



FURNITURE

GENERAL INFORMATION AND BID SPECIFICATIONS

1 General information

1.1 Purpose

The purpose of this Call for Bids is to secure the delivery and installation of furniture for approximately 110 work stations (work tables + storage), and additional furniture for meeting rooms and a computer work area for delegates.

The furniture is for installation, by August 1999, in the new Montbrillant building now in the final stages of construction.

Seating is not included in this Call for Bids.

1.2 Type of furniture

The furniture must be adaptable to changing functions, working methods, staffing and economic factors. The only type of furniture which appears able to meet all these requirements is "systems" or "modular" furniture. It comprises a small number of separate components known as "modules", which can be put together in a wide variety of configurations to adapt to functions, available space and the number of people occupying a work area.

1.3 General principles

In order to meet the needs of all staff, the furniture should be multifunctional, focusing on the use of computer equipment as well as conventional office work. Besides functionality, the technical characteristics must take account of the permanent architectural features of existing work areas and power and communication networks, ergonomic and aesthetic criteria and the demands of logistics, as well as the requirements of economy, sound manufacturing and, if appropriate, compliance with Swiss Cantonal and Federal Standards. In the latter case it would be the Bidders' responsibility to familiarize themselves with the relevant standards.

2 Architectural information

The building which is to house the furniture is located on the edge of a major road. Bidders should take this into account in selecting the furniture, as the building is low and every office has floor-to-ceiling windows which are a part of the facades. When viewed directly from the road, the offices should not give an impression of untidiness (computer wiring) or detract from the building's aesthetic appearance.

2.1 Montbrillant building

- a) 3 floors will be occupied by partitioned offices located around a central atrium.
- b) Office size can be varied according to needs by moving the partitions.
- c) The building's measurements are based on a system of 60 cm modules.
- d) The basic M1 type office can be extended in 120 cm increments by shifting the movable partitions separating the offices.
- e) However, taking into account the thickness of the movable partition (not yet selected), the dimensions should be: 525 cm × 232 cm.
- f) 4 types of offices are planned (see appended plans + Book 1).
 - **M1** = 4 module office, occupied by 1 person: 12 m² – 232 × 525 cm.
 - **M2** = 6 module office, occupied by 1 person: 18 m² – 352 × 525 cm.
 - **M3** = 6 module office, occupied by 2 people (dimensions: *same as M2*).
 - **M4** = 8 module office occupied by 1 director: 472 × 525 cm.
- g) Floor-to-ceiling height: 2.60 m.
- h) The partition on the corridor side is glazed from the top of the doorframe to the ceiling (see drawing) to let in the natural light from the empty space in the centre.
- i) A heating grid 25 cm wide (not included in the useable office space) runs at floor level along the whole length of the building at the base of the facade windows.
- j) Depending on the office, the entrance door may be to the right or to the left on entering.
- k) Behind the two main facades, every 6 metres, a 30-centimetre metal pillar enters the building in the corner of an office, entailing a shift in the layout thereof. Likewise, tubular metal bracings are situated behind the facades at the four corners of the building and in front of the stairwells. These girders and pillars alter the available volume and surface area and will call for individual layout decisions on a case-by-case basis.
- l) Work stations are supplied with electricity from the spaces between floors via floor boxes installed on modular basis to allow great flexibility of layout.

2.2 Additional furniture

As well as the furniture for the partitioned offices, additional furniture will be needed for a variety of functions in open areas (e.g. see plan 1 – 1st basement and plan 2 – 2nd floor).

2.2.1 Informal meeting area for delegates

The main requirement is for 140 cm × 80 cm tables which will be placed permanently on the second floor in the blue area marked "informal meeting area for delegates" in the plan, and which can be rearranged quickly for small working groups.

Provision should be made for a maximum of about 50 people (approximately 24 tables), who may split up into small discussion groups. The arrangement of the furniture will be left to the participants' initiative.

Acoustic screens will be required to separate the working groups.

2.2.2 Computer area for delegates (2nd floor)

An open area with fixed computer equipment is to be provided for delegates. It will need 24/25 computer tables about 120 cm × 80 cm and tables for 8/10 printers.

The remaining available space is to be equipped with fixed and connected to the network computer tables allowing approximately fifty people to work with portable computers or to meet in small working groups of 3 to 5 people. A few "spare" meeting tables can be moved and arranged as needed.

The 4 rooms (3.15) next to the 2 offices (M2) referenced 3.14 on the plan of the second floor are to be equipped as meeting rooms for 10/12 people.

