

STANDARDIZATION OF OFFICE FURNITURE



Reasons to Standardize

- Eliminates time and money required by bidding process.
- Allows for increased quality control of product and services purchased.
- Creates uniformity between campuses.

Why Systems product?

- Creates a single kit of parts.
 - Aids in Facility Management.
 - Creates an inventory of reusable product, eliminating waste and saving money.
 - Permits change without purchasing new product.
- Unmatched flexibility.



Standardization of Office



Process of Awarding Contract

- Five San Antonio dealerships, known for quality products and services, were invited to install and present an 8'x8' Mock-up of their proposed systems furniture.
- A Committee presiding over the presentations will eliminate two of the five dealers based on the following evaluation criteria:
 - Reputation of Vendor and goods/services.
 - Quality of goods and services.
 - Extent to which the goods and services meet the district's needs.
 - Extent to which all requirements for presentation were met.
 - Aesthetics.
 - Discounting Structure as it relates to cost.
 - Lead Time and Reliability.
 - Environmental Initiatives.
- The remaining three dealers will be offered to bid on office furniture for several new ACCD Facilities.
- Based on evaluation criteria to be outlined in referenced bid, ACCD will award a single dealer/manufacturer a three-year contract, with the option to extend an additional two years, for all office furniture purchased by The Alamo Community College District.

Teknion

HAWORTH

HermanMiller

Knoll

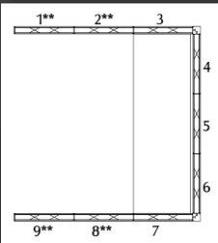
Steelcase

Standardization of Office

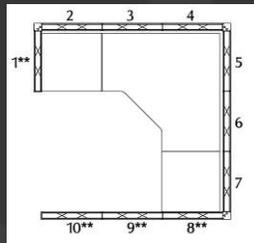
ALAMO
COMMUNITY
COLLEGE DISTRICT

Systems Catalog – Step 1

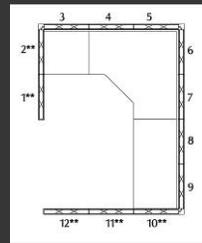
☐ Choose a station layout appropriate for the employee(s):



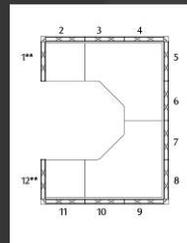
6x6



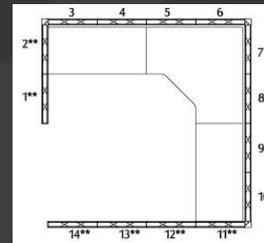
6x6 L-Station



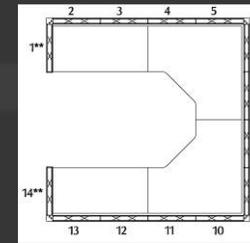
6x8 L-



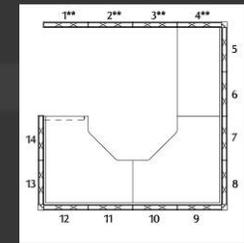
6x8 U-Station



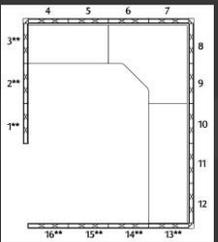
8x8 L-Station



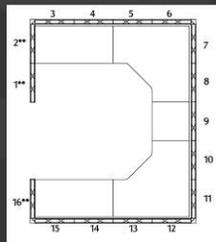
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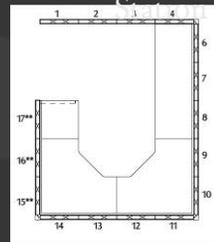
8x8 J-Station



