



**Southwestern Community College District
Furniture Standards Program**

Prepared By:



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TABLE OF CONTENTS

Introduction	Page 3
Process Memo from Business Office	Page 4
District-wide Performance Specifications	Page 7
Furniture Application Matrix	Page 8
Individual Selections Forms for Faculty, Staff Offices	Page 10
Academic Applications Product Sheets	Page 12
Administrative Applications Product Sheets	Page 26
Specialty and Common Area Product Sheets	Page 39
Outdoor/Site Furnishings	Page 47
Appendix A: Complete Performance Specifications	Page 53
Appendix B: Performance Specification Questionnaire for Specialty Items	Page 56
Document Control Record	Page 57

INTRODUCTION

As Southwestern College prepares for an increase in project activity through the Proposition R Capital Improvement Program, the District tasked the Furniture Standards Committee, comprised of various stakeholders from across the District with creating a practical and effective selection of furniture to address a variety of common spaces found at the college. The goals were many: develop an appropriate selection for users from which to select, reduce the individualization of buildings, increase buying power, reduce operational expenses over time, and, more importantly, incorporate the principles of Universal Design effectively.

The applications covered in this document include:

- Student and Faculty Seating for Classrooms, Labs and Computer Rooms
- Student and Faculty Tables for Classrooms, Computer Rooms and General Applications
- Office Desking, Storage and Seating
- Staff Workstations
- Meeting Rooms Seating and Tables
- Public Area Seating and Tables
- Outdoor/Site Furnishings

It is the intention of this document to align the needs of the overall FF&E products procured by the District with those of the faculty, staff and students. This will allow the college to better support their mission, Educational Master Plan and Facilities Master Plans. The following information outline the **minimum** requirements of the items identified as typical or common, while providing a process for effectively evaluating atypical or specialty items. The committee strives to institutionalize the processes and protocols of this key aspect of the physical environment, allowing the faculty and staff to focus on their primary responsibilities.

PROCESS MEMO FROM BUSINESS OFFICE

Providing the proper tools for our faculty, staff and students to excel is a key objective of the college. This program provides a cohesive and appropriate selection of furniture to support this goal, and engages vendors to provide the necessary services to make all items fully functional upon delivery to the college. In addition, the performance expectations defined through this program reflect the overarching requirements, regardless of application or funding, for all furniture, fixtures and instructional equipment procured through the District.

In order to maintain the effectiveness of this program, it is important to define processes for how the college community will utilize and maintenance the program.

PROGRAM UTILIZATION

For day to day requirements within the college's programs and support departments, the following protocol will be utilized:

Vice President	Request requirements from Deans/Directors; approve final product and finish requests; confirm funding mechanism; assure compliance with program
Dean/Director	Select items from Standards Program to meet program needs; identify quantities needed; prepare requisitions
Individual Users	Advise Dean/Director on program requirements, assist in selection of appropriate product requirements
Procurement	Manage vendor purchase orders
Facilities	Coordinate disposition of existing items on campus to provide space for the new items; manage warranty service requirements with vendors

For capital improvement projects, the following protocol will be followed:

Program Manager	Manage funding to address program needs; arrange appropriate level of coordination with project design team; develop requisitions for project requirements; manage implementation process to achieve project timing requirements
Vice President	Request requirements from Deans/Directors; approve final product and finish requests; assure compliance with program
Dean/Director	Select items from Standards Program to meet program needs; identify quantities needed
Individual Users	Advise Dean/Director on program requirements, assist in selection of appropriate product requirements

PROGRAM MAINTENANCE

Over time, it is inevitable that changes will need to be made to the college-approved Furniture Standards Program. Listed below are three typical scenarios where this might occur, along with the process to address each situation:

A. Vendor Deleted Product or Finish from Standard Offering:

1. Vendor informs District and/or Dovetail of deletion of a Standards Program item from regular production.
2. Dovetail confirms that Product or Finish cannot be made available to the District for an extended period of time.
3. Dovetail requests comparable product recommendation from vendor, using appropriate campus Performance Specifications, in Features and Benefits format.
4. Dovetail evaluates options, determines all potential solutions from vendor, as well as other contract vendors if appropriate, and prepares recommendation information for Standards Committee review.
5. Standards Committee meets to review original product standard's specifications, new recommendation from vendor, and selects product to either replace current standard or to evaluate for new standard.
6. Final replacement product recommendation is added to Standards Program document, and is presented to District Administration for adoption.

B. Vendor is Deleted from Contract Offering:

1. Contract holder or Vendor informs District and/or Dovetail of contract cancellation or withdrawal.
2. Both District and Dovetail research other publicly bid, value added contracts with similar product and service offering. If available, agree to utilize new contract with no changes to standards selections.
3. If no other comparable contract for vendor is located, Dovetail requests comparable product recommendation from other current standards vendors, using appropriate campus Performance Specifications, in Features and Benefits format.
4. Dovetail evaluates options, determines all potential solutions from vendor, as well as other contract vendors if appropriate, and prepares recommendation information for Standards Committee review.
5. Standards Committee meets to review original product standard's specifications, new recommendation from vendor, and selects product to either replace current standard or to evaluate for new standard.
6. If suitable recommendation is not found, Dovetail reviews potential of public bid for replacement product with District.
7. Final replacement product recommendation is added to Standards Program document, and is presented to District Administration for adoption.