2.2.3 Meeting rooms situated on the 1st basement

- Arrangement of 5 rooms with tables.
- Ref. Plan 5.3 = 20 seats × 2.
- Ref. Plan 5.4 = 10 seats × 2.
- Ref. Plan 5.5 = 15 seats.

2.2.4 Live archives

On each level (levels 3, 4 and 5), opposite the lifts, a set of cabinets closed off by a curtain is installed to house live archives, such that the thoroughfares are left free.

The cabinets, each 2 m high and 2.4 m in length, are installed back-to-back to form a total of six rows.

They will allow for flexibility in terms of the type of filing required (ring binders, stacked A4, hanging files, diskettes, etc.).

2.2.5 Miscellaneous

In addition, 15 tables 120 cm × 60 cm (for photocopying machines + other uses) and 15 tables 80 cm × 40 cm (for mail box) will be required to be placed on different floors.

3 Bid specifications

The specifications below are for the components of a basic furniture unit for a work station for one person. Additional components, particularly for storage and filing, may be required depending on needs and available space. **The specifications are intended only as a guide.** Bids may vary according to the supplier's range of products.

3.1 Basic furniture unit

The unit shall comprise the following components:

- a) 1 writing table;
- b) 1 computer table;
- c) 1 hospitality table (optional);
- d) 1 storage system to accommodate at least 9 linear metres of filing;
- e) 1 low cupboard or 1 low shelf;
- f) 1 3-drawer pedestal on casters (or fix pedestal);
- g) 1 2-drawer pedestal on casters, 1 of which for hanging files (or fix pedestal).

Additional components will usually be required in secretariats and for specific functions and needs: additional seating, typing work (mobile typing surface), communications (fax, telephone stand), and printing (printer stand).

See annexes detailing the basic components of different work stations.

3.2 Variations on basic furniture

The basic furniture will be the same for all staff, but with certain variations depending on their functions or grades. Additional furniture will be needed, for example, for staff of grade P5 and above occupying a type M2 office (e.g. meeting table, glass-fronted cupboard, larger work surface), but the bases and technical features will be the same in all cases.

Furniture of the same series able to meet the requirements of all categories of staff would therefore be an advantage.

3.3 Individual layout

Each office will be laid out to ensure rational, ergonomic and economic use of the work area. Optimum use of available space is therefore achieved by placing the desk against a wall.

So far as possible, the location of furniture against glazed facades will be avoided.

3.4 Models and colours

The models and colours selected for the large components (work surfaces, bases) will be the same for the whole building.

3.5 Tilt adjustment

Tilting work surfaces are not necessary.

3.6 Height adjustment

Height adjustment would be an advantage if it were simple and could be provided at little or no extra cost (less than 10% of the value of the table).

4 Criteria for selection of furniture

4.1 Quality

Without being luxurious, the furniture must give a good public image of the Union, an impression of comfort and solidity and must not look cheap. It should therefore be middle of the range.

It must also be compatible with a very simple stock management system and require minimum upkeep and maintenance.

The furniture components must be designed and built to meet the following criteria:

- a) The frames of all furniture items in the range must be of the same basic design.
- b) Simple and solid construction and the ability to withstand frequent removals, assembly and dismantling. Particular attention must be paid to fastening systems, which will be used frequently.
- c) Quick and easy on-the-spot assembly and dismantling, *preferably without tools*, otherwise with a single tool.
- d) The number of work-table components should be kept to a minimum. The tables must be solidly and easily fitted together.
- e) Easy user access to cable raceways.
- f) Separation of high and low current inside cable raceways.
- g) Minimum storage volume, by separate components.
- h) Very easy maintenance and repair.
- i) Height adjustment mechanism (if above criteria are met).
- j) Locking: standard compatible locks with master key.
- k) Flexible combination of work tops and bases. Bases must be interchangeable (e.g. right with left).
- l) Aesthetically pleasing to the majority of staff.

The financial aspect will obviously be a decisive factor.

5 Technical characteristics

5.1 The furniture will be standardized for the 4 types of office defined in paragraph 2.1, to cover the needs of most of the staff.

Any variations on the 4 types will depend largely on the shape of the work tops, the number of occupants, the necessary equipments and the presence of a pillar in an office [see paragraph 2.1 k)].

5.2 Work tops – Shape/dimensions

“Work top” refers to any horizontal component used by staff in the course of their work. Work tops will be required for:

- a) the writing table;
- b) the computer table;
- c) the hospitality table.

