

QUESTIONNAIRE  
For  
Library (Media Center) Furniture

Manufacturer: \_\_\_\_\_

Bidder: \_\_\_\_\_

Series Name: \_\_\_\_\_

Contact Person: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note: Please complete a separate copy of this questionnaire for each series offered.**

This questionnaire is a condensed reflection of the mandatory requirements found in Specification # 7195-2.

1. Product offered is a current standard production model and represented as such in current published literature and current price book? \_\_\_\_\_ (Yes/No)
2. Does the series offered contain the following items: Circulation Desk and Cabinets; Wood Shelving Units; Tables; Carrels; Display Racks; Companion Pieces; Book Trucks; Computer Stations? \_\_\_\_\_ (Yes/No) Is the style offered Contemporary? \_\_\_\_\_ (Yes/No) Are both Panel End and Leg Base Types of construction offered? \_\_\_\_\_ (Yes/No)
3. Exposed solid wood parts and veneer are either selected northern red oak or maple and exhibit uniformity in construction? \_\_\_\_\_ (Yes/No)  
Unexposed solid wood parts are of suitable hardwoods? \_\_\_\_\_ (Yes/No)
4. Core materials are either: Good grades of random width Lumber; moisture resistant particle board of 45 lbs/cu ft density; Fiberboard of 45 lbs/cu ft density or Multiple Veneer hardwood bonded with moisture resistant adhesive.
5. Construction adhesives and finishes are water based and release no VOC's? \_\_\_\_\_ (Yes/No)
6. Plastic laminates, used on top surfaces, are Nema LD-3 GP-50? \_\_\_\_\_ (Yes/No)
7. Balance sheets, where specified, are at least BK-20 grade? \_\_\_\_\_ (Yes/No)
8. Grain and color matching for both laminates and wood components in exposed areas are practiced? \_\_\_\_\_ (Yes/No)

**CIRCULATION DESK:**

Desk Top

1. Height of desktop is 29-32 inches for elementary schools; 33-37 inches for intermediate schools and 38-40 inches for high schools and colleges? \_\_\_\_\_ (Yes/No)

2. Desktop core is a minimum of 1.25 inches thick medium density particleboard or fiberboard? \_\_\_\_\_ (Yes/No)
3. Cabinet panel cores are at least ¾ inches thick and constructed from either: 5-ply lumber, multiple ply veneer, MDF or 3-ply smooth surface particleboard? \_\_\_\_\_ (Yes/No)
4. Drawer fronts are constructed of 5-ply laminated construction, 3-ply balanced laminated construction or high-density (45 lb/cu ft) fiberboard with veneer on both sides? \_\_\_\_\_ (Yes/No)
5. Drawer sides and backs are constructed of solid oak or other furniture grade hardwoods, including hardwood plywood, and a minimum finished 7/16" thick? \_\_\_\_\_ (Yes/No)
6. Drawer bottoms are a minimum of 1/8" thick 3-ply with oak face or 1/8" fiberboard with matching printed face. Bottoms fitted in grooved on all 4 sides and stabilized? \_\_\_\_\_ (Yes/No)
7. Drawer corners are tight and of dovetail, chuck-and-bore, bored-and-doweled or box-joint construction and not rabbeted-and-pinned construction? \_\_\_\_\_ (Yes/No)
8. Drawers, file type, are full extension, accommodate both letter and legal size folders, removable without tools, operate on metal roller bearings and have a minimum weight rating of 50 lbs/drawer and a minimum of 80% length of pedestal depth? \_\_\_\_\_ (Yes/No)
9. Other drawers, when opened, expose 75% or more of the drawer depth? \_\_\_\_\_ (Yes/No)
10. Doors are a minimum of 11/16" thick 5-ply lumber core or 3-ply particleboard with wood face and door edge matching veneers or ¼" thick solid wood edge banding and open 180°? \_\_\_\_\_ (Yes/No)
11. Framing components are kiln-dried, select hardwood and ¾" thick? \_\_\_\_\_ (Yes/No)
12. All joints are best in industry practice for this type of furniture? \_\_\_\_\_ (Yes/No)
13. Shelves are at least ¾" thick and fabricate from solid wood or 5-ply lumber core and if less than 30" long are at least fabricated from 3-ply particleboard or better. Shelf locations are movable and utilize pinholes and metal clips for retention? \_\_\_\_\_ (Yes/No)

