

## 2012 Chair Committee Recommendations

All of the chairs below are available for viewing and ordering from Purchasing. These are the only chairs that can be purchased through the four (4) year contract period.

<u>Chair Name</u>	<u>Manufacturer</u>	<u>Distributor</u>	<u>Price Range</u>
Improve HE	Haworth	encompus	\$ 531.71
Improve Tag	Haworth	encompus	\$ 515.63
Lively	Haworth	encompus	\$ 309.14
Very	Haworth	encompus	\$ 381.41
Zody	Haworth	encompus	\$ 522.02
Delivery Charge \$36.00 for 1 <sup>st</sup> chair, each add'l chair per order \$9.00			
Celie	Herman Miller	AOI	\$ 498.00
Celie (w/upholstery)	Herman Miller	AOI	\$ 572.00
Includes Delivery		AOI	
Everest	ADI	OID	\$ 547.00
Connexion	Teknion	OID	\$ 543.00
Projek	Teknion	OID	\$ 405.00
Savera (Mid-back)	Teknion	OID	\$ 352.00
Savera (High-back)	Teknion	OID	\$ 362.00
Includes Delivery		OID	
Loover (High back)	Global	Pay-Less Office Products	\$ 387.49
Weev (Medium Back)	Global	Pay-Less Office Products	\$ 315.14
Weev (High Back)	Global	Pay-Less Office Products	\$ 327.25
Duet (Side Chair)	Global	Pay-Less Office Products	\$ 86.60
Delivery \$40.00/1st chair. Additional chairs in order- \$20.00 per chair.			
No delivery charge on side chair.			
HIWM3 Mid Back Mesh	Hon	Staples	\$ 296.55
HIWM3 Mid Back Upholstered	Hon	Staples	\$ 265.05
4041 Polymer (Stack Chair)	Hon	Staples	\$ 249.30 (4 pack)
Includes Delivery			

C-12-0702  
RECEIVED

DEC 12 2012

**CONTRACT DOCUMENTS**

**CITY OF LINCOLN, NEBRASKA,  
LANCASTER COUNTY,  
LINCOLN - LANCASTER COUNTY  
PUBLIC BUILDING COMMISSION**

**ANNUAL SUPPLY  
FOR  
OFFICE SEATING  
BID NUMBER 12-249**

**Office Interiors & Design, Inc.  
121 Cherry Hill Blvd.  
Lincoln, NE 68510  
402-484-7500**

**CITY OF LINCOLN-LANCASTER COUNTY, NEBRASKA and  
LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION  
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2012, by and between **Office Interiors & Design, Inc., 121 Cherry Hill Blvd., Lincoln, NE 68510**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, and the Lincoln-Lancaster County Public Building Commission hereinafter called the "Owners".

WHEREAS, the Owners have caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For providing **Annual Supply for Office Seating, Bid No. 12-249** and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the Owners, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the Owners, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the Owners have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the Owners' award of this Contract to the Contractor, such award being based on the acceptance by the Owner of the Contractor's Proposal, or part thereof, as follows:

**Agreement to proposal as listed on the Award Recommendation Sheet.**

2. The Owners agree to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the Owners:

**Owners will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. Owners shall order on an as needed basis for the duration of the contract.**

3. Equal Employment Opportunity. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
  - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
  - 5.2) Termination for Cause. The Owners may terminate the Contract for cause if the Contractor:
    - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
    - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
    - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the Owners will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the Owners and employees of the Owners shall not be deemed to be employees of the Contractor. The Contractor and the Owners shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the Owners' employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.
7. Owner Inclusion. It is understood and agreed by all parties that "Owner/s" shall include the City of Lincoln, Lancaster County, Nebraska and Lincoln-Lancaster County Public Building Commission. Whenever in the Contract documents, including the instructions to bidders, specifications, insurance requirements, bonds, and terms and conditions or any other documents which are a part of the Contract, a singular entity is referenced (i.e., "the City" or "the County" or "Building Commission") it shall mean the "Owners" encompassing the City of Lincoln, Lancaster County and Lincoln-Lancaster County Building Commission.
8. Contract Term. This Contract shall be effective upon execution by all parties. The term of the Contract shall be a four (4) year term with the option for one (1) additional four-year term.
9. The Contract Documents comprise the Contract, and consist of the following:
  1. Contract Agreement
  2. Accepted Proposal/Response
  3. Specifications
  4. Instructions to Bidders
  5. Insurance Requirements
  6. Sales Tax Exemption Form 13

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the Owners hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the Owners do hereby execute this contract.

**EXECUTION BY THE CITY OF LINCOLN, NEBRASKA**

ATTEST:

Jane Ross  
City Clerk



CITY OF LINCOLN, NEBRASKA

[Signature]  
Mayor

Approved by Resolution No. A-87192

dated 1-30-13

**LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION**

Attest:

Rod Grefes  
Public Building Commission Attorney

Linda Wilson  
Chairperson, Public Building Commission

dated 02-12-13

**EXECUTION BY LANCASTER COUNTY, NEBRASKA**

Contract Approved as to Form:

Richard Zolnow  
for Lancaster County Attorney

The Board of County Commissioners of  
Lancaster, Nebraska

Jane Lofgren  
Reene Peck  
[Signature]  
[Signature]

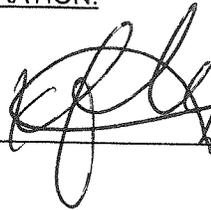
dated 12/18/12

**EXECUTION BY CONTRACTOR**

**IF A CORPORATION:**

ATTEST:

Secretary

  
\_\_\_\_\_  
(SEAL)

OFFICE INTERIORS & DESIGN, INC.  
Name of Corporation

121 CHERRY HILL BLVD.  
(Address)

By:   
Duly Authorized Official

Sec. Vep.  
Legal Title of Official

**IF OTHER TYPE OF ORGANIZATION:**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Type of Organization

\_\_\_\_\_  
(Address)

By: \_\_\_\_\_  
Member

By: \_\_\_\_\_  
Member

**IF AN INDIVIDUAL:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

# City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Robert Walla Asst. Purchasing Agent	Address	Purchasing 440 S. 8th St. Lincoln, NE 68508	Address
Email	rwalla@lincoln.ne.gov	Contact	Robert Walla Asst. Purchasing Agent	Contact
Phone	1 (402) 441-8309	Department	Purchasing	Department
Fax	1 (402) 441-6513	Building		Building
Bid Number	12-249	Floor/Room	Suite 200	Floor/Room
Title	Annual Supply - Office Seating	Telephone	1 (402) 441-8309	Telephone
Bid Type	RFP	Fax	1 (402) 441-6513	Fax
Issue Date	09/12/2012	Email	rwalla@lincoln.ne.gov	Email
Close Date	9/26/2012 12:00:00 PM CST			
Need by Date				

## Supplier Information

Company OFFICE INTERIORS & DESIGN, INC.  
 Address 121 CHERRY HILL BLVD.  
 LINCOLN, NE 68510

Contact  
 Department  
 Building  
 Floor/Room

Telephone 1 (402) 484-7500  
 Fax 1 (402) 484-7575  
 Email

Submitted 9/26/2012 9:39:08 AM CST  
 Total \$0.00

Signature \_\_\_\_\_

## Supplier Notes

Teknion seating and ADI seating

## Bid Notes

## Bid Activities

## Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Insurance Requirements	I acknowledge reading and understanding the Insurance Requirements.	Yes
2	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
3	Specifications	I acknowledge reading and understanding the specifications.	Yes
4	Electronic Signature	Please check here for your electronic signature.	Yes
5	Instructions to Proposers	I acknowledge reading and understanding the Instructions to Proposers.	Yes
6	Renewal is an Option	Contract Extension Renewal is an option.	Yes
7	Contact	Name of person submitting this bid:	Nancy Kraft
8	Bid award	I acknowledge and understand that the City, County and/or Public Building Commission reserves the right to award bids item-by-item, with or without alternates/options, by groups, or "lump sum" such as shall best serve the requirements and interests of the City, County and/or Public Building Commission.    If your pricing is based on an all-or-nothing basis, please indicate so in the Supplier Notes section of your E-Bid response.	Yes
9	References	I have attached my References to the Response Attachment section of this bid.	Yes
10	Tax Exempt Certification Forms	Materials being purchased in this bid are tax exempt and unit prices are reflected as such. A Purchasing Agent Appointment form and a Exempt Sales Certificate form shall be issued with contract documents. (Note: State Tax Law does not provide for sales tax exemption for proprietary functions for government, thereby excluding the purchases of pipes to be installed in water lines and purchase of water meters.)	Yes
11	Term Clause with Escallation/De-Escalation	I acknowledge that the term of the contract will be a (4) four year term from the date of the executed contract.  (a) Bid prices firm for the first full contract period. YES or NO  (b) Bid prices subject to escallation/de-escalation  YES or NO   (c) If (b), state period for which prices will remain firm: through _____	yes to A
12	Delivery	State number of delivery days ARO for each chair order.  FOB to the City/County at the location specified with all transportation charges paid.	20-30 days
13	Proposal Submission	I have prepared and delivered/mailed to the City Purchasing Agent 1 original and 5 copies of my proposal as requested in the Specifications.	Yes

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Line Items

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#	Qty	UOM	Description	Response
1	1	EA	This is to notify you that RFP 12-249 for the Annual Supply of Office Seating is available. Please prepare your written response and return your proposals as instructed in the RFP according to the specifications. Respond to the Attribute section and submit before the closing date and time. Also, you are required to enter a 0 for your response in this line item. If you have any questions, call 402-441-7417.	\$0.00

Item Notes:

Supplier Notes: Teknion Seating and ADI seating

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Response Total: \$0.00

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## 2012 Chair Committee Recommendations

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 These are the only chairs that can be purchased through the four (4) year contract period.

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Improve HE	Haworth	All Makes	\$ 611.16
Improve Tag	Haworth	All Makes	\$ 592.68
Lively	Haworth	All Makes	\$ 346.84
Very	Haworth	All Makes	\$ 425.76
Zody	Haworth	All Makes	\$ 582.72
Delivery Charge \$17.00 per Order			All Makes
Celle	Herman Miller	AOI	\$ 498.00
Celle (w/upholstery)	Herman Miller	AOI	\$ 572.00
Includes Delivery			AOI
Everest	ADI	OID	\$ 547.00
Connexion	Teknion	OID	\$ 543.00
Projek	Teknion	OID	\$ 405.00
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Savera (High-back)	Teknion	OID	\$ 362.00
Includes Delivery			OID
Loover (High back)	Global	Pay-Less Office Products	\$ 387.49
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Delivery \$40.00/1st chair. Additional chairs in order - \$20.00 per chair.			
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4041 Polymer (Stack Chair)	Hon	Staples	\$ 249.30 (4 pack)
Includes Delivery			



OFFICE INTERIORS  
& DESIGN

# **Teknion “Connexion”**

**NCTMNYNS**

**Size 2 High Back Task  
Chair With Lumbar Element  
& With 4D Arms**

**Grade 1 fabric**

**\$543.00**

**--Add \$48 for Chrome Base**



OFFICE INTERIORS  
& DESIGN

**ADI "Everest"**  
**EV-HB-03-SS**  
**Task Chair With**  
**Gel Height & Width**  
**Adjustable Arms**

**Grade 1 fabric**  
**\$547.00**

**--Add \$30 for vinyl seat & back**



OFFICE INTERIORS  
& DESIGN

# **Teknion "Projek"**

**NPRTNN**

**Mesh Back Task Chair**

**With 3D Arms**

**Grade 1 fabric**

**\$405.00**

**--Add \$21 for Chrome Base**



OFFICE INTERIORS  
& DESIGN

# **Teknion “Savera”**

**NSAYF1NP**

**Mid-Back Task Chair  
& 4D Arms**

**Grade 1 fabric**

**\$352.00**



OFFICE INTERIORS  
& DESIGN

# **Teknion "Savera"**

**NSAYH1NP**

**High-Back Task Chair  
& 4D Arms**

**Grade 1 fabric**

**\$362.00**



OFFICE INTERIORS  
& DESIGN

**RFP/Ergonomic Office Seating**

**12-249**

**September 25, 2012**

Robert Walla  
Lancaster County Purchasing  
440 S. 8<sup>th</sup> Street Suite 200 SW Wing  
Lincoln, NE 68508-2830

Dear Bob,

I am submitting for your review ADI/Art Design International for your consideration. Enclosed are the ADI list price sheets dated April 2010. I have spent some time and thought regarding this RFP and I would like to share with you my reasons for proposing the ADI seating product. First is the construction of every ADI chair which uses the ergonomic system of braided polyethylene straps stretched over a tubular steel frame. This is a much better sit than a wood platform. Second is the variety of task, multi-shift and 500-lb. bariatric seating available from ADI. And third, ADI pricing is reasonable, which I know is a great concern to you.

I look forward to reviewing the ADI line with you. Listed below are the specifics.

- **2.2.4** ADI discount of .4383 of list price dated April 2010 (Please note the 5% increase that must be added)
- **4.1** Trade-In Allowance  
Trade-ins picked up and recycled at no cost to Lincoln/Lancaster County.
- **5.1 & 5.2** Warranty
  - 5.2 Single Shift:** Lifetime warranty on all chair parts, including frame, casters, arms, pads, gas lift and mechanism.  
Exclusions: Fabric and laminated wood chair parts (Golf & Multiply stack chairs).  
Carded Fabrics: Warranted for 5 years.  
Laminated Wood Chairs: 5 years.
  - Multiple Shift:** Five years on all parts and fabrics. All upholstery fabrics are affixed with zippers for low cost field replacement to keep the government's investment in the frame and components in use through the warranty.
- **6.1** No charge for assembly and delivery of chairs.

I have assisted over 1500 clients in the past 19 years to find the correct chair for their work environment. I look forward to assisting Lincoln and Lancaster County employees' seating needs.

Respectfully submitted,

Nancy Kraft-Account Manager



OFFICE INTERIORS  
& DESIGN

**RFP/Ergonomic Office Seating**

**12-249**

**September 25, 2012**

Robert Walla

Lancaster County Purchasing

440 S. 8<sup>th</sup> Street Suite 200 SW Wing

Lincoln, NE 68508-2830

Dear Bob,

I am submitting for your review Teknion Seating for your consideration. Enclosed are the Teknion list price sheets dated September 24, 2012. I have studied the Teknion Seating and found the construction, sit, durability and overall comfort to be superior. The Teknion Connexion task chair size two offers a mesh back and a taller overall frame. The Teknion Savera and Savera XL (Heavy Duty) fully upholstered task chair and the new Projek task chair with mesh back offer comfort and great price value. I have attached construction notes on all the Teknion chairs I am proposing.