5.2.1 The work top for the writing table must be rectangular: approximately 80/100 cm by 80 cm if it is situated in the line of the computer table.

5.2.2 Computer work top: the distance between user and screen must be at least 60 cm. The monitors currently in use are 55 cm deep. These measurements need to be taken into account in case the computer table is placed against a wall. There must be room for the keyboard in front of the monitor, which is usually placed on the central processing unit.

5.2.3 The hospitality work top must be approximately 120/140 cm × 80 cm. No particular shape is required.

5.3 See annexed plans

5.3.1 Figure M1.

5.3.2 Figure M2.

5.3.3 Figure M3 – Office occupied by head of a service who holds meetings of up to 6 people.

5.3.4 Surface reflectivity must be less than 50%.

5.3.5 The edges of the work tops must be designed to withstand chipping, bumping, peeling of surface material, etc. Shockproof edging would be an advantage.

5.3.6 Work tops must be of laminate and offered with both synthetic finish (imitation wood) and natural wood finish (**Maple**).

5.3.7 The writing table must be able to accommodate riser units (shelves, various accessories).

5.3.8 Work tops must be flush fitting, with no gaps.

5.3.9 Avoid rounded shapes.

5.4 Cables – Electricity supply

Electrical distribution will be vertical in the furniture bases.

Electrical distribution will be horizontal under the work surfaces.

5.4.1 Large cable raceways (vertical and horizontal) are essential. They will need to accommodate a minimum of *6 cables* of at least 10 mm in diameter for high current and *5 cables* of at least 10 mm in diameter for low current.

5.4.2 The separation of high and low current cables in properly adapted conduits is also essential.

5.4.3 Cable raceways must be closed in order to conceal vertical and horizontal cabling.

5.4.4 Raceways must be designed to allow extra capacity for later additions.

5.4.5 Access to cables must be easy and from above, particularly in the case of horizontal installations where changes are more frequent (it must be borne in mind that most tables will be placed against a wall).

5.4.6 Horizontal cable raceways must be able to accommodate Swiss standard 4-socket plugs.

5.4.7 On work tops, the length of visible cable from machines must be kept to a minimum.

5.4.8 Electrical installations must present no danger to users.

5.5 Furniture bases

5.5.1 Furniture bases must be designed to allow caster chairs to move from one work unit to another without touching intermediate horizontal bases.

5.5.2 Each base must have easily accessible and sufficiently large cable raceways (see 5.4.1).

5.5.3 To ensure stability of work tops, bases must be adjustable to offset any irregularities in floor level.

5.5.4 Modesty panels to fit bases should be available upon request.

5.6 Filing and storage

5.6.1 Pedestals

5.6.1.1 Pedestals for offices must be metal, mobile (casters), and fit easily under work tops.

The possibility of installing fixed desk-height drawer units with a depth of 80 cm (height of desk) is also envisaged.

5.6.1.2 They will have a laminate finish of the same colour as the work tops.

5.6.1.3 The depth must be approximately 55/60 cm.

5.6.1.4 They must have locks conforming to the specifications in 4.1 j).

5.6.1.5 The pedestals will have either:

- 3 drawers;
- 2 drawers, one of which will accommodate hanging files (on rails 33 cm apart) and a sliding pen tray.

5.6.1.6 Whether free standing or fixed, the pedestal must not tip forward when a heavy drawer is opened. An anti-tilt mechanism must be incorporated.

An opened drawer will lock the others closed.

5.6.1.7 The body of the drawer must be made of brake-formed sheet mortized to accommodate drawer dividers, welded onto side panels attached to fully-extendable ball-bearing slides.

5.6.1.8 Adjustable mounting of drawer fronts to allow alignment of drawers.

5.6.1.9 Drawer inserts must be the width of the unit.

Drawer inserts:

5.6.1.10 Shallow drawers must include:

- 2 movable dividers per drawer;
- 1 pen tray (per person) for office sundries;
- on request, 1 stamp rack;
- on request, 1 slanting A4 paper sorter.

Deep drawers must include:

- 1 frame for hanging files (rails 33 cm apart) occupying the whole depth of the drawer.

Drawer dividers and other inserts must be metal. If any other material is proposed, it must be at least as resistant as metal.

5.6.1.11 All components must be easily accessible and dismountable.

5.6.2 Storage cupboard

5.6.2.1 Every office will have at least one cupboard to accommodate 5 rows of filing (standard Swiss files) and one cupboard with half-wardrobe. Minimum storage of at least 9 linear metres is essential.