C. User request for Variation to Product or Finish from Standard Offering:

1. User presents concern about current Standards Program item to appropriate Vice President.
2. Vice President reviews concern relative to current standards Performance Specifications and campus higher level business issues to determine next steps.

3. If potential for replacements/augmentation is deemed valid by college, Dovetail requests comparable product recommendation from new vendor, using appropriate campus Performance Specifications, in Features and Benefits format. Inquiries regarding available publicly bid contracts are also made at this time.
4. Dovetail presents vendor response to Standards Committee options, and the group compares the two products. If product requires physical evaluation, Dovetail arranges samples and develops comparative evaluation form.
5. If new product is determined to be equal to or less than the current standard, or is not available on a publicly bid, value added contract, the Standards Committee recommends to District Administration that the District keep the current standard.
6. If new product is determined to be a better fit, and the product is available on a publicly bid, value added contract, the Committee creates a recommendation to replace the product on the Standards Program. Final replacement product recommendation is added to Standards Program document.

PERFORMANCE SPECIFICATIONS

A key objective of this program is to define the expectations of all furniture items procured by the college. Through an intensive process, the committee reviewed the most impactful challenges within the physical environment, defined which issues needed to be addressed, and developed and prioritized these into Performance Specifications. The committee intentionally avoided some of the more basic criteria often used to evaluate furniture items, such as initial purchase price, lead time and aesthetics, focusing more upon how each user and support groups interact with the items. The results are reflected in the following specifications, are listed in priority, and all products on the standards program address these expectations.

Total Cost of Ownership

All products must demonstrate ability to lower costs of ownership over the expected 30+ year life of the items; All products must be made of materials that are inherently damage and wear resistant; All finishes offered must have complementary options that blend well across the campus, regardless of the application; All warranty information must be assembled and provided to the college in a manner that can be readily and easily accessed and tracked by limited college personnel; All finishes recommended must inherently resist damage or wear; All products must demonstrate low field maintenance requirements over expected 30+ year life within a rigorous environment; All products must provide a solid Return On Investment (ROI) to support the cost of the item, to reduce individual purchases of lower cost items.

Comfort, Health and Safety

All products must provide intuitive, active comfort capabilities, appropriate to the function of the item; All products must address concerns of Universal Design without creating undue financial burden on the college; All products must demonstrate capability to proactively avoid ergonomic concerns of users; All products must inherently reduce safety issues by nature of their construction; All products must require minimal maintenance to retain a safe environment if used appropriately; All products must have a “classic” appearance, rather than “trendy”, to withstand the changes over time; Products must anticipate changing human requirements relative to the application and advances in technology.

Technology Integration

All products must allow for easy user power and data access and data cable management, as well as technology use as needs change over time; All items that support IT must manage cabling in a safe and effective manner; All products must be able to be effectively utilized across varying applications (within its core focus, such as academic, or office, applications), while creating an appropriately professional and engaging physical environment for the College.

Full definitions of issues identified by the committee during the Dovetail Decision Criteria process can be found in Appendix A. The successful vendor’s responses defining how their products and services ameliorate the challenges uncovered through the analysis process can be found in Appendix B.

FURNITURE APPLICATION MATRIX

The following chart defines the various applications, product types, and vendor product information for the standards program as of this date.

Application	Product
Academic	
Student Computer Chair	KI Strive 5 Star Base, Armless, in Poly
Student ADA Table	Steelcase Airtouch Adjustable
Student Computer Table	Steelcase Runner
CPU Holder	Steelcase Cradle, Vertical, Locking
Computer Monitor Arm	KI Extended Arm, Grommet Mount
Faculty Teaching Station	Steelcase Verb Rectangular
Student or Faculty Classroom Table	Steelcase Verb Rectangular or Chevron
Student or Faculty Classroom Table, Special Nesting	KI Pirouette Flip Top
Student or Faculty Classroom Chair	KI Strive 4 Leg, Armless, in Poly
Traditional Student Desk	KI Strive 360, in Poly
Dynamic Student Desk	KI Strive Learn2, in Poly
Student Tablet Armchair	KI Strive w/Oversized Tablet, Flip, in Poly
Instructor's Stool (Wet or Dry Environment)	KI Strive Stool, Arms, Locking Casters, in Poly
Student Lab Stool (Wet or Dry Environment)	KI Strive Stool, Armless, Locking Casters, in Poly
Administrative	
Office Desk (all)	Steelcase Series 3 Crank Adj.
Office Desk (special)	Steelcase Series 5 Electric Adj.
Office Overhead Cabinet (all)	KI Balance, Load Bar Mounted, w/Task Light
Office Open Shelves (all)	KI Wireworks Load Bar Mounted
Office Tackboards (Loadbar Hung)	KI
Office Tackboards (Cabinet Hung)	KI Wireworks, Cabinet Hung (set of two needed)
Office Whiteboards (Loadbar Hung)	KI
Staff Workstation	Steelcase Answer Panels
Mobile Pedestal, B/F	Steelcase Universal Storage
Mobile 2 Dr File Unit w/Lam Top (Fac Off)	Steelcase Universal Storage
Office Bookcase	Steelcase Universal Storage
Office Lateral File	Steelcase Universal Storage
Short Term Task Seating (2 options)	KI Avail
Short Term Task Seating (2 options)	Steelcase Cobi
Long Term Task Seating (2 options)	KI Altus
Long Term Task Seating (2 options)	Steelcase Amia
Office Guest Seating	Steelcase Move Armless, 4 Leg, in Poly
Staff Reception/Lounge Seating (3 Options)	Steelcase/Coalesse Circa, Sidewalk & Await