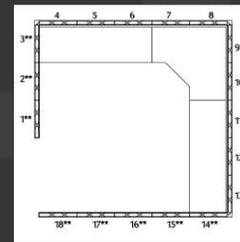
8x10 L-



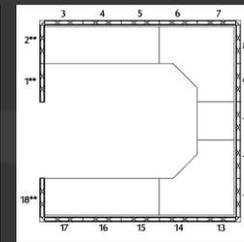
8x10 U-Station



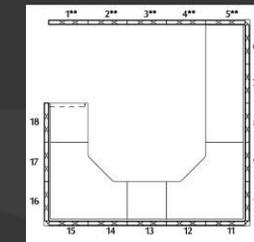
8x10 J-Station



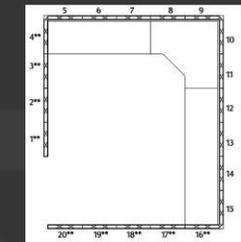
10x10 L-



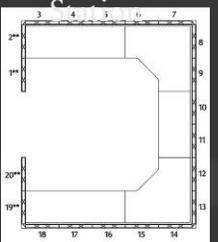
10x10 U-Station



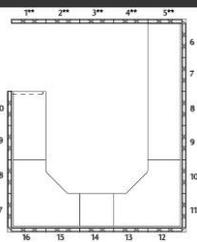
10x10 J-Station



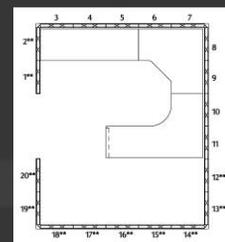
10x12 L-Station



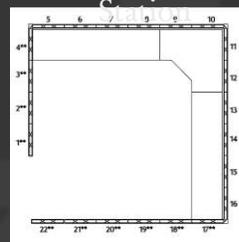
10x12 U-Station



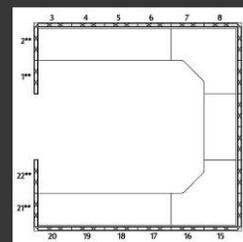
10x12 J-Station



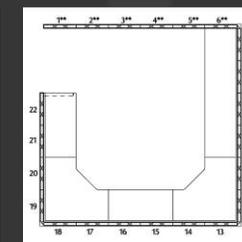
10x12
Conference
Station



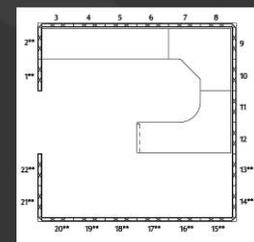
12x12 L-Station



12x12 U-Station



12x12 J-Station



12x12
Conference
Station

Standardization of Office



Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Panels: Choose the panel height for each panel of the workstation from the following options and place the letter in the corresponding box.

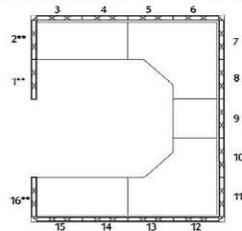
- A Floor to Ceiling @ 9'-10'
- B Floor to Ceiling @ 8'
- C 86"H – Standing Privacy
- D 70"H – Standing Privacy
- E 54"H – Seated Privacy
- F 38"H – Counter Height
- G No Panel
- H Swing Door – Right
- J Swing Door – Left
- K Sliding Door

Systems Catalog – Step 2

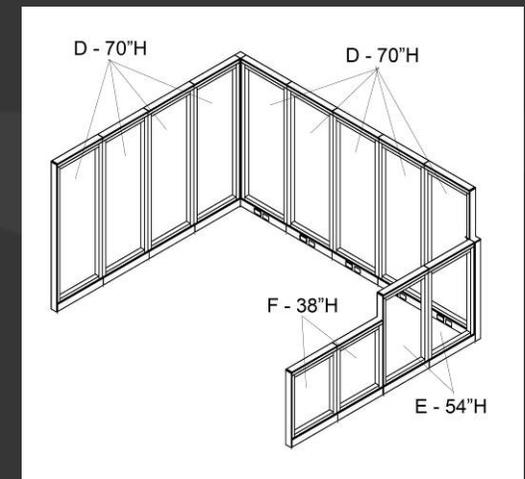
- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Panels: Choose the panel height for each panel of the workstation from the following options and place the letter in the corresponding box.

EXAMPLE: 8'x10' U - STATION



1. PANELS:	1**	2**	3	4	5	6	7	8	9	10	11	12	13	14	15	16**
	G	G	D	D	D	D	D	D	D	D	D	E	E	F	F	G
2. INTERIOR TILES:																
Tile Position: 6																
Tile Position: 5																
Tile Position: 4																
Tile Position: 3																
Tile Position: 2																
Tile Position: 1																
3. EXTERIOR TILES:																
Tile Position: 6																
Tile Position: 5																
Tile Position: 4																
Tile Position: 3																
Tile Position: 2																
Tile Position: 1																
4. POWER:																
5. ACCESSORIES:																



Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Tiles: Choose the tile material for the interior and exterior of the workstation from the following options and place the letter in the corresponding position under the corresponding panel label.

