product continuum is to develop and enhance components that fully integrate and are compatible with current product lines.

Our intent is to bridge the future needs of technology into our existing product offerings with retrofittable enhancements. By providing enhanced components that work with older inventory, we protect the investments that our existing customers have made by allowing them to integrate new technologies into their workplaces without having to buy all new furniture. And, since our products are up-to-date and relevant for new customers purchasing for the first time, we can ensure the continued availability of our products for existing customers. As an example, Dividends and Reff have been in production for 20+ years and continue to be upgraded while retaining the ability to retrofit to existing installations.

No furniture manufacturer has made a stronger commitment to product non-obsolence than Knoll.

Knoll Systems: k. stand

Declare.

k stand™ Height-Adjustable Tables
Knoll Inc.

Final Assembly: East Greenville, PA, US
Life Expectancy: 10 Years
End of Life Options: Take Back Program, Salvageable/ Reusable in its Entirety

Ingredients:

Height Adjustable Base: Steel, Poly[imino(1,6-dioxo-1,6-hexanedyl)imino-1,6-hexanedyl], ABS, Polypropylene; **Particleboard:** Wood Dust, Ammonium Sulfate, Cutting Oils, **Formaldehyde (gas)**¹, Slack Wax, Urea; **Laminate:** Melamine; **Edgeband:** ABS; **Electronics - RoHS Compliant:** Electronics²; **Backer:** Cellulose

¹LBC Temp Exception I10-E11 V2009 Composite Wood Sheet Goods
²LBC Temp Exception I10-E2 Small Electrical Components

Living Building Challenge Criteria:

KNL-0004	EXP. 01 NOV 2019
VOC Content: N/A	VOC Emissions: CDPH Compliant
Declaration Status	<input type="checkbox"/> LBC Red List Free
	<input checked="" type="checkbox"/> LBC Compliant
	<input type="checkbox"/> Declared

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Town of Atherton Civic Center

Knoll Storage: Series 2

Declare.

Series 2 Knoll Inc.

Final Assembly: Muskegon, Michigan, USA
Life Expectancy: 10 Years
End of Life Options: Take Back Program (ANEW Full Circle), Salvageable/Reusable in its Entirety

Ingredients:

Body: Steel; **Laminate Front (Option):** Pulp, cellulose, Phenol, Polymer with Formaldehyde¹, 1,3,5-Triazine-2,4,6-Triamine, Polymer with Formaldehyde¹; **Substrate (Laminate Option):** Wood Dust, Urea Polymer with Formaldehyde and 1,3,5-triazine-2,4,6-triazine², Urea, Slack Wax (Petroleum), Poly Vinyl Acetate, Cutting Oils, Formaldehyde (gas)², Melamine; **Caster:** Poly[imino(1,6-dioxo-1,6-hexanediy)imino-1,6-hexanediy]; **Paint:** Calcium Carbonate; Phenol, 4,4'-(1-methylethylidene)bis-, polymer with 2,2'-[(1-methylethylidene) bis(4,1-phenyleneoxymethylene)]bis[oxirane]

¹LBC Temp Exception (10-E22) Formaldehyde in Systems Furniture Laminate
²LBC Temp Exception (10-E11) Composite Wood Sheet Goods

Living Building Challenge Criteria:

KNL-0023	Exp: 01 JUN 2020
VOC Content: N/A	VOC Emissions: CDPH Compliant
Declaration Status	<input type="checkbox"/> LBC Red List Free
	<input checked="" type="checkbox"/> LBC Compliant
	<input type="checkbox"/> Declared

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Town of Atherton Civic Center

Knoll Task Seating:

Generation ReGeneration



Declare.

Generation by Knoll® Knoll Inc.

Final Assembly: East Greenville, PA, USA
Life Expectancy: 12 Years
End of Life Options: Take Back Program, Salvageable/
 Reusable in its Entirety

Ingredients:

**Casters/Column/Mechanism/Seat Assembly/
 Arms:** Steel, ABS, Polypropylene, PA Glass
Filled, Nylon; Base/Arms: Aluminum; **Column:**
 Rubber; **Arm Pad:** Thermoplastic Polyurethane;
Seat Pad: Polyurethane Foam; **Seat Pad Fabric:**
 Polyester

Living Building Challenge Criteria:

KNL-0001 EXP. 01 MAY 2019
 VOC Content: N/A VOC Emissions: CDPH Compliant
Declaration Status
 LBC Red List Free
 LBC Compliant
 Declared

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 INTERNATIONAL LIVING FUTURE INSTITUTE™ declareproducts.com

Declare.

ReGeneration by Knoll® Knoll Inc.

Final Assembly: East Greenville, PA, USA
Life Expectancy: 12 Years
End of Life Options: Take Back Program (ANEW/ Full
 Circle), Salvageable/Reusable in its Entirety

Ingredients:

ReGeneration Chair: PA6, Steel, Polyurethane
 Foam, Fiberglass, Thermoplastic Elastomer,
 PBT, Polyester Fabric, Poly[imino(1,6-dioxo-1,6-
 hexanedyl)imino-1,6-hexanedyl], ABS,
 Polypropylene, Aluminum, POM, 1,3-Dioxolan-
 2-one, 4-methyl-, Zinc, Brass, Vinyl Acetate;
Aluminum Base (option): Aluminum; **Plastic
 Base (option):** PA6, Fiberglass; **Fabric:** Polyester
 Fabric

Living Building Challenge Criteria:

KNL-0018 EXP. 01 JAN 2020
 VOC Content: N/A VOC Emissions: CDPH Compliant
Declaration Status
 LBC Red List Free
 LBC Compliant
 Declared

MANUFACTURER RESPONSIBLE FOR LABEL ACCURACY
 INTERNATIONAL LIVING FUTURE INSTITUTE™ declareproducts.com

Muuto: Fiber Chair Family

Declare.

Fiber Chair Family with Wood, Tube, Sled, Swivel, Gas Lift Bases
Muuto

Final Assembly: Copenhagen, Zealand, Denmark
Life Expectancy: 5 Years
End of Life Options: Salvageable/Reusable in its Entirety, Take Back Program (ANEW - Full Circle)

Ingredients:

Shell: Polypropylene, Cellulose; **Tube and Sled Base Option:** Steel, Carbonic Dichloride, Polymer with 4,4'-(1-methylethylidene) Bis(phenol), Nylon 6, Poly(oxyethylene), Polypropylene, Wool; **Swivel/Gaslift Base Option:** Aluminum, Steel, Hexanamide, Rubber Dust, 1,3-Benzenedicarboxylic Acid, Polymer with Dimethyl 1,4-Benzenedicarboxylate, 2,2-Dimethyl-1,3-Propanediol and 1,2-Ethenediol, Saturated Carboxylated Polyester Resins, Barium Sulfate, Titanium Dioxide, Acrylic Resins, Phenol, 4,4'-(1-methylethylidene) Bis-, Polymer with 2,2'-(1-methylethylidene) Bis(4,1-phenyleneoxyethylene)]bis[oxirane], Calcium Carbonate, Aluminum Oxide, Nylon 6, Poly(oxyethylene), 2-(4,6-bis(2,4-dimethylphenyl)-1,3,5-triazin-2-yl)-5-(3-(2-ethylhexyl)oxy)-2-hydroxypropoxy)phenol, Reaction Mass of Bis(2,3-epoxypropyl) Terephthalate and Tris (oxiranylmethyl) Benzene-1,2,4-tricarboxylate, Wool, Polyethylene, C.I. Pigment Yellow 42, Diiron Trioxide, Carbon Black, Chromium Dioxide (Cr2O3), Silica Gel, Pptd., Cryst.-Free, Aluminum Hydride, Zirconium Oxide (ZrO2); **Wood Base Option:** Wood Dust, Steel, Phenol, Polymer with Formaldehyde, 2-Bromo-2-Nitro-1,3-Propanediol, Polyvinyl Acetate; **Lacquer:** Cyclohexanone, Titanium Dioxide, Benzene, 1,3-Diisocyanatomethyl-, Homopolymer, and Other Non-Hazardous Ingredients

100-EIT Composite Wood Sheet Goods

Living Building Challenge Criteria:

MUT-0004	Exp. 01 NOV 2020
VOC Content: N/A	VOC Emissions: CDPH Compliant
Declaration Status	<input type="checkbox"/> LBC Red List Free
	<input checked="" type="checkbox"/> LBC Compliant
	<input type="checkbox"/> Declared

INTERNATIONAL LIVING FUTURE INSTITUTE™ www.ilingingfuture.com



Town of Atherton Civic Center

SCS Global Services does hereby certify that an independent assessment has been conducted on behalf of:

National Office Furniture

1610 Royal Street, Jasper, IN, United States

For the following product(s):

See Addendum

The product(s) meet(s) all of the necessary qualifications to be certified for the following claim(s):

LEVEL[®] 2

Conforms to the ANSI/BIFMA e3-2014e Furniture Sustainability Standard



Registration # SCS-SCF-02559

Valid from: February 1, 2020 to January 31, 2023



Stanley Mathuram, PE, Vice President
SCS Global Services
2000 Powell Street, Ste. 600, Emeryville, CA 94608 USA



Certification Addendum

National Office Furniture

Certification: Registration # SCS-SCF-02559 | Valid from: February 1, 2020 to January 31, 2023

Addendum **LEVEL[®] 2**

Conforms to the ANSI/BIFMA e3-2014e Furniture Sustainability Standard

Products: **Tables:**

Base: Barrington[®], Basic, Captivate[®], Epic[™], Escalade[®], Queen Anne

Collaborative/Training Tables: Fold[™], Footings[™], Maneuver[™], Mio[™], Strassa[™], Waveworks[®]

Conference Table Tops: (laminated/veneer): Arrowood[™], Barrington[®], Captivate[®], Casbah[®], Clever[®], Epic[™], Escalade[®], Flourish[®], Universal, Waveworks[®]

Occasional (laminated/veneer): Arrowood[™], Barrington[®], Captivate[®], Casbah[®], Clever[®], Confide[®], Eloquence[®], Epic[™], Escalade[®], Farrah[™], Fringe[™], Marnia[™], Myriad[™], Pegos[®], Reno[®], Roosevelt[™], Staccato[™], Swift[™], Tag[®], Tessera[™], Timberlane[™], Universal, Weli[™], Wixler[™]



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sustainability data sheet



Palisade

May 2012

With our roots in the landscape and a stated purpose to “Enrich Outdoor Spaces,” Landscape Forms has a special relationship to the natural environment. We have always been mindful that as we design and manufacture products that are acted upon by the environment, we act upon it in turn. Environmental sustainability is completely consistent with our purpose, our goals, our values and our principles. We make stewardship of the environment a vital part of our business.

To learn more about our sustainability initiatives, refer to our [Environmental Statement](#).

PALISADE IS MANUFACTURED USING THE FOLLOWING MATERIALS:

Material	Parts	Recyclable
steel	concealed steel rod fasteners	100%
wood	seat/back panels	100%

Finishing

All metal is finished with Pangard II ® polyester powdercoat, which is lead-free, hazardous air pollutants-(HAPS) free, does not generate hazardous waste, and contains less than 1% VOCs. Once processed, these trace VOCs are fully inert therefore the finish does not release airborne contaminants.

Packaging Materials	Parts	Recyclable
biodegradeable plastic	product bagged to protect finish	100%
recycled skid		100%
cardboard with 35% recycled content		100%

To find local recyclers visit: for steel: www.recycle-steel.org; for cardboard: www.corrugated.org.

LEED®

This product may help achieve the following points under the LEED 2009 Rating System. For specifics regarding rules for the inclusion of furniture (CSI Division 12), please consult the rating system and reference guide that applies to your project.

IEQ Prerequisite 2: Environmental Tobacco Smoke (ETS) Control

Intent

To prevent or minimize exposure of building occupants, indoor surfaces and ventilation air distribution systems to environmental tobacco smoke (ETS).

Benches, tables, chairs and ash urns help create a designated smoking area 25 feet or more from entries, outdoor air intakes and operable windows to support the intent of this prerequisite.

Materials and Resources

MR Credit 4, Recycled Content

Intent

To increase demand for building products that incorporate recycled content materials, thereby reducing impacts resulting from extraction and processing of virgin materials.

Recycled Content

Style	Post Consumer	Pre Consumer
bench	1	1

MR Credit 5, Regional Materials

Intent

To increase demand for building materials and products that are extracted and manufactured within the region, thereby supporting the use of indigenous resources and reducing the environmental impacts resulting from transportation.

This product is categorized as Furniture and Furnishings, Division 12. MR Credit 5 is to include only products in Division 2 – 10 of the (CSI) MasterFormat. At the option of the project, Division 12 may be included, but then must also be included consistently in MR Credits 3 through 7.

This product is manufactured in our Kalamazoo, MI facility, zip code 49048. Many of our suppliers are located within a 500 mile radius of this facility, but they may source raw materials from multiple sources. If the project is within 500 miles of Kalamazoo and you wish to consider this product for MR Credit 5, please contact Landscape Forms prior to order placement to explore the possibility of specifying regionally sourced raw materials.

MR Credit 7, Certified Wood

Intent

To encourage environmentally responsible forest management.

Landscape Forms is certified for Forest Stewardship Council Chain of Custody. Certification registration number SW-COC-001261. This product is offered with FSC certified wood as an option. Contact Landscape Forms for pricing and lead times.

CARE AND MAINTENANCE

Palisade is designed and engineered to live a long, useful life in outdoor spaces without the use of chemical cleaners to maintain the finish. The durability, longevity and low maintenance of our products contribute to responsible stewardship of the earth's resources.

Wood: Exterior woods require no maintenance. If desired, the surface may be scrubbed with warm soapy water and soft bristle brush. Pressure washing, steel wool/wire brushes are not recommended. Heavily ingrained stains may be sanded away with fine grade sandpaper worked in the direction of the grain. Sanded wood will weather to a gray patina. Interior woods require only dusting or occasional cleaning with a good-quality furniture polish.



Sustainability

Our journey to provide sustainable furniture solutions



Grand Rapids MI: 877.613.2012 • Lacey WA: 888.315.1579 • rtlondon.com



RT London + Sustainability

What we are doing to improve our Sustainability commitment

- MAS Certified Green®
- Sustainable Forestry Initiative
- Recycled Materials
- Performance Measures
- CARB Compliant Sheet Goods
- LEED® Green Building Program



Annual Finish Usage
Year: 2014

Product Line	Product Name	Part Number	January	February	March	April	May
W/P 3384	PA 308-06	905	708	720	645	665	665
	VOC Percent	97.35	194.7	129.8	380.55	396.95	
2600	PA 30	0	0	0	0	0	0
	VOC Percent	0	0	0	0	0	
2198	PA 333M	0	5	5	8	8	0
	VOC Percent	0	8.5	8.5	8	8	
2780	PA 80	5	9	9	78	20	
	VOC Percent	0.9	9	9.9	7.6	7.6	
1850	PA 200	19	30	30	81	45	
	VOC Percent	1.5	4.5	5.25	12.25	6.25	



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MAS Certified Green

- MAS Certified Green® on all Room Solutions: Product designated as low VOC emitting furniture in accordance with the following standards:
 - LEED® v4
 - ANSI/BIFMA e3 – 2012 section 7.6.1, 7.6.2, 7.6.3 and X7.1-2011
 - California Dept. of Public Health (CDPH) Standard Method V1.1



MAS Certified Green®
1 - Compliant with ANSI/BIFMA X7.1 Standard

Sustainable Forestry Initiative

A partnership safeguarding our environment

Protecting our environment and its natural resources is an area of great interest for us at RT London. Part of that stewardship entails our support of sustainable forestry practices. We are proud to utilize Sustainable Forestry Initiative (SFI) Certified wood products on all the case goods we manufacture.



Recycled Materials

A smarter, better way of manufacturing

RT London has taken significant steps to utilize recycled materials in our products.

- Melamine panels are ECC™ certified, 100% recycled and recovered wood fiber (pre-consumer).
- The steel components in our beds and casegoods contain 26% – 31% recycled steel, 19% – 23% of which contains Post-Consumer material.
- We offer several upholstery choices that contain 100% recycled polyester and feature Green fabric finishes that protect against soil and stains for long-term life cycle value.

Our goals for the suppliers of our materials are:

- Utilize recycled or renewable materials.
- Manufacture using increasingly sustainable processes.
- Meet or exceed industry standards for quality and performance including ANSI/BIFMA.
- Products should be recyclable or compostable at the end of its useful life.

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Performance Measures

The following are steps we have taken to reduce the impact of our internal processes:

- Annual reviews conducted by the State of Michigan Department of Environmental Quality monitor the environmental performance of the company.
- Major monitoring program to measure VOC emissions from finishing operations are tracked and documented weekly.
- Recycling of all wood waste materials generated from manufacturing process.
- Recycling of cardboard and paper materials from office, manufacturing and shipping activities.
- Utilizing local regional suppliers to reduce emissions incurred during transit.
- Recycling 100% of our internally generated steel and aluminum scrap.

Air Quality

Reducing harmful emissions to improve indoor air quality

- CARB = California Air Resources Board (California Environmental Protection Agency)
- Phase 1 required compliance by mills 01/01/2009. Phase 2 required compliance by mills 01/01/2010
- The CARB initiative is a mandatory program in the state of California which aims to eliminate the use of added formaldehyde in sheet good products in an effort to improve indoor air quality. Compliance was mandatory for manufacturers by 01/01/2010.
- RT London is **compliant** with Phase 1 and 2. In addition, our state-of-the-art UV finishes used in our sheet goods emit no VOCs (Volatile Organic Compounds) that can lead to poor indoor air quality.

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LEED® Green Building Program

The U.S. Green Building Council's LEED® green building program is the preeminent program for the design, construction, maintenance and operations of high-performance green buildings. Learn more at usgbc.org/LEED.