**CIRCULATION DESK MODULES:**

1. Desk Unit is 36 or 42 inches wide and contains a 3-box drawer pedestal with knee space width of 23 to 27 inches: \_\_\_\_\_ (Yes/No)
2. Open Shelf Unit has two adjustable shelves (adjustable in 1" maximum increments) and a fixed bottom shelf? \_\_\_\_\_ (Yes/No)
3. Knee Space Unit contains two adjacent drawers with a coin tray and lock in one drawer plus a minimum 3" wide hardwood footrest approximately 4" above the floor? \_\_\_\_\_ (Yes/No)
4. Card File Unit contains numerous card trays, as specified in a bid, with one fixed bottom shelf and one adjustable shelf? \_\_\_\_\_ (Yes/No)
5. Charging Unit contains two adjacent drawers, one adjustable shelf and one fixed bottom shelf, and one drawer contains trays for charge cards and the other includes a coin tray with lock? \_\_\_\_\_ (Yes/No)

6. Charging Machine Unit has a well to accommodate a charging machine, a 110 VAC duplex outlet plus a drawer that contains removable trays for 5" x 3" or 3" x 5" cards next to the well. Optional power outlets are available as well as slots for passage of power cords? \_\_\_\_\_ (Yes/No)
7. Station Charging Unit contains a discharging unit and a card-sorting unit with a well to store card trays plus top of well is removable. A card return section, with four slots, and a drawer underneath with compartments to hold the cards is also provided? \_\_\_\_\_ (Yes/No)
8. Discharge Unit with removable plastic or wood trays for cards, one adjustable shelf, plus a cover over the well area that is removable and stores in slides underneath? \_\_\_\_\_ (Yes/No)
9. Book Return Unit for book truck? \_\_\_\_\_ (Yes/No)
10. Cupboard Unit with two adjustable shelves, one fixed bottom shelf plus sliding or hinged doors? \_\_\_\_\_ (Yes/No)
11. Corner Filler Unit supplied as required in 15, 30, 45, 60, 75 or 90° configurations with 90° units in either square or angular design? \_\_\_\_\_ (Yes/No)

#### **MODULAR BOOK SHELVING:**

1. Shelving consists of two finished end panels, intermediate upright(s), base unit with fixed shelf, adjustable shelves and a top unit. Shelf supports located with pinholes or shelf standard? \_\_\_\_\_ (Yes/No)
2. End Panels are a minimum of 1" thick, solid lumber, multiple ply plywood (veneer core) or 5-ply lumber core plywood with all exposed vertical edged banded with 1/4" thick hardwood? \_\_\_\_\_ (Yes/No)
3. Intermediate uprights are at least 3/4" thick and constructed the same for end panels or with 3-ply, 1" minimum particleboard core and shelf adjustment system on both faces? \_\_\_\_\_ (Yes/No)
4. Adjustable book shelves are minimum 3/4" thick, solid glued-up hardwood matched for color and grain with end panels, 5-ply minimum lumber core with finished surface veneer matched with 1/4" front hardwood edge banding. The underside of each end of the shelf is grooved to clear shelf supports? \_\_\_\_\_ (Yes/No)
5. Base unit consists of a plywood or solid wood, 2 1/2" high minimum, box structure with two full-length linear rails and solid full width hardwood end bolting blocks. Single or Double-faced units are veneered to match the rails. Non-adjustable 3/4" base shelf matches the adjustable shelves. Alternate fabrication using 3/4", 3-ply particleboard has matching face veneers and 1/4" solid wood edge banding? \_\_\_\_\_ (Yes. No)
6. Top Unit constructed from 5-ply lumber core or 3-ply particleboard core. When specified, tops on 42" and 60" units will be finished with 0.050" thick HPL NEMA-LD3 laminate and backed with 0.020" phenolic sheet. Canopy cornice shares same construction details as base unit? \_\_\_\_\_ (Yes/No)
7. Back Panel is 1/4" minimum 3-ply plywood or 5-ply plywood with select face veneer and applied to both sides for free-standing shelving, otherwise one side for wall shelving? \_\_\_\_\_ (Yes/No)

8. Sway braces are supplied for shelving without back panels and are at least  $\frac{1}{4}$ " diameter steel rod placed on two of every 5 sections in a connected group? \_\_\_\_\_ (Yes/No)
9. Standard Shelving Units are 36" wide, 16", 20" or 24" deep and 42", 60  $\frac{1}{2}$ " or 82" high. Double- faced units to be 16", 20" or 24" deep? \_\_\_\_\_ (Yes/No)
10. Picture Book Shelving meets all the requirements for standard shelving and offers 5 dividers at 10 even intervals, along the shelf, constructed from  $\frac{1}{4}$ " tempered hardboard with rounded edges and corners plus vertically supported. \_\_\_\_\_ (Yes/No)
11. Shelving Units are site installed, can have continuous tops. Continuous tops are splined and bolted and will have a 1  $\frac{3}{4}$ " top frame with a front and back rail, two end cleats with a provision for attaching the top? \_\_\_\_\_ (Yes/No)
12. Filler sections match in color, grain and material type where required? \_\_\_\_\_ (Yes/No)