I look forward to reviewing Teknion seating with you. Listed below are the specifics.

- **2.2.4** Teknion discount of .5376 of list price dated September 24, 2012
- **4.1** Trade-In Allowance  
Trade-ins picked up and recycled at no cost to Lincoln/Lancaster County.
- **5.1 &** Warranty
  - **5.2** Teknion limited lifetime warranty. Exceptions:
    - Moving parts (glides, casters)—5 years
    - Seating mechanisms and pneumatic cylinders —10 years
    - Connexion and Savera XL chairs are warranted based on multi-shift usage (24 hours per day, 7 days a week) as follows:
      - Free from defects in material and workmanship for a period of 3 years.
      - Seating mechanism and pneumatic cylinders—3 years
      - Moving parts, fabric & foam—2 years
      - For single shift use (40 hour week) Connexion is warranted for 10 years.
- **6.1** No charge for assembly and delivery of chairs.

Thank you for the opportunity to present Teknion Seating.

Respectfully submitted,

Nancy Kraft - Account Manager

# everest Big and Tall chair

**To Order:** Add any options from left to right and then add the fabric name and color number.  
**An example: EV-D-B-01 Theory Lime:** Everest, Director Back 01 Arms.



EV-D-B-02



EV-H-3-26

+5%

### Specifications

Designed for the big and tall person with a 500 lbs rated capacity. Reinforced 14 gauge steel structure and Suspension technique. 1½" medium-density foam on backrest. 2¾" layered high-density molded foam and sheet foam on seat. Heavy duty control with ratchet back and 500N cylinder.

27" cast aluminum base with 3" heavy duty casters. Fabric (or leather) cover with zipper, replaceable in the field. All other components finished in black. May also be specified as a multi-shift chair: see warranty issues on page 1.

Backrest height: Director (D): 29" (737mm)  
 High (H): 21½" (546mm)  
 Seat height: Low: 20½" (521mm)  
 High: 23½" (597mm)  
 Backrest width: 22" (559 mm)  
 Seat depth: 22" (560 mm)  
 Seat width: 25" (635 mm)

intensive use

**High backrest**



**Code**  
EV-H-B

**Description**

24/7, Multi-Function, Center Tilt  
 29"W x 27"D x 38½"H (737 x 686 x 978 mm) /

**Grade:**

C.O.M. fabric

**A** **B** **C** **D** **E** **F** **G** **Leather**  
 957 982 1021 1060 1113 1198 1314 1530

C.O.M. fabric: 2 yd (1,8 m)

**Director backrest**



**Code**  
EV-D-B

**Description**

24/7, Multi-Function, Center Tilt  
 29"W x 27"D x 45"H (737 x 686 x 1140 mm) /

**Grade:**

C.O.M. fabric

**A** **B** **C** **D** **E** **F** **G** **Leather**  
 1018 1042 1079 1116 1166 1247 1357 1640

C.O.M. fabric: 2 yd (1,8 m)

**High backrest**



**Code**  
EV-H-3

**Description**

Sled Base with Glides

**Grade:**

C.O.M. fabric

**A** **B** **C** **D** **E** **F** **G** **Leather**  
 770 795 834 873 926 1011 1127 1343

29"W x 29"D x 38½"H (737 x 737 x 978 mm) / C.O.M. fabric: 1.8 yd (1.65m), Leather: 40 ft² (3.8 m²)

### OPTIONS

#### Adjustable Arm Options

	Code	List price
Width/Height Adjustable, Standard Pad	01	\$115
Width/Height Adjustable, Contoured Pad	02	\$135
Width/Height Adjustable, Gel Pad	03	\$165
Width/Height Adjustable, Contoured Gel pad	04	\$165
Folding Arm Width/Height Adjustable, Standard Pad	16	\$160
Folding Arm Width/Height Adjustable, Contoured Pad	17	\$180
Folding Arm Width/Height Adjustable, Gel Pad	18	\$210
Front/Back Slider on Adjustable Arms Only	FB	\$32

#### Seat Options

Short Seat Depth (25"W x 19"D)  
 Sliding Seat Pan

Code	List price
SD	N/C
SS	\$60

#### Cylinder/Mechanism Options (see chart on page 4)

80 mm Heavy Duty Cylinder  
 (120 mm HD Cylinder Standard on B Mechanism)

Code	List price
80H	N/C

#### Fixed Arm Options

Fixed Arms, Urethane Armrest  
 Fixed Arms, Urethane Armrest  
 Fixed Black Tubular Arm, Urethane Armrest  
 Fixed Chromed Tubular Arm, Urethane Armrest  
 Fixed Arms, Urethane Armrest  
 Fixed Arms, Urethane Armrest  
 Fixed Arms, Urethane Armrest  
 Fixed Loop Arm  
 Fixed T Arms, Standard Pad

Code	List price
26	\$175
27	\$120
28	\$115
28C	\$160
30	\$110
40	\$110
70	\$110
90	\$115
91	\$65

#### Back Options

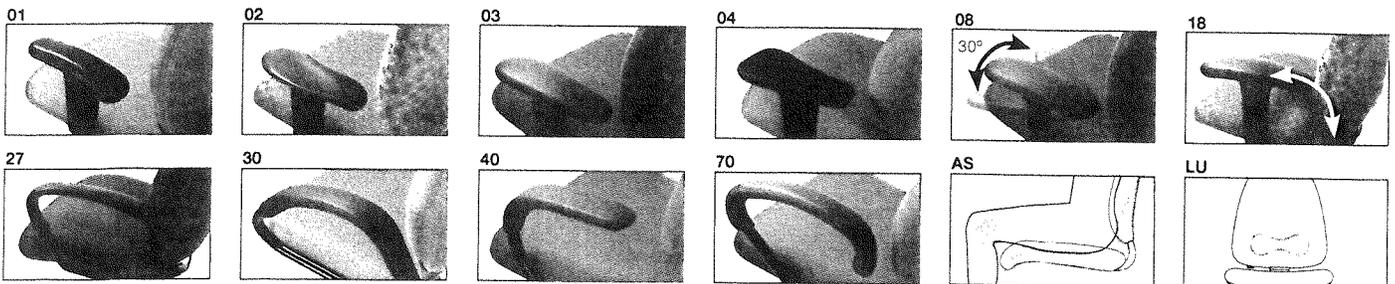
Air Lumbar

Code	List price
LU	\$85

#### Base/Casters Options

Hard Surface Casters

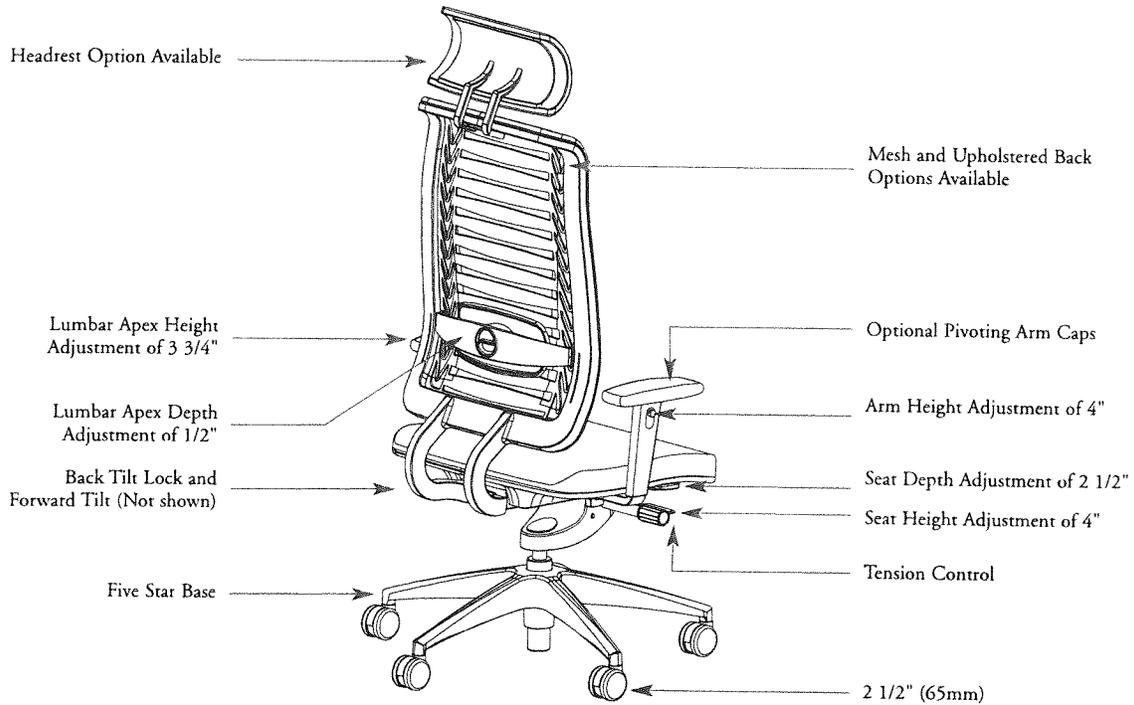
Code	List price
SW	\$18



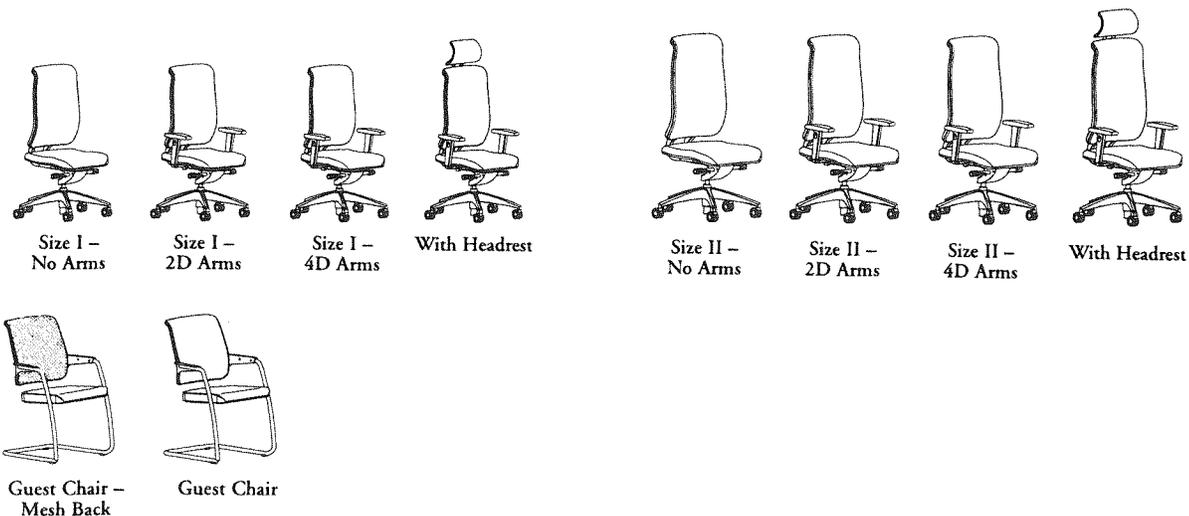
# connexion overview

**Connexion's innovative form reveals function. The backrest's flexible slats adapt to users' back shapes and movements.**

- Connexion chairs have been designed and tested for users weighing up to 330 lbs (Task) and 250 lbs (Guest)
- Connexion chairs are equipped with casters intended for use on carpeted surfaces. Use of these casters on hard surfaces could result in unexpected rolling and tipping. Casters designed for use on hard surfaces are available. If in doubt, see your dealer for appropriate selection
- Synchro-tilt 1.65:1 ratio



## Statement of Line

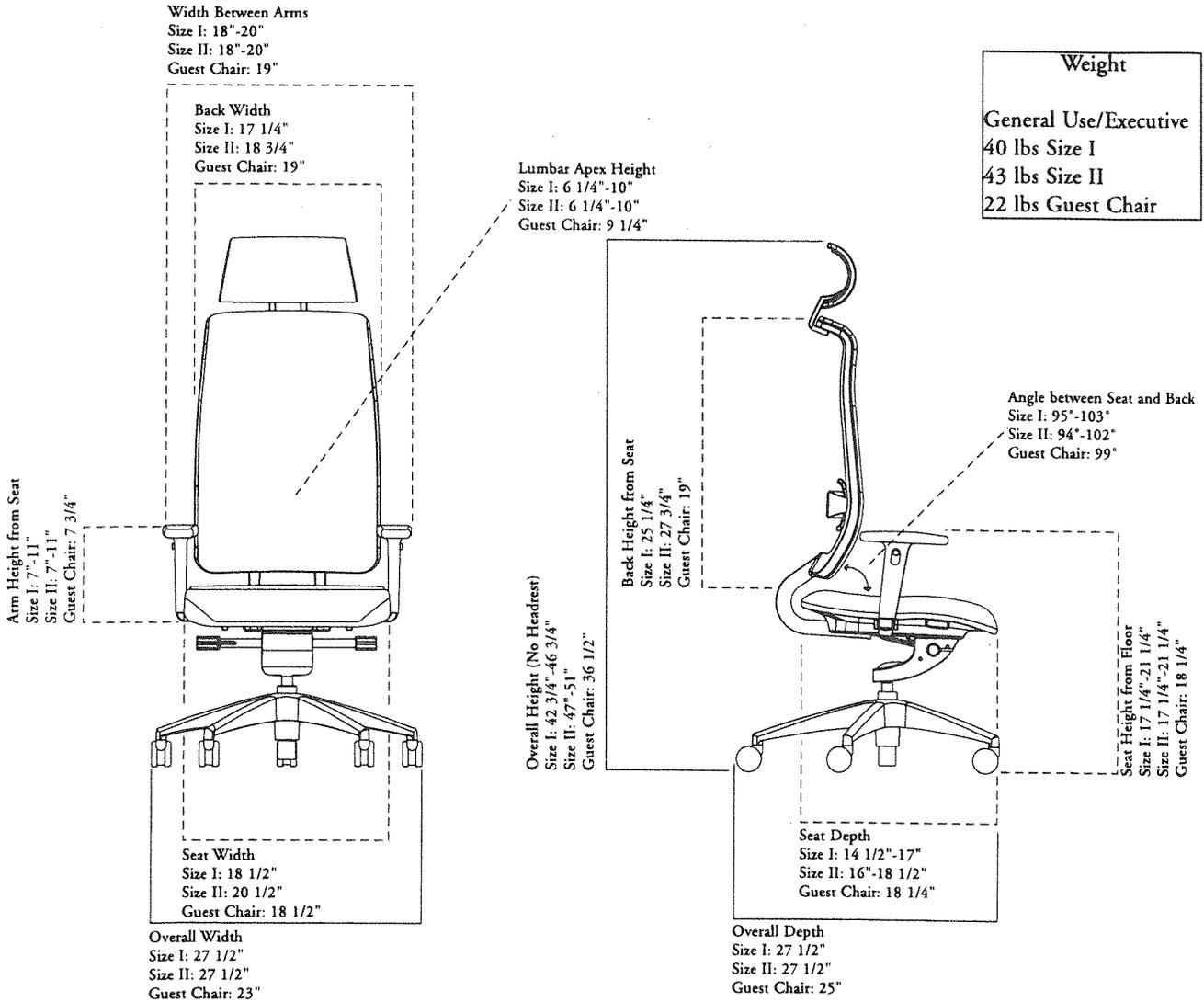


# work chairs

## connexion dimensions & material requirements

### Dimensions

⚠ For Conversion to Metric, multiply dimension by 25.4.



