

**QUESTIONNAIRE FOR
Modular Computer Workstations**

Vendor should make additional copies of this form as necessary, and should use a separate copy for each model of item(s). Use N/A for questions not applicable to the product. Reference Specification # 7105-3.

1. Name of submitting firm: _____
Address of submitting firm: _____
2. Person completing survey: _____ Phone: _____
Email address: _____
3. Manufacturer: _____
Mfr/model number as designated in catalog: _____
4. Style _____, Class _____, per N.C. Specification 7105-3, latest revision.
5. Number and/or date of referenced catalog/price list: _____
6. Page number in above catalog/price list, which shows this model: _____
7. Date this model was first put into production: _____
8. Is model offered exactly as specified per catalog/price list, without modification? ____ (y/n)
All items offered are standard and have been in production for six months? _____(y/n)
9. -Do HPL surfaces meet NEMA LD-3, grade GP-28 requirements? _____ (y/n)
-Do Balancing Sheets meet grade BK-20 or better? _____(y/n)
-Do LPL decorative surfaces perform to the minimum criteria set forth in the American Laminators Association Performance Standard for Thermoset Decorative Panels? ____ (y/n)
10. Do item(s) meet the requirements of ANSI/BIFMA X5.5, Office Furnishings, Desk Products: Tests? _____ (y/n)
11. Do all Styles offer Modesty Panels and adjustable, non-rusting Glides? _____(y/n)
12. Are the following options available? (y/n)
 - Sub shelf under the main working top? _____
 - Single level, fixed height? _____
 - Split level, fixed height? _____
 - Split level, both levels adjustable and available casters 2", 3" or 4" options? _____
 - Bi-level, fixed recessed keyboard well (left, right or center options)? _____
 - Bi-level, adjustable recessed keyboard well (left, right or center options)? _____
(Keyboard height adjustment range options are 24"-27" and 26"-30")
13. Does your series include the minimum items: Computer Terminal Table, Wedges and Corner Pieces, Printer Stand, Adjustable Keyboard Shelf, Fully Articulated Keyboard Shelf, Overhead Storage Unit, Overhead Organizer, Metal Pedestals w/Drawers? _____(y/n)
14. All materials, construction and assembly are of quality generally associated with high level standards of the furniture industry? _____(y/n)

15. Core Materials will be offered in one of the following materials: Lumber Core, Particleboard Core, MDF Core, Plywood Core, Composite Core or Strawboard Core? _____ (y/n).
16. Metal threaded inserts are used on an unsupported let to table top attachment? _____(y/n)
If no, explain alternatives (that are discouraged). _____
17. Knocked down assemblies are easy to assemble and rigid when joined? _____ (y/n)
Are instructions included and only require simple hand tools to assemble? _____ (y/n).
18. Lumber cores are made from good grades of hardwood stock comprised of 1" – 4" random widths, straight, flat and square edged with properly filled defects? _____ (y/n)
19. Particleboard and fiberboard cores are bonded with moisture resistant adhesive and have a minimum density of 45 lbs/cu ft? _____(y/n).
20. Do multiple veneer cores (plywood) exhibit cross-banded hardwood veneer layers free of structural defects and bonded with moisture resistant adhesive? _____ (y/n)
21. HPL laminated composite cores are constructed of bonded steel tube and honeycomb framed with particleboard, hardboard on top and bottom? _____ (y/n)
22. Visible hardware components are either brass, stainless steel, chrome plated or coated with epoxy/acrylic enamel paint? _____ (y/n)
23. All adhesives are of good commercial quality suited for the application? _____ (y/n)
24. Worktops minimum of 1" core thickness (not including laminates) or ¾", 5-ply plywood reinforced with a 1" square 16 ga steel tubular frame? _____ (y/n)
25. Work top edges have vinyl "T" or bull nose edging that is securely fastened to prevent pull out where ends meet and corners are rounded? _____ (y/n)
26. Work top heights, from floor, available in both 26.5" and 29" with minimum depth of 30" and widths from 30" to 72" in 6" increments? _____(y/n)
27. Support pedestals meet minimum steel gauge requirements: Class I and II – 19 ga; Class III – 18 ga and Class IV – 16 ga and exposed tubular ends are capped? _____(y/n)
28. The wooden end panels of Panel Desks are a minimum of ¾" thickness and core material of approved types. The edges are banded with plastic laminate and consistent with panel faces? _____(y/n)
29. Casters are heavy duty and a mix of two lockable/swivel type and two fixed. Those on end panels include reinforcing members along the bottom edge. _____(y/n)
30. All products colors and finishes are manufacturer's standard and product carries a one year warranty against defects. _____(y/n)

END OF QUESTIONNAIRE