5.6.2.2 Cupboards must be able to withstand removal while half full.

5.6.2.3 Tall filing cabinets must be equipped with 4 height-adjustable shelves able to accommodate A4 hanging files and vertical dividers.

5.6.2.4 Standard dimensions in mm:

- height: 2000;
- width: 1000 – 1200;
- depth: 450.

5.6.2.5 The cupboards must have horizontally-opening roller shutter-doors made of PVC strips, with locks conforming to the specifications in 4.1 j).

5.6.2.6 The space into which the doors slide must not exceed 65 mm on each side of the cupboard. It must be closed in by two inside partitions, designed to accommodate the interior fittings and an anti-tilt mechanism for pull-out frames and shelves (if any).

5.6.2.7 The cupboard must be able to accommodate an add-on top unit to provide an additional row of filing.

Add-on units are to be secured by a quick bolting system requiring no special tools.

If no such add-on unit is available, the supplier should offer a cupboard to accommodate 6 rows of filing.

5.6.2.8 In addition to the above storage cupboard, the office will also be equipped with a low roller shutter cupboard with laminate top or a low shelf without door.

5.6.2.9 Dimensions in mm:

- height: 730 (same height as work tables);
- width: 800 (same width as work tables);
- depth: 450.

5.6.2.10 The low cupboard may also be able to take hanging files.

5.6.2.11 The laminate top of the cupboard must be removable to allow a second such cupboard to be superimposed.

5.6.2.12 All storage and filing units must have standard compatible locks with master key.

Suppliers whose range does not include roller shutter cupboards may offer alternatives which are compatible with the specifications.

5.6.2.13 “Low shelf” refers to a low cupboard *without* door.

5.7 Accessories

The various components must be able to accommodate fixed accessories such as:

5.7.1 Desk lamps.

5.7.2 Mail or storage trays.

5.7.3 Pivoting arms or telephone stand.

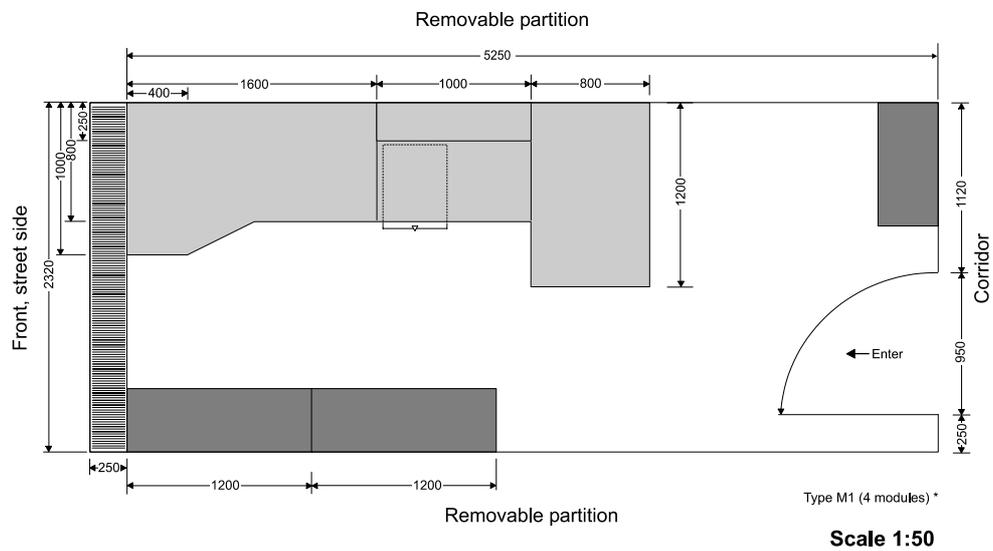
5.8 Furniture for the M4 type office must be offered in wood, preferably dark (but not black), and must include all the necessary components for a Director's office:

- 1 desk 180 cm × 90 cm;
- 1 computer unit;
- 1 meeting table for 6 people;
- 2 pedestals with casters;
- 1 bookcase;
- 1 low credenza.

BOOK 1
Furniture required according to type of office
 (NON-EXHAUSTIVE LIST)

TYPE M1 1 person (4 modules)

- 1 work table + 1 computer table
- 1 hospitality table (120 cm)
- storage cupboards (minimum 9 linear metres)
- 2 mobile pedestals (casters)
 - 1 two-drawer (one of which for hanging files) (*not drawn*)
 - 1 three-drawer
- 1 small low storage cupboard (80 cm).