RT London has several products that contribute toward satisfying Credits under LEED®. To answer any questions about project needs RT London has LEED® professionals on staff who can assist with your selections.

Materials & Resources

Credit: Interiors Life-Cycle Impact Reduction

Intent

To encourage adaptive reuse and optimize the environmental performance of products and materials.

RT London offers quality products that are built to last and most are backed by a 25 year warranty. This allows the customer to lower the amount of furniture going to the landfill and having a negative impact on the environment. RT London offers field-reupholsterable lounge options to reduce the impact of waste and encourage reuse. RT London also offers a casegood line that has field-replaceable components through dry fit construction.

Credit: Building Product Disclosure and Optimization – Sourcing of Raw Materials

Intent

To encourage the use of products and materials for which life cycle information is available and that have environmentally, economically, and socially preferable life cycle impacts. To reward project teams for selecting products verified to have been extracted or sourced in a responsible manner.

RT London gives its customers the option of specifying Forest Stewardship Council (FSC) certified panels for the plywood on all casegoods upon request.

RT London has 2 strategically placed locations in the United States; Grand Rapids, Michigan and Lacey, Washington. Our products can contribute to regional points within 100 miles of each of our plants in addition to saving fuel and freight costs and reducing fuel emissions incurred during transit.

Recycled material is utilized in a number of RT London furniture components depending on the product line. The steel components in our beds and casegoods contain 26% – 31% recycled steel, 19% – 23% of which contains Post-Consumer material. Melamine panels are ECC™ certified, 100% recycled and recovered wood fiber (pre-consumer). We offer several upholstery choices that contain 100% recycled polyester and feature Green fabric finishes that protect against soil and stains for long-term life cycle value. We also offer field-reupholsterable lounge options to reduce the impact of waste and encourage reuse.



Credit: Building Product Disclosure and Optimization – Materials Ingredients

Intent

To encourage the use of products and materials for which life-cycle information is available and that have environmentally, economically, and socially preferable life-cycle impacts. To reward project teams for selecting products for which the chemical ingredients in the product are inventoried using an accepted methodology and for selecting products verified to minimize the use and generation of harmful substances. To reward raw material manufacturers who produce products verified to have improved life-cycle impacts.

Our primary building material is a plywood. All plywood used is certified by SFI, 100% CARB compliant and complies with the EQ 4.4 standard. CARB is the California Air Resources Board, enacted by the California Environmental Protection Agency. The CARB initiative is a mandatory program in the state of California which aims to eliminate the use of added urea-formaldehyde resins in sheet good products in an effort to improve indoor air quality. RT London currently uses plywood with no added formaldehyde and is compliant with Phase 1 and 2 of CARB.

RT London is transitioning to upholstery foam that utilizes a percentage of polyols from Soy plants instead of petroleum. This Bio-content foam is used on many of our upholstered seating products and can contribute to the Rapidly Renewable Materials credit depending on volume. Certified with CertiPUR-US guaranteed to be free of formaldehyde, mercury, lead and PBDEs. Made without ozone depleters and low VOC emission.

Our state-of-the-art UV cured finish on majority of casegood products emits no VOCs (Volatile Organic Compounds) and are considered low-emitting products.

Credit: Furniture and Medical Furnishings

Intent

To enhance the environmental and human health performance attributes associated with freestanding furniture and medical furnishings.

RT London gives customers the option of specifying Forest Stewardship Council (FSC) certified panels for the plywood on all casegoods upon request.

RT London is transitioning to upholstery foam that utilizes a percentage of polyols from Soy plants instead of petroleum. This Bio-content foam is used on many of our upholstered seating products and can contribute to the Rapidly Renewable Materials credit depending on volume. Certified with CertiPUR-US guaranteed to be free of formaldehyde, mercury, lead and PBDEs. Made without ozone depleters and low VOC emission.

Credit: Design and Flexibility

Intent

Conserve resources associated with the construction and management of buildings by designing for flexibility and ease of future adaptation and for the service life of components and assemblies.

Lounge Furniture is designed to be modular to help accommodate the changing environment. Field-reupholsterable options are available to customers to help stay current on fashion trends without replacing entire unit.





Indoor Environmental Quality

Credit: Low Emitting Materials

Intent

To reduce concentrations of chemical contaminants that can damage air quality, human health, productivity, and the environment.

RT London is compliant with Phase 1 and 2 of CARB (California Air Resources Board) which aims to eliminate the use of added formaldehyde in sheet good products (plywood) in an effort to improve indoor air quality. In addition, our state-of-the-art UV finishes used in our sheet goods emit no VOCs (Volatile Organic Compounds) that can lead to poor indoor air quality.

RT London is transitioning to upholstery foam that utilizes a percentage of polyols from Soy plants instead of petroleum. This Bio-content foam is used on many of our upholstered seating products and can contribute to the Rapidly Renewable Materials credit depending on volume. Certified with CertiPUR-US guaranteed to be free of formaldehyde, mercury, lead and PBDEs. Made without ozone depleters and low VOC emission.

Our state-of-the-art UV cured finish on majority of casegood products emits no VOCs (Volatile Organic Compounds) and are considered low-emitting products.

Our primary building material is a plywood product made especially for RT London. All plywood used is certified by SFI, 100% CARB compliant and complies with the EQ 4.4 standard. CARB is the California Air Resources Board, enacted by the California Environmental Protection Agency. The CARB initiative is a mandatory program in the state of California which aims to eliminate the use of added urea-formaldehyde resins in sheet good products in an effort to improve indoor air quality. RT London currently uses plywood with no added formaldehyde and is compliant with Phase 1 and 2 of CARB.

Credit: Acoustic Performance

Intent

To provide workspaces and classrooms that promote occupants' well-being, productivity, and communications through effective acoustic design.

RT London offers a wide range of fully upholstered lounge furniture that can aid in the acoustic performance of a space.

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MAS Certified Green



Diversified Woodcrafts, Inc. has been found to be compliant with MAS Certified Green®. The following product areas are included in the certification: Plain Apron Tables, Book Compartment Tables, Riser Tables, Mobile Storage, Add-A-Cabinet, Storage Cabinet Tables, Wall Services Benches, Workstations, Instructor Desk, Demo Units, and Mobile Storage.



Sustainability

Products that are User Friendly and Planet Friendly

SICO's® mission has always included the pursuit of environmentally friendly, sustainable solutions. Because our product components are of significantly higher quality, the useful life cycles of our products are significantly longer than those of our competitors. That can mean less material usage, salvage, waste, landfill consumption, disposal costs, freight costs, downtime and repair costs.

As a company, SICO® is working hard to bridge the gap between supplying sustainable, earth-friendly product solutions and constructing products that are built to stand the test of time. We are committed to providing customers around the globe with quality products that have a proven track record as a sound investment. In addition, we are always researching new sustainable materials for use in our products.

GREENGUARD® Certification:

As part of our commitment to support this effort, we have a growing number of products that have now been certified with the GREENGUARD® mark of distinction. All of these products have gone through a stringent independent testing program that has affirmed that they meet the high standards set by the GREENGUARD® Environmental Institute for product emissions into the indoor air stream. Look for this logo on SICO® tables and other products.



Environmentally Friendly Materials:

- Medium Density Fiberboard (MDF) top core material is manufactured from materials under SFI (Sustainable Forestry Initiative) or Canadian Standards Association Standards. The MDF/poly top blanks supplied to SICO® feature a substantial amount of recycled/recovered material in their construction. Over 99% of the materials used to produce the top blanks are recycled/recovered. The Composite Panel Association certifies its North American particle board and MDF panels as Environmentally Preferable Products (EPP). They are certified to have met the following criteria: Contains 100% Recycled/Recovered Wood Content. They also conform to ANSI A208.1 (PB) or A208.2 (MDF) Formaldehyde Emission Requirements.
- Corrugated packaging and inner-packaging is constructed of recycled paper products. The percentage of recycled fiber content used in the paper-making process contains 70% total recycled fiber content and the remaining 30% being post-consumer (or comparable) fiber. Post consumer is defined as fiber derived from recovered paper, which has been printed and/or contains inks or colored dyes. For every tree that is cut, 10 are planted
- Recyclable and re-usable containers and pallets.
- A major program of inter-company material shipments has been converted from single-use paper/wood packaging to permanent, reusable, collapsible containers to reduce scrap, waste, transportation, fuel consumption, etc.
- Wood waste sawdust generated in manufacturing is recycled and used for animal bedding.
- Materials used may include recycled paper, recycled plastic, recycled content aluminum, recycled steel, and recycled wood, other recycled metals, and recycled powder paint.
- Adhesives are formaldehyde free.
- Powder coating is an environmentally friendly method of applying a finish that virtually eliminates overspray and provides a non-toxic surface that emits no formaldehyde or VOCs.
- GREENGUARD® GOLD certified products contribute to good indoor air quality.

Environmentally Friendly Manufacturing Processes:

- Metal scrap generated in manufacturing operations is recycled.
- Material handling equipment has been converted from liquid propane gas internal combustion engines to zero emission electric units.
- Plant machinery requiring liquid coolant utilizes water-based materials with closed loop systems.
- Solvents are re-filtered and re-used.
- SICO[®] is converting plant lighting to high efficiency, energy conserving lamps.
- Virtually 100% of SICO[®] painted components are finished with powder coatings utilizing closed system recycling systems, with recaptured powders reused rather than becoming waste. Pre-cleaning liquids are recycled to the maximum extent possible, and treated prior to disposal.
- All plating is done in state of the art systems. Rinse waters are reused extensively, with water discharge reduced by 90%.
- Zinc and clear plated parts are 100% finished using a trivalent conversion coating, giving superior corrosion protection.
- SICO's[®] chrome plated finish is RoHs compliant—even though this particular directive does not apply to our type of manufactured goods, yet.
- SICO's[®] chrome plater has given several presentations at international conventions and has received several waste reduction awards.
- All metals are recycled and reclaimed from plating filter and returned to economic use in manufacturing. Iron, Nickel, and chromium are removed to make stainless steel. Copper is refined to make copper and brass products. Zinc is removed to make zinc die-castings.
- Recaptured powder from powder paint is recaptured at 95% resulting in very little waste.
- Incoming packaging from production materials is recycled or re-used to the greatest extent possible.

In addition:

- SICO[®] is undergoing a significant conversion from printed materials and record retention to an electronic retention system. This allows access to information and files without printed material, file cartons, transportation, and with minimization of paper and metal file storage requirements.
- We are working towards printing all documents on recycled-content paper
- SICO's[®] internal office support staff is committed to recycling waste papers, aluminum, plastic and steel.
- Significant percentages of previously printed literature have been eliminated and replaced with a comprehensive web site that allows customers access to all product instructions, literature, parts lists, etc. without the need for printed, packaged material.

Summary:

SICO[®] will continue to invest in research and development of durable new materials that are made of renewable and recyclable resources. Our manufacturing processes also reflect attention to minimizing waste, and recycling by-products of production.



▪ Corporate Sustainability Policy

Approximately 78 years ago, KI made a promise: to act as a steward of the environment. Since then, KI has been dedicated to serving its customers, its community, and future generation in a way that will protect the world in which we live. KI believes that, big or small, every action that safeguards and restores the environment is significant. KI is committed to making this happen by creating and providing products that advance environmental and human health, social responsibility, and economic prosperity.

1.0 ECONOMIC SUSTAINABILITY

KI manufactures innovative furniture and movable wall system solutions for education, healthcare, government, and corporate markets. Our customers count on us for information in making smart decisions that support the way they work – and their bottom line. At KI, we believe that our commitment to customer satisfaction and our ability to listen, share expert advice, meet specific needs, and be flexible is what will keep us in business for decades to come.

As an employee-owned company with worldwide operations, economic sustainability is one of our primary goals. We also strive to establish long-term profitability while contributing to the financial welfare of our owners, employees, and to the communities where we are located.

As a part of our ISO 9001-2015 certification, KI has developed processes to identify various strategies that make it possible to utilize available resources to our best advantage. Efforts to promote usage of those resources are both efficient and responsible, which in turn, provides long-term benefits. These benefits include a profitable business model at KI, and moreover, lessen environmental concerns that could negatively impact the local community. To support this, we make sure every manufacturing process, whether it's constructing a chair or marketing our products, reduces or eliminates the impact on the environment. We incorporate renewable and recyclable materials, such as bio-based foam or recycled aluminum framework, in all of our products as much as we can, and we design all of products for longevity by using recyclable components that are easy to disassemble, repair, and recycle at the end of the life cycle. For the long haul, attention to this type of detail is intended to increase the strength of KI as a viable operation.

2.0 ENVIRONMENTAL SUSTAINABILITY

KI is committed to continually exploring viable product designs that will aid in the achievement of sustainable principles and provide customers with sustainable solutions as required for their workplace needs.

Representing the furniture manufacturing industry, KI, its leadership, and its employees work in cooperation with environmental professionals and their projects to examine how the company's product offerings embrace the following critical areas: energy efficiency, human and environmental health, durability, performance and maintenance, embodied energy and pollution, and resource limitation and waste management.

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Through KI's *Design for the Environment* program (DfE), KI developed an approach which continually reinforces its commitment to sustainable design and manufacturing processes. This approach is as follows:

- KI regularly reviews all of its manufacturing facilities and continues to look at processes to be more environmentally friendly, including such things as painting processes, adhesives, metal cleaning, finishes, and packaging. This is intended to not only improve the indoor air quality to the end user, but also to address waste minimization, recycling and the use of alternative non-hazardous materials.
- KI purposely uses raw materials that have a positive and/or minimal impact on the environment. While many decisions may be motivated by a desire to protect the environment, KI takes into account the effects of raw materials on land use and substitution, as well as the broad range of environmental impacts inherent to the life cycle of its products.
- KI persistently pursues the development of products and constituents with the largest percentage of recycled content and those which can be easily repaired, disassembled, and recycled.
- KI continually searches for vendors and alternative options that offer the largest percentage of recycled content, utilizing both pre-consumer and post-consumer constituents.

At KI, we believe that quality products can be manufactured without sacrificing employee engagement, community support, corporate ethics or the health and safety of our employees. KI recognizes the importance of educating itself and its employees on inclusiveness and other aspects of social responsibility as a part of its commitment to the "triple bottom line" concept of sustainability.

KI's **environmental stewardship principles** are as follows:

Design for the Environment. This program will be conducted at a minimum of two stages during product development: (1) during the feasibility stage and (2) during the business plan stage. KI will consider the following elements as part of the design process to improve products' recyclability and biodegradability, to minimize energy and water use, and to reduce the environmental impact at the end of the standard life cycle.

Design for Durability and Non-Obsolescence. Design and manufacturing teams will ensure that all products have a long and useful life; can withstand repeated service, repair, and handling; and have standardized product parts and components available to facilitate maintenance, servicing and reassembly. KI products are built to last and are backed by warranty, which is valid for as long as the product is owned by the original buyer. The warranty covers defects in materials and craftsmanship found during normal usage.

Harmful Chemicals. KI strives to minimize the impact of harmful chemicals associated within its manufacturing processes and products to safeguard the health of humans, wildlife and the greater environment. KI assesses and manages all chemicals associated with products, processes, and maintenance operations to comply with all applicable federal, state, and local environmental regulations. KI will also take additional steps to identify, reduce and eliminate chemicals of concern.

Energy Conservation. KI's environmental mission involves efforts to minimize the embodied energy in its raw materials and to conserve energy in its manufacturing processes, its products and its transportation. Through a continuous improvement process, KI strives to advance energy efficiency, reduce cost, optimize capital investment, reduce environmental and greenhouse gas emissions, and conserve natural resources. KI will promote efficient use of energy while complying with relevant federal, state, and local regulations.

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KI manages energy efficiency by adhering to the following initiatives:

- Establish and implement effective energy management programs that support the organization's strategic plan.
- Design, manufacture, and re-engineer products and processes to reduce our energy impact.
- Expect and encourage all employees to promote energy conservation while at work, home, and the communities where KI conducts business.
- Nurture relationships with government and utility companies on energy programs to reduce energy consumption and pollution.
- Set and use energy efficiency objectives and targets to drive performance improvements from a management, design, and operations perspective.

Solid Waste Management. KI strives to reduce 100% of its contribution to solid waste generated from fabrication or assembly of product components. Reductions in landfill waste will be achieved through increased material efficiency and the creation of value for waste materials through reuse of recycling efforts.

Water Management. KI's primary source of water is the municipal water systems where its facilities are located. KI continues to implement reductions in its annual water consumption and discharges by modifying or improving its manufacturing processes and implementing water efficiency technologies.

Transportation. KI has a Smart Way certified fleet and utilizes only Smart Way certified carriers. KI has an anti-idling policy in place stating that no diesel engine should idle for longer than five minutes, except by exception. By doing this, KI is lowering maintenance costs and reduces the carbon footprint of the KI Fleet.

3.0 SOCIAL RESPONSIBILITY

KI was founded on the belief that human-centered design can impact the lives of people and ultimately the world, including the lives of future generations. Today, KI is committed to incorporating a human-centered, socially responsible approach to everything it does: from hiring to manufacturing, from designing to purchasing, and from workforce engagement to community outreach. It is an ongoing process that requires the active, vigilant, and creative participation of all involved. KI set its standards and measures its success through social responsibility principles.

KI's social responsibility principles are as follows:

Corporate Ethics Policy. KI is committed to conducting business activities lawfully and with honest and integrity. To accomplish this goal, all employees receive training with regard to KI's position on basic ethical issues, so that they can act in accordance with those policies. KI's code of conduct specifies these standards and rules, which are designed to provide employees with guidelines for their business conduct.

Insider Trader. KI's assets are to be used solely for the company's benefit. These assets include physical assets and intangible assets, such as intellectual property, as well as all information about the company's business, including technologies, business strategies and plans, and financial data.