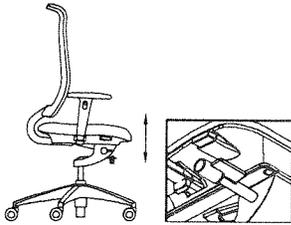
### COM/COL Material Requirement

⚠ More yardage may be required depending upon the pattern repeat and the matching required. Leather yield may be affected by the quality of the COL. However, variance in the size of the hides will not affect the yield.

	SINGLE UPHOLSTERED		DUAL UPHOLSTERED – SEAT		DUAL UPHOLSTERED – BACK	
	COM [yards]	COL [sq. ft]	COM [yards]	COL [sq. ft]	COM [yards]	COL [sq. ft]
Size I	1	25	1	13	1	12
Size II	1 1/4	27	1	14	1 1/4	13
Guest Chair	3/4	17	3/4	9	3/4	8

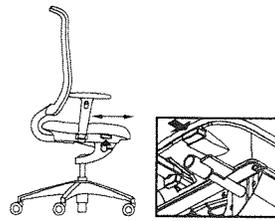
# connexion adjustment features & instructions

## SEAT HEIGHT ADJUSTMENT



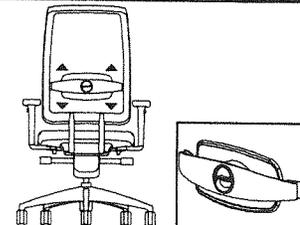
To raise the chair, lift the lever up while lifting your weight from the seat until you reach the desired level, then release to lock in place. To lower the chair, lift the lever up and allow your weight to push the seat down until you reach the desired level, then release to lock in place.

## SEAT DEPTH ADJUSTMENT



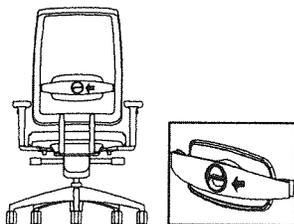
To adjust the seat depth, depress button and simultaneously lift your weight from the seat while sliding the seat forward or backward. Release button to lock the seat in place.

## LUMBAR HEIGHT ADJUSTMENT



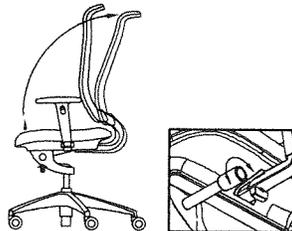
To adjust the lumbar height, grasp the support and slide it up or down the frame to the desired location.

## LUMBAR DEPTH ADJUSTMENT



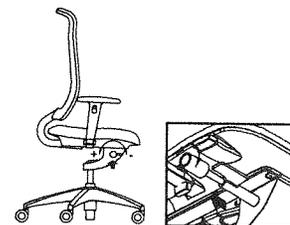
To adjust the lumbar support depth, turn the center wheel clockwise to increase or counterclockwise to decrease.

## BACK TILT ADJUSTMENT



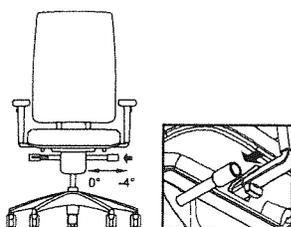
To adjust the angle of reclination, turn the knob forward to unlock the back and leave the chair in free-flow mode. Recline to the desired position and turn the knob backward to lock the back in place.

## TILT TENSION ADJUSTMENT



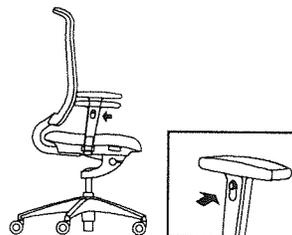
Leaning back, determine if the resistance of the chair is comfortable. For less resistance, pull tension adjustment knob out and turn it counterclockwise. For greater resistance, turn the knob clockwise.

## FORWARD TILT ADJUSTMENT



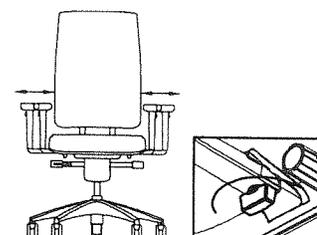
To tilt the chair forward, pull out on the knob lean back until a click is heard and then lean forward. To return to the neutral position, push the knob in and lean back until a click is heard.

## T-ARM HEIGHT ADJUSTMENT



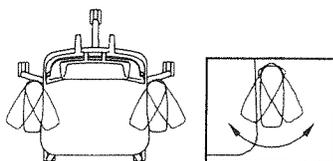
To adjust the arm height, press the button on the outside of either arm to raise or lower it to the desired position. Release the button to lock in place.

## ARM WIDTH ADJUSTMENT



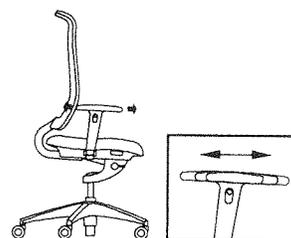
To adjust the width of each arm, turn the knob clockwise to release the arm lock. Slide the arm inward or outward to the desired position. Tighten the knob to lock the arm in place.

## 4D ARM PIVOT ADJUSTMENT



To pivot the arm cap, grasp and rotate inward or outward to the desired position.

## 4D ARM SLIDER ADJUSTMENT



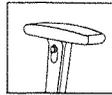
To adjust the arm cap depth, grasp and firmly slide forward or backward to desired position.

# work chairs

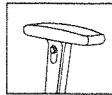
## NCOM

### Connexion – Synchro-Tilt Task Chair (Mesh Back, Size I)

52



2D Arm



4D Arm

#### FEATURES

- Standard pneumatic cylinder provides height adjustment of 4"
- Seat depth adjustment of 2 1/2"
- Lumbar height adjustment of 3 3/4"
- Lumbar depth adjustment of 1/2"
- Back tilt can be locked in 5 positions or left free flow
- Ebony base available in plastic only
- Synchro-tilt 1.65:1 ratio
- Standard forward-tilt option
- Standard forward-tilt adjustment (0-5°)
- Tension control
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete, or tile

#### NOTES

Size I: Seat width 18 1/2", backrest height 25 1/4".

Back is available in Black Mesh only.

Headrest will be finished to match the seat.

#### PRODUCT OPTIONS

Style	Lumbar Element	Arm Style	Upholstery Style	Upholstery Finish	Cylinder Style	Frame & Base Finish	Casters/Glides (Optional)
N No Headrest	N No Lumbar Element	N No Arms	S Single Upholstered	Fabric	1 Standard	52 Ebony	A Casters, Soft
Y With Headrest (Shown)	Y With Lumbar Element	W 2D Width- & Height-Adjustable T-Arms		Leather		C9 Polished Aluminum	
		Q 4D Width-, Height- & Depth-Adjustable T-Arms with Pivoting Arm Caps					

#### SAMPLE ORDER CODE

NCOM Y	Y	Q	S	M501	1	52	
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#### DESCRIPTION

#### PRICE

	COM/ Grade 1	COM/ Grade 2	COL/ Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
No Arms	909	933	957	981	1105	1029	1053	1077	1101	1184
2D Width- & Height-Adjustable T-Arms	1034	1058	1082	1106	1130	1154	1178	1202	1226	1309
4D Width-, Height- & Depth-Adjustable T-Arms	1064	1088	1112	1136	1160	1184	1208	1232	1256	1339

If Headrest (Y) is specified	add 166
If Polished Aluminum (C9) is specified	add 104
If Lumbar Element (Y) is specified	add 50
If Soft Casters (A) are specified	add 16

**FEATURES**

- Standard pneumatic cylinder provides height adjustment of 4"
- Seat depth adjustment of 2 3/4"
- Lumbar height adjustment of 3 3/4"
- Lumbar depth adjustment of 1/2"
- Back tilt can be locked in 5 positions or left free flow
- Ebony base available in plastic only
- Synchro-tilt 1.65:1 ratio
- Standard forward-tilt option
- Standard forward-tilt adjustment (0-5°)
- Tension control
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete, or tile

**NOTES**

**Size II:** Seat width 20 1/2", backrest height 27 3/4".

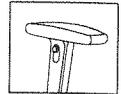
Back is available in Black Mesh only.

Headrest will be finished to match the seat.

**NCTM  
Connexion – Synchro-Tilt  
Task Chair (Mesh Back, Size II)**



2D Arm



4D Arm

**PRODUCT OPTIONS**

Style	Lumbar Element	Arm Style	Upholstery Style	Upholstery Finish	Cylinder Style	Frame & Base Finish	Casters/Glides (Optional)
<b>N</b> No Headrest	<b>N</b> No Lumbar Element	<b>N</b> No Arms	<b>S</b> Single Upholstered	Fabric	<b>1</b> Standard	<b>52</b> Ebony	<b>A</b> Casters, Soft
<b>Y</b> With Headrest (Shown)	<b>Y</b> With Lumbar Element	<b>W</b> 2D Width- & Height-Adjustable T-Arms		Leather		<b>C9</b> Polished Aluminum	
		<b>Q</b> 4D Width-, Height- & Depth-Adjustable T-Arms with Pivoting Arm Caps					

**SAMPLE ORDER CODE**

<b>NCTM</b>	<b>Y</b>	<b>Y</b>	<b>Q</b>	<b>S</b>	<b>M501</b>	<b>1</b>	<b>52</b>	
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**DESCRIPTION**

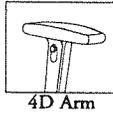
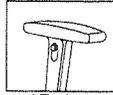
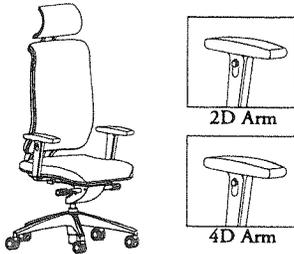
**PRICE**

	Grade 1	COM/ Grade 2	COL/ Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
No Arms	969	999	1029	1059	1089	1119	1149	1179	1209	1303
2D Width- & Height-Adjustable T-Arms	1094	1124	1154	1184	1214	1244	1274	1304	1334	1428
4D Width-, Height- & Depth-Adjustable T-Arms	1124	1154	1184	1214	1244	1274	1304	1334	1364	1458

- If Headrest (Y) is specified add 166
- If Polished Aluminum (C9) is specified add 104
- If Lumbar Element (Y) is specified add 50
- If Soft Casters (A) are specified add 16

# work chairs

## NCOU Connexion – Synchro-Tilt Task Chair (Size I)



### FEATURES

- Standard pneumatic cylinder provides height adjustment of 4"
- Seat depth adjustment of 2 1/2"
- Lumbar height adjustment of 3 3/4"
- Lumbar depth adjustment of 1/2"
- Back tilt can be locked in 5 positions or left free flow
- Ebony base available in plastic only
- Synchro-tilt 1.65:1 ratio
- Standard forward-tilt option
- Standard forward-tilt adjustment (0-5°)
- Tension control
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete, or tile

### NOTES

**Size I:** Seat width 18 1/2", backrest height 25 1/4".

**Single Upholstered:** The same fabric is applied to the seat and inside back.

**Dual Upholstered:** Two different fabrics are applied to the chair, one fabric to the seat and the other fabric to the inside back. First fabric listed will apply to the back and is the grade of fabric used to price the chair. A dual upholstery upcharge applies.

Headrest will be finished to match the back.