Application	Product
Specialty and Common Areas	
Conference Room Table	Steelcase Convene
Conference Room Seating (2 Options)	KI Strive 5 Star Base, Fixed or No Arm
Conference Room Seating (2 Options)	Steelcase Cobi 5 Star Base, Fixed Arm
Dining or Break Room Table	Steelcase Groupwork
Dining or Break Room Seating	Steelcase Move Armless, 4 Leg, in Poly
Student Lounge Seating (3 options)	KI Sela or Relax
Student Lounge Seating (3 options)	Steelcase/Coalesse Coupe
Site Furnishings	
Tables with Bench Seats, Loose	Landscape Forms Carousel
Benches, w/ or w/o backs, Free Standing	Landscape Forms Scarborough
Benches, w/ or w/o backs, Free Standing or Cantilever	Landscape Forms Austin
Recycling/Trash Units	Landscape Forms Chase Park, Side Opening
Sun Shades	Landscape Forms Solstice Altair Sunshade

Southwestern College Individual Selection Forms

Typical Faculty Offices

Standard Product Included in All Offices (Per Person):

- (1) Desk: Square Shoe Shaped, 24"D x 48"L x 72"W, Height Adjustable
- (1) Mobile Pedestal: 22"D x 15"W, w/(1) 6" & (1) 12" drawer = 22" of filing storage
- (1) Mobile Storage Unit: Rectangular, 24"D x 36"W x 29"H, w/filing = 88" of filing storage
- (1) 4 Leg Guest Chair: Armless, Polypropylene Seat and Back
- (2) Wall Hung Shelves w/Tack Boards, Task Lights = 7' of book/binder storage
- (1) Bookcase = 12' of book/binder storage

(Note: Finishes for all offices will be the same for these items in all offices)

Product Electives (Circle Selection Per Category):

1. Task Chair: _____

2. Wallboard Option: (4'W x 4'H): White Board **OR** Tack Board

3. Configuration Option: Layout A **OR** Layout B **OR** Layout C

NOTES:

Name:

Bldg./Office #:

Signature: _____ Date: _____

Design Team Consultant: _____



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Southwestern College Individual Selection Forms

Typical Counseling or Staff Offices

Standard Product Included in All Offices (Per Person):

- (1) Desk: Square Shoe Shaped, 24"D x 48"L x 72"W, Height Adjustable
- (1) Credenza: Rectangular, 24"D x 60"W, with filing below = 176" of filing storage
- (1) Mobile Pedestal: 22"D x 15"W, one 6" & one 12" drawer = 22" of filing storage
- (1) Tall File Cabinet: 42"W x 18"X 65"H = 20' of filing storage
- (2) 4 Leg Guest Chairs: Armless, Polypropylene Seat and Back
- (2) Wall Hung Shelves = 7' of book/binder storage
- (1) Bookcase = 12.5' of book/binder storage

(Note: Finishes for all offices will be the same for these items in all offices)

Product Electives (Circle Selection Per Category):

1. Task Chair: _____

2. Wallboard Option: (4'W x 4'H): White Board **OR** Tack Board

3. Configuration Option: Layout A **OR** Layout B

NOTES:

Name: _____

Bldg./Office #: _____

Signature: _____ Date: _____

Design Team Consultant: _____



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Standards Documentation

Item: Student Computer Chair

Applications: Computer Labs, Library, Short Term Student Workers

Product Specifications:

Manufacturer: KI

Product Name: Strive Task Armless Chair, Poly

Product Model Number: SPDNAP

Details: All base metal finishes shall be selected based upon Campus Finish Palette options only; all Polypropylene finishes shall be in alignment with Campus Finishes Palette options only; all seat shells shall be unupholstered for use in student applications; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Standards Documentation