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Employees shall not transfer the company's assets to others except in the ordinary course of business. Employees may have access to confidential information regarding the company's business, its customers, suppliers and competitors. Employees shall not use such information for personal financial gain through the trading of securities or other personal financial transactions. Employees shall not transfer company information onto any asset not owned by KI (i.e., home computer).

Receipt of Money, Goods and Other Things of Value. KI gains and maintains its business because of the quality and value of its products and services and the respect and confidence instill in its customers. The following policies are designed to ensure that this principle is followed:

Gifts of Employees

- Employees shall not accept gifts of money from any person or entity desiring to do business with KI.
- Employees shall not solicit non-monetary gifts, gratuities, tickets, entertainment or other personal benefits or favors from KI's customers or suppliers or those seeking such relationships.
- Employees and members of their immediate families are prohibited from soliciting or accepting any direct or indirect kickback, rebate or other benefit which results from the company's purchase of goods or other business action. If a supplier or carrier makes an offer of this type, employees are to decline it and report it to the materials manager at his/her plant for necessary follow-up. Occasionally, suppliers may offer advertising or promotional items of nominal value (less than \$10) where acceptance of the gift is required by applicable norms. If this situation occurs, employees are to promptly disclose the activity to their manager who will assist in determining the ultimate disposition of the item.

Payments by Employees

- Employees shall not directly or indirectly make or offer payments of money, gifts, services, entertainment or anything of value to any government official or employee.
- No employee or their party acting on behalf of KI may make any payment or offer any benefit of any kind, other than those included in the standard marketing policies of the company and which are available to all customers on an equal basis, to any customer or potential customer as an inducement to buy KI's products or services.
- Offering entertainment to individuals doing business or seeking to do business with the company must be reasonable and approved in advance by the employee's manager.
- All agreements with agents, sales representatives or consultant must be in writing and must clearly state the services to be performed, the basis for earning the commission or fee involved, the applicable rate or fee, and the fact that the agreement is subject to public disclosure.

Health and Safety Policy. Because KI considers employees to be the company's most valuable asset, we maintain high quality safety program for the protection of each employee. In keeping with this, KI is committed to maintaining compliance with all applicable local and national regulations that govern the company's performance in the area of employee health and safety.

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The primary goal of KI's safety program is to prevent and eliminate serious injuries and consequences of all accidents. Efforts of the company alone will not prevent accidents. All KI employees receive general and specific training on various safety procedures, thus rendering safety the responsibility of every employee.

KI employees are required to follow safe practices and report any hazard directly and immediately to their department manager/facilitator. Any employee performing an unsafe act is a hazard and may be subject to disciplinary action.

Labor and Human Rights Policy. KI fosters a creative and stimulating work environment and empowers all employees to provide the highest possible level of service to the customer. Like the markets the company serves, KI encourages an innovative and entrepreneurial spirit. It is KI's commitment to provide employees with a competitive compensation and benefit package, career advancement opportunities, training programs, wellness activities, and a fun and exciting environment in which to work.

KI is dedicated to ensuring that the human rights of its employees are protected and respected, on a local and global scale, which includes the prohibition of forced, involuntary or child labor. In line with these guiding principles, KI expects the same level of responsibility to human rights protections from its global supply network.

Inclusiveness Policy. KI is committed to maintain a work environment that is characterized by mutual respect, professionalism, and absence of harassment and bullying. In keeping with this commitment, all managers, employees, vendors and customers are expected to adhere to a standard of conduct which exemplifies and supports a professional work environment free from all forms of discrimination.

It is KI's policy to provide equal employment opportunity for all qualified individuals without regard to race, color, religion, sex, gender identity, age, national origin, disability, veteran status, marital status, sexual orientation, military status, genetic information or any other protected class.

To this end, KI supports and cooperates with all applicable laws, regulations and executive orders in all of the company's employment policies, practices and decisions. KI takes affirmative action to assure that equal opportunity for employment is provided with regard to all personnel actions, including but not limited to:

- Recruiting, testing, selection, hiring, promotion and other employment decisions.
- Compensation, benefits, transfers, training, social and recreational programs, job assignments, layoffs, recalls, education and other terms and conditions of employment.

KI's Equal Employment Opportunity policy and affirmative action obligations include full support from Richard Resch, Executive Chairman and Chairman of the board. The corporate human resources business partner serves as the equal opportunity coordinator for KI and has the overall responsibility for training KI employees on this subject and assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and affirmative action and are expected to take prompt and appropriate action to prevent harassment or discrimination at KI, whether by company employees, customers or vendors.

KI
 1330 Bellevue Street
 P.O. Box 8100
 Green Bay, WI 54308-8100

Tel 920-468-8100
 Fax 920-468-0280
 www.ki.com

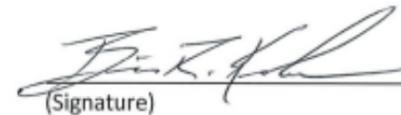


Community Outreach and Involvement. KI is committed to being a good corporate citizen and will continue to give back to the communities in which it operates. KI's primary giving includes health and wellness-related organizations, as well as organizations that benefit youth and education. KI supports activities deemed worthwhile through time, talent, products and money as appropriate.

An annual budget is developed each year for charitable contributions. Each of the following areas will have budgets allocated accordingly: KI product requests, KI store merchandise requests, and monetary requests.

Key charities will be selected during the budgeting process, and funds or products will be identified as potential commitments for the upcoming year. KI makes a long-term commitment to support key charities for civic, social and public goodwill and will review this list annually as community priorities change.

By signing below, you acknowledge and accept the responsibility to adhere to the policies as outlined in this document.



(Signature)

Brian Krenke

Chief Executive Officer and President, KI

October 1, 2019

KI
 1330 Bellevue Street
 Tel 920-468-8100



Covid-19 Materiality

Materiality & Covid-19

Knoll offers a wide selection of high-quality, bleach-cleanable fabrics, wall coverings, seating, and finishes for a range of applications.

KnollTextiles

Whether you're looking for basic stain resistance or bleach-cleanable fabrics, KnollTextiles offers a multitude of solutions to fit your needs. From subtle textures to bold, large scale patterns, our collection of high-performance fabrics, upholstery, and wallcoverings are designed to ensure optimum cleanability.

Our Performance Upholstery range features antimicrobial, bleach-cleanable, UV-resistant, breathable, and water-repellent materials for seating and wrapped panels.

Performance Finishes

Knoll systems, tables, and storage solutions provide a wide range of durable, cleanable finishes that stand up to the daily requirements of offices, including solid and woodgrain laminates, impact-resistant and chemical-resistant laminates, and thermofoil finishes.

Knoll has completed testing on all standard Knoll Office veneers, laminates, paints, glass, aluminum, and plated finishes and found the following products can be used safely:

- + **Envirox® H2 Orange2 Concentrate 117**
- + **Virox™ Accelerated™ Hydrogen Peroxide 5**
- + **Envirox® MultiPurpose Cleaner** (formerly Evolve02)

Performance Seating

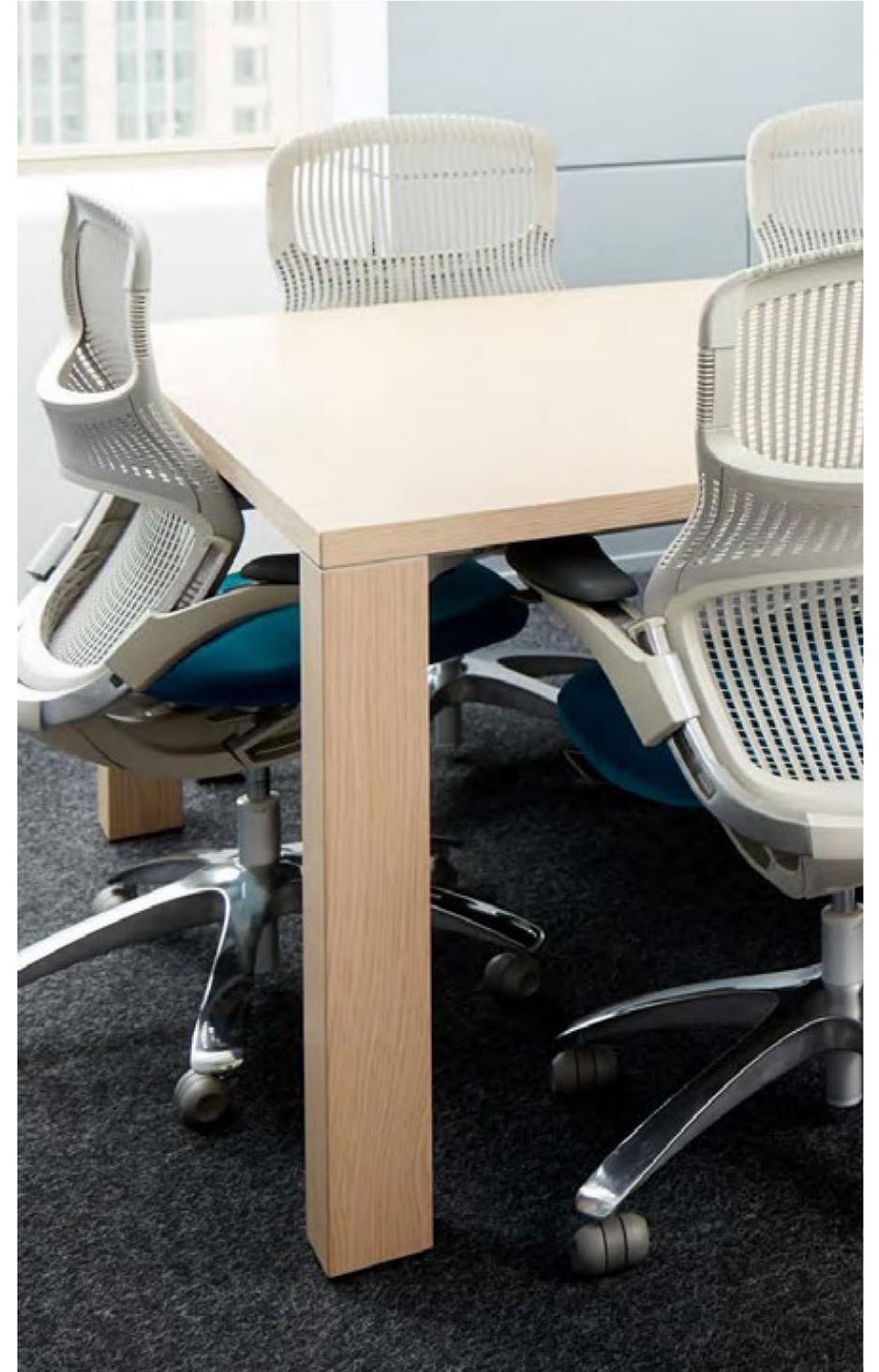
Knoll offers durable, easy-to-clean seating that can meet the demands of a high-use office, without sacrificing performance and comfort. Knoll has verified that Generation by Knoll®, MultiGeneration by Knoll®, and ReGeneration by Knoll® task chairs as well as the Spark® side chair pass testing with five common disinfectants, including bleach solutions.

The following commonly used cleaning agents can be used safely:

- + **Clorox® Germicidal Liquid Bleach** diluted 1:5 ratio to tap water (pH 3.7)
- + **Clorox® Cleanup** undiluted 100% solution (pH 9.7)
- + **Wex-Cide 128 Concentrate Phenolic Germicide** by Wexford Labs diluted 1 ounce to 1 gallon tap water (pH 3.7)
- + **Formula 880 Quaternary Germicide** by Grand Technologies diluted ½ ounce to 1 gallon tap water (pH 8.1)
- + **Hydroxi Pro® Concentrate 128** by Core Products diluted 1:8 ratio to tap water (pH 7.2)



[Click here](#) for more information about product maintenance, care, and cleaning



Testing Policy – Office Products

Cleaning Disinfectants suitable for use on Knoll Products

Disinfectants tested and approved for Office finishes can be found at the top of the Product Cleaning and Maintenance Guide.

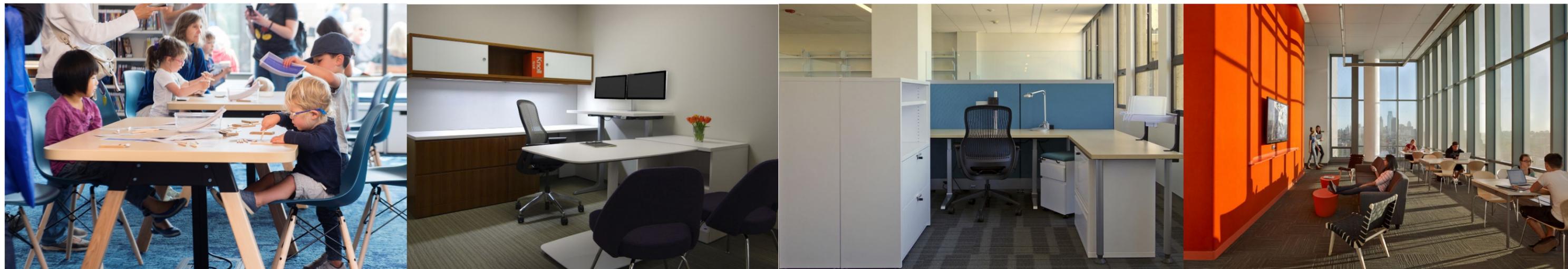
<https://www.knoll.com/document/1356613587198/>

KnollTextiles offers a variety of fully tackable panel fabrics for workstation panels and private office tackboards which are bleach cleanable with household bleach. A solution of 1 part household bleach to 10 parts water is recommended. For cleaning, material should be wiped with clean water and a clean cloth after bleach solution is used.

The following KnollTextiles panel fabrics can be spot cleaned with household bleach

- **Annex** <https://www.knoll.com/knolltextileproductdetail/Annex>
- **Beacon** <https://www.knoll.com/knolltextileproductdetail/Beacon>
- **Criss Cross** <https://www.knoll.com/knolltextileproductdetail/Criss+Cross>
- **Photon II** <https://www.knoll.com/knolltextileproductdetail/Photon+II>
- **Reflect** <https://www.knoll.com/knolltextileproductdetail/Reflect>
- **Twister** <https://www.knoll.com/knolltextileproductdetail/Twister?sku=8>

Knoll is currently in the process of testing common-use disinfectants recognized by the EPA's N List for use on Knoll Products.



Testing Policy – Seating

Task Seating Product Care information

<https://www.knoll.com/document/1352940926732/KNL20-HealthcareProductOverview-Generation.pdf>

<https://www.knoll.com/document/1352940728273/KNL20-HealthcareProductOverview-ReGeneration.pdf>

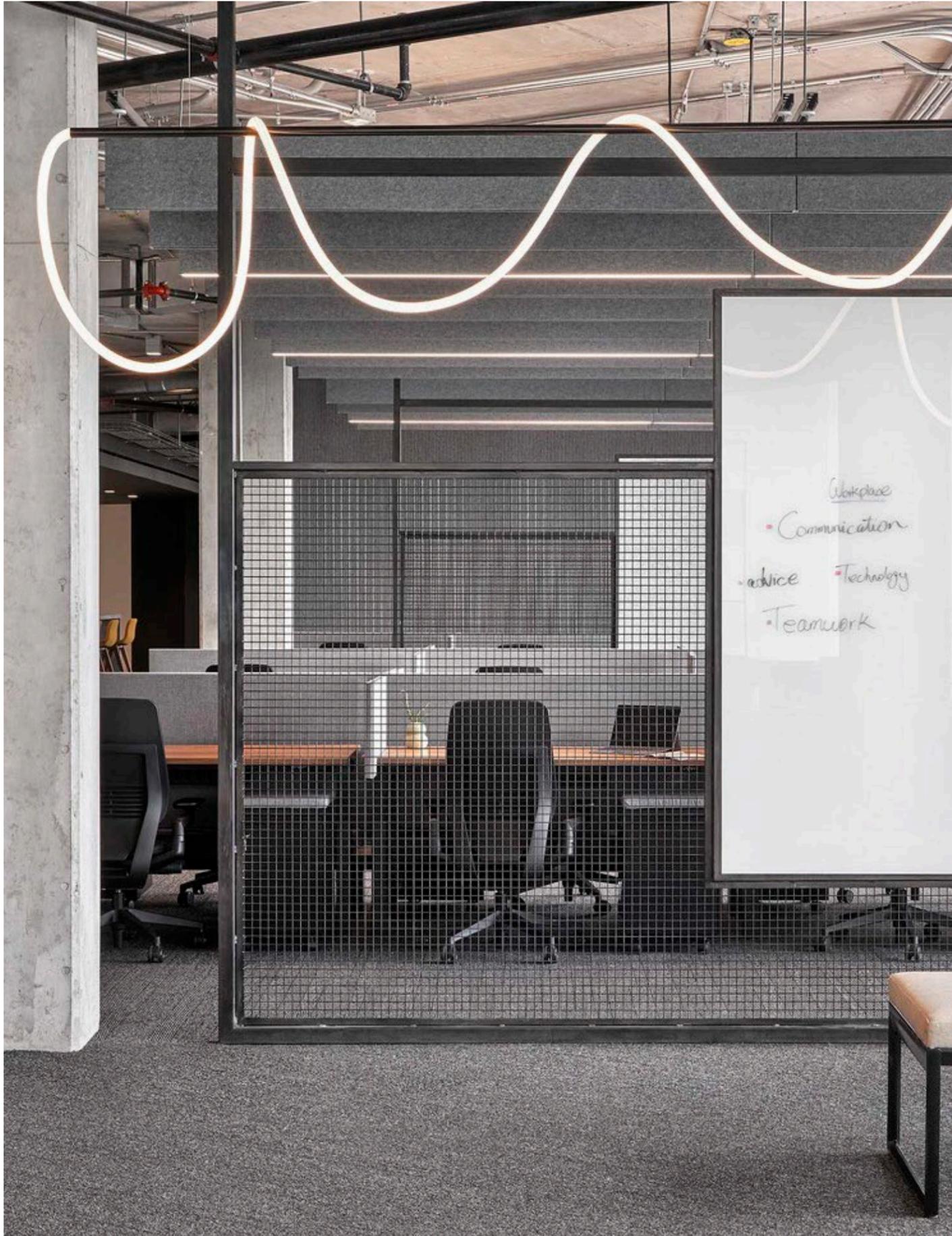
<https://www.knoll.com/document/1352940930110/KNL20-HealthcareProductOverview-MultiGeneration%5B1%5D.pdf>

<https://www.knoll.com/document/1356358464869/KNL19-HealthcareProductOverview-Ollo.pdf>

Further cleaning information for Office task seating including approved healthcare cleaners can be found at the bottom of the Product Cleaning and Maintenance Guide

<https://www.knoll.com/document/1356613587198/>





Warranties

Knoll Warranty & Maintenance

Warranty



[Click here](#) for full warranties, including KnollTextiles, Spinneybeck Leather, and FilzFelt products

Seller warrants to the original Purchaser only that the Products Seller manufactures and sells to Purchaser are free of defects in workmanship and materials, during the applicable warranty period set forth below.