### PRODUCT OPTIONS

Headrest	Lumbar Element	Arm Style	Upholstery Style	Back Upholstery Finish	Cylinder Style	Frame & Base Finish	Casters/Glides (Optional)
N No Headrest	N No Lumbar Element	N No Arms	S Single Upholstered	Fabric	1 Standard	52 Ebony C9 Polished Aluminum	A Casters, Soft
Y With Headrest (Shown)	Y With Lumbar Element	W 2D Width- & Height-Adjustable T-Arms Q 4D Width-, Height- & Depth-Adjustable T-Arms with Pivoting Arm Caps	D Dual Upholstered	Leather			
				Seat Upholstery Finish (For Dual)			
				Fabric			
				Leather			

### SAMPLE ORDER CODE

NCOU	Y	Y	N	D	M501	M502	1	C9	
------	---	---	---	---	------	------	---	----	--

### DESCRIPTION

### PRICE

	Grade 1	COM/ Grade 2	COL/ Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
No Arms	929	953	977	1001	1125	1049	1073	1097	1121	1204
2D Width- & Height-Adjustable T-Arms	1054	1078	1102	1126	1150	1174	1198	1222	1246	1329
4D Width-, Height- & Depth-Adjustable T-Arms	1084	1108	1132	1156	1180	1204	1228	1252	1276	1359

If Headrest (Y) is specified	add 166
If Lumbar Element (Y) is specified	add 50
If Dual Upholstered (D) is specified	add 159
If Polished Aluminum (C9) is specified	add 104
If Soft Casters (A) are specified	add 16

## connexion task & guest

4

### BASE:

- reinforced nylon scuff-resistant plastic
- 27" base

---

### CASTERS:

- 65mm (2 1/2") hard (carpet casters) reinforced nylon
- optional soft casters for hard floors are polyurethane coated nylon
- twin-wheeled and hooded

---

### PNEUMATIC CYLINDER: (GAS LIFT)

- gas-assisted pneumatic cylinder

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### MECHANISMS:

#### Synchro-Tilt:

- constructed of Ferrous metals (58%), Non ferrous metals (28%), and Plastic materials (14%)

---

### SEAT:

#### Seat Slider (depth):

- made of Steel (7%), Plastic (93%)

#### Seat Structures:

- polypropylene

---

### BACK:

#### Lamella Membrane:

- constructed of Nylon 6 Plastic material

#### Frame:

- reinforced nylon scuff-resistant plastic

#### Mesh:

- material composition: 100% polyester
- thickness: 1/4" (6.5mm)
- flammability: non flammable (FMVSS-302-302/DIN 75200)

---

### ARMS:

#### T-Arms:

- self-skinned urethane arm pads
- reinforced nylon armrest structure

### GUEST (FRAME):

#### Base:

- glides are made of nylon

#### Cantilever:

- steel tube

#### Seat:

- ABS

---

### FOAM:

- molded, colored, polyurethane foam for seat
- HCFC and CFC free
- 0 global warming factor
- "bumpered" as covered sides to protect furniture
- exceeds ASTM D - 3574 -91

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	<b>Task:</b>	<b>Guest:</b>
<b>Density (seat):</b>	62 kg/m <sup>3</sup>	60 kg/m <sup>3</sup>
<b>IFD @ 25%:</b>	141 N	202 N
<b>IFD @ 65%:</b>	365 N	575 N
<b>Recovery Strength @ 25%:</b>	25%-30%	25%-30%
<b>Tensile Strength:</b>	95 KPA	98 KPA
<b>Resiliency:</b>	60%	60%
<b>Flammability:</b>	compliant to MVSS 302, ISO DIN 3795 and DIN 75200	

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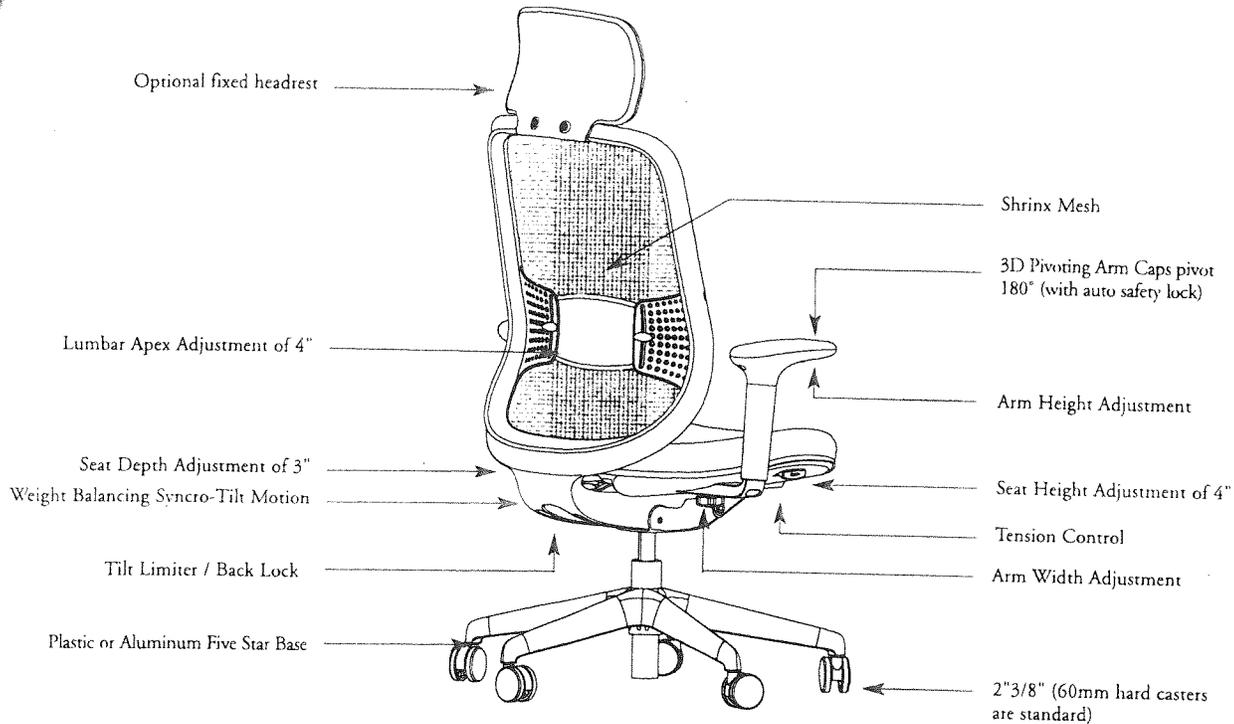
# work chairs

## projek overview

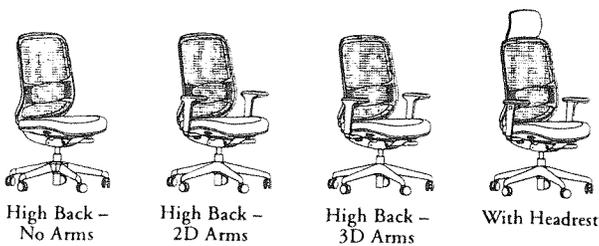
**Projek is a chair for all people and environments.**

- Projek chairs have been designed and tested for users weighing up to 253 lbs
- Projek chairs are equipped with casters intended for use on carpeted surfaces. Use of these casters on hard surfaces could result in unexpected rolling and tipping. Casters designed for use on hard surfaces are available. If in doubt, see your dealer for appropriate selection
- Synchro-tilt weight-balancing with 3.5:1 ratio

94



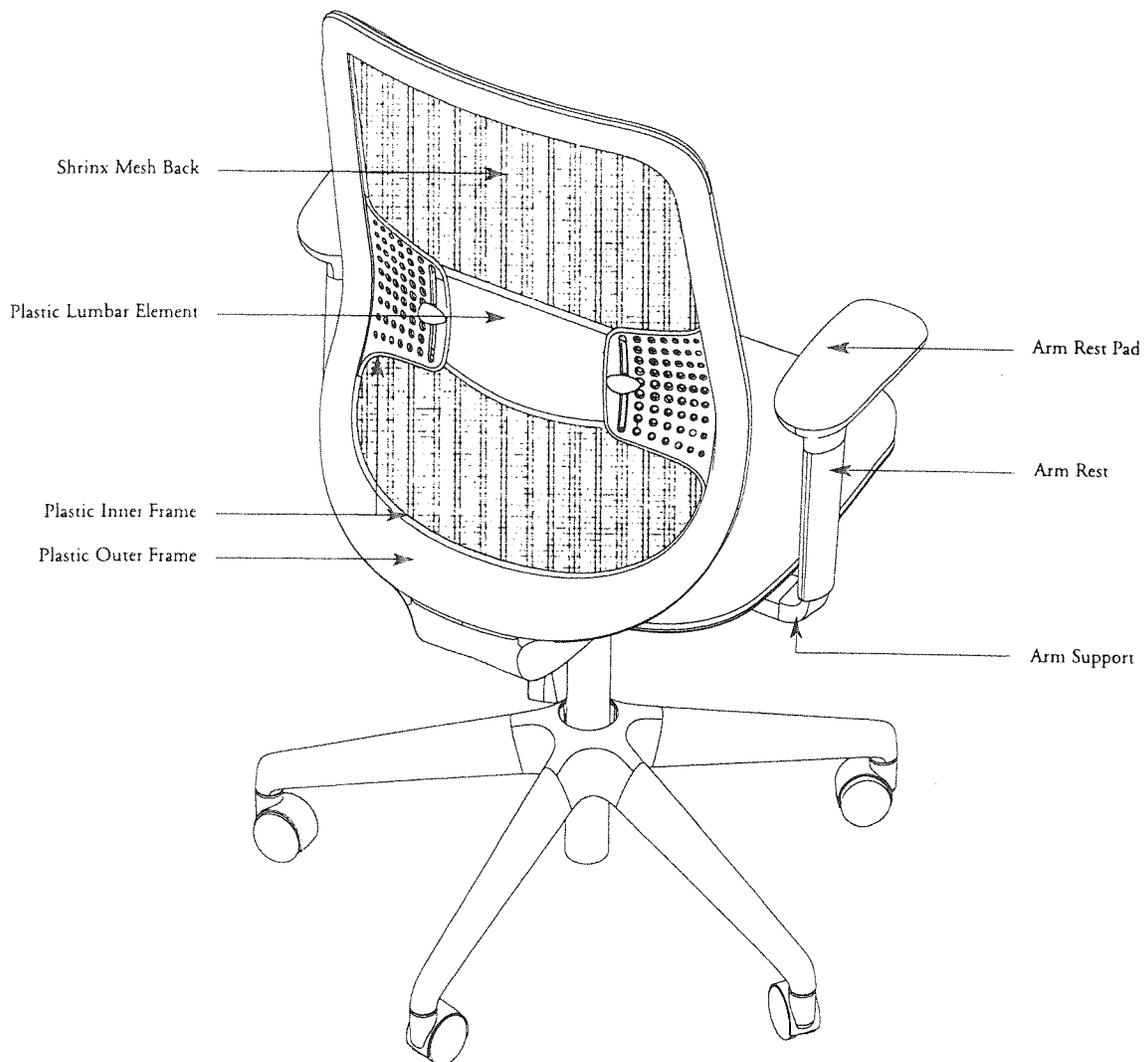
### Statement of Line



## projek finish guide

When selecting finishes for the Frame, Lumbar and Mesh of the Projek chair, it is possible to select different finishes for each of the four components listed below or to have the same finish specified throughout.

- The headrest's frame and fabric finishes default to the Outer Frame Finish and Seat Fabric Finish.
- Arm finish defaults to Outer Frame Finish. For Stone Arm Finish, major finish is Stone, Arm Rest Pad and Arm Support in Ebony



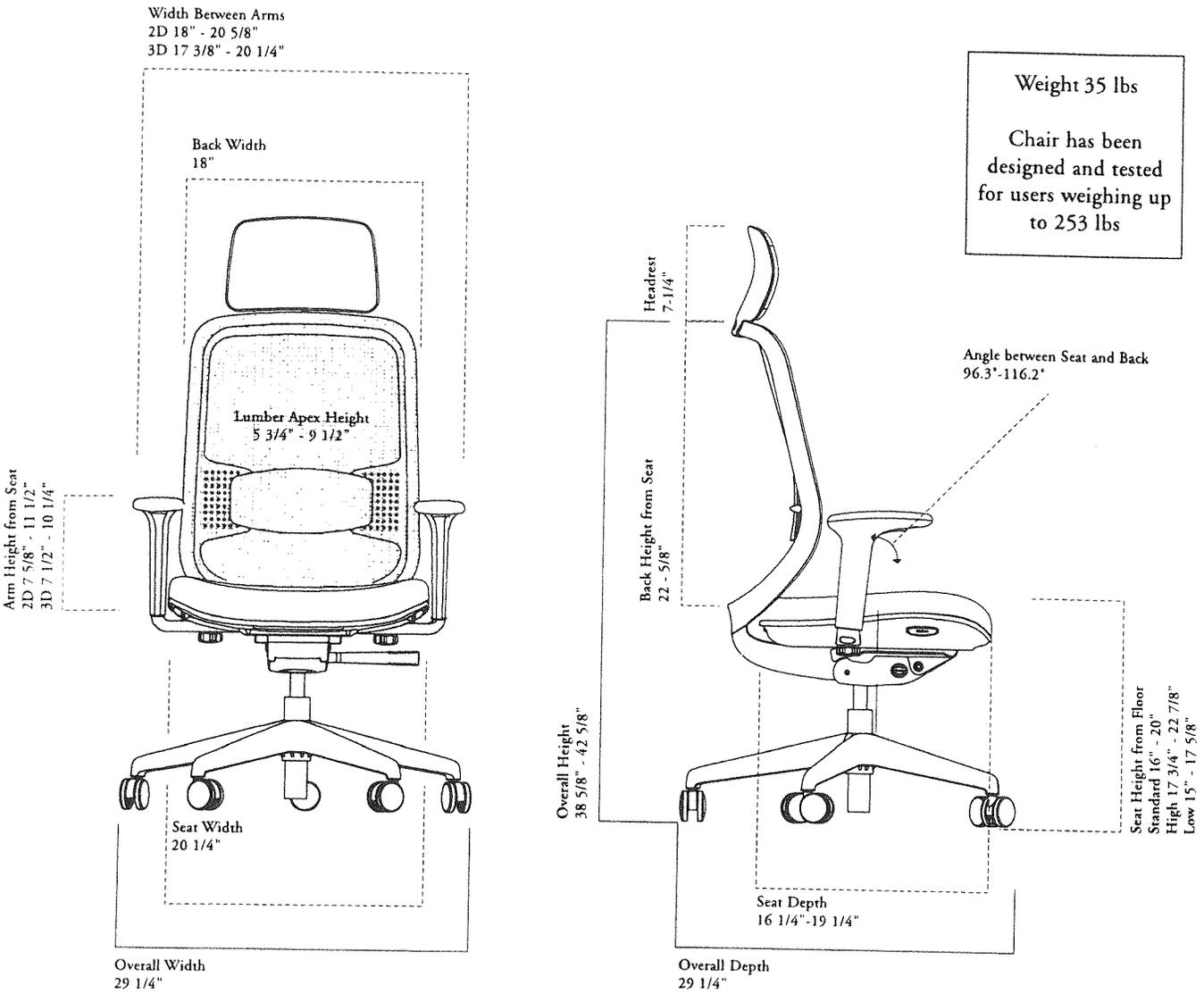
# work chairs

## projek dimensions & material requirements

### Dimensions

◆ For Conversion to Metric, multiply dimension by 25.4.

96



### COM/COL Material Requirement

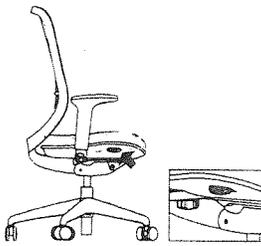
◆ More yardage may be required depending upon the pattern repeat and the matching required. Leather yield may be affected by the quality of the COL. However, variance in the size of the hides will not affect the yield.

#### DUAL UPHOLSTERED

	COM [yards]	COL [sq. ft]
Seat	7/8	8 3/4
Headrest	1/2	4 7/8

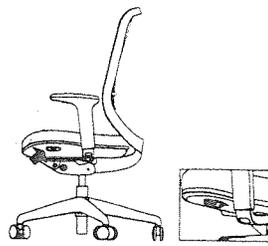
# projek adjustment features & instruction

## SEAT HEIGHT ADJUSTMENT



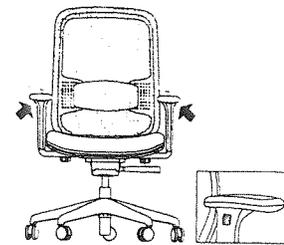
Seat height can be adjusted by pulling outward on the button below the seat on the right hand side. When this lever is pulled, the weight of the body will cause the seat to lower, and releasing it stops the seat at the desired height. Pulling outward on the button with no weight on the seat allows it to rise.