Item: Student ADA Table

Applications: All Student Areas Requiring ADA tables

Product Specifications:

Manufacturer: Steelcase

Product Name: Airtouch

Product Model Number: BAPSS242 OR BPASS2460

Details: Product shall be specified at 24"D x 40"W, for single students, or 24"D x 70"W for dual student use; high pressure laminate worksurface, fused edge, rounded corners, user height adjustable metal base with stainless steel glides only; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Computer Table

Applications: Classrooms, Computer Labs, LRC

Product Specifications:

Manufacturer: Steelcase

Product Name: Runner

Product Model Number: 464956PNP/321772/321772

Details: Product shall be specified at 24"D x 72"W at minimum for two students, with high pressure laminate worksurface, fused edge, square corners, power beneath surface w/ (2) duplex receptacles per station, wire management, desktop power access centered on surface, and metal legs with stainless steel glides only; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, power capability within room, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Images:



Southwestern Community College

Standards Documentation

Item: CPU Holder, Under-Surface

Applications: Classrooms, Computer Labs, LRC, Offices where required

Product Specifications:

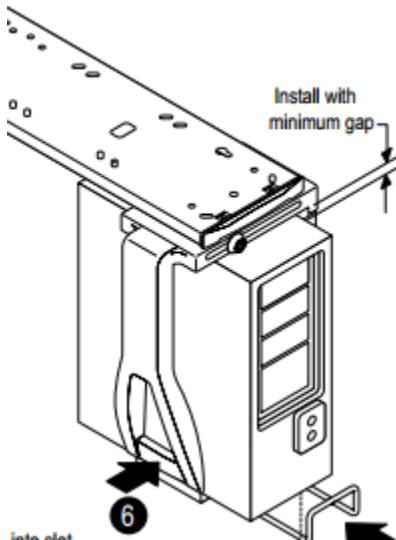
Manufacturer: Steelcase

Product Name: CPU Cradle, Vertical

Product Model Number: CPRCCL

Details: Product shall be specified with adjustable width, depth and height capability, and mounted beneath the work surface (ordered separately); available in Black finish only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Monitor Arm

Applications: Classrooms, Computer Labs, LRC, Offices where required

Product Specifications:

Manufacturer: KI

Product Name: Pneumatic Extended Monitor Arm, Grommet Mount

Product Model Number: K.61092.SL.CM

Details: Product shall be specified with adjustable width, depth and height capability, and mounted through grommet beneath the work surface ; Starlight Silver finish only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Standards Documentation

Item: Faculty Table

Applications: Classrooms

Product Specifications:

Manufacturer: Steelcase

Product Name: Verb Instructor Table w/Storage Caddy, Modesty Panel and Tablet Support

Product Model Number: VTSC3060L (or R)

Details: Product shall be specified at 30"D x 60"W, with high pressure laminate worksurface, fused edge, rectangular shape, modesty panel, lectern unit with cup holder, painted fixed height access legs with four (4) locking casters only; specify Left Handed or Right Handed caddy location; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Item: Student Table, Chevron Shaped

Applications: Classrooms, Study Areas

Product Specifications:

Manufacturer: Steelcase

Product Name: Verb Chevron Student Table

Product Model Number: VTC2466

Details: Product shall be specified at 24"D x 66"W for two students, with high pressure laminate worksurface, fused edge, rounded corners, chevron shape, reinforcement channel, no center and side docks, and painted height adjustable post metal legs with stainless steel glides only; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Student Table, Special Flip Top/Nesting Applications

Applications: Classrooms, Study Areas

Product Specifications:

Manufacturer: KI

Product Name: Pirouette

Product Model Number: PIFR1866T/74P OR PIFR2466T/74P

Details: Product shall be specified only is specifically required by unique applications for nesting or flip-top; 24"D x 66"W for two students, with high pressure laminate worksurface, fused 3mm edges, square corners, flip-top post metal legs with 4" casters; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Standards Documentation

Item: Student or Faculty Classroom Chair

Applications: Classrooms, Study Areas

Product Specifications:

Manufacturer: KI

Product Name: Strive 4 Leg Base, Armless Chair

Product Model Number: SLNAP

Details: Product shall be supplied with Wall Saver Base Design; All base metal finishes shall be selected based upon Campus Finish Palette options only; all Polypropylene finishes shall be in alignment with Campus Finishes Palette options only; all seat shells shall be unupholstered for use in student applications; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Traditional Student Desk

Applications: Classrooms

Product Specifications:

Manufacturer: KI

Product Name: 360 Desk w/Strive Seat Shell, Auto-Return Seat

Product Model Number: 360STP/AR/RT/30

Details: Product shall be provided with pneumatic seat height adjustment, college-adjustable worksurface, and rear wheels; All base metal finishes shall be selected based upon Campus Finish Palette options only; all Polypropylene finishes shall be in alignment with Campus Finishes Palette options only; all seat shells shall be unupholstered for use in student applications; worksurface materials shall be high pressure laminate with fused edge only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Standards Documentation