Warranty period set forth below is for 24-hour, 7 days a week, multi shift use (includes parts and labor to repair).

Should any failure to conform with this limited warranty appear to a Product listed below during the applicable warranty period from the date of shipment, Seller shall, upon prompt written notice, repair or replace, at its option and costs, the affected part or parts.

Product and Period of Warranty

Lifetime

Antenna Workspaces, AutoStrada, Calibre, Crinion Open Table, Currents, Dividends Horizon, Morrison, Reff Profiles laminate, Rockwell Unscripted, Series 2 Storage, Template, Quoin Storage, Template, other non-wood components. Exceptions: cascade edge worksurfaces, operational parts, controls, electrical, lighting, Series 2 Veneer Front Storage, upholstery, textiles and leathers, special or custom products (see below).

12 Years

Chadwick, Essentials Work Chairs, Generation by Knoll, k. task, Life, Moment, MultiGeneration by Knoll, Olo, ReGeneration by Knoll, Remix, Toboggan seating. Exceptions: seating upholstery, textiles, leathers and finishes (see below).

10 Years

Anchor Storage (except digital lock), Antenna Workspaces, AutoStrada, Crinion Open Table, Dividends Horizon, Dividends Horizon Satellite Surfaces, Reff Profiles, Rockwell Unscripted, Template wood components, Series 2 Veneer Front Storage, cascade edge worksurfaces, Wood Casegoods (The Graham Collection) (except wood casegoods upholstered surfaces, see below), Reuter overheads, Reuter vertical storage, KnollExtra Sapper Monitor Arm Collection, Sapper XYZ Monitor Arm Series, Adjustable keyboard mechanisms and platforms, Communication Boards (except fabric board textiles, cork, and FilzFelt, see below), Smokador collection (except leathers, see below), Orchestra Universal Systems Accessories, k. lounge structural components, KnollStudio Pixel and Propeller, Tone bases.

5 Years

Operational parts, controls, electrical, lighting (except light ballasts, bulbs, and power supply, see below), special or custom product, wood veneer products and plywood, Currents handcrank, KnollStudio, Rockwell Unscripted wire bases, Spark Series seating structural elements, structural elements of all KnollStudio outdoor products including all Richard Schultz designed products, KnollExtra CPU holders and all universal storage drawers, Power Collection, k. stand (except changes in finish, see below).

3 Years

Rockwell Unscripted upholstery (except textiles and leather), Office Seating upholstery, textiles, leathers and finishes, Fabric boards textiles, Smokador Collection leathers, KnollExtra Pop Up Screens.

2 Years

Anchor Storage digital locks, all other KnollExtra product.

1 Year

Light ballasts, bulbs and power supply, seating upholstered armpads and soft armpads, wood casegoods upholstered surfaces, KnollStudio outdoor product finishes, k. lounge upholstery and k. lounge fabric, Rockwell Unscripted fabric and accessories.

This warranty does not apply to:

- + Damage caused by a carrier other than the Seller.
- + Normal wear and tear or acts or omissions of parties other than Seller (including user modification, improper use or installation of Products).
- + COM or other third party materials applied to Products.
- + Products not installed by or under the auspices of a Knoll Dealer, or Knoll's white glove agent network.
- + Dramatic temperature changes or unusual conditions.
- + Changes in surface finishes, including colorfastness due to aging or exposure to light.
- + Except as specifically noted above, textiles and upholstery supplied by KnollTextiles (consult current KnollTextiles price list for applicable warranties).
- + Natural variations occurring in wood, marble and leather shall not be considered defects, and the Seller does not guarantee the colorfastness or matching of the colors, grains or textures or surface hardness of such materials. The Seller also does not guarantee the colorfastness of fiberglass panel surfaces.

THE EXPRESS WARRANTIES CONTAINED IN THIS SELLING POLICY ARE THE ONLY WARRANTIES THAT KNOLL MAKES AND TAKE THE PLACE OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE AND ALL OTHER WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE.

Maintenance



[Click here](#) for more information about product maintenance, care, and cleaning

© Knoll, Inc.

Knoll Warranty

Seller warrants to the original Purchaser only that the Products Seller manufactures and sells to Purchaser are free of defects in workmanship and materials, during the applicable warranty period set forth below.

Warranty period set forth below is for 24-hour, 7 days a week, multi shift use (includes parts and labor to repair).

Should any failure to conform with this limited warranty appear to a Product listed below during the applicable warranty period from the date of shipment, Seller shall, upon prompt written notice, repair or replace, at its option and costs, the affected part or parts.

Product and Period of Warranty Furniture and Accessories

Lifetime	Antenna Workspaces, AutoStrada, Calibre, Crinion Open Table, Currents, Dividends Horizon, Morrison, Reff Profiles laminate, Rockwell Unscripted, Series 2 Storage, Template and other non-wood components (except cascade edge worksurfaces, operational parts, controls, electrical, Lighting, Series 2 Veneer Front Storage, upholstery, textiles and leathers, special or custom products, see below).
12 Years	Chadwick, Essentials Work Chairs, Generation by Knoll, k. task, Life, Moment, MultiGeneration by Knoll, ReGeneration by Knoll, Remix, and Toboggan seating (except seating upholstery, textiles, leathers and finishes, see below).
10 Years	Anchor Storage except digital keypad lock, Antenna Workspaces, AutoStrada, Crinion Open Table, Dividends Horizon, Dividends Horizon Satellite Surfaces, Reff Profiles, Rockwell Unscripted, Template wood components, Series 2 Veneer Front Storage, cascade edge worksurfaces, Wood Casegoods (The Graham Collection) (except wood casegoods upholstered surfaces, see below), Reuter overheads, Reuter vertical storage, KnollExtra Sapper Monitor Arm Collection, Sapper XYZ Monitor Arm, Adjustable keyboard mechanisms and platforms, Communication Boards (except fabric board textiles, cork and FilzFelt, see below), Smokador collection (except leathers, see below), and Orchestra Universal Systems Accessories, k. lounge structural components, KnollStudio Pixel and Propeller, Tone Bases.
5 Years	Operational parts, controls, electrical, Lighting (except light ballasts, bulbs and power supply, see below), special or custom product, wood veneer products and plywood, Currents handcrank, Interaction Counterforce, KnollStudio, Rockwell Unscripted wire bases, Spark Series seating structural elements, structural elements of all KnollStudio outdoor products including all Richard Schultz designed products, KnollExtra CPU storage and all universal storage drawers and Power Collection, k. stand (except changes in finish, see below).
3 Years	Rockwell Unscripted upholstery (except textiles and leather), Office Seating upholstery, textiles, leathers and finishes. Fabric boards textiles and Smokador Collection leathers, KnollExtra Pop Up Screens.
2 Years	Anchor Storage digital keypad lock, all other KnollExtra products.
1 Year	Light ballasts, bulbs and power supply, seating upholstered arm pads and soft arm pads, wood casegoods upholstered surfaces. KnollStudio, outdoor product finishes, k. lounge upholstery and k. lounge fabric. Rockwell Unscripted fabric and accessories.

This warranty does not apply to:

- Damage caused by a carrier other than the Seller (for commercial orders only).
- Normal wear and tear or acts or omissions of parties other than Seller (including user modification, improper use or installation of Products).
- COM or other third party materials applied to Products.
- Products not installed by or under the auspices of a Knoll Dealer, or Knoll's white glove agent network.
- Dramatic temperature variations or exposure to unusual conditions.
- Changes in surface finishes, including colorfastness due to aging or exposure to light.
- Except as specifically noted above, textiles and upholstery supplied by KnollTextiles (consult current KnollTextiles price list for applicable warranty).
- Natural variations occurring in wood, marble, and leather shall not be considered defects, and the Seller does not guarantee the colorfastness or matching of the colors, grains or textures, or surface hardness of such materials. The Seller also does not guarantee the colorfastness of fiberglass panel surfaces.

KnollTextiles Products

Knoll warrants to the original purchaser that all textiles products under normal wear and tear shall meet the specifications listed in the current KnollTextiles Price Catalogue under each product's name, including lightfastness, durability and flame retardant rating for a period of one (1) year with remedies as follows: should any failure to conform with this limited warranty appear on the textile product during the first year after the date of shipment, upon prompt written notice Knoll will repair or replace, at its option, the affected textile, including upholstery materials only. KnollTextiles cannot guarantee consistency of color between dyelots.

This warranty does not apply to:

- Acts or omissions of parties other than Knoll.
- User modification.
- Unusual atmospheric or environmental conditions.
- Abnormal use of textile including cuts, spills, or other misuse of product.

Spinneybeck Leather and Filzfelt Products

Spinneybeck leather and Filzfelt products carry a one (1) year limited warranty from the date of shipment against manufacturing defects. For purposes of this warranty, manufacturing defects do not include normal wear, user modifications, acts or omissions of persons other than Spinneybeck, improper cleanings, adverse environmental conditions, surface blemishes, and/or other characteristics considered natural. Natural characteristics include, but are not limited to: healed scars, nicks and fat wrinkles. Leather that does not perform properly due to application is Your responsibility, as Spinneybeck does not guarantee workmanship. Because leather is a natural product, Spinneybeck cannot guarantee consistency of color between dyelots.

Disclaimers

THE EXPRESS WARRANTIES CONTAINED IN THIS SELLING POLICY ARE THE ONLY WARRANTIES THAT KNOLL MAKES AND TAKE THE PLACE OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE AND ALL OTHER WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE.

MUUTO

WARRANTY AND LIMITATION OF LIABILITY

Muuto offers a warranty against defects of manufacture and materials on standard products. The warranty is valid according to local legislation (please refer to Muuto's current price list), from the date of delivery provided that the products are used under normal circumstances and maintained according to guidelines. Excluded from this warranty are all defects due to or caused by transport, incorrect use, inadequate maintenance, accidents, the buyer's alteration or repair as well as normal wear and tear of the products.

Natural variations in organic materials are not considered to be defects. Muuto is explicitly excluded from all liability for any damage or loss that such defects or variations may cause, either directly or indirectly. The warranty on upholstery requires that upholstery fabric and leather is included in the price list and is recommended by Muuto. If the buyer purchases, supplies and/or dyes his or her own fabric and leather, Muuto's warranty shall lapse.

Unless otherwise stated in these General Terms of Sale and Delivery, Muuto is not liable to the buyer for loss of production, loss of use, loss of contracts, loss of profit or for any other consequential or indirect loss whatsoever.

Notwithstanding any other provisions of these General Terms of Sale and Delivery, Muuto's maximum liability in relation to the buyer can in no event exceed the purchase price for the products.

LIFETIME WARRANTY

National warrants that each piece of furniture will be free from defects in workmanship given normal use and care for as long as the original customer owns and uses the product. This warranty is valid only if the product is given proper care and maintenance.

Normal use is defined as the equivalent of a single shift, 40 hour work week.

National, at its option, will repair or replace with comparable product any product, part or component, if the claim is eligible under the conditions of this warranty.

LIMITATIONS

Twelve Years	Wood Chair Frames Products used in multi-shift applications
Ten Years	Wood Veneers and Laminates
Five Years	Mechanical and High Wear Parts such as: Electrical Components, Textiles, Foam, Covering Materials, and Decorative Trim

EXCLUSIONS

This warranty does not apply to:

- Damage caused by a carrier
- Normal wear and tear which is to be expected during the period of ownership
- Appearance, durability, quality, behavior, colorfastness, or any other attribute of CCM (Customer's Own Materials) or any other non-standard National material (including Arc-Com, Stinson, Maharam, Momentum, and Ultrafabrics) specified by the customer after application to a National product
- Color, grain, or texture of wood, laminate, and other covering materials
- Non-compliance with installation and maintenance instructions
- Damages or failures resulting from modifications, alterations, misuse, abuse, negligence, or improper care and maintenance of our products

Marcelo

Warranty on Marcelo is 5 years from date of purchase for all components, textiles, and foam.

Toss Bean Bags

Warranty on Toss Bean Bag models is 5 years for the textile covering material and 1 year from date of purchase for the liner with EPS fill.

FOLLOW THESE PROCEDURES TO PROCESS WARRANTY ISSUES:

1. Contact National Customer Service (800.482.1717) and provide them with the serial number from the product in question and the purchase order number or acknowledgement number and a detailed description of the warranty issue. **Serial numbers are mandatory before the claim can be processed.**
2. Customer Service will determine and pre-approve all resolutions to the claim such as replacement units, service parts, labor, and repair charges. Upon approval, resolutions will be assigned an authorization number.
3. The authorization number must be included on all invoices for reimbursement. Any unauthorized charges will not be the responsibility of National.

As the manufacturer of your furniture, we stand behind our craftsmanship and pledge to do everything we can to resolve any problems you may have within the terms of this warranty as quickly as possible.

There are no other warranties except as expressly set forth here, either expressed or implied including any warranty of merchantability or fitness for any particular purpose. We exclude and will not pay consequential or incidental damages under this warranty.

LIFETIME WARRANTY

NATIONAL

National warrants that each piece of furniture will be free from defects in workmanship given normal use and care for as long as the original customer owns and uses the product. This warranty is valid only if the product is given proper care and maintenance.

Normal use is defined as the equivalent of a single shift, 40 hour work week.

National, at its option, will repair or replace with comparable product any product, part or component, if the claim is eligible under the conditions of this warranty.

LIMITATIONS

Twelve Years	Wood Chair Frames
Ten Years	Products used in multi-shift applications
Five Years	Wood Veneers and Laminates
	Mechanical and High Wear Parts such as:
	Electrical Components, Textiles, Foam, Covering Materials, and Decorative Trim

EXCLUSIONS

This warranty does not apply to:

- Damage caused by a carrier
- Normal wear and tear which is to be expected during the period of ownership
- Appearance, durability, quality, behavior, colorfastness, or any other attribute of COM (Customer's Own Materials) or any other non-standard National material (including Arc-Com, Stinson, Maharam, Momentum, and Ultrafabrics) specified by the customer after application to a National product
- Color, grain, or texture of wood, laminate, and other covering materials
- Non-compliance with installation and maintenance instructions
- Damages or failures resulting from modifications, alterations, misuse, abuse, negligence, or improper care and maintenance of our products

Marcelo

Warranty on Marcelo is 5 years from date of purchase for all components, textiles, and foam.

Toss Bean Bags

Warranty on Toss Bean Bag models is 5 years for the textile covering material and 1 year from date of purchase for the liner with EPS fill.

FOLLOW THESE PROCEDURES TO PROCESS WARRANTY ISSUES:

1. Contact National Customer Service (800.482.1717) and provide them with the serial number from the product in question and the purchase order number or acknowledgement number and a detailed description of the warranty issue. **Serial numbers are mandatory before the claim can be processed.**
2. Customer Service will determine and pre-approve all resolutions to the claim such as replacement units, service parts, labor, and repair charges. Upon approval, resolutions will be assigned an authorization number.
3. The authorization number must be included on all invoices for reimbursement. Any unauthorized charges will not be the responsibility of National.

As the manufacturer of your furniture, we stand behind our craftsmanship and pledge to do everything we can to resolve any problems you may have within the terms of this warranty as quickly as possible.

There are no other warranties except as expressly set forth here, either expressed or implied including any warranty of merchantability or fitness for any particular purpose. We exclude and will not pay consequential or incidental damages under this warranty.

1610 ROYAL STREET, JASPER, IN 47546
PHONE: 800.482.1717 WEB: NATIONALOFFICEFURNITURE.COM

Warranty



Standard Landscape Forms Site Furnishings

Your complete satisfaction and future business are our goals. Standing behind our products has been a cornerstone of our commitment to quality and service since our founding in 1969. Our products will satisfactorily perform their intended function, under normal conditions, for many years. For our Cochran and Morrison product, we define normal conditions as presence within protected public spaces, such as on corporate campuses or in community courtyards. If you are ever dissatisfied with one of our products, please contact us and let us demonstrate our commitment.

Landscape Forms, Inc. warrants all products (other than noted exceptions) to be free from defects in material and/or workmanship for a period of three (3) years from date of invoice. Note exceptions: Products provided by our partners Santa & Cole ~~Urbidermis~~, ~~Escofet~~, TUUCI, Legrand, and ~~StruXure~~ Outdoor are covered by their individual warranties. This warranty does not apply to damage resulting from accident, alteration, misuse, tampering, negligence, or abuse. Landscape Forms, Inc. will, at its option, repair, replace, or refund the purchase price of any items found defective upon inspection by an authorized Landscape Forms, Inc. service representative.