## SEAT DEPTH ADJUSTMENT



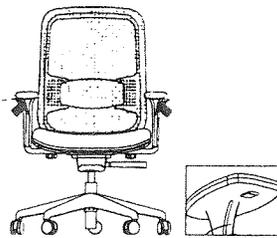
To adjust the seat depth, pull outward on the button below the seat on the left-hand side and simultaneously lift your weight from the seat while sliding the seat forward or backward. Release button to lock the seat in place.

## 3D ARM PIVOT ADJUSTMENT



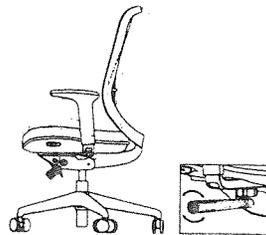
To pivot the arm cap, depress the auto safety lock button on the outside of the armrest and pivot 180° degrees to desired position. Release the button to lock in place.

## ARM HEIGHT ADJUSTMENT



To adjust the arm height, press the button below either arm rest to raise or lower it to the desired position. Release the button to lock in place.

## BACK TILT ADJUSTMENT



Turning the grip found under the left side of the seat limits the back tilt travel and locks the back. Travel is limited on 3 positions with back lock in the upright position.

## TILT TENSION ADJUSTMENT



Fine tune the weight balanced tension by rotating the dial located below the seat centre to suit personal preference.

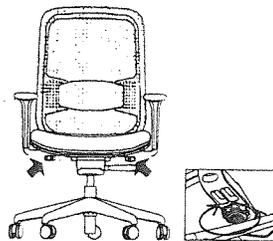
## LUMBAR HEIGHT ADJUSTMENT



The lumbar height-adjustment knobs can be found on the back where the Inner Frame connects to the Lumbar Element.

The height of the lumbar support can be adjusted by sliding them up and down.

## ARM WIDTH ADJUSTMENT



To adjust the width of each arm, turn the dial clockwise to release the arm lock. Slide the arm inward or outward to the desired position. Tighten the knob to lock the arm in place.

# work chairs

## NPRT Projek – Synchro-Tilt Task Chair



### FEATURES

- Standard pneumatic cylinder provides height adjustment of 4"
- Seat depth adjustment of 3"
- Lumbar height adjustment of 4"
- Back tilt can be locked in the upright position or left to free flow to 3 defined angle ranges
- Weight-balancing with a travel limiter synchro-tilt mechanism (3.5:1 tilt ratio) with unique preference control to tilt tension. Back recline angle range is 0° - 20° and seat adjustment range angle is 0° - 6.5°
- Ebony base is available in plastic only
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete or tile

### NOTES

Headrest's frame and fabric finishes default to Outer Frame Finish and Seat fabric finish. Arm finish to match Outer Frame Finish. For Stone Arm Finish, major Finish is Stone with Arm Rest Pad and Arm Post Support in Ebony.  
Projek chair is Dual Upholstery with Shrinx Mesh available on the back only and Teknion's Standard and Graded-In-Fabrics on seat.  
See Projek Finish Guide to define Plastic Outer Frame, Plastic Inner Frame & Lumbar Element finish details.

### PRODUCT OPTIONS

Headrest	Arm Style	Shrinx Mesh Back	Seat Upholstery Finish (For Dual)	Cylinder Style	Plastic Outer Frame Finish	Plastic Lumbar Element Finish	Base Finish	Casters/Glides (Optional)
<b>N</b> No Headrest	<b>N</b> No Arms	<b>S1</b> Stone	Fabric	<b>1</b> Standard	<b>8A</b> Stone	<b>8A</b> Stone	<b>52</b> Ebony	<b>A</b> Casters, Soft
<b>Y</b> With Headrest	<b>W</b> 2D Width- & Height-Adjustable T-Arms	<b>S2</b> Ebony	Leather	<b>2</b> High	<b>8B</b> Ebony	<b>8B</b> Ebony	<b>C9</b> Polished Aluminum	
	<b>P</b> 3D Width- & Height-Adjustable T-Arms with Pivot Arm Cap			<b>3</b> Low	<b>Plastic Inner Frame Finish</b> <b>8A</b> Stone <b>8B</b> Ebony			

### SAMPLE ORDER CODE

NPRT N	N	S2	L207	1	8A	8B	8B	52	A
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### DESCRIPTION

#### NO HEADREST (N)

No Arms	
3D Width, Height-Adjustable T-Arms w/ Pivot Arm Cap	
2D Width, Height-Adjustable T-Arms	

If Headrest (Y) is specified	add 119
If Polished Aluminum (C9) Base is specified	add 45
If Soft Casters (A) are specified	add 16

### PRICE

	COM/ Grade 1	COM/ Grade 2	COL/ Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
No Arms	719	738	757	776	795	814	834	852	870	936
3D Width, Height-Adjustable T-Arms w/ Pivot Arm Cap	873	892	911	930	949	968	988	1006	1024	1090
2D Width, Height-Adjustable T-Arms	823	842	861	880	899	918	938	956	974	1040

# construction notes

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## projek

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### BASE:

- die-cast aluminum 26" base
- reinforced nylon, scuff resistant plastic (ebony), 27-1/2" base

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### CASTERS/GLIDES:

- 60mm (2 1/3") hard (carpet casters) are reinforced nylon
- optional soft casters for hard floors are polyurethane coated nylon
- twin-wheeled
- 2 1/8" hard plastic glides
- soft glides have soft felt pads

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### PNEUMATIC CYLINDER: (GAS LIFT)

- gas-assisted pneumatic cylinder

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### MECHANISMS:

#### Weight-Activated Synchro-Tilt:

- constructed of aluminum, steel, and plastic
- epoxy powder coat paint

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### SEAT:

- constructed of reinforced polypropylene

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### BACK:

#### Structural Back Outer Frame:

- constructed of glass reinforced nylon

#### Inner Frame:

- constructed of glass reinforced polypropylene

#### Lumbar System:

- constructed of polypropylene

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### MESH:

- Trade Name: Shrinx by k+r
- Composition: 76% Polyester, 24% Polyamid
- Weight: Approx. 380 g/lm
- Flammability: D- DIN EN 1021:2006 (as per spec sheet)
- Fastness to Light: DIN EN ISO 105-B02: 2002 5 - 7
- Fastness to Rubbing: DIN EN ISO 105-X12: 2002 4 - 5 dry and wet
- Fastness to perspiration: DIN EN ISO 105-E04: 2009 4-5 acid and alkaline
- Cleaning: fixed covers: vacuum cleaning

---

### HEADREST:

- Frame constructed of polypropylene

---

### ARMS:

#### 2D Height & Width-Adjustable T-Arms:

- Fiber glass reinforced nylon armrest structure
- Self-skinned urethane arm pads

#### 3D Height & Width Adjustable T-Arms with 360° Pivot:

- Ebony powder coated aluminum upright
  - Fiber glass reinforced nylon armrest
  - Self-skinned urethane arm pads
- 

### SEAT FOAM:

- molded, colored, polyurethane foam for seat
- HCFC and CFC free
- 0 Global warming factor
- "bumpered" as covered sides to protect furniture

#### Seat:

**Density:** 4.8 lbs./ft.3

**IFD @ 25%:** 206N

**IFD @ 65%:** 529N

#### Recovery Strength

**@ 25%:** 200N

**Recovery Ratio:** 85.4%\*

**Tensile Strength:** 35.3 lbs./sq. in.\*

**Resiliency:** 61%

**Flammability:** CAL 117

\* exceeds ASTM P - 3770 - 91

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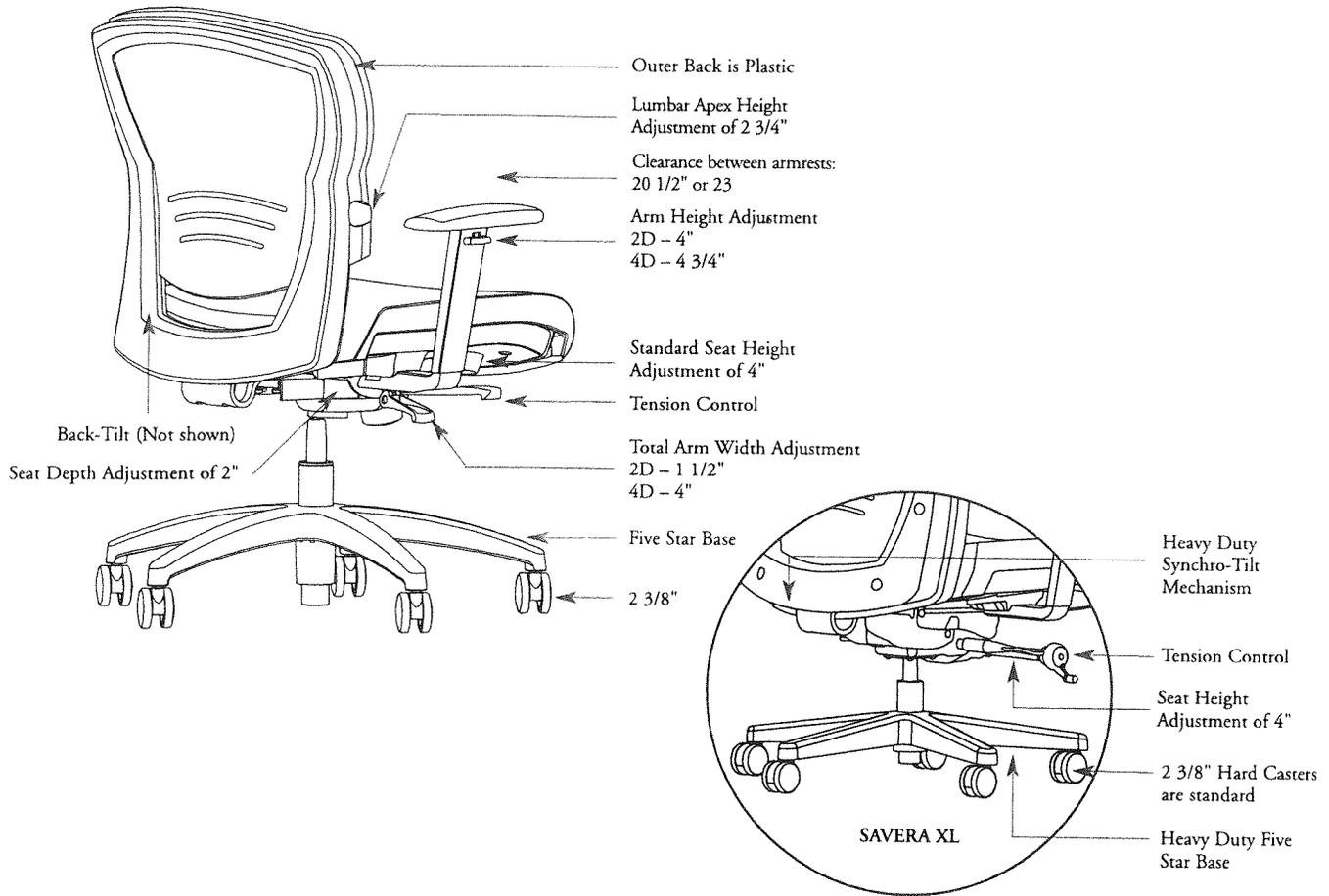
# work chairs

## savera overview

Savera, classic form with comfort and performance at an exceptionally affordable price.

- ! Savera chairs have been designed and tested for users weighing up to 275 lbs (Task and Stool) and 400 lbs (Savera XL and Guest)
- Savera chairs are equipped with casters intended for use on carpeted surfaces. Use of these casters on hard surfaces could result in unexpected rolling and tipping. Casters designed for use on hard surfaces are available. If in doubt, see your dealer for appropriate selection
- Task Chair with Synchro-tilt shown

