

SPECIFICATIONS FOR ROTATING DOUBLE FACE FILE SYSTEMS
VIRGINIA DEPARTMENT OF HEALTH

I. SCOPE OF WORK:

A. This work shall consist of furnishing all labor, supervision, materials, tools, equipment and necessary incidentals to furnish and install rotating double face file cabinets for the Virginia Department of Health, Alexandria Health Department, Flora Casey Health Center, 1200 North Howard Street, Alexandria, VA 22304. The file equipment shall be new (unused) and shall comply with this specification, the Virginia OSHA standards and the Virginia Uniform Statewide Building Codes.

B. The new rotating double face file cabinets shall consist of the following:

One starter unit and four add-on units. Total of 1920 LFI. Install units on first (ground) floor. Floor is concrete slab on grade covered with tile. Ceiling height 10', with sprinklers. Equipment shall provide 18" minimum clearance to sprinklers.

II. MATERIAL REQUIREMENTS

The following specifications are based on a Gerard Metal "Times-Two" Speed File Units and are intended to define the level of performance and quality of the equipment and work. They are not to be restrictive by brand, manufacturer, method of configuring a system and method of accomplishing required functions, unless otherwise indicated. The word "shall" indicates a mandatory requirement or minimum level of quality required of the Bidder or Contractor. In reference to an Agency or Department of the Commonwealth, the word "will" indicates an obligation of the Agency. **Bidder shall annotate, explain clearly and thoroughly all similarities and differences, and return these specification pages even if offering the referenced equipment.** Bidder shall provide all important and pertinent technical information documenting compliance and equivalence with dimensions, features, functions, performance and quality. All figures are approximate unless stated otherwise. The Commonwealth reserves the right to obtain information, to request clarification, and to set a time limit for response. **Failure on the part of the Bidder to provide the aforementioned documentation will be cause to reject the bid as non-responsive.** The offered equipment shall provide the following or approved equal:

GERARD "TIMES-TWO" SPECIFICATIONS

OFFERED PRODUCT SPECIFICATIONS

STATE MFR. & MODEL NO. _____

1. Cabinet dimensions:

- a. Tier: Seven
- b. Height: 82".
- c. Depth: Letter size, 25". (Add 5-7/8" for turning space and wall closing strip.)

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- d. Width: Letter Size : _____
 Starter Unit 36-1/2" _____
 Add On Unit 30- 3/4". _____
 - e. Allowance for Turning Space and wall _____
 closing strip 5-7/8". _____

 - 2. Metal Type - ASTM A-366 steel or other _____
 approved equal ASTM type. _____

 - 3. Construction, each cabinet consists of _____
 the following basic components: _____
 - a. Rotor assembly consisting of: _____
 - canopy top. _____
 - Rotor top with pivot pin bearing- _____
 - permanently lubricated. _____
 - Center panel. _____
 - End panels. _____
 - Starter or add on posts. _____
 - Doors with Cylinder Locks. All locks shall _____
 - be keyed alike. _____
 - Shelves and Dividers; as follows: _____
 - Adjustable shelves, 16 per unit, with front _____
 - lip and two closed ends. Each shelf _____
 - has two dividers, 32 total. _____
 - Minimum shelf spacing 1-3/4". _____
 - b. Base with bearing assembly and foot pedal _____
 - or other equivalent device for safety lock _____
 - and free spinning mode. Safety lock _____
 - automatically centers rotor assembly at _____
 - desired open or closed position. _____
 - c. Doors and walls are double panels, formed, _____
 - fitted and welded together for strength and _____
 - rigidity. Inner walls are slotted to support _____
 - each shelf with solid, four-point support. _____
 - d. Center panel is continuous, top to bottom _____
 - and gives full closure at back of each shelf, _____
 - and eliminates see-through from one side of _____
 - the unit to the other. _____
 - e. Main Bearing; shall permanently lubricated, _____
 - ball bearing type with 5/8" or equivalent steel _____
-
- balls. Main bearing keeps center of gravity _____
inside bearing, even with unbalanced load. _____
Ball raceways, press formed in both the _____
base and the rotor bottom, provide support _____

and protection for balls and protects their permanent lubrication. Bearing size is 22" diameter with 22 ball bearings. Other equivalent load bearings will be considered.

- f. Base has 4 leveling feet and has capability for anchoring to floor.

4. Metal Gauges:

- a) Base and Rotor Bottom 11 Ga.
- b) Base Cover & Magnetic Follower 16 Ga.
- c) Fixed Bottom Shelf 18 Ga.
- d) Shelf Dividers 18 Ga.
- e) All Other Parts 21 Ga.

5. Capacity Per Unit

- a) 336 linear filing inches (LFI) file capacity per

unit.

- b) Capable of supporting 790 lbs. of file media fully loaded with a maximum force to rotate of 10 lbs.

- c) File weight

starter -

fully loaded - 1134 lbs.

empty - 344 lbs.

add-on

fully loaded - 1065 lbs.

empty - 275

- 6. System Components - System consists of basic starter and is expanded with add-on units.

- 7. Operation - Each file unit consist of two letter size files back-to-back and rotates a full 360° to open, close and lock by depressing pedal, mechanical latch or other equivalent method. Latch or pedal shall give positive position control. Pedal opens latch, and on release, automatically centers rotor assembly at desired open or closed position. Pedal may also be locked in down position for "free spinning" rotor operation. Other equivalent methods of operation without using a pedal will be

considered.