Landscape Forms Lighting

LED lighting products are warranted for a period of six (6) years. Noted exceptions: Solar products are warranted for three (3) years. This warranty does not apply to damage resulting from accident, alteration, misuse, tampering, negligence, or abuse. Landscape Forms, Inc. will, at its option, repair, replace, or refund the purchase price of any items found defective upon inspections by an authorized Landscape Forms, Inc. service representative.

Upfit Upfit Structure

~~StruXure~~ Outdoor warrants all Upfit support components (posts, gutters, louvers, and beams) to be free from defects in material and/or workmanship for a period of fifteen (15) years from the date of installation. This warranty does not apply to damage resulting from accident, alteration, misuse, tampering, negligence, ~~or abuse~~.

Upfit Power



Structure Outdoor warrants all Upfit power components (motor, power supply, receiver, and electronic controls) to be free from defects in material and/or workmanship for a period of for five (5) years the date of installation. This excludes batteries. This warranty does not apply to damage resulting from accident, alteration, misuse, tampering, negligence, or abuse.

Note: All electric components are warranted subject to the wire connections being protected and to the electric controls being installed in a waterproof box, in accordance with the relevant codes, and protected from water and other weather conditions and subject to operating the motorized opening system to full opening and closing at least twice a month.

Note: Warranty for lighting fixtures will vary by product.

Upfit Panel and Accessories

Landscape Forms warrants all Upfit panels (glass, green, louvered, slatted) and accessories (bike rack, tables) to be free from defects in material and/or workmanship for a period of three (3) years from date of invoice. This warranty does not apply to damage resulting from accident, alteration, misuse, tampering, negligence, or abuse. Landscape Forms, Inc. will, at its option, repair, replace, or refund the purchase price of any items found defective upon inspection by an authorized Landscape Forms, Inc. service representative.

Santa & Cole Urbidermis

Santa & Cole Urbidermis guarantees the composition and performance features of all material that shape the product for a period of three years. The guarantee covers defects due to product quality. The guarantee excludes defects caused by reasons beyond the normal exposure and usage of the product. Electrical components including LED boards and electronic drivers are guaranteed for a period of five (5) years. Santa & Cole Urbidermis compels itself to modify and/or replace the material considered faulty following the present guarantee, without any cost to the property and in a maximum term of three (3) months up to the fault notification. In case of not accomplishing this term, we compel the payment of the modification and/or replacements made by third persons. This guarantee will enter into force up to the delivery date of the product. We issue the present guarantee at Santa & Cole Urbidermis in Barcelona, 1 June, 2010.

Escofet

ESCOFET warrants the durability of its product for a period up to five (5) years for concrete products. For their accessories/ elements made of other materials (not concrete), the standard warranty is a period of two (2) years from the date of invoice. The warranty covers the repair or replacement of the product or components at no charge. Notwithstanding, this warranty does not cover damages to ESCOFET products resulting from unloading; handling; installation; abuse; exposure to paint, liquids or corrosives; or any other damage not attributable to ESCOFET. The warranty shall also be void if ESCOFET products are tampered with, handled, removed or modified by persons not authorized by ESCOFET; or if the product has not been properly maintained by the customer.

TUUCI

Ocean Master™, Plantation™, Ocean Master and Plantation MAX™ Umbrellas

15-years: Entire frame structure, including mast, hubs, struts, brackets and hardware.

10-years: SUNBRELLA® and other TUUCI Tuff Skin marine-grade fabric.

5-years: Frame finishes, including powder coat and TUUCI's exclusive Alumina-TEAK™ Manual lift systems and related components, including gear boxes and worm drives.

Bay Master™, and Bay Master MAX™ Umbrellas

10-years: SUNBRELLA® and other TUUCI Tuff Skin marine-grade fabric

5-years: Entire frame structure, including mast, hubs, canopy ribs and hardware SUNBRELLA® and other TUUCI Tuff Skin furniture-grade fabric Frame finishes, including powder coat finishes

Stingray™ Shade Umbrellas

10-years: SUNBRELLA® and other TUUCI Tuff Skin marine-grade fabric

5-years: Entire frame structure, including trellis walls, trellis roof, beams and columns.

Legrand

Legrand Wiremold warrants, to the original purchaser or owner only, that the Products are substantially free of defects in material and workmanship under normal use and service, for a period of one year from the date of original installation or two years from the date of purchase, whichever is sooner. This limited warranty applies only to Products that have been installed properly in accordance with installation instructions supplied by Wiremold and any applicable codes and standards.

This limited warranty is void and Wiremold shall not be liable for any damages or held responsible for the quality, performance or safety of Products that have been repaired, altered or tampered with outside of Wiremold facilities or that have been intermixed (used within a system) with products or materials not approved by Wiremold, or that have been subjected to accident, negligence, misuse or abuse.

Wiremold's sole obligation (and the sole and exclusive remedy of the purchaser or owner of the Product) with respect to any Products that are shown to be defective shall be the repair or replacement of the defective Products, at the sole option of Wiremold. Returned Products will not be accepted unless Wiremold is notified and authorizes the return prior to shipment.

The warranties above are in lieu of all other warranties, express, implied or statutory; including, but not limited to the implied warranties of merchantability and fitness for a particular purpose, and warranties arising from course of dealing or usage of trade, all of which are hereby waived by distributor and disclaimed by Wiremold.

Warranty Statement

25-Year

Select product lines manufactured by RT London are warranted against defects in material or workmanship for the period of 25 years from the date of install. We have the option to repair, replace, or supply replacement parts for resolution. In no event shall liability under this warranty exceed the original purchase price of the product. These product lines include:

Room Solutions

Alcove, Arcadia, Breton, Captain's Bed, Cosmo, Essentials, Essix, Evolve, Maxwell, Medallion, Media Collection, MFS, RH Series, Shaker, Solo, Tool Free, Westwood

Lounge

Baxter, Bluto, Charlie, Doozie, Emily, Evolve, Garbo, Henley, Hudson, Hugo, Lotus, Lucy, Lucy Lu, Monroe, Quincy, Roxy, Sawyer, Turner

Chairs

Iris, Series 95, Student, Tango

Tables

4-Posted, Bluto, Buckley, Cadence, Cascade, Fulton, Hugo, Jane, Lucy, Lyon, Morris, Ross, Sherwood, Turner, Union

7-Year

Select product lines sold by RT London are warranted against defects in material or workmanship for the period of 7 years from the date of install. We have the option to repair, replace, or supply replacement parts for resolution. In no event shall liability under this warranty exceed the original purchase price of the product. These product lines include:

Room Solutions

Griffin

Chairs

Artisan II, Atlantis, Anytime, Atoll Barstool, Chloe, Felix Jr., InFlex, Relay, Rio, Rowdy, Sadie, Siren, Mama Melissa, Melissa Anne, Melissa Wood, Wit

Areas of Clarity/ Exclusion Under These Warranties Include:

- Product damaged through use not intended by the original design of the product, and/or product that has been physically altered in any way, and/or subjected to misuse or neglect, and/or product in normal use that exhibits signs of cosmetic degradation, without compromising structure or function, is not covered.
- Products and/or finished parts not listed under the 25-year or 7-year warranty, including, but not limited to mattresses, spring decks, box springs, fabrics, foam and other 3rd party items carry their manufacturer's warranty. Upholstered fabric and sewn seams on the primary lounge piece, cushions, pillows, and/or any fabric covered pieces will match the fabric manufacturer's warranty on which they occur.
- Package Room items carry their manufacturer's warranty.
- RT London will render final opinion of cause and solution.

Non-Warranty Parts

For non-warranty parts, RT London will provide replacement piece pricing at the customer's request.

1.877.613.2012 | www.rtlondon.com
Revised Aug 2019

Warranty



We guarantee our products against material defect and/or faulty workmanship for the lifetime of the product. During this period Diversified Woodcrafts will replace or repair, at its discretion, any product that upon inspection, exhibits defects in material or workmanship. This warranty shall include the costs of replacement parts of materials, but does not include labor, or shipping costs for such. This warranty doesn't cover damage in transit or damage caused by misuse, abuse or faulty installation, color grain or texture of wood or other covering materials. No other warranty is express or implied.



A GLOBAL COMPANY

SICO® Limited Lifetime Warranty - Tables

The SICO® Limited Lifetime Warranty is our statement of confidence to you, our customer that your investment in a SICO® Table comes with our guarantee of performance. SICO America Inc.® ("SICO®") is proud to offer a Limited Lifetime Warranty, as defined and limited below, on the following SICO® tables. This warranty is valid from the date of delivery to the original purchaser, whether purchased directly from SICO® or from an authorized SICO® dealer. SICO® MAKES NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PURPOSE, AND MAKES NO OTHER EXPRESS WARRANTIES BEYOND THE WARRANTIES EXPRESSED HERE. This warranty covers the following products shipped after April 18, 2016.

PRODUCTS (1)

- TC-65 Table Product Line (2)
- Communicator Table(2)
- 3-in-1 ConverTable
- Pacer II(4)
- MultiApp IIS(4)
- Room Service Table
- Original & Deluxe Catering Tables
- Ellip-Table (3)
- Conference Table(3)
- LB Table Line(3)
- Graduate Table(2)
- BY-65 Table(2)
- 2800 convertible
- Pacer
- MultiApp(4)
- Sophisticate(4)
- Socializer(5)
- Undergraduate
- Armor-Edge® Folding Leg Tables
- Cadet Table(3)
- Linenless FLT

(1) Tables are intended for indoor use

(2) Uses Mechanical Strut Lift Assist

(3) Uses Torsion Bar Lift Assist

(4) Uses Pneumatic Damper

(5) Uses Gas Strut Lift Assist and/or Damper

LIFETIME COVERAGE

- All tables will be free from defects in material and workmanship
- All welds are covered.
- The mechanical struts used on the mobile folding attached seating tables are covered.

EXCEPTIONS TO THE LIMITED LIFETIME WARRANTY

ABS Plastic Stools and Accent Guards have a prorated performance warranty.

ABS Plastic Stools & Accent Guards (Applicable to the current stool colors)

0 to 10 Years – 100% replacement at no charge including freight, installation not included

10 to 15 Years – 50% prorated discount from current pricing, freight and installation not included

Warranty – 10 Years (Installation not included)

- Torsion bar lift assist
- Casters
- Unit-to-Unit Connector on the 3-in-1 ConverTable
- Pneumatic dampers
- Gas spring lift assist and/or dampers

Stone Composite Tops

- ARE NOT covered by this warranty

WARRANTY DOES NOT APPLY TO PRODUCT FAILURE OR LOSS RESULTING FROM:

- Normal wear and tear
- Failure to apply, install or maintain products according to published SICO® instructions and guidelines
- Abuse, misuse, or accident
- Alteration or modification of the product
- The substitution of any unauthorized non-SICO® components for use in the place of SICO® components on any of the products
- Damage due to shipment
- Color-fastness or matching colors of ABS plastic stools, ABS Accent Guards, Armor-Edge® or other materials that naturally exhibit inherent color variations
- Damage caused by cleaning chemicals
- Rust or corrosion caused by not completely drying the product after cleaning or exposure to moisture
- Dye transfers caused by external contaminants (including clothing and accessory dyes such as those used on denim jeans) may migrate to lighter colors. This phenomenon is increased by humidity and temperature and is irreversible.

WARRANTY REMEDIES

Pursuant to this warranty, if a product fails under ordinary use as a result of a defect in materials or workmanship, SICO® will repair or at SICO®'s option, replace the affected product at no charge.

- A product "defect" means an inadequacy in the material or workmanship of the product that existed at the time when you received the product from a SICO® or a SICO® authorized dealer.
- An "ordinary use" means use of the product (i) in conformance with all applicable local, state, or federal laws, codes and regulations and (ii) in accordance with SICO® recommendations and/or instructions in the materials and documentation accompanying the product.

All repairs and returns must be approved, in writing, by SICO® before action is taken. The product serial number will be required to process and authorize any warranty claim. All claims are to be reported to:

SICO® America Inc.
Customer Care Department
1-800-424-0796
support@sicoinc.com

Address:
7525 Cahill Road
Minneapolis, Minnesota 55439

Repair or replacement in accordance with the foregoing procedure is the buyer's sole and exclusive remedy for any defective products, whether buyer's claim arises under contract, tort or otherwise. SICO® shall not be liable for any consequential damages, and in any event, SICO®'s liability is limited to the purchase price paid for the products purchased.



Global Headquarters | 7525 Cahill Road, Minneapolis MN 55439 | 1.800.328.6138 | www.sicoinc.com | ©SICO® Inc.

Terms Conditions Rights and Warranties

Updated August 24, 2011

PRODUCT PRICING

ALL PRICES LISTED IN KI PRICE LISTS ARE FREIGHT EXCLUDED OR DELIVERED PRICING.

KI price lists and any prices contained therein are subject to change without notice. Prices applicable to all Customer orders shall be those in effect at the time KI receives a complete order from Customer unless Customer and KI have in place a written special pricing or master supply agreement, which agreement specifies the prices to be paid by Customer; or Customer requests a product shipping date to occur more than one hundred twenty (120) days after KI's receipt of Customer's order (in which case KI shall have the option to apply to Customer the price list in effect as of Customer's requested shipping date). The most current KI price lists are maintained electronically and can be found at www.ki.com/pricelist

Any discounts are ineffective if, as a result of the discounts, the final selling price of any product offered in a KI quote would be lower than the corresponding price for that product under KI's multiple award schedule contracts with the United States General Services Administration (GSA). If the final selling price for any KI product in a quote would be below KI's price to GSA, KI will offer that product at the same price that KI offers to GSA. No other terms or conditions of KI's GSA contracts would apply to such sales.

FREIGHT AND DELIVERY Freight Terms

KI reserves the right to select the "best way" shipment methods and means (including, but not limited to, determination of the carrier, method of shipment, and routing). Standard delivery shall be dock-to-dock delivery and shall occur Monday through Friday, 7:00 a.m. to 3:00 p.m. for truckload or 9:00 a.m. to 5:00 p.m. for less than truckload or parcel. Products quoted as "Delivered Pricing" shall be "F.O.B. Origin," and freight charges are based on shipments to the 48 U.S. contiguous states. For shipments destined to other U.S. states or foreign territories, delivery will be made to a prearranged port. Customer shall prepay all freight charges and any extra expenses resulting from any request by Customer for after-hours, holiday, weekend, or specific time delivery, or special carrier, shipping method, (e.g. air freight, exclusive use vehicle) packaging, and/or routing. Contact KI for quote.

Prosper Panel System Freight Surcharge
Orders for Prosper are subject to freight surcharge when less than \$50,000 (net) of Prosper product is specified. Freight surcharge is 5% of list pricing.

Requests for Specific Delivery Time(s)

KI considers requests for delivery times and for drop shipments to job sites, and will undertake reasonable efforts to indicate any such request(s) to product carriers. KI may, in its sole discretion, extend to Customer the option of a carrier-guaranteed set delivery time at an additional cost to Customer. KI's liability for any damages incurred for any late deliveries, including labor and other expenses resulting from any such delays, shall be limited to a refund of the charge for the aforementioned guaranteed set delivery time.

Accessorial Fees

Customer shall be responsible for the payment of all accessorial fees, including, but not limited to, charges necessitated by any of the following:

1. A need for special delivery equipment, including lift gates
2. Inside delivery
3. The absence of a loading dock
4. Redirection or re-consignment of product
5. Detention charges
6. Street unloads
7. Improper refusal of product

Storage of Product

If, following KI's acknowledgment of Customer's purchase order, Customer requests a delay in shipment for any period greater than one (1) day from the scheduled ship date, Customer shall be responsible for the payment of the following storage fees:

1. Orders less than a full trailer (11 pallets or 24 feet or less): \$5.00 per day per pallet.
2. Full trailer: \$60.00 per day per trailer.

Any long-term storage (i.e. storage outside standard shipping and installation storage) must be climate controlled. Temperature must range between 60 and 80 degrees Fahrenheit and humidity must be controlled between 45 and 65 percent relative humidity.

Split Deliveries

Orders can be split shipped (including C.O.M. as it arrives) only with faxed or written authorization.

Re-delivery of Freight

When re-delivery of merchandise is required because the customer is not ready to accept merchandise, and no notification of this fact is given to the factory at least one week prior to the scheduled ship date, the actual costs for freight, restocking and re-handling, plus 5% of the order value, will be billed to the customer. CAUTION: After obtaining a clear receipt for shipment, the delivering carrier is no longer responsible for damage or shortages.

PAYMENT TERMS

Net Thirty Days

Payment on all KI invoices shall be made in U.S. dollars within thirty (30) days of the date of each such invoice and without offset, back charges, retention, or withholding of any kind. Unpaid and delinquent invoices shall accrue interest at the rate of one and one-half percent (1.5%) per month, or the highest rate permitted by law, whichever is less.

Leasing Provisions

KI offers a lease finance option. The first and last monthly payments are required at the time of signing. Lease quotations subject to IFC credit approval. Rates are based upon current market and subject to change without notice. Contact KI for a quote.

Custom Deposits

Customer may be required to pay a deposit for the purchase of any custom or nonstandard products identified in Customer's purchase order. Any such deposit shall accompany Customer's purchase order.

New Accounts

New accounts require the approval of a KI sales representative, credit references, and a valid tax-exempt or resale certificate (where applicable).

Security Interest in Products

KI shall retain a purchase money security interest in all products sold to Customer and for which Customer has not made full payment. Customer agrees to execute any and all instruments necessary to document the creation of this security interest and/or to perfect the same. Customer further agrees to assemble and deliver to KI all products subject to this security interest in the event Customer defaults on Customer's payment obligations to KI.

Collection Costs

In the event Customer defaults on Customer's payment obligations to KI, and KI employs the services of an attorney or collection agency to enforce these obligations, Customer shall reimburse KI for all of KI's actual collection costs and expenses (including actual attorneys' fees and court costs) upon demand.