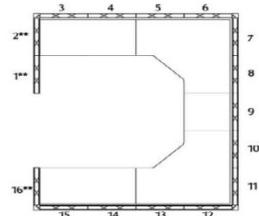
- A Fabric
- B Painted Metal
- C Laminate
- D Veneer
- E Slatwall
- F Markerboard
- G Open
- H Glazed

Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Tiles: Choose the tile material for the interior and exterior of the workstation from the following options and place the letter in the corresponding position (1 = lowest, 6 = highest) under the corresponding panel label.

EXAMPLE: 8'x10' U - STATION



1. PANELS:

1**	2**	3	4	5	6	7	8	9	10	11	12	13	14	15	16**
G	G	D	D	D	D	D	D	D	D	D	E	E	F	F	G

2. INTERIOR TILES:

Tile Position: 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 3	-	-	H	H	H	H	F	F	A	A	A	-	-	-	-
Tile Position: 2	-	-	A	A	A	A	A	A	A	E	E	A	A	-	-
Tile Position: 1	-	-	B	B	B	B	B	B	B	B	B	B	B	B	-

3. EXTERIOR TILES:

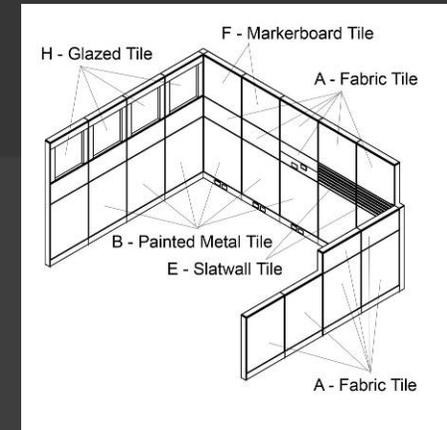
Tile Position: 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 3	-	-	H	H	H	H	A	A	A	A	A	-	-	-	-
Tile Position: 2	-	-	A	A	A	A	A	A	A	A	A	A	A	-	-
Tile Position: 1	-	-	A	A	A	A	A	A	A	A	A	A	A	A	-

4. POWER:

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5. ACCESSORIES:

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* Boxes marked – (dash) = Not Applicable

Standardization of Office



Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Power: Choose the power option for each panel from the following options and place the appropriate letter in the corresponding box.

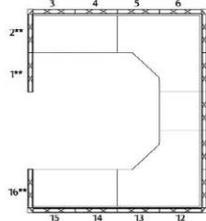
- A Non-Power
- B Raceway Power & Data
- C Beltline Power & Data
- D Raceway & Beltline Power & Data

Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Power: Choose the power option for each panel from the following options and place the appropriate letter in the corresponding box.

EXAMPLE: 8'x10' U - STATION



	1**	2**	3	4	5	6	7	8	9	10	11	12	13	14	15	16**
1. PANELS:	G	G	D	D	D	D	D	D	D	D	D	E	E	F	F	G
2. INTERIOR TILES:																
Tile Position: 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 3	-	-	H	H	H	H	F	F	A	A	A	-	-	-	-	-
Tile Position: 2	-	-	A	A	A	A	A	A	A	E	E	A	A	-	-	-
Tile Position: 1	-	-	B	B	B	B	B	B	B	B	B	B	B	B	B	-
3. EXTERIOR TILES:																
Tile Position: 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 3	-	-	H	H	H	H	A	A	A	A	A	-	-	-	-	-
Tile Position: 2	-	-	A	A	A	A	A	A	A	A	A	A	A	-	-	-
Tile Position: 1	-	-	A	A	A	A	A	A	A	A	A	A	A	A	A	-
4. POWER:	-	-	A	A	A	A	B	B	D	B	B	A	A	A	A	-
5. ACCESSORIES:																

* Boxes marked – (dash) = Not Applicable

Standardization of Office



Systems Catalog – Step 2

- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Accessories: Choose from the following options and place the letter under the corresponding panel label.