Item: Student Tablet Armchair

Applications: Classrooms

Product Specifications:

Manufacturer: KI

Product Name: Strive Four Leg Tablet Armchair w/Oversized Tablet

Product Model Number: SLOVTAPRH

Details: All base metal finishes shall be Chrome only; all Polypropylene finishes shall be in alignment with Campus Finishes Palette options only; all seat shells shall be unupholstered for use in student applications; worksurface materials shall be solid core plywood with high pressure laminate surface only; a minimum of 10% of the chairs within a specific classroom must be ordered as Left Handed Tablets, designated as LH (rather than RH) in the model number; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Dynamic Student Desk

Applications: Classrooms

Product Specifications:

Manufacturer: KI

Product Name: Learn2 w/Strive Seat Shell, Poly, Cup Holder/Accessory Rack

Product Model Number: L2STP/CA/CAR

Details: Product shall be specified with polypropylene shell, user-adjustable worksurface, four casters, and accessory rack with cup holder only; worksurface materials shall be polycarbonate only; all metal finishes shall be selected based upon Campus Finish Palette options only; all polypropylene finishes shall be in alignment with Campus Finishes Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Item: Faculty Wet Lab Stool

Applications: Science, Art Labs (with “wet” environments), Food Service

Product Specifications:

Manufacturer: KI

Product Name: Strive Stool w/Footring, w/Arms, “Locking” casters

Product Model Number: SPSCAP

Details: All footring finishes shall be Chrome only; all Polypropylene finishes shall be in alignment with Campus Finishes Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Standards Documentation

Item: Student Wet and Dry Lab Stool

Applications: All Lab Spaces, Food Service Areas

Product Specifications:

Manufacturer: KI

Product Name: Strive Task, Armless, Stool w/Footing, "Locking" Casters

Product Model Number: SPSNAP

Details: All footring finishes shall be Chrome only; all Polypropylene finishes shall be in alignment with Campus Finishes Palette options only; all seat shells shall be unupholstered for use in wet applications; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Standards Documentation

Item: Wall Hung Storage, Closed

Applications: Faculty and Staff Offices

Product Specifications:

Manufacturer: KI

Product Name: Balance Overhead with Wireworks Load Bars

Product Model Number: BLCS42/WW/SWLB & BLCS60/WW/SWLB

Details: Products shall be specified to the width defined by application, with length of Load Bar to extend from corner to corner of office, both sides of room; doors shall be translucent, locking keyed to match other locking units in office; units shall be specified with one (1) LED Task Light and one (1) under-cabinet suspended tack board (20"H) for each unit; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Wall Hung Storage, Open

Applications: Faculty and Staff Offices

Product Specifications:

Manufacturer: KI

Product Name: Wireworks Universal Low Shelf, Load Bar Hung

Product Model Number: URSR42/WW/SWLB & URSR60/WW/SWLB

Details: Products shall be specified to the width defined by application, with length of Load Bar to extend from corner to corner of office, both sides of room; units shall be specified with a minimum of one (1) LED Task Light and one (1) under-shelf suspended tack board (20"H) for each unit; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Panel System

Applications: Workstations

Product Specifications:

Manufacturer: Steelcase

Product Name: Answer

Product Model Number: Varies

Details: Product shall be specified with painted trim, segmented elements, and worksurface height power; panel heights to be determined by application; worksurfaces to be Series 3 Adjustable (not panel hung); all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Standards Documentation

Item: Filing and Bookcase Storage

Applications: Faculty and Staff Offices, Workstations

Product Specifications:

Manufacturer: Steelcase

Product Name: Universal Series Storage

Product Model Number: Varies

Details: Products shall be specified to the width and height and configuration defined by application; pulls shall be Flush style; file and storage units shall be locking, keyed to match other locking units in office; counterweights shall be provided for filing units three (3) drawers or lower only; low cabinet with top shall have industrial casters, laminate top to match worksurface detail; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Images:



Southwestern Community College

Standards Documentation

Item: Mobile Low Filing Storage

Applications: Faculty Offices

Product Specifications:

Manufacturer: Steelcase

Product Name: Universal Series Storage

Product Model Number: RLF24362F/FC00039936

Details: Products shall be the configuration of the “standard typical” designed for the Faculty Office application; pulls shall be Flush style; units shall be locking, keyed to match other locking units in office; counterweights shall be provided for filing units three (3) drawers or lower only; cabinet with top shall have industrial casters, laminate top to match worksurface detail; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Images:



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Standards Documentation

Item: Task Chair, Short Term Sitting

Applications: Faculty and Staff Offices, Workstations

Product Specifications:

Manufacturer: KI

Product Name: Avail Task Chair

Product Model Number: KIUV72/JR39/B/C/NFR

Details: Product shall be specified with upholstered seat, black mesh back, five star base with carpet casters, and adjustable T-arms; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Thinking That Moves Business Forward