100



### Statement of Line



Mid-Back - No Arms



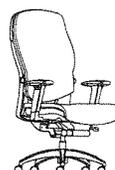
Mid-Back - 2D Arms



Mid-Back - 4D Arms



High-Back - No Arms



High-Back - 2D Arms



High-Back - 4D Arms



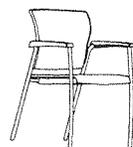
Swivel Stool - No Arms



Swivel Stool - 2D Arms



Swivel Stool - 4D Arms



Guest Chair - Integrated Arms



XL Mid-Back - No Arms



XL Mid-Back - Standard

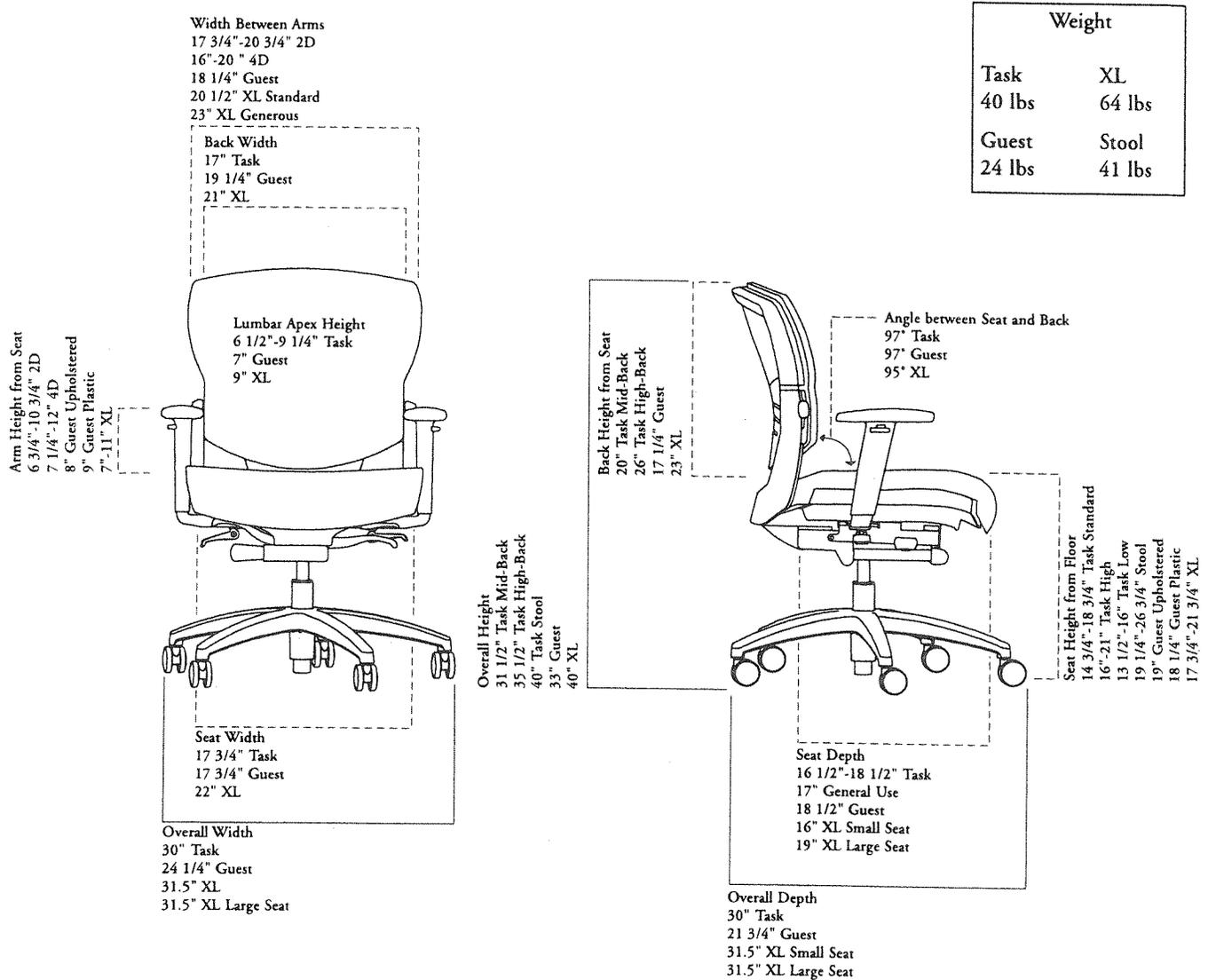


XL Mid-Back - Generous

# savera dimensions & material requirements

## Dimensions

 For Conversion to Metric, multiply dimension by 25.4



## COM/COL Material Requirement

 More yardage may be required depending upon the pattern repeat and the matching required. Leather yield may be affected by the quality of the COL. However, variance in the size of the hides will not affect the yield.

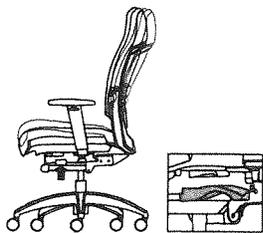
	SINGLE UPHOLSTERED		DUAL UPHOLSTERED – SEAT		DUAL UPHOLSTERED – BACK	
	COM [yards]	COL [sq. ft]	COM [yards]	COL [sq. ft]	COM [yards]	COL [sq. ft]
Mid-Back	1	9	1	6	3/4	4
Mid-Back (XL)	1 1/2	19 1/2	1	10 1/2	1	9 1/4
High-Back	1	11 1/2	1	8	1	7 1/2
Guest Medium	3/4	9				

# work chairs

## savera adjustment features & instructions

### BACK TILT ADJUSTMENT

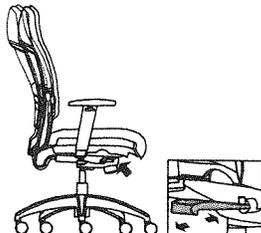
102



#### SYNCHRO-TILT TASK:

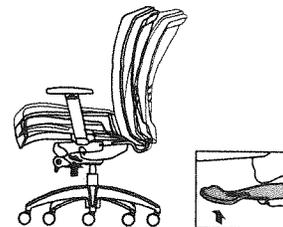
The tilt control paddle on the left locks the chair into four different positions.

To tilt the chair, sit in the chair and unlock the paddle by pushing it down, which will release the back to free flow. To lock in position, pull the paddle up and the back will lock in position.



#### SWIVEL-TILT TASK:

The swivel-tilt control lever is located on the right. To tilt the chair, sit in the chair and pull the handle outward. Leaving the handle in this position, the chair is now in free flow mode and can reach any position between upright and fully reclining. To lock (upper position only), bring chair to upright position and push the handle in.

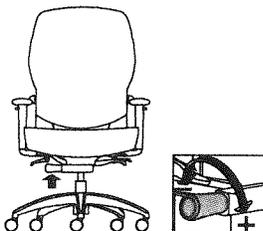


#### SYNCHRO-TILT XL:

The back tilt adjustment paddle is located underneath the seat on the left side. The back tilt adjustment provides the ability to lock the back into four different positions or leave in free-flow.

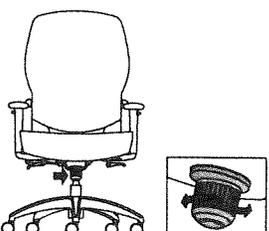
To tilt the chair, sit in the chair and unlock the paddle by pulling it up, which will release the back to free flow. To lock the desired position, push the paddle down and the back will lock.

### TENSION CONTROL



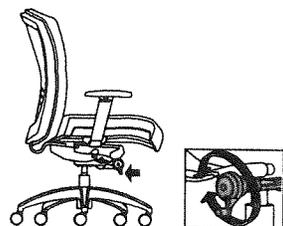
#### SYNCHRO-TILT TASK:

The tension-adjustment wheel for the synchro tilt Task chair is located on the right. Leaning back, decide if the resistance of the chair is comfortable. If it is too stiff, turn the tension adjustment knob counter-clockwise. If the chair back does not provide enough resistance, turn the knob clockwise.



#### SWIVEL-TILT TASK:

The tension-adjustment knob for the swivel-tilt is located in the middle directly under the seat. Turning the knob will increase or decrease tension.

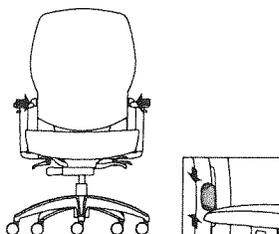


#### SYNCHRO-TILT XL:

The tension-adjustment wheel is located underneath the seat on the right side.

Leaning back with the back tilt adjustment paddle in the up position, determine if the resistance of the chair is comfortable. If the resistance is too stiff, turn the tension adjustment wheel counter-clockwise. If the chair back does not provide enough resistance, turn the wheel clockwise.

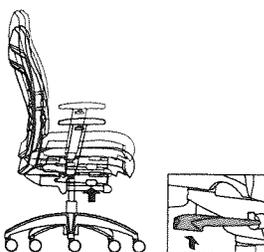
### LUMBAR HEIGHT ADJUSTMENT



The lumbar height-adjustment levers for Savera Synchro-Tilt, Swivel-Tilt & Stool are found at the sides of the chair. Pull levers up or down to the desired position.

Savera XL does not have lumbar height adjustment.

### SEAT HEIGHT ADJUSTMENT



The seat height-adjustment paddle for Savera Synchro-Tilt, Swivel-Tilt & XL is located underneath the seat on the right side.

To raise the chair, lift the paddle up, while lifting your weight from the seat, until you reach the desired height, then release. To lower the chair, lift the paddle up, allowing your weight to push the seat down until you reach the desired height, then release.

The seat height-adjustment paddle for Savera Stool functions the same but the paddle is located on the left side.

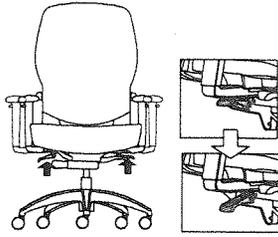
### SEAT DEPTH ADJUSTMENT



To adjust the seat depth, lift lever up. Simultaneously lift your weight from the seat while sliding the seat forward or backward. Release the lever to lock the seat in place.

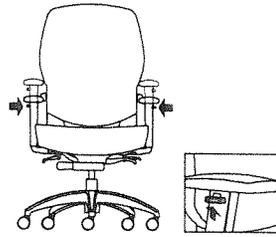
# savera adjustment features & instructions (continued)

## ARM WIDTH ADJUSTMENT

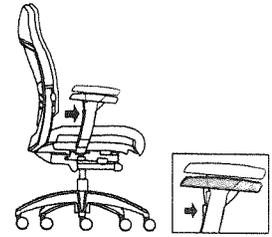


To adjust the arm width on Savera Synchro-Tilt, Swivel-Tilt & Stool, push the lever down and slide the arm to the desired position. Push the lever up to lock the arm in place.  
Savera XL arms are fixed prior to shipping in either standard or generous position.

## ARM HEIGHT ADJUSTMENT

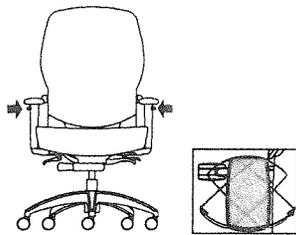


**2D ARMS:**  
To adjust the arm height on Savera Synchro-Tilt, Swivel-Tilt, Stool and XL, lift the small button on the outside of either arm to raise or lower it to the desired position.



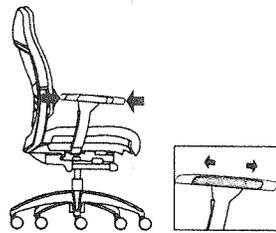
**4D ARMS:**  
To adjust the arm height, press the button located behind either arm to raise or lower it to the desired position. Release the button to lock in place.

## 4D ARM PIVOT ADJUSTMENT



To pivot the armrest, grasp the arm cap, rotate inward or outward and release at the desired position. Not available on Savera XL.

## 4D ARM SLIDER ADJUSTMENT



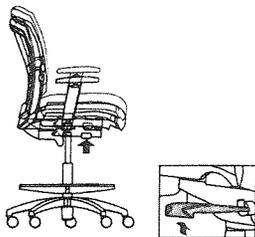
To adjust the arm cap depth position, grasp the arm cap and firmly slide forward or backward to the desired position.

## STOOL SEAT HEIGHT



To raise the chair, lift the paddle up while lifting your weight from the seat until you reach the desired level and then release to lock in place. To lower the chair, lift the paddle up allowing your weight to push the seat down to the desired level and then release to lock in place.

## STOOL FOOT RING HEIGHT



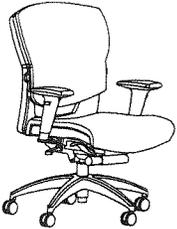
To raise or lower the stool's foot ring, turn the foot ring's knob counter clockwise to release the foot ring and adjust the ring until you reach the desired level. Turn the knob clockwise to lock in place.

# work chairs

Xpress

NSAY

## Savera – Synchro-Tilt Task Chair



104

### FEATURES

- Standard pneumatic cylinder provides height adjustment of 4"
- Seat depth adjustment of 2"
- Lumbar height adjustment of 2 3/4"
- Back-tilt can be locked in four positions or left free flow
- Frame, five star base and outerback are plastic
- Synchro-tilt 3:1 ratio
- Tension control
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete, or tile

### NOTES

**Single Upholstered:** The same fabric is applied to the seat and inside back.

**Dual Upholstered:** Two different fabrics are applied to the chair, one fabric to the seat and the other fabric to the inside back. First fabric listed will apply to the back and is the grade of fabric used to price the chair. A dual upholstery upcharge applies.

Not all configurations are available as Xpress. Please see Xpress catalogue and/or specification software for details.

### PRODUCT OPTIONS

Size	Mechanism Style	Arm Style	Upholstery Style	Back Upholstery Finish	Seat Depth Adjustment	Cylinder Style	Frame & Base Finish	Casters/Glides (Optional)	Other Options
F Mid-Back H High-Back	1 Standard	N No Arms W 2D Height & Width-Adj. T-Arms Q 4D Width-, Height- & Depth-Adjustable T-Arms with Pivoting Arm Caps	P Single Upholstered D Dual Upholstered	Fabric Leather  Seat Upholstery Finish (For Dual) Fabric Leather	N No Seat Depth Adjustment S With Seat Depth Adjustment	1 Standard 2 High 3 Low	E Ebony	A Casters, Soft B Glides, Hard C Glides, Soft	F Fully Assembled

### SAMPLE ORDER CODE

NSAY F	1	N	P	L207	S	1	E	F
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### DESCRIPTION

#### MID-BACK (F)

No Arms	568
2D Height & Width-Adjustable T-Arms	677
4D Width-, Height- & Depth-Adjustable T-Arms	705

#### HIGH-BACK (H)

No Arms	590
2D Height & Width-Adjustable T-Arms	699
4D Width-, Height- & Depth-Adjustable T-Arms	727

If Dual Upholstered (D) is specified	add 159
If Seat Depth Adjustment (S) is specified	add 52
If Soft Casters (A) are specified	add 16
If Hard Glides (B) are specified	add 16
If Soft Glides (C) are specified	add 27
If Fully Assembled (F) is specified	add 4

### PRICE

Grade 1	COM/ Grade 2	COL/ Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
568	593	618	644	668	693	718	743	769	856
677	702	728	753	777	802	827	853	878	965
705	730	755	780	804	830	855	880	905	992
590	615	639	665	690	715	740	765	791	878
699	725	749	774	799	824	849	875	900	987
727	752	776	801	826	852	877	902	927	1014

Xpress

**NSAW**  
Savera – Swivel-Tilt  
General Use Chair

**FEATURES**

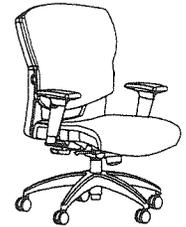
- Standard pneumatic cylinder provides height adjustment of 4"
- Seat depth adjustment of 2"
- Lumbar height adjustment of 2 3/4"
- Back-tilt locks in the upright position
- Frame, five star base and outerback are plastic
- Swivel-tilt
- Tension control
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete, or tile

**NOTES**

**Single Upholstered:** The same fabric is applied to the seat and inside back.

**Dual Upholstered:** Two different fabrics are applied to the chair, one fabric to the seat and the other fabric to the inside back. First fabric listed will apply to the back and is the grade of fabric used to price the chair. A dual upholstery upcharge applies.

Not all configurations are available as Xpress. Please see Xpress catalogue and/or specification software for details.