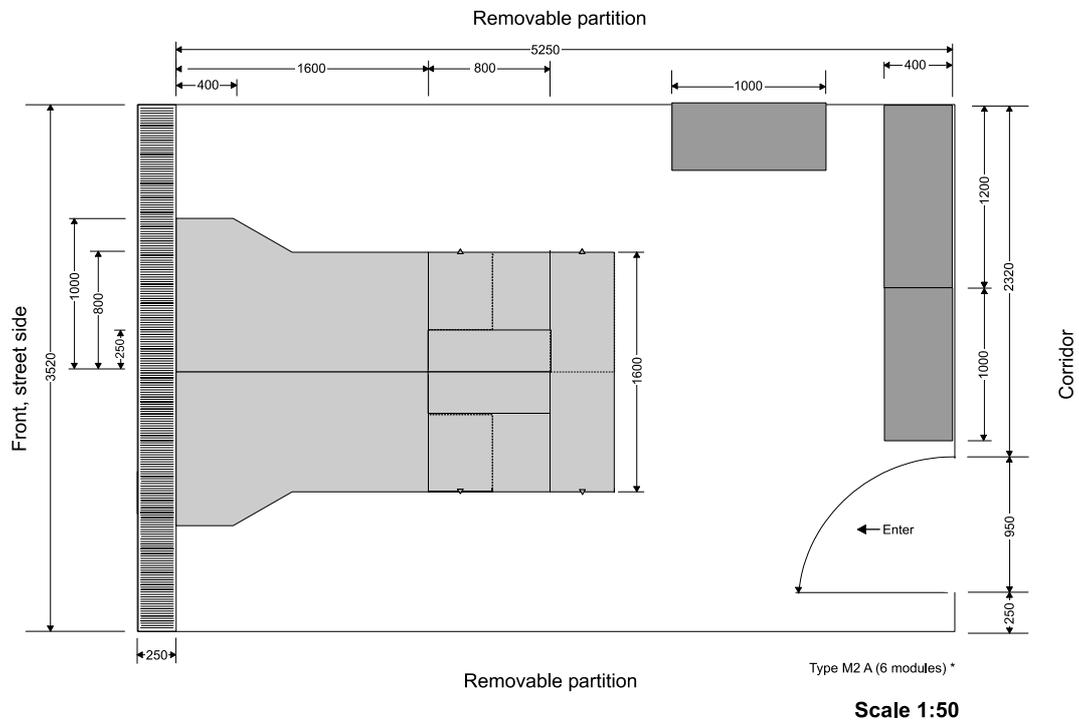


* Model of fitting out offices without any contractual value

1 October 1998

TYPE M2 A 2 people – face-to-face (6 modules)

- 2 work tables + 2 computer tables
- storage cupboards (minimum 18 linear metres)
- 2 mobile pedestals (casters) with 3 drawers
- 2 fix pedestals with 3 drawers (1 for hanging files).