ORDER PROCESS Requirements of a Valid and Complete Purchase Order

In order to submit a valid and complete purchase order to KI, Customer must provide KI with the following information:

1. If you are purchasing directly from KI the purchase order must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contact name and/or number if pricing is based on a contract reference
 - 3. Signatures on a quote or a worksheet will NOT be accepted as a purchase order.
 - 4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI.

Acknowledgements

KI sends acknowledgements on all orders. Please read these acknowledgements and contact KI immediately if there is any discrepancy. In the event of any difference or inconsistency between KI's acknowledgement and Customer's purchase order, KI's acknowledgement will control. In the event the model number and description differ on the purchase order, the model number will be the determining factor. Any error or discrepancy on acknowledgement must be reported to KI in writing within three (3) working days of acknowledgement date. All acknowledgements contain an estimated delivery date, but an order may ship earlier than the estimated shipping date. If Customer desires delivery on or after a specified date, Customer must write "Do not ship for arrival before [date]" on Customer's purchase order.

Fax or Email Orders

Orders may be sent to KI via facsimile (1-800-405-2264) or via email (orderentry@ki.com) SIF files: If you have a fully optioned SIF file, submit one email containing the purchase order, fully optioned SIF file and any supporting quotes. If, following submission of an order to KI, Customer sends a confirming order, such confirming order must be marked "Confirming Order. Original order sent via fax (or email)." KI will not be responsible for any duplicate orders caused by unmarked hard copy, duplicative confirming orders, or orders submitted more than once.

Changes or Cancellations of Orders

Purchase orders acknowledged by KI cannot be changed or cancelled without KI's consent, which consent may be conditioned upon Customer's agreement to pay increased or additional expenses resulting from the requested change or cancellation, including but not limited to a twenty-five percent (25%) cancellation charge if order is cancelled or changed within a minimum of twenty (20) days prior to expected delivery date as acknowledged. Products with custom options or veneer tops cannot be cancelled or returned.

Quick Ship Program

Quick Ship Program (QSP) leadtimes begin upon receipt of clearly marked and complete purchase order and approval by KI credit department. The QSP purchase order must be accompanied by the QSP purchase order cover sheet. Orders will only be processed as Quick Ship if all items on the order are included in the Quick Ship program. Quick Ship orders cannot be revised, cancelled, or returned. It is KI's intention to ship all QSP products within a period of 10 working days or less. Based on production capacity, KI reserves the right to cancel the Quick Ship Program without notice.



Furnishing Knowledge®

Terms Conditions Rights and Warranties

Updated August 24, 2011

C.O.M. FABRIC REQUIREMENTS

Fabrics to be supplied by Customer must be approved by KI for upholsteryability and flammability prior to acceptance of Customer's purchase order. Customer shall submit to KI a one (1)-foot square sample swatch with Customer's purchase order. Following KI's approval of Customer's fabric, Customer must contact KI for exact production yardage requirements (1-800-454-9796, ext. 2707). Thereafter, Customer shall ship its fabric to the appropriate manufacturing facilities below. When supplying Customer's own materials, it is the responsibility of the Customer to ship the materials to the correct KI manufacturing facility (as stated on the product pricing pages of KI price lists or on ki.com). Failure to ship the materials to the correct KI manufacturing facility will result in additional charges to the Customer for re-delivery of Customer's own materials to the correct KI manufacturing facility.

For products shipped from Green Bay, WI facility, ship material to:
KI Green Bay
Attn: C.O.M. Storage
1441 Ontario Dr.
Green Bay, WI 54311

For products shipped from Manitowoc, WI facility, ship material to:
KI Manitowoc
Attn: C.O.M. Storage
1400 S. 41st St.
Manitowoc, WI 54220

For products shipped from Pembroke, Ontario facility, ship material to:
KI Pembroke
Attn: C.O.M. Storage
Pembroke, Ontario K8A6X7

For products shipped from Bonduel, WI facility, ship material to:
KI Bonduel
Attn: C.O.M. Storage
204 West South St.
Bonduel, WI 54107

For products shipped from Pontotoc, MS or Tupelo, MS facility, ship material to:
KI Tupelo
Attn: C.O.M. Storage
2112 Green St.
Tupelo, MS 38804

For products shipped from High Point, NC facility, ship material to:
KI-HN
Attn: C.O.M. Storage
217 Paid Avenue
High Point, NC 27263

For products shipped from Huntington Beach, CA facility, ship material to:
KI
Glimmer
15731 Graham St.
Huntington Beach, CA

For products shipped from Ontario, CA facility, ship material to:
KI
Impres/Komet
1110 S. Midland Ave.
Ontario, CA

TITLE, RISK OF LOSS, AND DAMAGE OR SHORTAGE CLAIMS

Title and Risk of Loss

Title to product shall pass to Customer upon delivery by KI to the carrier. For purposes of risk of loss, all shipments are "F.O.B. Origin" and Customer acknowledges that, once KI delivers the product to the carrier, risk of loss shall pass to Customer. If you receive product that is freight damaged, the following steps must be taken:

1. Before signing for the merchandise, make careful notation of all damages on the bill of lading or delivery receipt.
2. Immediately file a claim with the delivery carrier. Request an inspection by the carrier agent.
3. The claim must be filed within fifteen (15) days of receipt of goods.
4. Retain all shipping cartons for inspection by the carrier agent. For concealed damages follow steps 2 through 4.

Shipment Damage Claims

All products are packaged to comply with carrier requirements and leave KI's manufacturing facilities in good condition. Customer shall be responsible to carefully inspect all product upon delivery and before acceptance. Any damage discovered upon delivery must be noted on the bill of lading. Notification of damage discovered after delivery must be given to the carrier within fifteen (15) days immediately following delivery, and all damaged product must be kept at the point of delivery in its original packaging. KI shall not be liable for loss or damage to product that occurs in transit, and Customer's sole remedy for any such damages shall be to seek appropriate recourse against the carrier.

Shortage Claims

Customer must report shortage claims to KI within ten (10) days immediately following delivery. Shortage claims reported after ten (10) days after delivery will not be honored.

Returns

Product conforming to the specifications contained in KI's acknowledgement to Customer may not be returned to KI without KI's written consent, which consent may be conditioned upon Customer's agreement to pay re-handling and/or restocking charges and/or to prepay all freight charges on the return shipment.

CODE & FLAMMABILITY STANDARDS COMPLIANCE

Seating

1. California Technical Bulletin 117. All seating products manufactured by KI meet or exceed the standards set forth in California Technical Bulletin 117 and are labeled accordingly.
2. California Technical Bulletin 133. KI offers numerous products that can be manufactured to meet the flammability requirements set forth in California Technical Bulletin 133. For products to meet the requirements of the open-flame test, changes in materials are made. Restrictions are placed on fabric selections and product type. When ordering product to comply with California Technical Bulletin 133, the "FR" option must be selected in the model number string. Please see individual sections in the price list for additional cost and leadtimes, which vary between products.

Panel

ASTM E84 (equivalent to UL 723 and National Fire Protection Association NFPA 255) is the test method used to determine the Flame Spread and Smoke Developed Indices of the system, consisting of the core substrate, fabric covering, and adhesive. NFPA 101, for Life Safety Code, defines acceptable Flame Spread and Smoke Developed Indices that have been adopted by the federal and many state or local governments as law in the form of building codes and regulations. Panel cores have been judged acceptable for the use with UL Recognized Component Office Panel Fabrics. Contact KI for the current list of fabrics that are acceptable for use.

Style and Fabric Availability

Many styles can be manufactured to comply with TB133, depending on the fabric content of a selected upholstery textile. When considering C.O.M. fabrics, submit the material attached to its composition description card to KI for approval. *Certain C.O.M. materials may require a sample burn test for certification. A sample product will be built with C.O.M. material and tested. The cost of testing must be added to the cost of a test sample including appropriate upcharges to receive certification.

Pricing

TB133 requires special construction procedures, and an upcharge applies to each product ordered as such.

General Information

Specifications, test procedures and requirements pertaining to flammability regulations can change. KI will make every effort to keep our information and services pertaining to flame specifications up-to-date. However, we reserve the right to alter the products, fabrics/leathers, or upcharges associated with any of the above or any other flame specifications.

MISCELLANEOUS

Weights and Dimensions

All weights and dimensions listed in KI's price or product listings are approximate.

Statute of Limitations

Except as specifically set forth in these Terms, Conditions, Rights and Warranties, no claim arising out of or in connection with products purchased from KI, these Terms, Conditions, Rights and Warranties or any product warranty applicable to any KI product may be brought by Customer more than one (1) year after the cause of action on which it is based has accrued.

Jurisdiction and Venue

The interpretation and application of these Terms, Conditions, Rights and Warranties and any product warranties applicable to products purchased by Customer from KI shall be governed in all respects by the laws of the State of Wisconsin, U.S.A., without reference to the rules of any jurisdiction concerning conflicts of laws or the provisions of the United Nations Convention on Contracts for the International Sale of Goods. Customer agrees that all disputes arising from the interpretation or application of these Terms, Conditions, Rights and Warranties or any product warranty shall be subject to the exclusive jurisdiction of and venue in the federal and state courts located in Green Bay, Wisconsin, or within Brown County, Wisconsin, U.S.A.; and Customer hereby consents to the personal and exclusive jurisdiction and venue of these courts.

Notification to KI

Except as set forth elsewhere in these Terms, Conditions, Rights and Warranties, all inquiries and correspondence to KI should be directed to:
KI
1330 Bellevue Street
PO, Box 8100
Green Bay, WI 54308-8100
Phone: 1-800-424-2432

Force Majeure

KI shall not be liable for failure to perform or for delay in performance due to fire, flood, strike, or any other labor difficulty, act of God, act of any governmental authority or of Customer, riot, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or manufacturing facilities from usual sources, or failure of suppliers to meet their contractual obligations, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, KI reserves the right to extend the date of delivery or time for completion by a period of time reasonably necessary to overcome the effect of such delay, to allocate any available supply of goods in a manner it deems reasonable, or to cancel any purchase order.

Product Warranties

These Terms, Conditions, Rights and Warranties may change from time to time. Purchases of products from KI shall be subject to KI's then current Terms, Conditions, Rights and Warranties which can be found at: www.ki.com/terms

Terms Conditions Rights and Warranties
Updated August 24, 2011

RIGHTS AND WARRANTIES

The following KI product warranty applies to products manufactured after May 31, 1997 and manufactured and/or distributed from a manufacturing site in North America (U.S., Canada, Mexico.) This warranty is given to the initial purchaser and is valid for as long as the initial purchaser owns the product.

The warranty, which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. If a product is defective, and if written notice of the defect is given to KI within the applicable warranty period, KI at its option will either repair or replace the defective product with a comparable component or product, or provide a refund of the purchase price. KI reserves the right to determine labor method used during replacement of product. The Lifetime Warranty applies regardless of the number of shifts the product is used each day, unless specified as an exception. All non-lifetime product warranties are a single 8 hour shift per day unless otherwise noted. KI products are not intended or warranted for outdoor use unless specifically stated for outdoor use (e.g. site furnishings in miscellaneous).

This warranty does not apply to damage caused by carrier, alterations to product not expressly authorized by KI, nor to products considered to be of a consumable nature such as bulbs, light ballasts, and surge suppression products. It also does not apply to "Customer's Own Material" (i.e., material supplied by the Customer that is not a standard KI product offering) used in the manufacture of KI products. KI does not warrant the matching of color, grain or texture, except to within commercially acceptable standards. A product will not be considered defective, and KI will not be obligated to replace it, if the product is subject to any of KI's written planning, installation or user guides, and is not installed or used as recommended therein.

Modification to U.L. Listed products eliminates the listing.

EXCEPT AS STATED ABOVE, KI MAKES NO EXPRESS OR IMPLIED WARRANTIES AS TO ANY PRODUCT AND IN PARTICULAR MAKES NO WARRANTY OF FITNESS FOR ANY PARTICULAR USE. AT KI'S OPTION, PRODUCT REPAIR, REPLACEMENT, OR REFUND OF PURCHASE PRICE IS THE CUSTOMER'S EXCLUSIVE REMEDY FOR ANY AND ALL PRODUCT DEFECTS.

KI will not be liable for consequential, economic, or incidental damages arising from any product defect. International Warranties may differ.

PRODUCT LINE	WARRANTY
Architectural Walls **Validate high wear parts listed in miscellaneous section below. <ul style="list-style-type: none"> Genius Wall (except wood veneer wrapped parts, wall coverings, and mechanical parts such as door hardware and sliding door mechanisms) Genius Wall - wood veneer wrapped parts Genius Wall - wall coverings & mechanical parts such as door hardware & sliding door mechanisms SystemsWall 	10 Years 5 Years 1 Year 10 Years
Classroom Furniture **Validate high wear parts listed in miscellaneous section below. <ul style="list-style-type: none"> Dorsal 1090, Dorsal Student Desk 360 Degree, Intellect, Intellect Wave and Ivy League (except lift supports) Ivy League lift supports Intellect Activity Tables 	10 Years 15 Years 5 Years 10 Years
Desking **Validate high wear parts listed in miscellaneous section below. <ul style="list-style-type: none"> True, WorkZone, and 700 Series Desk Adjustable WorkZone and Genesis 	Lifetime 10 Years
Files & Storage **Validate high wear parts listed in miscellaneous section below. <ul style="list-style-type: none"> 700 Series, All Terrain Storage, Essex, E-Series, Pivotfile (except drawer/door slides), U-Series Files & Storage - drawer/door slides U-Series moving/wearing parts 	Lifetime 10 Years 5 Years
Fixed Seating **Validate high wear parts listed in miscellaneous section below. <ul style="list-style-type: none"> Auditorium Seating - Aria, Concerto, and Lancaster (except tablet arms) Auditorium Seating - tablet arms Fixed Seating - Jury Base, Single Pedestal, Sequence, Seminar, and University (except spring & bushings) Fixed Seating - Jury Base slide mechanism Fixed Seating - springs and bushings 	10 Years 5 Years 10 Years 5 Years 1 Year
Panel Systems **Validate high wear parts listed in miscellaneous section below. <ul style="list-style-type: none"> All Terrain, Flexible Workspace, Prosper, System 3000, Units and Wireworks (except Balance Overheads and Electrical Products) Balance Overheads and electrical products Prosper electrical components Prosper moving/high-wear parts 	Lifetime 10 Years 10 Years 5 Years
Residence Hall Furniture **Validate high wear parts listed in miscellaneous section below. <ul style="list-style-type: none"> Residence Hall - Madison and Trendmaster Residence Hall - RoomSpace and Sustain 	15 Years 10 Years
Seating **Validate high wear parts listed in miscellaneous section below. Note: Refer to ki.com/pricelists for specific product names. <ul style="list-style-type: none"> Multiple/Healthcare Seating, Lounge Seating, Guest Seating, Professional Seating, Benches <ul style="list-style-type: none"> fabricated metal frames, controls, columns, casters, exposed wood framed chairs sleeper mechanical controls, recliner mechanical controls, glider mechanical controls Folding Chairs and Stools Chair Casters and Storage Casters Stack/Nesting (including tablet arms), Task/Desk (except Engage 24/7, Heroic, and Pilot), Public Seating (including tandem seating), Medical and Laboratory Stools, Chair Dollies Public Seating - GateOne Pneumatic cylinders (seating) and Smart Lift table only Task/Desk - Altus Mesh/Fabric, Engage 24/7, Heroic and Pilot Seating Healthcare - LaPasta Healthcare - Daybed, Sleep Chair, Warren Chair, Rose, and Companion Seating 	Lifetime 5 Years 3 Years 5 Years 5 Years 10 Years 10 Years 10 Years - 24 hour use 10 Years 10 Years - 24 hour use Lifetime 10 Years
Tables **Validate high wear parts listed in miscellaneous section below. <ul style="list-style-type: none"> Powered Tables - DataLink, Flat Screen Garage (except electrical components), In Tandem, PowerComm, Smart Lift (except pneumatic cylinder) Powered Tables - Flat Screen Garage electrical components and Smart Lift pneumatic cylinders Powered Tables - electrical components Contract Tables - Athens, Barron, DataLink Multipurpose, Elite, Hurry Up!, Inquire, Junior, Portico, Synthesis, Trek, Venue Folding Tables and Accessories, Activity Tables, Table Caddies Table Casters and Storage Casters Occasional Tables (except wood framed tables) Occasional Tables with wood frames Top with Resin Edge, ValueLite, DuraLite Uniframe Table Top with Perfect Edge only (excludes frame) Uniframe Tables - frames, tops with bulbouse edge, and convertible benches Uniframe Tables - cylinder 	Lifetime 5 Years 10 Years 10 Years 5 Years 5 Years 5 Years Lifetime 5 Years 10 Years Lifetime 10 Years 5 Years
Miscellaneous **Validate high wear parts listed below. <ul style="list-style-type: none"> Gadgets Desktop Accessories Innovative LCD Pneumatic Monitor Arms Casegoods - Aristotle, Dante, Darwin, DaVinci, and Delsanti (structural integrity only) Casegoods - Dante Membrane Press Top Foam - Seating (Public, Stack/Nesting, Task/Desk, Folding Chairs and Stools) and Healthcare Foam - Seating (Multiple/Healthcare, Lounge, Guest, Professional, and Benches) Library Furniture - Archive Library Furniture - Crossroads PowerUp Modules Site Furnishings - Indoor Products Site Furnishings - Outdoor Products Wharton Lectern **High wear parts such as wood veneers, KI fabrics and leathers, other covering material/finishes, laminate or glass top surfaces, wood veneers, glides, springs, bushings, user-adjustable height worksurface mechanisms, sleeper mattresses, Third Party Supplied Product Non-standard Product that does not alter function, but only finish (i.e., paint color, laminate, plastic color, grammet removal) 	15 Years 10 Years Lifetime 5 Years 10 Years 5 Years 10 Years 10 Years 10 Years 10 Years 10 Years 10 Years 10 Years 10 Years 1 Year Supplier Warranty Standard Product Listed Above 1 Year
• Non-standard Product that does alter function	1 Year



InterMetro Industries Corporation
North Washington Street
PO Box A
Wilkes-Barre, PA 18705-0557
USA

T (570) 825-2741

Date: January 28, 2020

To: Whom It May Concern

Subject: InterMetro Product Warranty

The inherent quality of Metro Chrome, Super Brite, Designer Epoxy, Metroseal 3™, stainless steel and polymer (MetroMax i®, MetroMax Q®, MetroMax 4™, and Super Erecta Pro™) shelving systems and accessories assures long lasting performance. High quality materials used in fabrication, coupled with superior craftsmanship in production permit a limited performance warranty for original owners and installations.