105

**PRODUCT OPTIONS**

Size	Mechanism Style	Arm Style	Upholstery Style	Back Upholstery Finish	Seat Depth Adjustment	Cylinder Style	Frame & Base Finish	Casters/Glides (Optional)	Other Options
F Mid-Back	1 Standard	N No Arms	P Single Upholstered	Fabric	N No Seat Depth Adjustment	1 Standard	E Ebony	A Casters, Soft	F Fully Assembled
H High-Back		W 2D Height & Width-Adj. T-Arms	D Dual Upholstered	Leather	S With Seat Depth Adjustment				
		Q 4D Width-, Height- & Depth-Adjustable T-Arms with Pivoting Arm Caps		Seat Upholstery Finish (For Dual)		3 Low		C Glides, Soft	
				Fabric					
				Leather					

**SAMPLE ORDER CODE**

NSAW H	1	W	P	A101	N	3	E		F
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**DESCRIPTION**

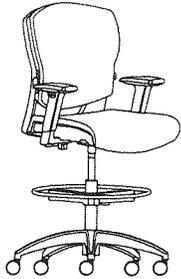
**PRICE**

MID-BACK (F)	COM/		COL/		Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
	Grade 1	Grade 2	Grade 3	Grade 3							
No Arms	513	539	564	589	613	638	664	689	714	801	
2D Height & Width-Adjustable T-Arms	623	648	673	698	722	748	773	798	823	910	
4D Width-, Height- & Depth-Adjustable T-Arms	650	675	700	726	750	775	800	825	851	938	
HIGH-BACK (H)											
No Arms	536	561	585	610	635	660	686	711	736	823	
2D Height & Width-Adjustable T-Arms	645	670	694	719	744	770	795	820	845	932	
4D Width-, Height- & Depth-Adjustable T-Arms	672	697	721	747	772	797	822	847	873	960	

- If Dual Upholstered (D) is specified add 159
- If Seat Depth Adjustment (S) is specified add 52
- If Soft Casters (A) are specified add 16
- If Hard Glides (B) are specified add 16
- If Soft Glides (C) are specified add 27
- If Fully Assembled (F) is specified add 4

# work chairs

## NSAD Savera – Swivel Stool



106

### FEATURES

- Standard pneumatic cylinder provides height adjustment of 8" travel
- Swivels 360°
- Frame, five star base and outerback are plastic
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete, or tile

### NOTES

**Single Upholstered:** The same fabric is applied to the seat and inside back.

**Dual Upholstered:** Two different fabrics are applied to the chair, one fabric to the seat and the other fabric to the inside back. First fabric listed will apply to the back and is the grade of fabric used to price the chair. A dual upholstery upcharge applies.

### PRODUCT OPTIONS

Size	Mechanism Style	Arm Style	Upholstery Style	Back Upholstery Finish	Frame & Base Finish	Casters/Glides (Optional)	Other Options (Optional)
F Mid-Back	1 Standard	N No Arms W 2D Height- & Width-Adj. T-Arms Q 4D Width-, Height- & Depth-Adjustable T-Arms with Pivoting Arm Caps	P Single Upholstered D Dual Upholstered	Fabric Leather  Seat Upholstery Finish (For Dual) Fabric Leather	E Ebony	A Casters, Soft B Glides, Hard C Glides, Soft	F Fully Assembled

### SAMPLE ORDER CODE

NSAD	F	1	W	P	A101	E	F
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### DESCRIPTION

### PRICE

	COM/ Grade 1	COM/ Grade 2	COL/ Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
No Arms	598	626	653	681	708	736	764	790	818	914
2D Height & Width-Adjustable T-Arms	718	745	773	800	828	856	883	910	937	1034
4D Width-, Height- & Depth-Adjustable T-Arms	748	775	803	830	858	886	913	940	967	1064

If Dual Upholstered (D) is specified	add 159
If Soft Casters (A) are specified	add 16
If Hard Glides (B) are specified	add 16
If Soft Glides (C) are specified	add 27
If Fully Assembled (F) is specified	add 4

# work chairs

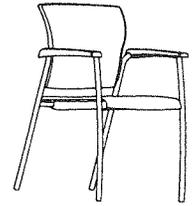
Xpress

**NSAG**

**Savera – Guest Chair**

**FEATURES**

- Entire chair frame is finished in Ebony
- Floor glides are standard



107

**PRODUCT OPTIONS**

Frame Style	Arm Style	Upholstery Seat Style	Upholstery Finish	Frame Finish
F Four-Leg	K Integrated Arms	N Not Upholstered U Upholstered	Fabric Leather	E Ebony

**SAMPLE ORDER CODE**

<b>NSAG F</b>	<b>K</b>	<b>N</b>		<b>E</b>
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**DESCRIPTION**

**PRICE**

	Plastic	Grade 1	COM/ Grade 2	COL/ Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
Not Upholstered Seat	299	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Upholstered Seat	n/a	359	380	400	421	442	461	483	504	524	596

# work chairs

## NSAX Savera XL – Synchro-Tilt Task Chair



108

### FEATURES

- Standard pneumatic cylinder provides height adjustment of 4"
- Synchro-tilt 3:1 ratio
- Seat and back inner construction are plywood
- Frame, five star base and outerback are plastic
- Tension control
- Frame, five star base and outerback are plastic
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete, or tile

### NOTES

**Standard vs Generous Arms:** Arms are the same height adjustable style, width clearance is 20 1/2" for Standard and 23" for Generous. Arm placement is done by plant prior to shipping.

**Single Upholstered:** The same fabric is applied to the seat and inside back.

**Dual Upholstered:** Two different fabrics are applied to the chair, one fabric to the seat and the other fabric to the inside back. First fabric listed will apply to the back and is the grade of fabric used to price the chair. A dual upholstery upcharge applies.

### PRODUCT OPTIONS

Size	Mechanism Style	Arm	Upholstery Style	Back Upholstery Finish	Seat Depth	Cylinder	Frame & Base Finish	Casters/Glides (Optional)
F Mid-Back	I Standard	N No Arms S Standard G Generous	P Single Upholstered D Dual Upholstered	Fabric Leather Seat Upholstery Finish (For Dual) Fabric Leather	S Small L Large	I Standard	E Ebony	A Casters, Soft B Glides, Hard C Glides, Soft

### SAMPLE ORDER CODE

NSAX F	I	S	P	L207	L	I	E	A
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### DESCRIPTION

No Arms	
Standard	
Generous	

If Dual Upholstered (D) is specified	add 159
If Soft Casters (A) are specified	add 16
If Hard Glides (B) are specified	add 16
If Soft Glides (C) are specified	add 27

### PRICE

	COM/ Grade 1	COM/ Grade 2	COL/ Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Leather/ Grade 10
No Arms	1080	1114	1148	1183	1216	1250	1285	1319	1353	1471
Standard	1179	1213	1247	1282	1315	1349	1384	1418	1452	1570
Generous	1179	1213	1247	1282	1315	1349	1384	1418	1452	1570

**FEATURES**

- Pneumatic cylinder provides height adjustment of 4"
- Synchro-tilt 3:1 ratio
- Seat and back inner construction are plywood
- Frame, five star base and outerback are plastic
- Tension control
- Hard casters are standard and are well suited for soft flooring such as carpeting
- Soft casters are available for use on hard flooring, such as wood, concrete, or tile

**NOTES**

**Standard vs Generous Arms:** Arms are the same height adjustable style, width clearance is 20 1/2" for Standard and 23" for Generous. Arm placement is done by plant prior to shipping.

**Single Upholstered:** The same fabric is applied to the seat and inside back.

**Dual Upholstered:** Two different fabrics are applied to the chair, one fabric to the seat and the other fabric to the inside back. First fabric listed will apply to the back and is the grade of fabric used to price the chair. A dual upholstery upcharge applies.

**NSAXJ**  
**Savera XL – Synchro-Tilt**  
**Task Chair (CAL-TB133)**



**PRODUCT OPTIONS**

Size	Mechanism Style	Arm	Upholstery Style	Back Upholstery Finish	Seat Depth	Cylinder Style	Frame & Base Finish	Casters/Glides (Optional)
F Mid-Back	1 Standard	N No Arms S Standard G Generous	P Single Upholstered D Dual Upholstered	Fabric Seat Upholstery Finish (For Dual) Fabric	S Small L Large	1 Standard	E Ebony	A Casters, Soft B Glides, Hard C Glides, Soft

**SAMPLE ORDER CODE**

NSAXJ	F	1	S	P	M112	L	1	E	A
-------	---	---	---	---	------	---	---	---	---

**DESCRIPTION**

**PRICE**

	Grade 1	Grade 2	Grade 3
No Arms	1278	1312	1346
Standard	1377	1411	1445
Generous	1377	1411	1445

If Dual Upholstered (D) is specified	add 159
If Soft Casters (A) are specified	add 16
If Hard Glides (B) are specified	add 16
If Soft Glides (C) are specified	add 27

**CAL-TB133 – flammability test procedure established by the State of California for seating furniture that is used in public occupancies.**



**BASE:**

- reinforced nylon plastic
- 26" base

**CASTERS/GLIDES:**

- 60mm (2 1/3") hard (carpet casters) are reinforced nylon
- optional soft casters for hard floors are polyurethane coated nylon
- twin-wheeled
- 2 1/8" hard plastic glides
- soft glides have soft felt pads

**PNEUMATIC CYLINDER (GAS LIFT):**

- gas-assisted pneumatic cylinder

**MECHANISMS:**

**Synchro-Tilt:**

- stamped steel construction
- epoxy powder coat paint

**Swivel-Tilt:**

- cast aluminum and stamped steel
- epoxy powder coat paint

**Swivel (Stool):**

- stamped steel construction
- epoxy powder coat paint

**FOOTRING (STOOL):**

- made of aluminum, and steel tube

**SEAT:**

- constructed of reinforced nylon

**BACK:**

- constructed of reinforced nylon

**J-BAR:**

- 5/16" solid steel
- epoxy powder coated

**ARMS:**

**Width & Height-Adjustable T-Arms:**

- reinforced nylon armrest structure
- self-skinned urethane arm pads

**FOAM:**

- molded, colored, polyurethane foam for seat and back
- HCFC and CFC free
- 0 Global warming factor
- "bumpered" as covered sides to protect furniture

	<b>Seat:</b>	<b>Back:</b>
<b>Density:</b>	2.8-3.4 lbs./ft.3	1.7-1.8 lbs./ft.3
<b>IFD @25%:</b>	10.77 lbs	
<b>IFD @65%:</b>	40 lbs	
<b>ILD:</b>		26-30
<b>Flammability:</b>	CAL 117	CAL 117

# construction notes

## savera xl

12

### BASE:

- reinforced nylon plastic
- 27" base

### CASTERS:

- 60mm (2 1/3") hard (carpet casters) are reinforced nylon
- optional soft casters for hard floors are polyurethane coated nylon
- twin-wheeled

### PNEUMATIC CYLINDER (GAS LIFT):

- heavy duty gas-assisted pneumatic cylinder

### MECHANISMS:

#### Synchro-Tilt:

- stamped steel construction
- epoxy powder coat paint

### SEAT & BACK:

- molded plywood

### J-BAR

- 3/8" solid steel
- epoxy powder coated

### ARMS:

#### Height-Adjustable T-Arms:

- reinforced nylon armrest structure
- self-skinned urethane arm pads

### FOAM:

- molded, colored, polyurethane foam for seat and back
- HCFC and CFC free
- 0 Global warming factor
- "bumpered" as covered sides to protect furniture

	Seat:	Back:
Density:	2.8-3.4 lbs./ft.3	2.8-3.4 lbs./ft.3
IFD @25%:	12.86 lbs	
IFD @65%:	43 lbs	21.37 lbs
Flammability:	CAL 117	CAL 117

# Teknion Limited Lifetime Warranty

Teknion will, at no cost to the original purchaser and for as long as the original purchaser owns a Teknion product, repair or replace with a comparable product, at Teknion's option, any part or product sold after January 1, 1995, which fails as a result of a defect in its design, materials or workmanship. For all purposes of this warranty the term "purchaser" is defined as the entity or individual acquiring a new Teknion product as the initial purchaser thereof either from Teknion or an authorized Teknion Dealer.

## Exceptions to this warranty include:

- Teknion warrants its Wood Casegoods products to be free from defects in material and workmanship for a period of 10 years, of single-shift service, from the date of delivery;
- Task Lights and grommets, which are warranted for one year from the date of delivery;
- Teknion fabrics and wood veneers, which are warranted for five years from the date of delivery;
- Complements products which are warranted for a period of five years, except for lighting products which are warranted for one year, from the date of delivery;
- Electrical components, which are warranted for 10 years from the date of delivery;
- Moving parts, which include glides, slides, casters, user-adjustable worksurface mechanisms, arms, and bases which are warranted for five years from the date of delivery;
- Teknion warrants its seating products based on a single shift (40 hour week). Usage beyond a single shift (40 hour week) will result in a reduction of the warranty in proportion to the increased usage;
- Seating mechanisms for all seating products, unless otherwise stated, are warranted for 10 years of single shift (40 hour week) usage from date of delivery;
- Pneumatic cylinders for all seating products, unless otherwise stated, are warranted for 10 years of single shift (40 hour week) usage from date of delivery;
- Stacking Chairs and related accessories are warranted for 5 years from the date of delivery;
- Connexion™ and Savera@XL chairs are warranted based on multi-shift usage (24 hours per day, 7 days a week) as follows:- Free from defects in material and workmanship for a period of 3 years - Seating Mechanism and pneumatic cylinders: 3 years- Moving parts, fabric and foam: 2 years; For single shift use (40 hour week), Connexion is warranted for 10 years;
- Altos® and Optos™ Full-Height Wall Systems which are warranted for 10 years from the date of delivery;
- The Routes™ flooring system which is warranted for 10 years from the date of delivery;
- Iterby Italiana Mobili S.r.l. products which are warranted for five years from the date of delivery.

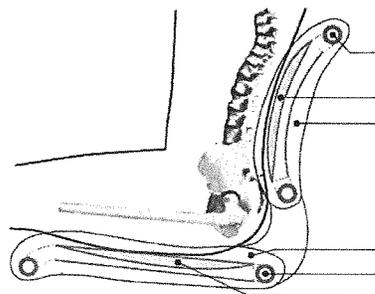
## This warranty does not include:

- Customer's Own Material or finishes applied to Teknion products (which include graded-in fabrics, which are treated by Teknion as a Customer's Own Material);
- Natural Wood Veneer which is a natural material and will have shade differences between veneer sheets, which will be more apparent between differing lots and fading on wood veneers that can be caused by exposure to U.V. rays/sunlight;
- Wood color, grain and stain acceptance which may occur due to the natural elements of wood;
- Marble, which is a natural product. Marble's soft and porous density makes it more vulnerable to damage and chipping;
- Ballast and light bulbs;
- Products which have been modified or which have not been installed or used according to Teknion's application and installation guidelines or warnings;
- Products that must be replaced due to normal wear and tear, negligence, abuse, accident or shipping damage;
- Products used for rental purposes.