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Southwestern Community College

Standards Documentation

Item: Task Chair, Short Term Sitting

Applications: Faculty and Staff Offices, Workstations

Product Specifications:

Manufacturer: Steelcase

Product Name: Cobi Task Chair with Arms

Product Model Number: 434111S

Details: Product shall be specified with upholstered seat and polypropylene back shell, five star base with carpet casters, and fixed arms; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Task Chair, Long Term Sitting

Applications: Faculty and Staff Offices, Workstations

Product Specifications:

Manufacturer: KI

Product Name: Altus Task Chair

Product Model Number: ALTMAA/P/C/NHR/NLS/NFR

Details: Product shall be specified with upholstered seat, black mesh back, five star base with carpet casters, and adjustable arms; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Task Chair, Long Term Sitting

Applications: Faculty and Staff Offices, Workstations

Product Specifications:

Manufacturer: Steelcase

Product Name: Amia Task Chair

Product Model Number: 4821418

Details: Product shall be specified with upholstered seat and back, plastic back panel, five star base with carpet casters, and adjustable arms; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Guest Chair

Applications: Faculty and Staff Offices, Workstations

Product Specifications:

Manufacturer: Steelcase

Product Name: Move Armless Chair

Product Model Number: 490410P

Details: Product shall be specified with polypropylene seat and back shell, four legs with stainless steel glides; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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237 CRESCENT ROAD, SUITE 4, SAN ANSELMO, CA 94960

Southwestern Community College

Standards Documentation

Item: Lounge Seating Option 1

Applications: Staff Areas

Product Specifications:

Manufacturer: Steelcase

Product Name: Circa

Product Model Number: 451

Details: Product shall be specified to fit specific project application requirements, in all sizes and shapes available, with upholstery, four (4) powder coated Platinum Gloss legs; ganging option recommended; may include table options; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Images:



Southwestern Community College

Standards Documentation

Item: Lounge Seating Option 2

Applications: Staff Areas

Product Specifications:

Manufacturer: Steelcase

Product Name: Sidewalk

Product Model Number: 451

Details: Product shall be specified to fit specific project application requirements, in all sizes and shapes available, with upholstery, four (4) powder coated Platinum Gloss legs with “no go” or “go” glides based upon application; ganging option recommended; may include table options; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Images:



Southwestern Community College

Standards Documentation

Item: Lounge Seating Option 3

Applications: Staff Areas

Product Specifications:

Manufacturer: Steelcase

Product Name: Await

Product Model Number: 460

Details: Product shall be specified to fit specific project application requirements, in all sizes and shapes available, with upholstery, four (4) powder coated Platinum Gloss legs with “no go” or “go” glides based upon application; ganging option recommended; may include table options; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Images:



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237 CRESCENT ROAD, SUITE 4, SAN ANSELMO, CA 94960

Southwestern Community College

Standards Documentation

Item: Meeting Room Table

Applications: Faculty and Staff Meeting Rooms

Product Specifications:

Manufacturer: Steelcase

Product Name: Convene

Product Model Number: Varies

Details: Product shall be specified in sized appropriate to specific project requirements, with metal T-Flex Bases, and high pressure laminate top with bullnose edges; shapes approved include rectangular, square, round, and racetrack; worksurface power and data outlet options may be included when appropriate floor boxes are provided; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Southwestern Community College

Standards Documentation

Item: Meeting Room Chair

Applications: Meeting Rooms

Product Specifications:

Manufacturer: KI

Product Name: Strive Task Chair with Arms

Product Model Number: SPDCAU

Details: Product shall be specified with upholstered seat and polypropylene back shell, five star base with carpet casters, and fixed arms; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Southwestern Community College

Standards Documentation

Item: Meeting Room Chair

Applications: Meeting Rooms

Product Specifications:

Manufacturer: Steelcase

Product Name: Cobi Task Chair with Arms

Product Model Number: 434111S

Details: Product shall be specified with upholstered seat and polypropylene back shell, five star base with carpet casters, and fixed arms; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Break Room Table

Applications: Staff Dining

Product Specifications:

Manufacturer: Steelcase

Product Name: Groupwork

Product Model Number: Varies

Details: Product shall be specified in sized appropriate to specific project requirements, with four (4) fixed height metal legs, with glides or locking casters, and high pressure laminate top with fused edges; shapes approved include rectangular, square, and round; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Break Room Chairs

Applications: Public and Staff Dining Areas

Product Specifications:

Manufacturer: Steelcase

Product Name: Move Armless Chair

Product Model Number: 490410P

Details: Product shall be specified with polypropylene seat and back shell, four legs with stainless steel glides; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



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Southwestern Community College

Standards Documentation

Item: Lounge Seating Option 1

Applications: Student and Public Areas

Product Specifications:

Manufacturer: KI

Product Name: Sela

Product Model Number: Varies

Details: Product shall be specified to fit specific project application requirements, in all sizes available, with upholstery, four (4) wood legs with stainless steel glides, and wood arm caps; tablet arm option may be specified in laminate finish; may include table options; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Lounge Seating Option 2

