STANDARDIZATION OF OFFICE FURNITURE

ALAMO COMMUNITY COLLEGE DISTRICT
Reasons to Standardize

- Eliminates time and money required by bidding process.
- Allows for increased quality control of product and services purchased.
- Creates uniformity between campuses.
Why Systems product?

- Creates a single kit of parts.
  - Aids in Facility Management.
  - Creates an inventory of reusable product, eliminating waste and saving money.
  - Permits change without purchasing new product.
- Unmatched flexibility.
Process of Awarding Contract

- Five San Antonio dealerships, known for quality products and services, were invited to install and present an 8’x8’ Mock-up of their proposed systems furniture.
- A Committee presiding over the presentations will eliminate two of the five dealers based on the following evaluation criteria:
  - Reputation of Vendor and goods/services.
  - Quality of goods and services.
  - Extent to which the goods and services meet the district’s needs.
  - Extent to which all requirements for presentation were met.
  - Aesthetics.
  - Discounting Structure as it relates to cost.
  - Lead Time and Reliability.
  - Environmental Initiatives.
- The remaining three dealers will be offered to bid on office furniture for several new ACCD Facilities.
- Based on evaluation criteria to be outlined in referenced bid, ACCD will award a single dealer/manufacturer a three-year contract, with the option to extend an additional two years, for all office furniture purchased by The Alamo Community College District.
Choose a station layout appropriate for the employee(s):

- 6x6
- 6x6 L-Station
- 6x6 U-Station
- 6x8 L-Station
- 6x8 U-Station
- 6x8 J-Station
- 8x8 L-Station
- 8x8 U-Station
- 8x8 J-Station
- 8x10 L-Station
- 8x10 U-Station
- 8x10 J-Station
- 10x10 L-Station
- 10x10 U-Station
- 10x10 J-Station
- 10x12 U-Station
- 10x12 J-Station
- 12x12 L-Station
- 12x12 U-Station
- 12x12 J-Station
- 12x12 Conference Station

Standardization of Office
Fill in the boxes for each component of the workstation on the appropriate worksheet.

Panels: Choose the panel height for each panel of the workstation from the following options and place the letter in the corresponding box.

- A Floor to Ceiling @ 9’-10’
- B Floor to Ceiling @ 8’
- C 86”H – Standing Privacy
- D 70”H – Standing Privacy
- E 54”H – Seated Privacy
- F 38”H – Counter Height
- G No Panel
- H Swing Door – Right
- J Swing Door – Left
- K Sliding Door
**Systems Catalog – Step 2**

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Panels: Choose the panel height for each panel of the workstation from the following options and place the letter in the corresponding box.

<table>
<thead>
<tr>
<th>PANELS:</th>
<th>1**</th>
<th>2**</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<td>G</td>
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</tbody>
</table>

2. INTERIOR TILES:
- Tile Position: 6
- Tile Position: 5
- Tile Position: 4
- Tile Position: 3
- Tile Position: 2
- Tile Position: 1

3. EXTERIOR TILES:
- Tile Position: 6
- Tile Position: 5
- Tile Position: 4
- Tile Position: 3
- Tile Position: 2
- Tile Position: 1

4. POWER:

5. ACCESSORIES:

Standardization of Office
Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Tiles: Choose the tile material for the interior and exterior of the workstation from the following options and place the letter in the corresponding position under the corresponding panel label.

- A Fabric
- B Painted Metal
- C Laminate
- D Veneer
- E Slatwall
- F Markerboard
- G Open
- H Glazed
**Systems Catalog – Step 2**

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Tiles: Choose the tile material for the interior and exterior of the workstation from the following options and place the letter in the corresponding position (1 = lowest, 6 = highest) under the corresponding panel label.

<table>
<thead>
<tr>
<th>EXAMPLE: 8’ x 10’ U - STATION</th>
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1. PANELS:

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<th>14</th>
<th>15</th>
<th>16”</th>
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<tr>
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2. INTERIOR TILES:

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3. EXTERIOR TILES:

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4. POWER:

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</table>

5. ACCESSORIES:

<p>| |</p>
<table>
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<th></th>
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</thead>
</table>

* Boxes marked – (dash) = Not Applicable

Standardization of Office
Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Power: Choose the power option for each panel from the following options and place the appropriate letter in the corresponding box.

A  Non-Power
B  Raceway Power & Data
C  Beltline Power & Data
D  Raceway & Beltline Power & Data
Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Power: Choose the power option for each panel from the following options and place the appropriate letter in the corresponding box.

* Boxes marked – (dash) = Not Applicable
Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Accessories: Choose from the following options and place the letter under the corresponding panel label.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>Lateral File 2 High, 30&quot;W</td>
</tr>
<tr>
<td>B</td>
<td>Lateral File 2 High, 36&quot;W</td>
</tr>
<tr>
<td>C</td>
<td>File/File Pedestal Mobile</td>
</tr>
<tr>
<td>D</td>
<td>File/File Pedestal Fixed</td>
</tr>
<tr>
<td>E</td>
<td>Box/Box/File Pedestal Mobile</td>
</tr>
<tr>
<td>F</td>
<td>Box/Box/File Pedestal Fixed</td>
</tr>
<tr>
<td>G</td>
<td>Overhead Shelf w/ Tasklight</td>
</tr>
<tr>
<td>H</td>
<td>Overhead Corner Shelf w/ Tasklight</td>
</tr>
<tr>
<td>J</td>
<td>Overhead Storage Unit w/ Flipper Door &amp; Tasklight</td>
</tr>
<tr>
<td>K</td>
<td>Overhead Storage Unit w/ Sliding Door &amp; Tasklight</td>
</tr>
<tr>
<td>L</td>
<td>Keyboard Tray</td>
</tr>
<tr>
<td>M</td>
<td>Monitor Arm</td>
</tr>
<tr>
<td>N</td>
<td>Slatwall Tool – Pencil Cup</td>
</tr>
<tr>
<td>P</td>
<td>Slatwall Tool – Paper Tray</td>
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<tr>
<td>Q</td>
<td>Slatwall Tool – Diagonal Tray</td>
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<tr>
<td>R</td>
<td>Slatwall Tool – Shelf</td>
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<tr>
<td>S</td>
<td>Slatwall Tool – Tackboard</td>
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<tr>
<td>T</td>
<td>Slatwall Tool – Phone Shelf</td>
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<tr>
<td>U</td>
<td>Coat Hook</td>
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<td>V</td>
<td>Desk Lamp</td>
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<tr>
<td>W</td>
<td>Transaction Counter Top</td>
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<tr>
<td>X</td>
<td>Bookcase 4 High, 42&quot;W</td>
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<tr>
<td>Y</td>
<td>Bookcase 5 High, 42&quot;W</td>
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<td>Z</td>
<td>Lateral File 4 High, 42&quot;W</td>
</tr>
<tr>
<td>AA</td>
<td>Lateral File 5 High, 42&quot;W</td>
</tr>
</tbody>
</table>
Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Accessories: Choose from the following options and place the letter under the corresponding panel label.

* Boxes marked – (dash) = Not Applicable
Double Check:

- Accessories specified are compatible with corresponding tile material and position.
- Position of specified tile materials are compatible with corresponding panel height.
- Power specified is compatible with specified tile materials.