Mockup Requirements Review
RFP for Furniture Standards Planning, Procurement, and Installation Services

December 21\textsuperscript{st}, 2018  1:00pm
Agenda

1. Clarification of Mockup Requirements/Room Data Sheet Information
2. Update of mockup location, install dates, and access to location
3. Q&A: Submit questions via email to Sam Lin at slin@smcgov.org by Thursday, December 27th 12:00pm
Workstation Mockup

• 2 workstation styles:
  1. Typical Workstation Type 1
  2. Benching Workstation 6-pack (sample portion)

• To be set up at Credit Union Building in Government Center Redwood City

• Assembly duration 12/10/18 – 1/22/19

• Evaluation Criteria - Design, Functionality and Quality:
  • Design - aesthetics, fit, finish
  • Functionality - usage, assembly, disassembly
  • Quality - materials, usage, durability, flexibility
Mockup Space

Credit Union Building at 555 Marshall Street, Redwood City
Contact Catherine Chan at c_cchan3@smcgov.org for access
RFP Submittal Requirements - Mockups

1. WS1 – 6’-3” x 6’-3”

Workstation Type 1
Total Area: Approx. 6’-3”x6’-3”

Design Characteristics
Approximately 6’-3”x6’-3” standard workstation will include motorized adjustable height work surface with lockable mobile storage pedestal, fixed height return work surface and approximately 48”H fabric panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features
1. Approx. 72”Wx30”D motorized adjustable height work surface
2. Approx. 42”Wx18”D fixed height return work surface
3. Approx. 12”Wx24”D lockable mobile storage pedestal
4. (6) Approx. 36”Wx48”H upholstered panels
5. (1) Approx. 30”Wx48”H upholstered panel
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. Extents of one workstation/mock-up requirement

Finishes - High-End:
• High pressure laminate work surfaces with metal base
• Tackable fabric panels with painted frames
• High pressure laminate or painted metal storage pedestal
• Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories
• Monitor arm: double arm with capacity for 24” or 34” monitor
• Install accessory rail or panel to showcase available organizational accessories most relevant to PDU project types

Power/Data
• Power located at base
• Portable power and USB desktop unit
• 2 outlets total per station, 2 USB ports per station
• Integrated cord management
2. Benching Workstation – 6 Pack

**Benching Workstation - 6 Pack**

**Total Area:** Approx. 22'-0”x5'-0”

**Design Characteristics**
Approximately 72”Wx30”D benching workstations placed in group of (6) to allow for collaborative workspace. Mobile storage boxes located at each workstation and shared lateral file storage with laminate tops located at end of benching system. Approximately 48”H fabric panel will be located in between workstations to allow separation and privacy between workstations. Benching workstation aesthetic is to be open, sleek, and modern in design.

**Features**
1. Approx. 72”Wx30”D motorized adjustable height work surface
2. Approx. 12”Wx24”D lockable mobile storage pedestal
3. (2) Approx. 30”Wx24”D lockable lateral file storage with laminate top or low storage bookcase
4. (3) Approx. 72”Wx48”H fabric panels
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
6. Extents of benching workstation/mock-up requirement

**Finishes - Mid Grade:**
- Laminate work surfaces with plastic bases
- Painted metal mobile pedestal storage
- Painted metal lateral storage/bookcase with laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

**Accessories**
- Monitor arm: double arm with capacity for 24” or 34” monitor
- Install accessory rail or panel to showcase available organizational accessories most relevant to PDU project types

**Power/Data**
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management
# RFP Schedule

<table>
<thead>
<tr>
<th>Events</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informational call to review Mockup Requirements @ 1:00pm</td>
<td>12/21/18</td>
</tr>
<tr>
<td>Mockup Questions from Respondents via email due @ 12:00pm</td>
<td>12/27/18</td>
</tr>
<tr>
<td>Responses to Mockup Questions Posted to PDU website</td>
<td>12/31/18</td>
</tr>
<tr>
<td><strong>Mockup setup/completion</strong></td>
<td>1/22/19</td>
</tr>
<tr>
<td>Interviews with selected Respondents</td>
<td>1/28/19</td>
</tr>
<tr>
<td>Evaluation committee provides final selection</td>
<td>1/29/19</td>
</tr>
<tr>
<td>Board of supervisors approves contract</td>
<td>2/12/2019</td>
</tr>
</tbody>
</table>

*County reserves the right to modify this schedule at any time at its sole discretion.*
Questions?
Thank you!

Follow up questions via email due December 27th, 2018 at 12:00pm PST

Project Contact:
Sam Lin, Assistant Director
County of San Mateo Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smc.gov.org
Project Website: http://www.smc.pdu.org