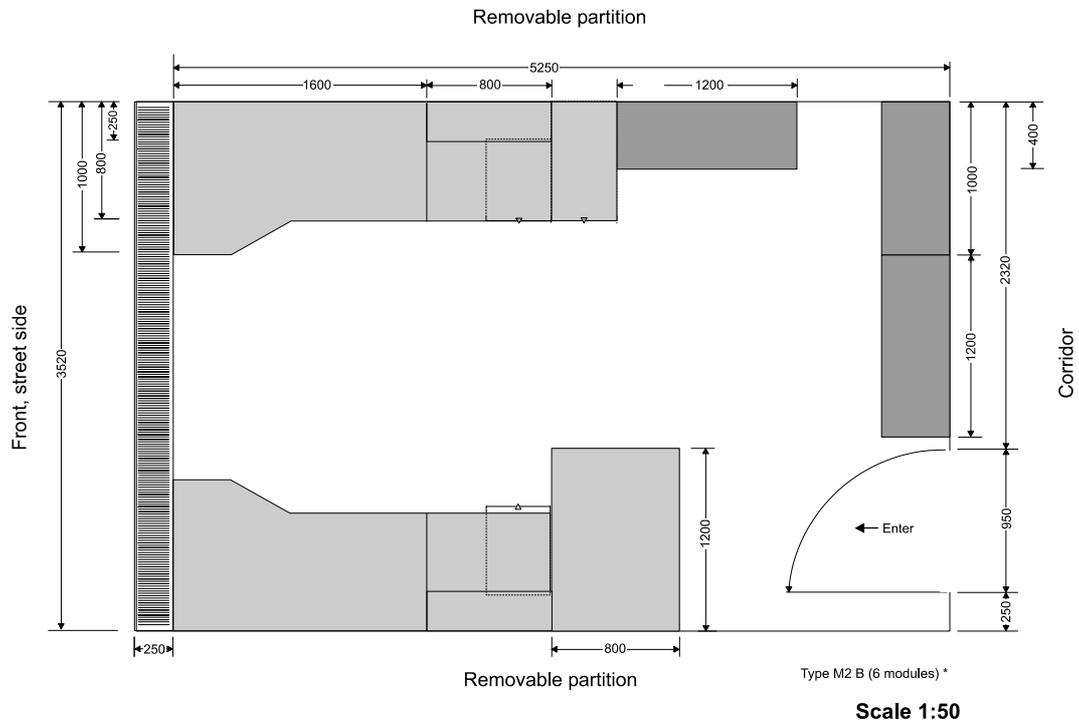


* Model of fitting out offices without any contractual value

1 October 1998

TYPE M2 B 2 people – back-to-back (6 modules)

- 2 work tables + 2 computer tables
- 1 hospitality table (optional)
- storage cupboards (minimum 18 linear metres)
- 2 mobile pedestals with 3 drawers
- 1 fix pedestal with 3 drawers (1 for hanging files).

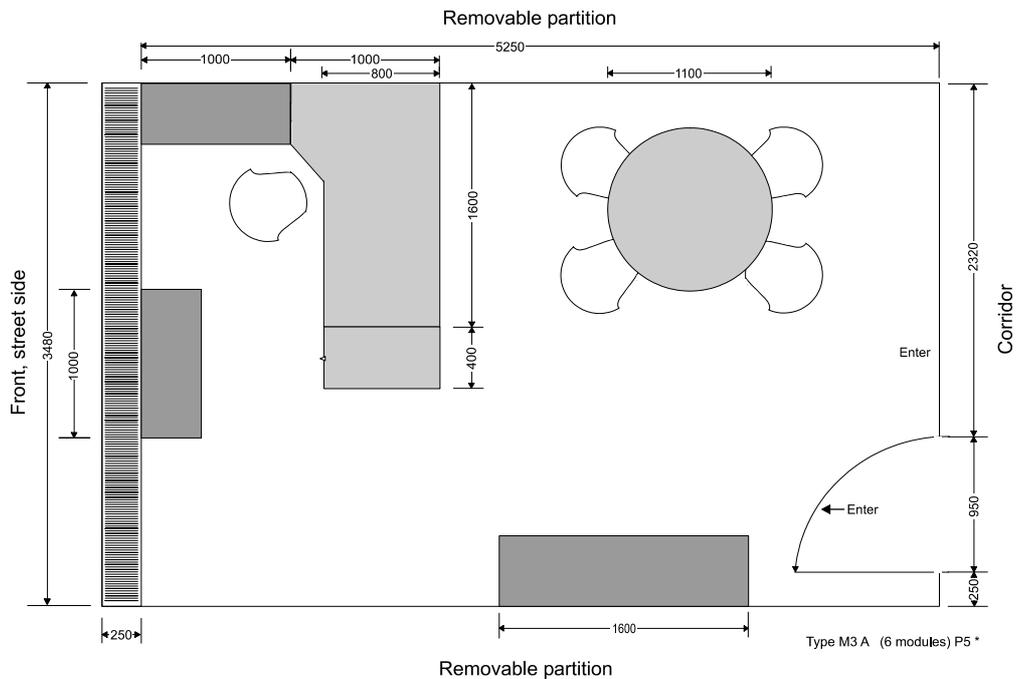


* Model of fitting out offices without any contractual value

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TYPE M3 A 1 person P5 (6 modules)

- 1 computer table
- storage cupboards (minimum 9 linear metres)
- 1 fix pedestal with 3 drawers (1 for hanging files)
- 1 small low storage cupboard
- 1 low shelf
- 1 round meeting table for 4/5 people.



