

Rotary File Systems Contract - Statewide
RFx # 3000022458
T# 91984

Attachment B - General Terms and Conditions

Purpose & Background:

The purpose of this invitation to bid is to establish a statewide contract for Rotary File Systems for use by state agencies, eligible political subdivisions and quasi-agencies. The contract will be established as a discount off the manufacturer's list prices, and will include the complete line of starter units, add-on units, and accessory items.

Net purchases for the previous contract were approximately \$137,500.00 at contract prices. The usage figures used for evaluation are combined from the last three years.

Discounts quoted shall take into consideration the inclusion of any and all charges for providing the complete scope of work, which shall include labor, materials and services required to produce a complete installation which is acceptable to the ordering Agency. Any and all freight charges shall be included, and shall be based on F.O.B. destination, inside delivery, to any State or local government delivery location in the State of Louisiana.

Scope of work includes labor, materials, and services required to produce a completed installation, which is acceptable to the ordering Agency. Before any installation is acceptable and complete, Contractor shall clean up and remove from the premises all debris resulting from their work, and shall see to it that all the items furnished are left in good working order, clean and properly installed.

Bidder shall have the capability of providing for set-in place and installation on a statewide basis.

Bidder should submit his plan to service this contract for statewide delivery and installation (i.e. dealer locations/territories, etc.).

The State reserves the right to require additional information in order to determine vendor responsibility or accuracy of submitted information.

Manufacturer's standard warranties shall apply. Bidder should provide warranty information with bid.

Specifications

Any reference to brands and model numbers is not intended to exclude any vendor from offering products that meet or exceed the written specifications. The specifications attached are to establish the minimum standard of quality the State requires by addressing pertinent elements.

If there are any specifications that might prevent you from bidding due to mandatory or due to minimum/maximum requirements, you should contact Ben James by email at ben.james@la.gov immediately but no later than the deadline to receive written inquiries established in the Calendar of Events on page 2 of Attachment A – Special Terms and Conditions.

ROTARY FILE

A rotary file is a cabinet within a cabinet. The interior is a four-sided storage cabinet that rotates completely in either direction. It may be stopped in any of four positions. Two positions allow access to the storage compartments, while the other two are the cabinet's closed positions.

Rotary File systems should be available in units ranging from three tiers to eight tiers tall (approximately 10" opening per tier), should be available in both letter size and legal size, should be available in stand-alone units, and should be capable of accepting add-on units. Accessories shall include, at a minimum, shelves, shelf dividers, slide-out reference shelf, slide-out drawer unit, and hanging folder frames.

Base and Rotor Bottom shall be made of a minimum of 121 gauge steel. Base and rotor bottom are to be connected with a minimum 1/2" pin and mating steel bushing.

The rotary bottom shall ride on top of the base and is supported by approximately 5/8" diameter hardened steel ball bearings. On letter size units, at least 22 ball bearings are contained within a circular cage, at least 19 1/4" in diameter.

All moving parts shall be permanently lubricated.

The units shall have four independently adjustable leveling feet allow for leveling of the base.

The units shall possess a Positive Position Control System or equivalent, which allows the cabinet to be rotated by pushing with the hand, and to stay in place securely every 90 degrees. System must be ADA compliant.

Locking mechanism shall be provided so that the closed cabinet can be locked for security. Locks for multiple cabinets may be keyed alike or different.

The units shall have steel frame posts which support the outer cabinet and are attached to the base and canopy top. The units should also have flexible vinyl closure strips which are attached to the frame posts as a safety precaution and to close the gap between the frame posts and the door panel.

Doors shall consist of an outer panel and an inner panel (each minimum 20-gauge steel), welded together. Inner door panel allows for attachment of shelves and accessories in 1 3/4" increments, or smaller increments. Shelves and accessories are to attach to inner door panels at four points.

The bottom of the rotating unit should be designed so that it functions as a fixed shelf, with slots to allow for shelf dividers.

Shelves to be a minimum of 22-gauge steel, and to be slotted every 1” to accept steel shelf dividers.

A steel center panel (minimum 13 ½” high) is to be bolted to inner doors at the bottom of unit for strength and rigidity.

Center panel may extend the full height of the unit. If it does not, shelves shall be formed with integral back stop, minimum 3” high.

Top of rotating unit shall be connected to door panels for strength.

The canopy top is to connect to the rotary top by a permanently lubricated pivot pin to allow the canopy top to secure the rotating center of gravity.

Starter and add-on units shall be secured to each other to eliminate rocking of units during rotation. Steel end panels shall be attached to end units of any configuration, for completeness and uniformity.

Finish to be powder coat finish, available in multiple, standard colors.