All products offered by InterMetro Industries come with a manufacturer's warranty and are warranted against defects in material and workmanship under normal use, service, and maintenance for a period of (1) one year from the date of shipment of the goods by the seller. In addition to the (1) one year manufacturer's warranty, all products with Metroseal 3™ epoxy finish carry a 12 (twelve) year finish warranty against surface rust and corrosion. MetroMax Q® shelving systems carry a 15 (fifteen) year finish warranty against surface rust and corrosion, while MetroMax i® and MetroMax 4™ shelving systems carry a lifetime finish warranty against rust and corrosion. As part of the manufacturer's warranty, Metro stainless steel shelving and products carry a (1) one year finish warranty (see recommended cart wash parameters for Metro stainless steel cart washable products). Products must be cleaned with water and mild detergents only. The use of abrasive materials and stiff brushes or scrapers will invalidate this warranty, as will physical damage or sustained exposure to corrosive substances or vapors. Warranty applies only when the products have been used continuously within a temperature range from -20°F. to +120°F. (-29°C to 49°C.). For applications exceeding these temperatures, please consult your Metro representative for information regarding the performance warranty. Metro Chrome, Super Brite, Metroseal 3™, MetroMax Q®, Super Erecta Pro™, and Designer Epoxy finishes are not intended for use in automated cart wash systems, and such use will invalidate the performance warranty.

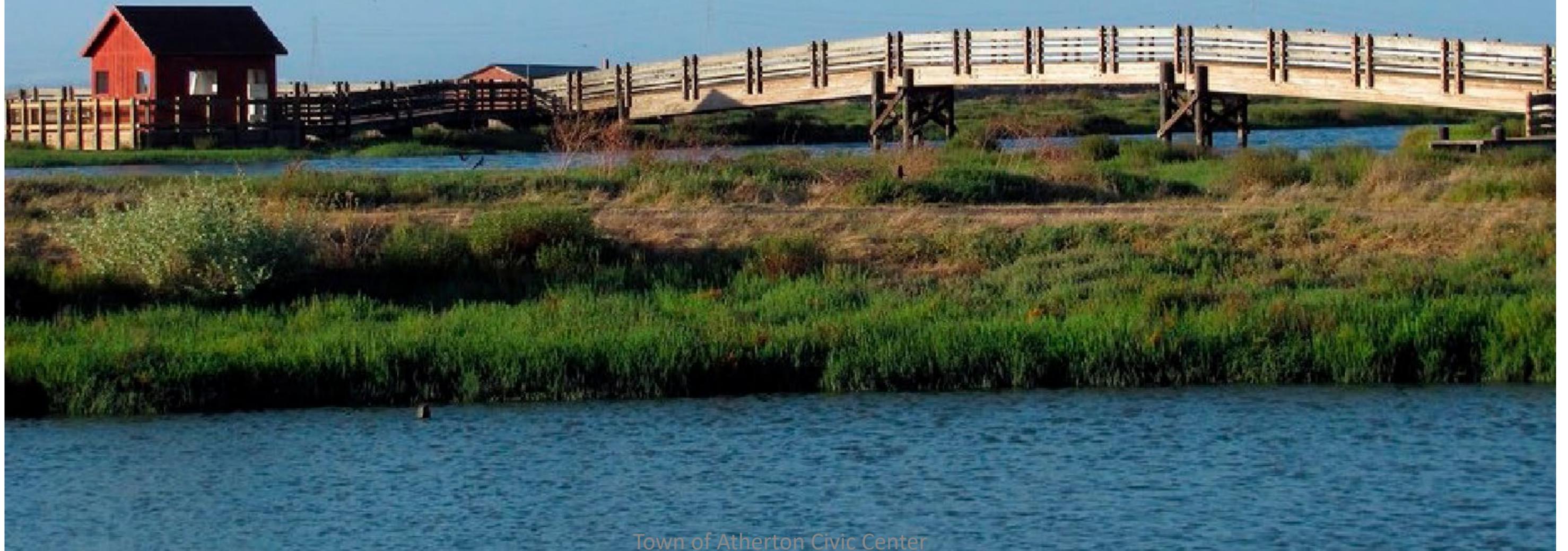
In the unlikely event of a warranty claim, contact a Metro representative who will take any necessary action to correct any problems. Repairs will be handled by the owner of the initial installation. Returns, including disassembly and subsequent reassembly, become the responsibility of the owner of the initial installation while replacements will be shipped prepaid F.O.B. Wilkes-Barre, PA. or nearest distribution center.

Sincerely,

Joseph W. Fry

Joseph W. Fry
Product Engineer
InterMetro Industries Corporation

Thank You





Town of Atherton
DEPARTMENT OF
POLICE

Attachment 2



December 21, 2020

Joe Dominic, Chief
California Department of Justice
P.O. Box 944255
Sacramento, CA 94244-2550

Dear Chief Dominic,

This letter is to inform you we are in receipt of the information bulletin 20-09-CJIS: Confidentiality of Information from the California Law Enforcement Telecommunications System (CLETS).

We engaged our radio infrastructure support vendor for a redesign of our current radio system to meet compliance in the future with encrypted radio transmissions. We are waiting for the final diagram and quote. This will help us identify financial implications, a realistic timeline, and establish a plan accordingly. We estimate completion of the project around December 2023 and will update you as soon as we have a firm start date.

Please contact Antoinette Gutierrez, our Police Dispatcher, if you have any questions at 650-688-6500.

Sincerely,

A handwritten signature in black ink that reads 'SD McCulley'.

Steven D. McCulley
Chief of Police



ATHERTON POLICE DEPARTMENT

Inter-Department Correspondence

To: All Dispatch Staff

From: Antoinette Gutierrez, Police Dispatcher

Date: December 15, 2020

Re: Confidentiality of Criminal Justice Information and Personally Identifying Information

On October 12, 2020, CA DOJ circulated an informational bulletin to all CLETS subscribing agencies regarding confidentiality of information from CLETS, specifically, Criminal Justice Information (CJI) and Personal Identifying information (PII). PII is defined as an individual's first name, or first initial, and last name in combination with any one or more specific data elements.

To protect the confidentiality of CJI and PII, CA DOJ requires such information be disseminated on an encrypted radio channel. Those agencies, such as the Atherton Police Department, that do not have encrypted radio channels, must establish policy to ensure dissemination of specific information is done in a manner that protects the confidentiality of CJI and PII.

See table below for combinations which will result in the release of PII

		Data elements
Last name and first name	+	<ul style="list-style-type: none"> • Date of Birth • Driver license (DL) number • Identification (ID) card number • Social Security Number • Passport number • Military ID number • Other government-issued documents
<i>or</i>		
Last name and first initial		

To ensure CJI and PII are not inadvertently broadcast over the radio, the following procedure shall be adhered to when communicating on departmental radio frequencies as a temporary solution:

- Only enough information to complete the request should be provided over the **radio in a single radio transmission**. Any additional information should be relayed in a separate transmission or sent via the unit's MDT when possible.
- Address information should be limited to the city and/or the name of the street address in order to limit PII information over the radio, unless exigent circumstances exist.
- Additional information such as full address and date of birth should only be provided when requested through a separate transmission but not in the same transmission of full name.

Noncompliant examples in one full radio transmission include full name with any data element such as DL/ID number, social security number, government ID number, etc.

Examples:

Querying a Driver License/Identification with Name (first or last name only):

Officer: "P10, one to run by DL"

Dispatcher: "P10, go ahead"

Officer: "State, Number, and last name only"

Dispatcher: "P10, your subject comes back clear, suspended, No local Alpha"

Querying Name with DOB:

Officer: "P10, one to run by name"

Dispatcher: "P10, go ahead"

Officer: "Last of Smith, first of David, **break**"

Dispatcher: "Go ahead"

Officer: "Date of birth 01/24/96"

Dispatcher: "P10, your subject comes back clear, valid, SR, RIMS. Advise if you need DL number"

Officer: "Go with number"

Dispatcher: "CALIFORNAI DL A1234567"

Querying a Name with age range:

Officer: "P10, can you try to find a match on a person?"

Dispatcher: "P10, go ahead"

Officer: "Last of Smith, first of David, about 25 years of age out of Atherton"

Dispatcher: "P10, clear for possible match?"

Officer: "Go ahead"

Dispatcher: "P10, found match on a subject with a DOB of 01/24/96. Subject comes back clear, expired, SR, Alpha, with an address on Walsh. Advise if you need descriptors."

Please note when running more than one subject for an officer, it is ok to give out last name or first name only, when giving back returns to the officer to help differentiate between subjects.

12.14.2020**Atherton – Radio Equipment Purchase Lists****Revision History**

To:
Marty Hanneman, Project
Manager

First release 11/13/2020
Second release 12/14/2020 – Revised to include P25 encryption

From:
Daryl Jones

Summary

CC:
Project Team

The Town desires to procure police radio equipment directly from manufacturers or distributors and have Telecommunications Engineering Associates (TEA) install and integrate the various components into a functional system. This document includes detailed lists of equipment for the Town to purchase.

Re:
Radio Equipment
Purchase Lists

The attached documents are reissued on 12/14/2020 to include support for encryption of radio communications as required by the California Department of Justice. The recommended equipment is capable of dual-mode operation, i.e., 1) conventional analog; and 2) P25 digital encrypted. The design is based on using Atherton's existing UHF T-band radio frequency. Existing mobile and portable radios will work with the recommended design in unencrypted analog mode. All mobile and portable radios will need to be replaced for encrypted operation.

Memo#
20-008

Revision Dates:
V2 12/14/2020

Included Documents

The following documents are included in this Project Memo. The documents are also available to the City in Microsoft Excel format. The items to be purchased are divided into groups. The City may wish to purchase the items from one vendor per group.

List Group	Revision Date
Radio Cost Estimate Summary	12/14/2020
Harris-Tait Radio List	12/14/2020
Zetron Radio Console List	12/14/2020
Misc Equipment Detailed List	12/14/2020
TEA Installation Services	12/14/2020
Telco AT&T Ethernet Circuits	12/14/2020
Telecommunications Timeline (deadline dates)	12/14/2020

Telecommunications Engineering Associates

Tel +1.650.590.1801
Fax +1.650.590-1871

1160 Industrial Rd #15
San Carlos, CA 94070

<https://www.tcomeng.com>
daryl@tcomeng.com



12.14.2020

Atherton – Radio Equipment Purchase Lists

Pg.02

Date Required

Please refer to the Telecommunications Technology Timeline section for deadline dates related to equipment purchasing and delivery. Purchase orders for equipment must be issued no later than 02/08/2021. Placing orders before this date is recommended.

Equipment Delivery

We recommend all items on the attached lists be shipped directly to Telecommunications Engineering Associates (TEA) in San Carlos, CA.

- Provide TEA with copies of detailed purchase orders.
- Send copies of invoices to TEA for review and approval. Do not pay the invoices until TEA certifies the equipment has been received.

Ship to: Telecommunications Engineering Associates
 1160 Industrial Rd. Suite 15
 San Carlos, CA 94070

TEA will integrate the equipment into functional radio systems beginning at its shop in San Carlos. TEA will bring the equipment onsite and commence installation as soon as the building is secure and has fully functional air conditioning and UPS electrical power.

Town of Atherton

Police radio and telecommunications cost estimate

Revised: 12-14-2020 DJ

	Sales Tax Ra	9.25%			
	Freight Estim	0.75%			
	Equipment & Materials	Freight	Sales Tax	Services	Total
Zetron radio console system	\$143,157	\$358	\$13,242	\$0	\$156,757
Harris-Tait radio equipment	\$85,862	\$644	\$7,942	\$0	\$94,448
Miscellaneous equipment and antennas	\$41,189	\$309	\$3,810	\$0	\$45,308
TEA installation and project services	\$10,880	\$816	\$1,006	\$70,532	\$83,234
					<u><u>\$379,747</u></u>

Prices are based on manufacturer's suggested list prices. Actual prices are expected to be less.

AT&T circuit cost not included in the above amounts.

Town of Atherton

Harris-Tait P25 Radio Equipment Requirements

Revised: 12/14/2020

TB9400 P25 Base Stations

Part Number	Description	Qty	List Price	Extended
T01-01103-MAAA	RECITER, TB9400, 470-520MHZ	2	\$2,581	\$5,162
TB9435S-100H	CHASSIS, TB9400, SINGLE, 100W	2	\$1,278	\$2,556
TBAS050	SFE P25 COMMON AIR INTERFACE (CAI)	2	\$6,450	\$12,900
T01-01121-MBAA	LINEAR PWR AMP, TB9400, 470-520MHZ, 100W	2	\$2,039	\$4,078
TBA30A4-4100	PMU, TB9000, 48VACDC AUX12V	2	\$2,501	\$5,002
TBAS061	SFE CENTRAL VOTER (TB91/94)	2	\$4,826	\$9,652
TBAS060	SFE DIGITAL FIXED STATION INTERFACE	2	\$523	\$1,046
219-01561-00	CABLE, PMU IEC, 6.5FT	2	\$13	\$26
			\$20,211	\$40,422

TB9400 P25 Receivers (PD-1)

Part Number	Description	Qty	List Price	Extended
TB9444-RX1H	CHASSIS, TB9400, SINGLE RECEIVER X1	4	\$1,152	\$4,608
T01-01104-MAAA	RXONLY, TB9400, 470-520MHZ	4	\$1,721	\$6,884
TBAS071-R0	SFE - IP NETWORKING SATELLITE	4	\$381	\$1,524
TBAS050-R0	SFE P25 COMMON AIR INTERFACE RXONLY	4	\$3,225	\$12,900
TBA30A4-4100	PMU, TB9000, 48VACDC AUX12V	4	\$2,501	\$10,004
219-01561-00	CABLE, PMU IEC, 6.5FT	4	\$13	\$52
			\$8,993	\$35,972

Misc

Part Number	Description	Qty	List Price	Extended
TN91100010N400	CONSOLE GATEWAY 1 CHANNEL ACDC48/12	1	\$8,421	\$8,421
TBAS058	SFE KEY - P25 AES ENC (TB91) Encryption Key	1	\$1,047	\$1,047
			\$9,468	\$9,468

P25 Radios List Price Total	\$85,862
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Dan Kelleher (Ph 650-333-8323) (Dan.Kelleher@L3Harris.com)

L3Harris Technologies, Inc.
Public Safety and Professional Communications
221 Jefferson Ridge Parkway
Lynchburg, Virginia 24501
Phone: 1-800-368-3277
Fax: 321-409-4393

Town of Atherton

Zetron Radio Console Equipment Requirements

12/14/2020

MAX Standard Package

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
905-0380	MAX Standard Workstation Bundle Position: 1 Operator Workstation PC, 1 Media Dock, 2 Speakers & power supply Licenses: 1 MAX Base Software License All manuals are included in soft copy format with the MAX Software	3	\$11,475.00			\$34,425.00	

MAX Operator Workstation Software Licenses (per workstation)

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
930-0222	Individual Call Software Feature Set Includes: Individual radio call, Call Alert, Radio Check, Radio Monitor, Inhibit, Uninhibit	3	\$1,146.00			\$3,438.00	
930-0225	Event Replay Short term audio playback at the console position.	3	\$1,942.00			\$5,826.00	
930-0226	Aux I/O Software Feature Set	3	\$1,720.00			\$5,160.00	

Workstation Hardware Options

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
950-1077	Dual Prong Headset Jackbox Option; Dual Volume Control Needed for TRHI functionality	6	\$968.00			\$5,808.00	
901-9731	Desktop Microphone, with 6' RJ45 to RJ45 Cable (exclude)	0	\$880.00			\$0.00	
950-9102	Footswitch, Single with 10' cable	3	\$139.00			\$417.00	
950-0884	Speakers Single (cable separate)	3	\$619.00			\$1,857.00	
709-0170-10	10 ft Shielded Cat 5e Cable for Speakers	9	\$19.00			\$171.00	

Town of Atherton

Zetron Radio Console Equipment Requirements

12/14/2020

MAX Radio Gateway Interface & Options (RJ21)

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
901-9677	MAX Radio Gateway Conventional (RJ21) Hardware This hardware variant is used when the site requires that the interconnects be demarcated on punch down blocks. Includes one 10' shielded Cat 5e cable. This device supports 2 radio channels.	5	\$2,866.00			\$14,330.00	
930-0227	MDC-1200 (encode/decode) Signaling For Local and Tone Remote Radios Only	3	\$227.00			\$681.00	

MAX Digital Radio Gateway Interface & Options

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
901-9725	MAX Digital Radio Gateway This Radio Gateway hardware model is used when interfacing via IP directly to a NEXEDGE DMR, or P25 DFSI System.	1	\$2,915.00			\$2,915.00	
930-0270	P25 DFSI Interface License A license is required for each DFSI Talkpath being monitored at the console	2	\$1,146.00			\$2,292.00	