Type M3 A (6 modules) P5 *

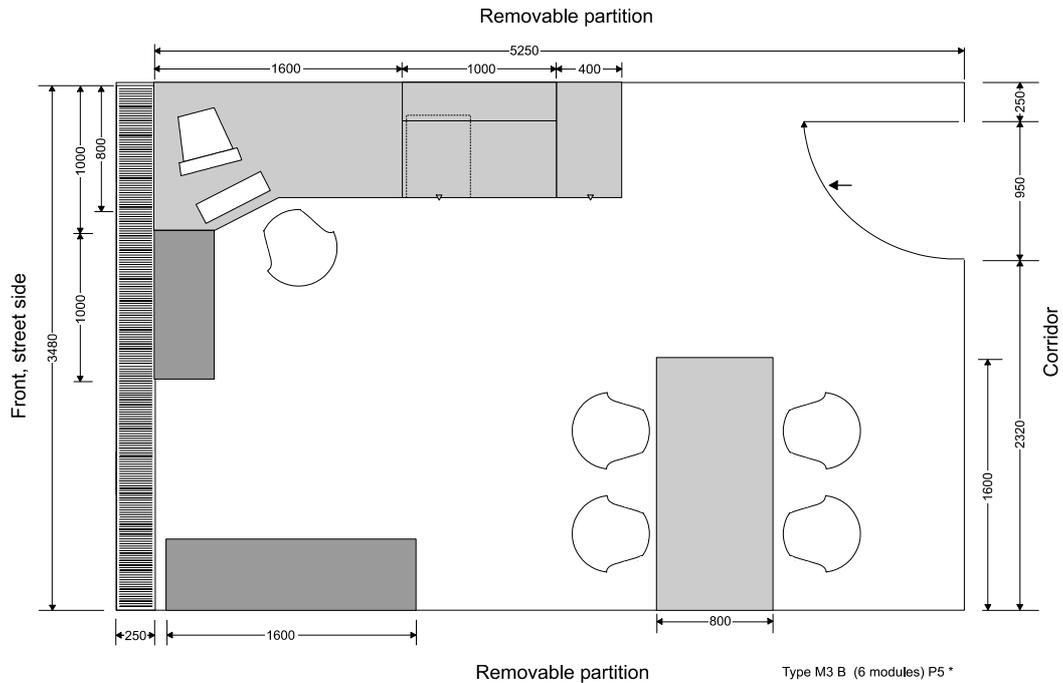
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TYPE M3 B 1 person P5 (6 modules)

- 1 work table + 1 computer table
- storage cupboards (minimum 9 linear metres)
- 1 fix pedestal with 3 drawers
- 1 mobile pedestal (casters) with 3 drawers (1 for hanging files)
- 1 low shelf
- 1 rectangular meeting table for 4/5 people.



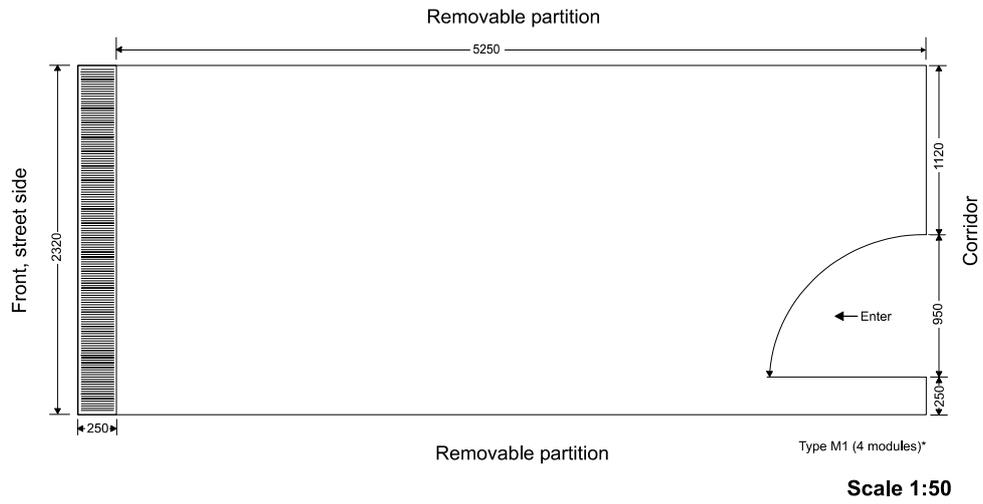
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TYPE M4 – Director's office (8 modules) (not drawn)

