



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

December 21<sup>st</sup>, 2018 1:00pm

COUNTY OF SAN MATEO



# 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](mailto:slin@smcgov.org)  
by Thursday, December 27<sup>th</sup> 12:00pm

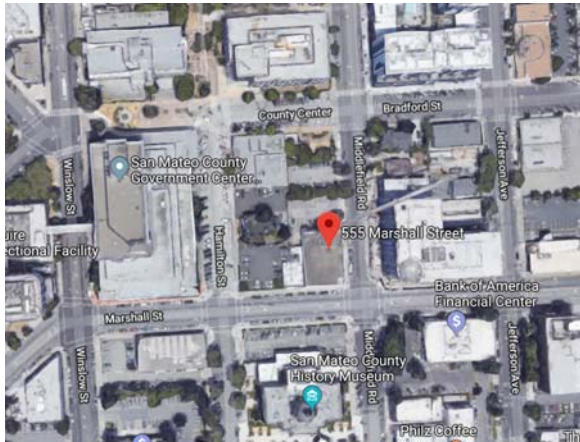


# Workstation Mockup

- **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](mailto:c_cchan3@smcgov.org) for access

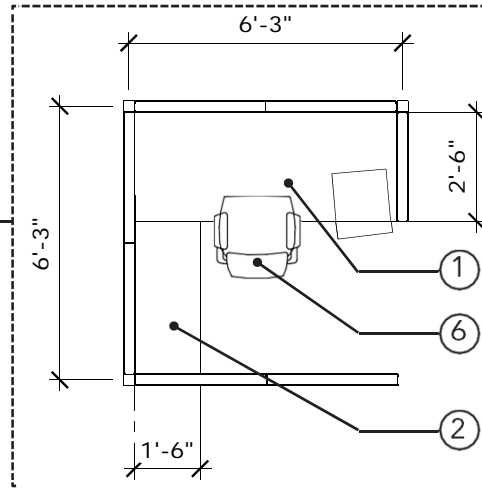
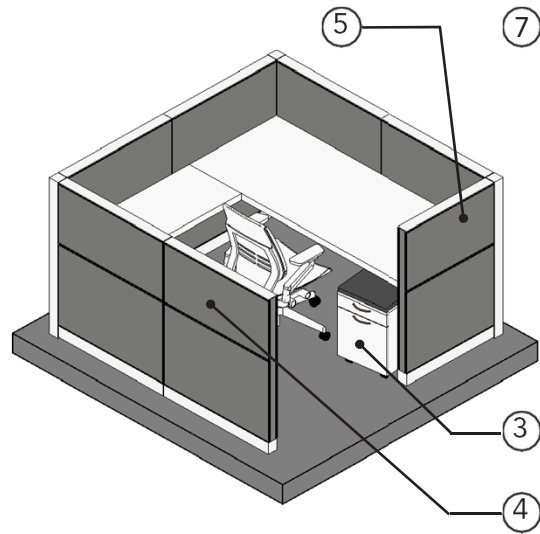


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# RFP Submittal Requirements - Mockups

## 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



#### DISCLAIMER:

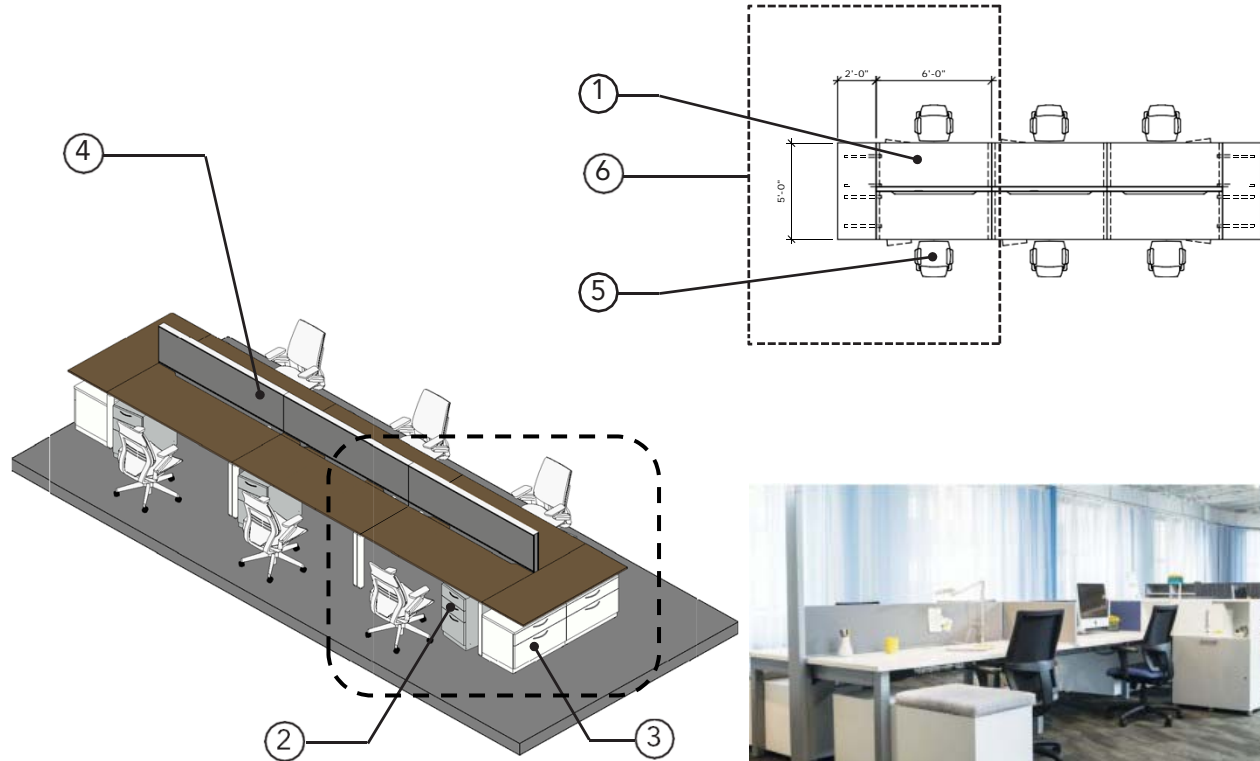
Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.

# RFP Submittal Requirements - Mockups

## 2. Benching Workstation – 6 Pack



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### Benching Workstation - 6 Pack Total Area: Approx. 22'-0" x 5'-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

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# RFP Schedule

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



*\*County reserves the right to modify this schedule at any time at its sole discretion.*





# Questions?

COUNTY OF SAN MATEO





# Thank you!

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

**Project Contact:**

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Project Website: <http://www.smcpdu.org>

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