Applications: Student and Public Areas

Product Specifications:

Manufacturer: KI

Product Name: Relax

Product Model Number: 613/LFCR OR 613T/LFCR

Details: Product shall be specified to fit specific project application requirements, with upholstery, push bar, two (2) silver legs in front and two (2) rear silver casters; one-piece laminate tablet option with silver tablet arm may be specified; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Images:



Southwestern Community College

Standards Documentation

Item: Lounge Seating Option 3

Applications: Student and Public Areas

Product Specifications:

Manufacturer: Steelcase

Product Name: Coupe

Product Model Number: 470

Details: Product shall be specified to fit specific project application requirements, in all sizes available, with upholstery, four (4) brushed aluminum legs or with four (4) casters; tablet arm option may be specified in laminate finish; all finishes shall be selected based upon Campus Finish Palette options only; vendor shall include all specifications, field verifications, and CAD plans as part of their contract price; installation will be either provided under the scope of the project contractor, or through the District – confirm prior to order placement.

Product Images:



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237 CRESCENT ROAD, SUITE 4, SAN ANSELMO, CA 94960

Southwestern Community College

Standards Documentation

Item: Table w/Attached Seating

Applications: Site Furniture

Product Specifications:

Manufacturer: Landscape Forms

Product Name: Carousel

Product Model Number:

Details: Product shall be specified with three (3) or four (4) seats, with backs and perforated metal seat panels and Marneaux solid surface table top; umbrella hole; powdercoated frame; surface mounted; 42"D top, x 85"D outside dimension; all finishes shall be selected based upon Campus Finish Palette options only; installation will be provided by a third party contractor, or through the District – confirm prior to order placement.

Product Image:



Southwestern Community College

Standards Documentation

Item: Free Standing Benches

Applications: Site Furniture

Product Specifications:

Manufacturer: Landscape Forms

Product Name: Scarborough

Product Model Number: Scarborough Backed; Scarborough Backless

Details: Product shall be specified with horizontal strap seat (and back if applicable) and powdercoated frame, free standing base, surface mounted, with or without arms; 24"D x 72"L; all finishes shall be selected based upon Campus Finish Palette options only; installation will be provided by a third party contractor, or through the District – confirm prior to order placement.

Product Image:



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Southwestern Community College

Standards Documentation

Item: Free Standing Benches

Applications: Site Furniture

Product Specifications:

Manufacturer: Landscape Forms

Product Name: Austin

Product Model Number: Austin Backed; Austin Backless

Details: Product shall be specified with Ipe wood seat (and wood back if applicable) and powdercoated frame, free standing base, surface mounted, with or without arms; 24"D x 72"L; all finishes shall be selected based upon Campus Finish Palette options only; installation will be provided by a third party contractor, or through the District – confirm prior to order placement.

Product Image:



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Southwestern Community College

Standards Documentation

Item: Cantilevered Benches

Applications: Site Furniture

Product Specifications:

Manufacturer: Landscape Forms

Product Name: Austin

Product Model Number: Austin Backed; Austin Backless

Details: Product shall be specified with Ipe wood seat (and wood back if applicable) and powdercoated frame, cantilever base, surface mounted, with or without arms; 24"D x 72"L; all finishes shall be selected based upon Campus Finish Palette options only; installation will be provided by a third party contractor, or through the District – confirm prior to order placement.

Product Image:



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Southwestern Community College

Standards Documentation

Item: Waste/Recycling Receptacle

Applications: Site Furniture

Product Specifications:

Manufacturer: Landscape Forms

Product Name: Chase Park

Product Model Number: Scarborough Side Opening

Details: Product shall be specified with metal vertical straps, powdercoated frame, free standing base, surface mounted; 30 gallon capacity with polyethylene liner to match finish; Select opening size to accommodate materials; 25"D x 40"H; Side opening only; all finishes shall be selected based upon Campus Finish Palette options only; installation will be provided by a third party contractor, or through the District – confirm prior to order placement.

Product Image:



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237 CRESCENT ROAD, SUITE 4, SAN ANSELMO, CA 94960

Southwestern Community College

Standards Documentation

Item: Umbrella (for attached table)

Applications: Site Furniture

Product Specifications:

Manufacturer: Landscape Forms

Product Name: Solstice

Product Model Number: Cygnus Perforated

Details: Product shall be specified with perforated panels; table mounted; 90"D x 84"H; all finishes shall be selected based upon Campus Finish Palette options only; installation will be provided by a third party contractor, or through the District – confirm prior to order placement.