- A Lateral File 2 High, 30"W
- B Lateral File 2 High, 36"W
- C File/File Pedestal Mobile
- D File/File Pedestal Fixed
- E Box/Box/File Pedestal Mobile
- F Box/Box/File Pedestal Fixed
- G Overhead Shelf w/ Tasklight
- H Overhead Corner Shelf w/ Tasklight
- J Overhead Storage Unit w/ Flipper Door & Tasklight
- K Overhead Storage Unit w/ Sliding Door & Tasklight
- L Keyboard Tray
- M Monitor Arm
- N Slatwall Tool – Pencil Cup
- P Slatwall Tool – Paper Tray
- Q Slatwall Tool – Diagonal Tray
- R Slatwall Tool – Shelf
- S Slatwall Tool – Tackboard
- T Slatwall Tool – Phone Shelf
- U Coat Hook
- V Desk Lamp
- W Transaction Counter Top
- X Bookcase 4 High, 42"W
- Y Bookcase 5 High, 42"W
- Z Lateral File 4 High, 42"W
- AA Lateral File 5 High, 42"W

Standardization of Office

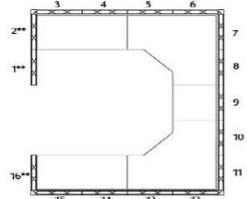


Systems Catalog – Step 2

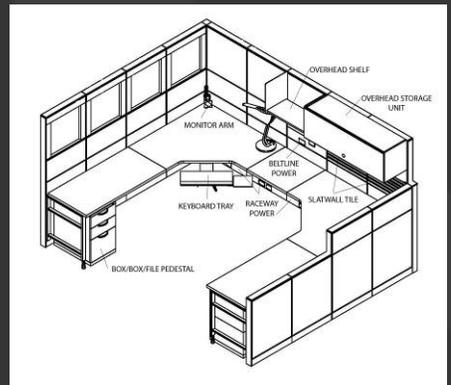
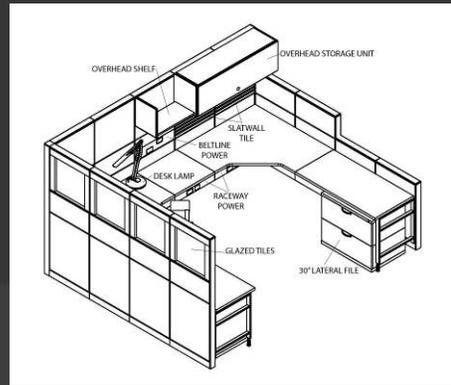
- Fill in the boxes for each component of the workstation on the appropriate worksheet.

Accessories: Choose from the following options and place the letter under the corresponding panel label.

EXAMPLE: 8'x10' U - STATION



	1**	2**	3	4	5	6	7	8	9	10	11	12	13	14	15	16**
1. PANELS:	G	G	D	D	D	D	D	D	D	D	D	E	E	F	F	G
2. INTERIOR TILES:																
Tile Position: 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 3	-	-	H	H	H	H	F	F	A	A	A	-	-	-	-	-
Tile Position: 2	-	-	A	A	A	A	A	A	A	E	E	A	A	-	-	-
Tile Position: 1	-	-	B	B	B	B	B	B	B	B	B	B	B	B	B	-
3. EXTERIOR TILES:																
Tile Position: 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 3	-	-	H	H	H	H	A	A	A	A	A	-	-	-	-	-
Tile Position: 2	-	-	A	A	A	A	A	A	A	A	A	A	A	-	-	-
Tile Position: 1	-	-	A	A	A	A	A	A	A	A	A	A	A	A	A	-
4. POWER:	-	-	A	A	A	A	B	B	D	B	B	A	A	A	A	-
5. ACCESSORIES:	-	-	-	-	-	M	-	V	G	J	J	-	-	-	-	-
	-	-	F	-	-	L	-	-	-	N, P, T	Q, R, S	-	-	-	A	-



* Boxes marked – (dash) = Not Applicable

Standardization of Office



Systems Catalog – Step 3

- ❑ Double Check:
 - ❑ Accessories specified are compatible with corresponding tile material and position.
 - ❑ Position of specified tile materials are compatible with corresponding panel height.
 - ❑ Power specified is compatible with specified tile materials.