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8. Finish. File system **shall** be painted with an industrial quality alkyd resin. Paint shall be a minimum thickness of 0.6 mil. All normally exposed painted surfaces **shall** be properly cleaned and "phosphatized" or equivalent treated before painting. _____

9. All interior steel that is normally not exposed **shall** be prime painted or other equivalent and acceptable method. _____

10. Color of file unit **shall** be manufacturer's standard "Almond" color and shall be as selected and approved by the Agency before ordering. _____

11. Design life of file unit **shall** be 20 years under normal and routine office use. Include proof or full explanation of design life with bid. _____

III. INSTALLATION:

The Contractor shall plan and coordinate the performance of the work with the Agency's Representative, Ms. Mary Roher or Ms. Lynne McGlothlin @ (703) 838-4409; FAX 838-4038, or Ms. Beverly Oden @ 804-786-3404 in order to expedite the work so as to cause minimal disturbance of facilities. The Contractor shall notify the Agency's Representative at least 3 working days prior to beginning such work.

Work shall be performed by competent technicians who are employees of the Contractor and familiar with the specific equipment. They shall be supervised by a competent full-time job foreman. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

The Contractor shall perform the described work in accordance with the manufacturer's recommendations and these Specifications. The Contractor shall provide all structural supports, mechanical connections, and any other incidental items necessary to provide a completely operational system. The Contractor shall pick-up and lawfully dispose of all construction debris off State property at the conclusion of each work day.

Any damage to existing utilities, equipment or finished surfaces resulting from this work shall be repaired to the Agency's satisfaction at the Contractor's sole expense.

At the conclusion of the work, the Contractor shall demonstrate to the Agency's Representative that the work is fully operational and in compliance with these Specifications and Codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

SPECIAL CONDITIONS

A. **SITE VISIT:** Prospective bidders are expected to visit the agency work site and to carefully examine the site of the proposed work, along with all bid documents before submitting a bid. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work. Arrangements for site visit can be made by contacting Ms. Mary Roher or Ms. Lynn McGlothlin at (703) 838-4409; FAX 838-4038, or Ms. Beverly Oden at (804) 786-3404.

B. **COMPLETE INFORMATION:** All bidders shall state manufacturer and ordering number for each product offered, and enclose complete and detailed specification for all products offered. This is required even if quoting on the exact brand name as shown. The Commonwealth reserves the right to obtain technical data and to request clarifications when deemed necessary. **Failure on the part of the Bidder to provide the aforementioned documentation will be cause to declare the bid as non-responsive.**

C. **REFERENCES:** Bidders shall provide a list of at least three (3) references (preferably local) where similar equipment has been provided. Each reference shall include the name of the organization, the complete mailing address, the name of a contact person and telephone number.

	<u>Organization</u>	<u>Contact Person</u>	<u>Location</u>	<u>Telephone</u>
1	_____			
2	_____			
3	_____			

D. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have, the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract the Commonwealth reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. WORKER'S COMPENSATION - Statutory requirements and benefits
- B. EMPLOYERS LIABILITY - \$100,000
- C. GENERAL LIABILITY - \$500,000 combined single limit. The Commonwealth of Virginia is to be named as an additional insured with respect to the services being procured.
- D. AUTOMOBILE LIABILITY - \$500,000

Coverages C. and D. are to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

E. **DELIVERY AND INSTALLATION:** The agency requires delivery and complete installation by June 20, 1997. Bidders shall indicate their firm delivery and complete installation date as follows: _____. The completion date may be a factor in making the award.

F. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

G. **DRUG FREE WORKPLACE:** "The contractor acknowledges and certifies that he understands that the following acts by the Contractor, his employees, and/or agents performing services on state property are prohibited:

- a. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
- b. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

The Contractor further acknowledges and certifies that he understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.

H. **RULES AND REGULATIONS:** The Contractor shall be responsible for ensuring that all personnel connected with the work comply with the rules and regulations of the Agency.

I. **PARKING:** Prior to the Contractor starting work, the Agency will designate an area near the site for the Contractor's employees and others connected with the work to park vehicles. The parking of vehicles shall be restricted to this area.

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DELIVERY AND STORAGE: It shall be the responsibility of the contractor, not the owner, to make all arrangements for delivery, unloading, receiving, security, and storing of materials in the building during installation.

- K. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor shall have clear title to all materials and supplies for which are invoiced for payment.
- L. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
- M. **MAINTENANCE MANUALS:** The Contractor shall provide three (3) loose-leaf bound operation and maintenance manuals including applicable electrical and mechanical schematics, parts list, and copy of all warranties.
- N. **WARRANTY:** Contractor shall provide a warranty for the entire work against defective materials, workmanship and performance for a period of two years from the date of acceptance, excluding vandalism. Contractor hereby agrees to furnish, without cost to the Commonwealth of Virginia, all labor, materials and transportation both ways for replacement of all materials which are found to be defective during the warranty period. Warranty repairs shall be completed within 5 working days after oral notification. Repair parts shall be readily available for at least 10 years following the date of acceptance.