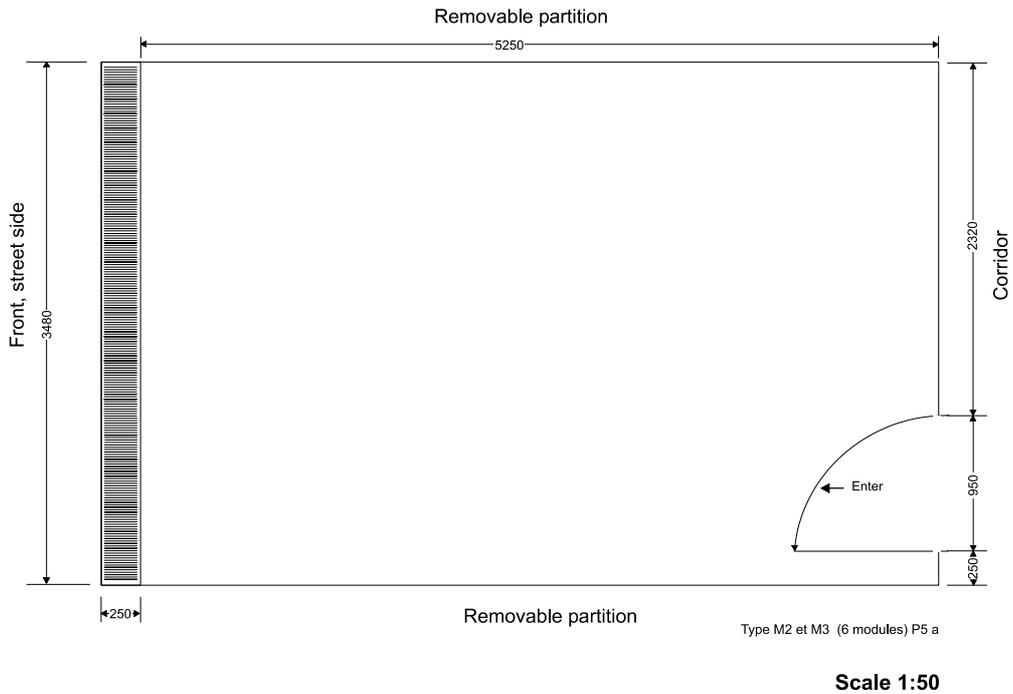
- 1 desk 180 cm × 90 cm
- 1 computer workstation
- 1 bookcase
- 1 low credenza
- 1 meeting table for six people
- 2 mobile pedestals with casters
 - 1 with 3 drawers
 - 1 with 2 drawers (for hanging files).



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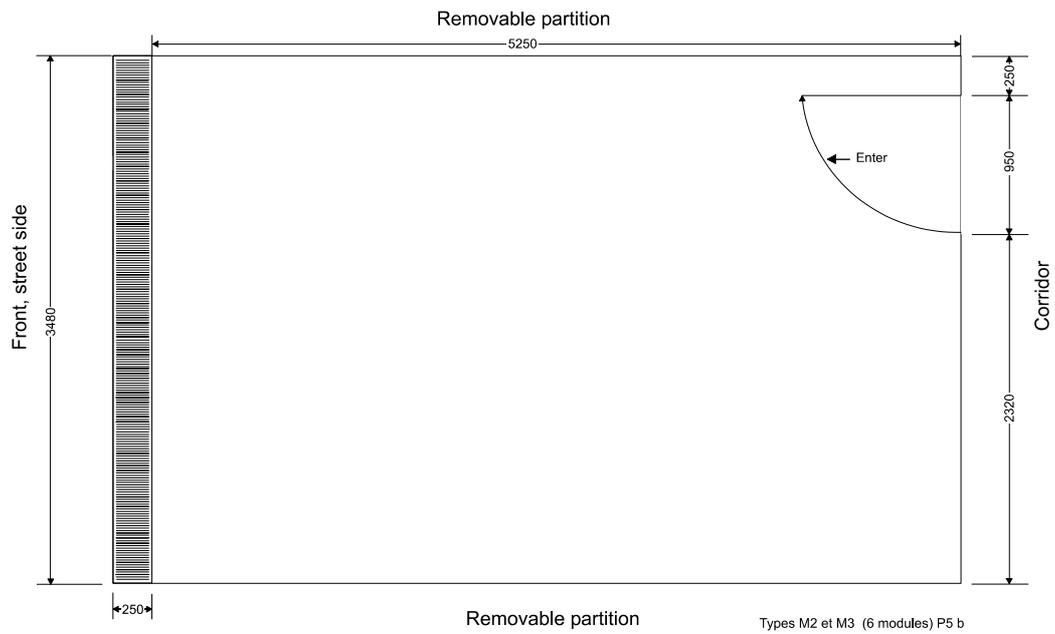
Type M1 (4 modules) *



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Types M2 et M3 (6 modules) P5 a



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Types M2 et M3 (6 modules) P5 b