Special Export Controls

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
931-0003	Digital Radio Gateway AES Encryption License (per Talkpath)	2	\$644.00			\$1,288.00	

MAX System Hardware/Software

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
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Town of Atherton

Zetron Radio Console Equipment Requirements

12/14/2020

901-9715	MAX Central MAX Central is the hardware platform that hosts the MAX Manager, Telephony Gateway, IP Voice Logger Gateway, and the Aux I/O Gateway. Includes five 10' shielded Cat 5e cables.	2	\$3,672.00		\$7,344.00
930-0231	Z-Node Manager At least 1 Z-Node Manager is required for each system.	2	\$3,559.00		\$7,118.00
930-0221	Block of 10 Radio Channel Licenses	1	\$712.00		\$712.00
930-0376	Block of 2 Radio Channel Licenses	0	\$255.00		\$0.00
930-0239	Aux I/O Port License - 48 Ports (Supports any combination of Inputs and Outputs up to 48)	1	\$1,006.00		\$1,006.00
802-2117	Acromag Ethernet I/O Unit 32 Optically Isolated Inputs, 16 Relay Outputs (250 VAC@ 2A) 18 to 36 VDC, Power Supply Not Included	1	\$2,222.00		\$2,222.00
950-1347	Network Isolation Switch Must be used with P/N 802-2117	1	\$211.00		\$211.00
802-0255	Power Supply for 802-2117 Acromag Ethernet Unit	1	\$27.00		\$27.00

Rack Mounting & Power Equipment

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
950-1142	Redundant 12VDC Power System - Up to 20 Devices This is a redundant power supply that can support up to 20 MAX Dispatch devices. Includes 19" rack mount enclosure.	1	\$2,866.00			\$2,866.00	

Town of Atherton

Zetron Radio Console Equipment Requirements

12/14/2020

950-1134	12VDC Power Distribution Panel Can support up to 40 MAX Dispatch devices. Fuses not included.	1	\$514.00		\$514.00
416-0043	Fuse, 3 Amp	15	\$6.00		\$90.00
950-0588	Dual Unit Rack Mount Option	5	\$194.00		\$970.00
810-0142	19" Rack 2U Shelf	1	\$86.00		\$86.00

Monitors & Network Equipment

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
802-2311	23" Widescreen touchscreen LCD Monitor Supports up to 1920x1080 resolution.	3	\$309.00			\$927.00	
950-1281	24 Port Managed Gigabit Rack Mount Switch Two required for high availability network.	2	\$2,228.00			\$4,456.00	

Product Service Plans

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
XMP-0344-EBS	MAX-PSP Extended Service Plan Price is for 3 workstation seats 1 year Software services, 1 year Hardware, After Hours Phone Support and 1 year membership in the Zetron MAX Users Group, per position per year	4	\$9,000.00			\$36,000.00	

Product Warranty Package

Part Number	Description	Qty	List	Discount	Net	Ext List	Ext Net
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Town of Atherton

Zetron Radio Console Equipment Requirements

12/14/2020

XMP-0344-BAS	MAX-PSP Base Service Plan 1 year Software Services, 1 years Hardware Services, 1 year of Advance Hardware replacement, Operator web training (2-4 hr sessions) and 1 year membership in the Zetron MAX Users Group	1	\$0.00	\$0.00
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Zetron, Inc
12034 134th Ct NE
Redmond, WA 98052
Phone: 425-820-6363

List Total:	\$143,157.00
Net Total:	

Town of Atherton

Miscellaneous Telecommunications Equipment Requirements

Revised: 12/14/2020

Talley/Tessco Equipment List

Item	Qty	Manufacturer	Model Number	Vendor	Description
48VDC power supply chassis	3	ICT	IPS-BMM-LDM	Tessco	48vdc PS Chassis Pos Gnd
48VDC power module	6	ICT	ICT700-48PM	Tessco	48vdc PS module
12VDC power supply chassis	1	ICT	IPS-BMM-LDMP	Tessco	12vdc PS Chassis Neg GND
12VDC power module	2	ICT	ICT700-12PM	Tessco	12vdc PS module
DC Circuit Breaker	10	ICT	CB5	Tessco	5amp Circuit breaker
DC Circuit Breaker	10	ICT	CB15	Tessco	15amp Circuit Breaker
Circuit Breaker Blank	10	ICT	BLP	Tessco	Circuit Breaker Blank
12vdc Power Distribution Panel	1	ICT	ICT200DB-12IRC	Tessco	DC Dist Panel Dual Buss
48v to AC inverter	4	ICT	ICT300-48SNV	Tessco	DC-AC inverter for ATT Hardware
Rack Mount Kit	4	ICT	ICT-RM1U	Tessco	Rack mount for DC-AC inverter
Tone remote control adapter	4	CPI	TSP180K	Tessco	MON RX's and CTRL Base
Tone remote control adapter	1	CPI	TTP1(N)-C	Tessco	CCC Interface to Radio System
RX Passive Splitter	1	MECA	804-4-0.252	Tessco	4 port N
Tband Duplrx	2	Commprod	66-40-46	Tessco	406-512mhz 6 cavity Duplexer
IMD Panel	2	Sinclair	PC3213	Tessco	406-512mhz IMD Panel
N-male 3' Jumper	6	Cellflex	NMNMS12-030FFP	Tessco	1/2 inch superflex N-male jumper

Specialty Items

Item	Qty	Manufacturer	Model Number	Vendor	Description
Radio Scanner	2	Whistler	Whistler TRX-2	Amazon	P25-2 capable scanner, CHP Mon RX
Rack shelf, 1U	3	Odyssey	ARS1	Amazon	Odyssey ARS1
Rack-mount power strip	5	CyberPower	CPS1215RM	Amazon	Rack mount power strip 120V/15A
RS232 serial data distribution device	1	Blackbox	TL159A	Blackbox.com	RS232 Data Broadcast Device - RJ-11, 8-Port
Monitor Receivers Tband	3	Kenwood	TK-8180	Metro Mobile	EPA, RDW, MNP
Monitor Receivers VHF	1	Kenwood	TK-7180	Metro Mobile	CTRL1
Conf Bridge Shelf	1	Raven	40200A-208	Raven	Audio Conference Bridge Shelf for CCC
Conf Bridge Shelf	2	Raven	x41685	Raven	Audio Conference Bridge for CCC

Batteries

Item	Qty	Manufacturer	Model Number	Vendor	Description
Battery Tray	1	Energys	SC11-U	Nor-Cal Battery	19" rack tray
48VDC, 12v/92AH batteries	4	Energys	SBSC11F 92A	Nor-Cal Battery	Includes SBSF48VKITA
48VDC, 12v/55AH batteries	8	PowerSonic	PS-12260	Penninsula Battery	26AH batteries

Antenna Equipment

Town of Atherton

Miscellaneous Telecommunications Equipment Requirements

Revised: 12/14/2020

Item	Qty	Manufacturer	Model Number	Vendor	Description
GPS antenna	1	Spectracom	8225	Tessco/Talley	1575-4200 MHz Spectracom Netclock 9483
General purpose VHF/UHF antenna	2	Diamond	X50N	DX Engineering	150-450 MHz Scanner and Mon RX's
Tband Yagi	1	Telewave	ANT500Y10-WR	Tessco/Talley	Yagi for MNP Ctrl Base
42mhz RX antenna	1	Commander	1142-2CN	Tessco/Talley	CHP monitor
LMR-400 coaxial cable, plenum rated	500	Times	LMR-400-LLPL-BK	Tessco/Talley	
Antenna clamp sets	4	Commscope	DB370	Tessco/Talley	
LMR-400 Ground Kits	8	Times	GK-S400TT	Tessco/Talley	
LMR-400 N-Male	8	Times	TC-400-NMH-PL-X	Tessco/Talley	
Lightning Arrestors	4	Polyphaser	IS-B50LN-C2-ME	Tessco/Talley	
Ground Bars	1	Harger	GBI14212PKT	Tessco/Talley	
2" steel pipe, 6 ft long, Schedule 80	3		2", Schedule 80 steel pipe	No recommendation	

Vendors:

Amazon	https://amazon.com
Barix Direct	http://www.gobarix.com/
Blackbox	https://www.blackbox.com/
CDW	https://cdwg.com
Cimmaron	https://www.anidecoders.com/
CommScope	https://www.commscope.com/
CT	http://www.commandertech.com/antennas
Cutter Networks	http://www.bestdatasource.com/
Digital Loggers	https://www.digital-loggers.com/
Metro Mobile	http://www.metromobile.com/
Nor-Cal Battery	https://norcalbattery.com
Orolia	https://www.orolia.com/
Raven	http://www.ravencomm.com/
Talley	https://www.talleycom.com/
TEA	https://tcomeng.com
Tessco	https://tessco.com
Thunder Eagle	http://thuneagle.com/
Ubiquiti	https://www.ui.com/

Town of Atherton

Quotation for Police Dispatch Center Telecommunications Equipment Installation Services

12/14/2020

Sales Tax Rate: 9.25%

Item	Move Existing	New Install	Services Cost	Installation Material and Supplies	Sales Tax	Total
Radio:						
Replace 2 PD-1 base stations in Radio Building		X	\$3,240	\$275	\$25	\$3,540
Replace PD-1 receivers at 4 remote sites		X	\$6,480	\$600	\$56	\$7,136
Install P25 Analog Console Interface		X	\$1,620	\$100	\$9	\$1,729
Install P25 Encryption Service		X	\$1,620	\$0	\$0	\$1,620
Install Ethernet Switches for IP Circuits		X	\$1,080	\$100	\$9	\$1,189
Install DC Power systems at 2 remote radio sites		X	\$1,200	\$300	\$28	\$1,528
Radio scanner receiver interface	X		\$1,080	\$100	\$9	\$1,189
MNP PD Control Base interface		X	\$540	\$100	\$9	\$649
Control-1 fire decoder and console integration		X	\$1,080	\$50	\$5	\$1,135
Monitor receivers		X	\$1,080	\$200	\$19	\$1,299
Console:						
Radio console electronics (3 positions)		X	\$13,500	\$3,500	\$324	\$17,324
Radio console software configuration with P25		X	\$6,800	\$0	\$0	\$6,800
Radio console interface to security system		X	\$1,350	\$350	\$32	\$1,732
Misc:						
DC power system w/ batteries for PD-1 radio		X	\$810	\$850	\$79	\$1,739
DC power system for Mon RX's		X	\$810	\$850	\$79	\$1,739
Receiver multicoupler	X		\$270	\$200	\$19	\$489
Rack shelves and mounting hardware	X		\$135	\$600	\$56	\$791
TCP/IP remote gateway for voting receivers	X		\$540	\$100	\$9	\$649
Lawnet Router	X		\$540	\$100	\$9	\$649
Remote voter monitor and control system	X		\$540	\$100	\$9	\$649
PD-1 CCC timed disconnect switch		X	\$1,080	\$155	\$15	\$1,270
T1 multiplexer	X		\$540	\$150	\$14	\$704

Town of Atherton

Quotation for Police Dispatch Center Telecommunications Equipment Installation Services

12/14/2020

Sales Tax Rate: 9.25%

Item	Move Existing	New Install	Services Cost	Installation Material and Supplies	Sales Tax	Total
Radio:						
Main/Stby site select system		X	\$540	\$150	\$14	\$704
Building PA interface		X	\$270	\$0	\$0	\$270
Radio audio stream encoder	X		\$540	\$50	\$5	\$595
Radio ANI decoders	X		\$1,080	\$50	\$5	\$1,135
Netclock NTP time antenna		X	\$810	\$600	\$56	\$1,466
PD-1 conference bridge	X		\$1,080	\$400	\$37	\$1,517
Logging recorder	X		\$1,080	\$200	\$19	\$1,299
Install serial comm server for E911 ALI		X	\$540	\$150	\$14	\$704
Removal and disposal of obsolete equipment		X	\$810	\$0	\$0	\$810
Antennas:						
Antennas and coax to PD Equipment Room		X	\$2,160	\$500	\$46	\$2,706
Antennas and Coax to Comm Center		X	\$2,160			
Administrative:						
Documentation preparation		X	\$1,620	\$0	\$0	\$1,620
Testing and certification		X	\$1,080	\$0	\$0	\$1,080
Dispatcher training		X	\$1,080	\$0	\$0	\$1,080
Totals			\$60,785	\$10,880	Total	\$70,532

Materials and Supplies Total: \$10,880

Services Total: \$70,532

Note: Pricing contingent on no requirement for certified payrolls.
TEA will pay employees more than prevailing wage, though TEA

Town of Atherton IP (Ethernet) Circuits To Remote Radio Sites

12/14/20

Item	Supplier	Description	Qty	Installation	Monthly
ATH PD	ATT	AT&T ASE Ethernet Circuit 20 Mbps	1	\$0.00	\$318.00
MNP PD	ATT	AT&T ASE Ethernet Circuit 2 Mbps	1	\$0.00	\$276.00
FS-4	ATT	AT&T ASE Ethernet Circuit 2 Mbps	1	\$0.00	\$276.00
HAVEN	ATT	AT&T ASE Ethernet Circuit 2 Mbps	1	\$0.00	\$276.00
Cal Water (Note 1)	ATT	AT&T ASE Ethernet Circuit 2 Mbps	1	\$0.00	\$276.00
				\$0.00	\$1,422.00

Installation Total **\$0.00**
Monthly Reoccurring **\$1,422.00**

Note 1:

Short haul M/W may be require from Office to Radio Site.

Short Haul M/W option

Item	Supplier	Description	Qty	Installation	Hardware Each	Hardware Ext
Ubiquity M/W	Ubiquity	5ghz Short Range M/W	2	\$800.00	\$500.00	\$1,000.00
Outdoor Cable	Ubiquity	Outdoor Ethernet Cable	2	\$600.00	\$125.00	\$250.00
48vdc POE injector	TEA	POE Injector	2	\$250.00	\$125.00	\$250.00
48vdc PS with Battery	ICT	48VDC PS/Charger & Batteries	1	\$500.00	\$800.00	\$800.00
				\$2,150.00		\$2,300.00

Installation Total \$2,150.00
Hardware Total \$2,300.00

Town of Atherton
Police Station Project // Telecommunications Technology Timeline

DRAFT v3
10/06/2020

2021-05-24 Start of 30-day telecom installation period

The above date designates the first day of the equipment installation phases. The benchmark dates below are relative to this start date.

	TEA	Target	City IT	Target	Contractor	Target	Lawnet	Target
	Week#	Date	Week#	Date	Week#	Date	Week#	Date
TEA - Delivers detailed purchase requirements to City	-30	2020-10-26						
TEA -Begins staging of new radio & telecom equip at its shop	-7	2021-04-05						
TEA - Begins bringing new radio & telecom equipment onsite	0	2021-05-24						
TEA - Begin racking radio & telecom equipment onsite	1	2021-05-31						
TEA - Misc equipment installation and configuration	2	2021-06-07						
TEA - PD radio voter operational	4	2021-06-21						
TEA - Radio console common equipment operational	4	2021-06-21						
TEA - Radio workstations operational	4	2021-06-21						
TEA - Provide dispatcher training on new systems	4	2021-06-21						
TEA -County channelbank relocation	4	2021-06-21						
TEA - Testing and documentation	5	2021-06-28						
TEA -Dispatch operations relocated to new building	5	2021-06-28						
IT -MPOE orders placed with AT&T and other carriers			-30	2020-10-26				
IT -Circuit reterm orders placed with AT&T & other carriers			-24	2020-12-07				
IT -E911 trunk and ALI orders placed with AT&T			-24	2020-12-07				
IT - Coordinate with County PSC to place orders with AT&T for 911 alt answer switch relocation			-24	2020-12-07				
IT - Orders placed for Cable TV and DBS w/ delayed install dates			-24	2020-12-07				
IT -Purchase orders issued for radio & telecom equipment			-15	2021-02-08				
IT - TEA installation contract signed			-12	2021-03-01				
IT - Provide IP address information to GC for VMS & access control			-12	2021-03-01				
IT -Radio & telecom equipment shipped to TEA shop			-6	2021-04-12				
IT -AT&T and other carriers facilities ready for service			-1	2021-05-17				
IT - Logging recorder operational			4	2021-06-21				
IT - E911 common equipment operational			4	2021-06-21				
IT - Cable TV installation			1	2021-05-31				
IT - SIP paging interface complete			4	2021-06-21				
IT - Dispatch workstation computers operational			5	2021-06-28				

Town of Atherton
 Police Station Project // Telecommunications Technology Timeline

DRAFT v3
 10/06/2020

2021-05-24 Start of 30-day telecom installation period

The above date designates the first day of the equipment installation phases. The benchmark dates below are relative to this start date.

IT -E911 trunks cutover to new building

- GC - Fiber and cable entrance facilities complete (MPOE)
- GC - Fiber and copper cable to transmitter building complete
- GC - Building is secure and ready for City-owned equipment
- GC -Rack & cabinet installation complete
- GC -UPS power distribution in server & telecom rooms operational
- GC -Antennas and coaxial cable installation complete
- GC -Low-voltage riser cable & fiber instalation complete
- GC -HVAC in server & telecom rooms operational
- GC - Door and gate control demarc complete
- GC - PA, audio/visual systems complete
- GC - Dispatch furniture installed, including power & LV cabling
- GC - ERRCS testing and commissioning (if applicable)

Lawnet -Circuit orders placed with AT&T and other carriers

TEA Week#	Target Date	City IT Week#	Target Date	Contractor Week#	Target Date	Lawnet Week#	Target Date
		5	2021-06-28				
				-2	2021-05-10		
				-2	2021-05-10		
				0	2021-05-24		
				0	2021-05-24		
				0	2021-05-24		
				0	2021-05-24		
				0	2021-05-24		
				4	2021-06-21		
				4	2021-06-21		
				4	2021-06-21		
				8	2021-07-19		
						-10	2021-03-15