Product Image:



SOUTHWESTERN CCD PERFORMANCE SPECIFICATION FINAL RANKINGS

Rank	Criterion	District Issues/Concerns	Performance Specification Description
1	Total Cost of Ownership (TCO)	Items wear out before adequate funding becomes available to replace them; Product parts, such as broken glides and torn arm caps, have caused damage to both buildings and people; Single point of failure on an item often drives the need for total replacement; Warranty coverage is hard to track internally, and there is no centralized institutional memory of purchases; Some products require a maintenance program that the college can not afford; Most newer products are not of high enough quality to last 30+ years; The college has typically underestimated real costs associated with ownership; There are no financial resources to fix poor decisions; A great deal of staff time is spent trying to address issues caused by poor product decisions; No cycle for maintenance/ warranty coverage; Furniture has not been a focus for management, and has been viewed as a “consumable” by some departments, despite its importance to delivering on the mission of the District.	All products must demonstrate ability to lower costs of ownership over the expected 30+ year life of the items; All products must be made of materials that are inherently damage and wear resistant; All finishes offered must have complementary options that blend well across the campus, regardless of the application; All warranty information must be assembled and provided to the college in a manner that can be readily and easily accessed and tracked by limited college personnel; All finishes recommended must inherently resist damage or wear; All products must demonstrate low field maintenance requirements over expected 30+ year life within a rigorous environment; All products must provide a solid Return On Investment (ROI) to support the cost of the item, to reduce individual purchases of lower cost items.

SOUTHWESTERN CCD PERFORMANCE SPECIFICATION FINAL RANKINGS

Rank	Criterion	District Issues/Concerns	Performance Specification Description
2	Comfort, Health & Safety	In the past, user comfort has been too narrowly focused, and was focused on the short term; The college's demographics are changing and expanding; There are changing expectations as to what “comfort” means, and can be very subjective; Product features intended to provide more comfortable have not been intuitive enough; This is an acute and active issue for the college, but there has not been a proactive focus; There haven’t been enough choices from which to select; There has not been enough focus on Universal Design; The physical environment is a “mishmash” of colors, styles and materials, and things look “dated” due to the colors used/looks (like a “1960’s” campus); Many cables running all over the place pose both safety and visual issues; There have been many significant issues in office applications; Some classroom products have caused safety issues for physically challenged students due to being too mobile/flexible; Products are used in the wrong environment, creating safety issues; Products aren’t maintained to perform well over time; Products purchased by individual users have created many safety issues.	All products must provide intuitive, active comfort capabilities, appropriate to the function of the item; All products must address concerns of Universal Design without creating undue financial burden on the college; All products must demonstrate capability to proactively avoid ergonomic concerns of users; All products must inherently reduce safety issues by nature of their construction; All products must require minimal maintenance to retain a safe environment if used appropriately; All products must have a “classic” appearance, rather than “trendy”, to withstand the changes over time; Products must anticipate changing <u>human</u> requirements relative to the application and advances in technology.

SOUTHWESTERN CCD PERFORMANCE SPECIFICATION FINAL RANKINGS

Rank	Criterion	District Issues/Concerns	Performance Specification Description
3	Technology Integration	Cabling is creating safety issues because the product can't integrate it well; Individuals are bringing devices into the work place, increasing potential for multiple cables and power requirements; Products have not been able to be effectively used in a range of applications around the college; Instructional products often don't support different pedagogies well; Many products do not address technology integration well, nor allow for changes as technology progresses in the work and classroom environments.	All products must allow for easy user power and data access and data cable management, as well as technology use as needs change over time; All items that support IT must manage cabling in a safe and effective manner; All products must be able to be effectively utilized across varying applications (within its core focus, such as academic, or office, applications), while creating an appropriately professional and engaging physical environment for the College.

APPENDIX B

PERFORMANCE SPECIFICATION FORM

Please provide responses to each of these questions relative to your project specific Equipment Requirements. If you require any assistance in this process, please contact us!

1. What item are you describing?
2. In which room will this item be located in the new facility?
3. Who uses this item **the most** (faculty, staff, students)?
4. When was this item **last purchased** for the program?
5. How old is the current item that we are replacing (if applicable)?
6. Describe the biggest problem that you have experienced in the past with the current piece of equipment:
7. How has that problem impacted the users the most (downtime, labor, etc.)?
8. What other problems have arisen relative to this item?
9. What features of the current item don't work well for the program?
10. What features are critical to have on the new item?
11. Any other details which are also important on this item?
12. Are we planning to match any existing items within the program with this new purchase?
If so, please describe:
13. What other departments need to interface with this item over its lifetime (Custodial, IT, Administration, etc.)?
14. Have you located a specific item which provides the Features and Benefits that you have identified above? If so, please provide manufacturer, model number and estimated cost for the item:
15. Any other information that you care to provide?

Thank you for your time and participation in this process. You may be asked to provide more information or confirm the purchase of the listed item.



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DOCUMENT CONTROL RECORD

REVISION NUMBER	BY	DATE	KEY CHANGES
Original	Furniture Stds Committee	1/29/14	None
1	Furniture Stds Committee	10/3/14	Added Products, Clarified Applications
2			
3			
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