**TABLES:**

1. Table legs have adjustable leveling glides and are secured to tops with machine bolts and metal inserts or with special particleboard screws? \_\_\_\_\_ (Yes/No)
2. Tabletops are constructed of 1  $\frac{1}{4}$ " minimum 5-ply lumber or particleboard and edge banded with matching  $\frac{1}{4}$ " solid wood and surfaced with high-pressure laminate and plastic balance sheet? \_\_\_\_\_ (Yes/No)
3. Leg to table attachment consists of a metal plate attached to the leg utilizing barrel nuts and bolts plus bolts that secure the leg to the table with mating metal inserts. Alternately, legs may be secured to table using special screws designed for use with particleboard? \_\_\_\_\_ (Yes/No)
4. Tables that utilize narrow aprons or rails on two or four sides extend only 2  $\frac{1}{2}$ " below underside and no more than 4  $\frac{1}{2}$ " below underside for stand up tables? \_\_\_\_\_ (Yes/No)
5. Panel end tables are braced with a keel, rail or suitable support panel utilizing machine bolts into metal inserts or special particleboard screws? \_\_\_\_\_ (Yes/No)
6. Table tops with an unsupported length of 60" or more have at least one longitudinal stabilizer. Additionally, tops with an unsupported width of 42" or more shall have at least one cross stabilizer? (Well secured headers and aprons qualify as stabilizers) \_\_\_\_\_ (Yes/No)

**CARREL TABLES:**

1. Worktops are offered in both double-sided veneer or high pressure laminate finishes, with balance sheet, and have a total thickness of 1  $\frac{1}{4}$ " minimum, constructed from 5-ply lumber or particleboard core with  $\frac{1}{4}$ " thick and matching edge banding? \_\_\_\_\_ (Yes/No)
2. Carrel has a panel enclosure extending around the ends and back of the worktop constructed of  $\frac{3}{4}$ " minimum particleboard or 5-ply lumber core. Exposed edges are  $\frac{1}{4}$ " thick, minimum, matching solid wood banding with select veneer on both faces? \_\_\_\_\_ (Yes/No)
3. Storage shelf is included and constructed of  $\frac{3}{4}$ " minimum 3-ply smooth surface particleboard or plywood with either face veneer or high- pressure laminate on top surface. Shelves over 36" long are either 5-ply lumber core or solid lumber with solid wood front edge? \_\_\_\_\_ (Yes/No)

**STUDY CARRELS-MODULAR:**

1. Modular study carrels are provided in both single and double-faced design to include initial, additional and add on units? \_\_\_\_\_ (Yes/No)
2. Work tops have a finished thickness of 1 3/16" minimum constructed from either 5-ply lumber or particleboard and edge banded, on the front edge, with matching 1/4" thick solid wood? \_\_\_\_\_ (Yes/No)
3. Worktops covered with high-pressure laminate plus balance sheet on bottom? \_\_\_\_\_ (Yes/No)
4. End panels are 3/4" minimum thick solid lumber, multiple ply veneer core plywood or 5-ply lumber core construction with exposed edges banded with hardwood plus inside and outside surfaces finished with matching wood veneer? \_\_\_\_\_ (Yes/No)
5. Intermediate and back panels are of the same construction as end panels above? \_\_\_\_\_ (Yes/No)
6. Storage shelf is included and constructed of 3/4" minimum 3-ply smooth surface particleboard or plywood with either face veneer or high- pressure laminate on top surface. Shelves over 36" long are either 5-ply lumber core or solid lumber with solid wood front edge? \_\_\_\_\_ (Yes/No)

**COMPANION PIECES:**

1. Leg based items, panel end items, tops, edge banding, leveling glides are visually matching, structurally equal and attached in same manner as the items they are associated with in the media center? \_\_\_\_\_ (Yes/No)

**DICTIONARY STAND:**

1. Unit is 43" to 45" high in rear, 24"– 25" wide with a 10 deg sloped top and a book retainer strip at the bottom. Case has one adjustable or pullout shelf and a fixed bottom shelf positioned approximately 16" from floor? \_\_\_\_\_ (Yes/No)

**REVOLVING DICTIONARY STAND:**

1. Item is comprised of a round base 12" in diameter, felt covered or other non-slip material, and a 21"x15"x 6" high 10 deg sloping top with book retainer strip at the bottom and swivel mechanism? \_\_\_\_\_ (Yes/No)

**ATLAS STAND:**

1. Stand is approximately 28"–33" wide, 21"– 26" deep and 43"– 45" high. Top surface is sloped 10 deg with a front book retainer strip. 5 pullout shelves are provided with stops and the bottom shelf is approximately 16" from floor? \_\_\_\_\_ (Yes/No)

**BOOK TRUCKS:**

1. Various sizes and styles are available and have 4 noiseless ball bearing casters, two that are swivel type. Tread casters are at least 5" diameter x 1" wide. Casters fastened to underside with through-bolts. Special slipping book trucks have 3" diameter casters? \_\_\_\_\_ (Yes/No)