

**SECTION 12 50 00: FURNITURE**

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Date	Section	Description of Change

**PART 1 – GENERAL****1.1 Summary**

- a. Only commercial grade furnishings suitable for higher education are to be procured.
- b. All furniture purchased and installed on campus must meet or exceed institutional durability standards.
- c. UO strives for consistency and compatibility of furniture components across campus.
- d. UO Design and Construction Interiors Department must review any non-standard furniture item for approval.

**1.2 Submittals**

- a. UO Design and Construction Interiors Department must review and approve all final furniture selections prior to order placement.
- b. UO Design and Construction Interiors Department must review all final furniture drawings for code compliance s prior to order placement.
- c. The furniture specifications package will consist of, but not be limited to:
  - Labeled/coded furniture plan
  - Master furniture listing of all specified products, including code number
  - Listing of all furniture dealers, including address, email, phone, and contact name
  - Listing of all COM upholstery suppliers, including address, email, phone, contact name
  - All sheets must be numbered and dated.
  - Separate specifications sheet noting each coded item, including:
    - i. Furniture code
    - ii. Quantities
    - iii. Manufacturer
    - iv. Part or Model number
    - v. Finishes, including: Full specifications of COM upholstery fabric, pattern number, fiber content, durability, and light-fastness.
    - vi. Basic description
    - vii. Basic dimensions (tables and desks only)
    - viii. Special requirements/instructions (i.e. keying instructions, fabric stripe to be applied vertically, etc.)
    - ix. Space/room numbers

d. Furniture Specification Example:

Floor	Room Number	Room Name	Qty	Tag	Item	Manufacturer	Model	Description	Finish	Upholstery	Comments
1	105	Office	2	C1	Guest Chair	Steelcase	Move	Armless, Hard Surface Casters, Poly Seat/Back	Black	Manufacturer, Pattern, Color & #	N/A

### 1.3 Qualifications

a. Acceptable Commercial-Grade Manufacturers include:

- Herman Miller
- Steelcase
- OFS
- First Office
- Davis
- Versteel
- Watson
- National Office Furniture
- Coalesse
- Sit On It
- Geiger
- KI
- Nevins
- Knoll

b. Preferred Dealers are:

• **Office World**

Todd Martin or Gary Kennedy  
 toddmartin@ or  
 garykennedy@officeworld.com  
 115 Cleveland Street  
 Eugene, OR 97403  
 541.687.9704

• **Workplace Resource of Oregon**

Larry Demarco  
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 825 NE Mulnomah, Suite 270  
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 503.238.1590

• **Hyphn**

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• **Environments**

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## PART 2 – PRODUCTS

a. General:

- Furniture cannot be purchased from a home or office retailer. Most home and office retailers do not sell commercial grade furniture or fabrics with the smoke/flame spread ratings required for institutional use. Many home and office retailers do not provide the same warranties and service contracts that commercial retailers do.
- Freestanding furniture, rather than wall-mounted systems furniture, is preferred. This allows for easier reconfiguration and greater flexibility, as well as limiting the requirement for prevailing wage/BOLI installation rates and fees.

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- Furniture shall be selected that allows for easy cleaning of the floor surface below.
- b. ADA Requirements: When new furniture is purchased, the layout within the given space must meet current ADA guidelines.
- c. Furniture Finishes:
- Worksurfaces should be matte finish, High Pressure Laminate. Wood veneer surfaces should be used only for staff in upper administration or high public exposure.
  - Metal is preferred for storage units. Laminate and wood veneer can also be used, but this must be approved by Design and Construction Interiors Department.
  - Fabric Durability: Must meet or exceed ACT (Association for Contract Textiles) guidelines for Flammability, Wet & Dry Crocking, Colorfastness to Light, Physical Properties, and High Traffic Abrasion. Additional details below.
  - Seating Fabric Abrasion: Must meet or exceed 50,000 Double Rubs (Wyzenbeek method) for guest seating in private and public spaces.
  - Light Fastness: Fabrics must be selected with light fastness rating that is appropriate for the space in which it will be installed.
  - Other Fabric Standards: Write-Off fabric is preferred in public spaces, classrooms, and libraries. Vinyl or other durable coated fabric is to be used on ottomans or other furniture surfaces that might be vulnerable to foot resting.
- d. Task Seating:
- Ergonomics must include, but are not limited to: Seat height and depth adjustability; back angle adjustability; lumbar support; arm height adjustability.
  - Seat upholstery must meet or exceed durability requirements listed above.
  - Chair frame finish to be black on base, arms, and any other mechanism that is not upholstered.
  - Vendors should allow for trial use of a prospective chair for at least 10 working days prior to purchase.

- e. Desk Ergonomics:
  - Height adjustable desks are preferred and should include wire management. Monitor arms and keyboard trays are optional, per user preference.
  - If budget does not allow for height adjustable desks, fixed height desks are approved and should have the ability to attach a keyboard tray.
- f. Furniture for New Staff: When a new position and offices are created, standard furniture options for new staff and faculty shall be designed per UO space standards.
- g. Surplus Furniture: A department can request used furniture from surplus. If appropriate selections are available, the department requesting the furniture is responsible for all costs associated with moving and installation, as well as removal of existing furniture if required. For systems furniture, there is also a cost for Design and Construction Interiors Department to design and coordinate layout of existing parts/pieces.

### **PART 3 – INSTALLATION**

- a. All items taller than 6'-0" must be secured to building structure.
- b. No furniture may cover radiators, valves, environmental controls, equipment, or electrical outlets.
- c. If powered-panel systems furniture is approved and installed, the department making the purchase is required to cover costs for any future reconfiguration that requires electricians. The department must engage Design and Construction Interiors Department for plan review and approval prior to purchase.
- d. It is the purchaser's responsibility to receive, inspect, and sign for the furniture at the scheduled delivery date. If any issues arise with furnishings, the dealer must be contacted directly to help resolve the issue.
- e. Prevailing Wage Rates (PWR) and an associated PWR Fee are mandated by the State of Oregon – Bureau of Labor and Industries (BOLI) for furniture installations if:
  - the furniture is attached to walls or other building components/infrastructure
  - Furniture installation is related to any Capital Project with a total project cost of \$50,000 or more.The state-mandated fee amounts to 1% of the total contract with a minimum fee of \$250, and a maximum fee of \$7,500. Consult Design and Construction for project-by-project clarification as some exceptions may apply.

### **PART 4 – MAINTENANCE**

- a. All furniture should be procured from manufacturers that demonstrate proven track records in the marketplace, and maintain stock levels that ensure replacement can be made in a timely manner.
- b. All furnishings should hold a manufacturer's warranty of at least 5 years.
- c. Commercial furnishings shall be purchased to minimize the long term life cycle costs since funding for equipment replacement, repair, and maintenance are increasingly difficult to maintain.