In no event shall Teknion be liable in either tort or contract for any loss or direct, special, incidental, consequential or exemplary damages.

**This warranty is the Customer's sole remedy for product defect. Teknion makes no warranties, including the express or implied warranties of merchantability and fitness for a particular purpose, other than the express warranties contained herein.**

Every A.D.I. chair is manufactured using this highly ergonomic system developed by A.D.I. that frees the body from any contact with a rigid surface. Braided polyethylene straps stretched over a tubular steel frame ensure comfort, lightness and well being.



peripheral frame

braided polyethylene strap  
foam

foam  
peripheral frame  
braided polyethylene strap

## conditions of sale

### Prices

All prices shown are suggested retail prices, no taxes included, and are subject to change without notice.

These prices are guaranteed for 30 days from the date of quotation and are firm and final after acceptance of the order.

Terms of payment: net 30 days from date of invoice.

No cash or early payment discount.

Prices do not include installation.

### Orders

All orders must be approved by A.D.I. Our written acknowledgment binds the two parties. Customers are responsible for checking the information on the acknowledgment. Any subsequent change must be approved by A.D.I. and may result in additional charges.

All orders are subject to a minimum charge of \$50 list.

### Cancellation

If an order is cancelled without consent, A.D.I. reserves the right to charge the customer for the portion of the order which has been completed at the date of cancellation, plus an amount equal to the profit lost on the remaining portion of the order.

### Prices & Shipping

a) The prices are F.O.B. Distributor (landed) for all locations in continental U.S.A. Parts orders are F.O.B. factory for all locations plus any shipping costs.

Delivery is made to the unloading dock and does not include unpacking or installation, and there are no inside deliveries unless approved by A.D.I.

b) Shipments will be handed over to the common carrier in good condition; A.D.I.'s liability ceases at this point. A.D.I. will choose the carrier unless the shipment is F.O.B. factory and the freight carrier is indicated on the order.

c) Damages or shortages should be claimed from the carrier within 7 days of reception. Damages or shortages must be noted directly on your copy of the delivery slip by the carrier.

d) No allowance is given for orders picked up at the factory.

### Merchandise Returns

a) No merchandise may be returned without our written consent and our shipping instructions. If this procedure is not followed, the merchandise will not be accepted by the factory and will be reshipped collect without further notice.

b) Claims for factory defects must be made within 10 days. Merchandise must reach factory within 15 days of receipt of written authorization to return from A.D.I. If not, no credit will be issued.

### Specifications

A.D.I. reserves the right to modify the specifications of products, materials, design or accessories without notice. A.D.I. also reserves the right to halt production of any product at any time.

The products, accessories, materials and finishes as described in the price lists shall prevail over the content of brochures or folders.

The dimensions given are for reference only and can vary depending on how the seat and backrest are adjusted, the compression of the foam and the type of fabric that is used.

### Warranties

All products manufactured by A.D.I. carry a lifetime Warranty on the steel structure, suspension belts, base, mechanisms, casters and gas cylinder and a 5 year Warranty on carded fabrics (normal use). Everest and Marathon chairs are warranted for a period of 5 years on all parts. In the case of materials and leathers whose suppliers cannot guarantee absolute color consistency, A.D.I. declines any responsibility for variations that might occur.

Shells on MP and GO chairs are guaranteed against delaminating for a period of 5 years. There is no warranty against scratches.

## contact us

Orders may be faxed or e-mailed, no phone orders will be accepted. Should you need additional information, please contact our customer service department.

### Info@adi-artdesign.com

**ART DESIGN INTERNATIONAL** 3450, 1<sup>er</sup> Street, St-Hubert (Quebec) Canada J3Y 8Y5  
Tel.: (450) 926-1004 / (888) 926-1004 • Fax: (450) 926-0013 / (888) 407-6435

**ADI SEATING LLC** 25589 SW Canyon Creek Road, Suite 500, Wilsonville OR 97070  
Tel.: (503) 982-3118 / (888) 864-5348 • Fax: (503) 982-3359 / (800) 910-3952

## SPECIFICATIONS ERGONOMIC OFFICE SEATING

### 1. GENERAL INFORMATION

- 1.1 The City of Lincoln, Lancaster County and the Lincoln/Lancaster County Public Building Commission (hereinafter referred to as Owners) are issuing this Request For Proposal for the purpose of identifying Vendors to provide affordable, safe and ergonomically correct seating.
- 1.2 Office chairs from the following manufacturers are currently being purchased by the Owners for the various departments and agencies: **Cramer, Haworth, Herman Miller, ADI and Steelcase**
  - 1.2.1 The Owners do not have a preference for the brands of chairs to be purchased as long as they meet or exceed the requirements of these specifications.
    - 1.2.1.1 All chairs proposed by the Vendors must be presented and shown to a selection committee during an interview process conducted at the City/County Purchasing office.
  - 1.2.2 Only the newest models of chairs offered by manufacturers can be presented and provided by Vendors under a contract award.
- 1.3 All firms who are factory-authorized distributors for these manufacturers are hereby requested to submit price proposals.
  - 1.3.1 The Owners welcome pricing from other competitive bidding efforts such as, WSCA, Corporate Express, US Communities, State of Nebraska, etc.
  - 1.3.2 Any pricing resulting from competitive bidding efforts of others should be clearly marked using the contract number or reference and the entity holding the contract identified.
    - 1.3.2.1 A copy of the contract shall be attached to the written response.
- 1.4 **Vendors must submit an electronic response on the City/County Purchasing Ebid System AND a written response which will be received in the City of Lincoln/Lancaster County Purchasing Office prior to the date and time listed in the Ebid header.**
  - 1.4.1 Proposals received after the specified day and hour will not be accepted.
  - 1.4.2 One (1) original and Six (6) copies of the written proposal shall be submitted to the attention of Robert Walla, Assistant Purchasing Agent for the City of Lincoln/Lancaster County.
  - 1.4.3 Written Response must be delivered/sent to:  
City/County Purchasing  
Robert Walla  
Office Seating  
440 So. 8<sup>th</sup> Street  
Lincoln, NE 68508
- 1.5 All inquiries regarding these specifications shall be directed via e-mail or faxed request to Bob Walla, Asst. Purchasing Agent ([rwalla@lincoln.ne.gov](mailto:rwalla@lincoln.ne.gov)) Or Fax:(402)441-6513.
  - 1.5.1 These inquiries and/or responses shall be distributed to prospective Vendors electronically as an addenda.
  - 1.5.2 The Owners shall only reply to written inquiries received within five (5) calendar days of bid opening.
  - 1.5.3 Any communication with City, County or PBC staff, other than the Purchasing Dept, is prohibited and may result in the rejection of bid.
- 1.6 The term of the agreement shall be four (4) years from date of execution by all parties with the option to renew for one (1) additional four (4) year term upon mutual consent by all parties.
  - 1.6.1 Vendors shall update their chair offerings during the contract term as new models are made available by the manufacturers.
    - 1.6.1.1 Updated chairs must have similar warranty and pricing.

## 2. PRICING

- 2.1 The Owners request pricing for the full line of seating offered by the Vendor, including dedicated task, multi-task, managerial, side, lobby, conference room and stacking chairs.
- 2.2 Indicate on the written response the following information for each chair being proposed:
  - 2.2.1 Seating manufacturer
  - 2.2.2 Warranty Information for all parts
  - 2.2.3 The manufacturer's price list to be used as the basis of pricing for the initial term of agreement.
  - 2.2.4 The discount schedule to be applied against the manufacturer's price list, clearly indicating any applicable quantity price break discounts.
    - 2.2.4.1 If separate discount structures apply to different series of seating within the manufacturer's line, attach a separate sheet in your written response that clearly identifies the applicable series and discount structures.
- 2.3 In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following procedure must be followed:
  - 2.3.1. Vendor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
  - 2.3.2. Such notice must be accompanied by a copy of the Supplier's advisory or notification to the Vendor of price changes.
  - 2.3.3. No price escalation will be authorized in excess of the amount of the increase referred to on the Supplier's notice.
  - 2.3.4. Purchasing shall issue a contract Amendment with revised pricing upon receipt and approval which will be executed by both parties for the remaining term of the contract.
  - 2.3.5. The approved price change shall be honored for all orders received by the Vendor after the effective date of such price change.
  - 2.3.6. Approved price changes are not applicable to orders already issued and in process at time of price change.
  - 2.3.7. Purchasing reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
  - 2.3.8. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City/County.
  - 2.3.9. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
  - 2.3.10. Vendors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document.
  - 2.3.11 **No price increase will be allowed the first two years of the initial contract period.**
- 2.4 Vendors are encouraged to propose various seating options that are at various price points which are ergonomic with sufficient warranties.
- 2.5 The Owners currently purchase approximately 70-90 task chairs per year and 50-70 side chairs per year.
  - 2.5.1 This amount is variable based on departmental needs and no quantities are guaranteed for awarded Vendors.

## 3. ORDERING

- 3.1 The Vendor representative responsible for the administration of this agreement shall individually assist the various departments and agencies in placing orders, including sizing the chair to the individual, selecting appropriate chair features, fabric selection and quoting final contract pricing.
- 3.2 Orders will be placed on an as-needed basis with no minimum or maximum order quantity implied or promised.

4. **TRADE-IN ALLOWANCE**

- 4.1 In order to reduce the amount of surplus property managed by the Purchasing Division, and to provide a means of disposing of surplus and obsolete stock, the Owners request that Vendors offer trade-in allowances for surplus office seating replaced by new seating purchased from the Vendor (even if it is nominal, such as hauling it away free of charge).
  - 4.1.1 The terms and conditions of such trade-in allowances shall include the following terms:
    - 4.1.1.1 Trade-ins are offered on an as-is, where-is basis; and no warranties whether expressed or implied are intended regarding the condition of the seating or fitness of the seating for specific applications.
    - 4.1.1.2 Vendor is responsible for all transportation away from Owners premises.
    - 4.1.1.3 To every extent possible, Vendor agrees to dispose of any trade-ins received by re-use seating or component recycling of seating parts that will divert materials from the Sanitary Landfill.
  - 4.1.2 Vendors shall indicate in their written response their willingness to accept such trade-ins, trade-in allowances, and any additional terms associated with such trade-ins.

5. **WARRANTIES**

- 5.1 Include in your written response a full and complete statement of applicable warranty terms and conditions.
- 5.2 Your proposal shall explain full details of the warranty components, including but not limited to:
  - 5.2.1 Frame/structural components
  - 5.2.2 Fabrics/upholstery
  - 5.2.3 Pneumatic cylinder/casters
  - 5.2.4 Normal use warranty
  - 5.2.5 24 x 7 Shift warranty
  - 5.2.6 Maximum weight capacity (as advertised and/or certified)

6. **DELIVERY**

- 6.1 Vendor shall indicate any delivery and assembly charges to locations throughout the City of Lincoln.
- 6.2 Assemble and inspect chairs for compliance with order specifications.
- 6.3 Deliver chair direct to the ordering individual.
- 6.4 Once chairs are ordered and delivered, and upon request, the Vendor representative shall make arrangement to demonstrate the selected chair features and to assist the customer in adjusting the chair to maximize comfort and support in their individual work space.
  - 6.4.1 Review adjustment features, proper seating posture, and normal maintenance/care procedures with individual.

7. **MAINTENANCE REQUIREMENTS**

- 7.1 Vendor shall perform all administration of warranty claims.
- 7.2 Vendor shall provide factory-trained personnel for field repairs.
- 7.3 Provide similar loaner chair if in-shop repairs are required.
- 7.4 Vendor shall reply to all chair complaints within 24 hours of call from customer.
  - 7.4.1 Service work or replacement must be completed within 24 hours of response from Vendor.

8. **DEMONSTRATOR CHAIRS**

- 8.1 Vendor must provide demonstrator chairs of the exact brand and model of chair being awarded, which will be assigned to, and located in, the City/County Purchasing Division during the duration of the contract, including all features and adjustments as those being bid.
- 8.2 Each chair shall have a plastic sleeve with the chair name, color, features, price and fabric selection chart to assist in the ordering process of selected chairs.
- 8.3 A catalog and fabric chart for every chair selected will be provided to the Purchasing office in addition to the plastic sleeve.
  - 8.3.1 Company representative shall assist in conducting periodic office ergonomics seminars sponsored by City/County Safety and Training personnel as requested.

- 8.3.2 All firms selected and offered final contracts will be asked to participate in a vendor fair at the City/County Building on Wednesday October 24, 2012 from 11am to 1pm to introduce the new seating.
- 8.3.2.1 The vendor fair will be structured as an open house where all City/County/PBC employees are invited to attend on a specific day (or half day) to meet the new Contractors and see demonstrations of the new seating.

**9. EVALUATION CRITERIA AND AWARD**

- 9.1 Contract awards will be made to the most responsive Vendor whose proposal complies with all the requirements of this Request for Proposal and any addenda, except for such minor defects as may be waived by the Owners.
- 9.2 Evaluation criteria will include, but not be limited to:
  - 9.2.1 Pricing structure
  - 9.2.2 Warranty terms and conditions
  - 9.2.3 Comfort and fit of the chairs
  - 9.2.4 Depth and variety in the chair line, including special needs (i.e., big/tall, large weight, small, etc.)
  - 9.2.5 Vendor services
  - 9.2.6 Repair services
  - 9.2.7 Ergonomics and Safety Features
  - 9.2.8 Comfort and Adjustability of chairs
  - 9.2.9 Any additional Vendor services, manufacturer's warranties, etc. offered by the Vendor to the benefit of the Owners.

**10. SUBMITTAL REQUIREMENTS**

- 10.1 Submit one (1) original and six (6) copies of your Written Proposal prior to the day and time listed on the bid information.
  - 10.1.1 **You must also complete the electronic portion of this proposal on the E-bid System.**
    - 10.1.1.1 The electronic response of this proposal will include information such as addendums, term agreement and acknowledgment of requirements.
    - 10.1.1.2 Electronic response will be printed and made a part of proposal.
- 10.2 The following documents must be included in each written proposal package:
  - 10.2.1 The Proposal information.
  - 10.2.2 Any attachments to the Proposal Form required by this Request for Proposal (detailed discount structure, additional services).
  - 10.2.3 Complete statement of warranty terms and conditions including labor & materials
  - 10.2.4 A complete explanation of all exceptions to this Request for Proposal, detailed on company letterhead.
  - 10.2.5 Manufacturer's Price List to be used as basis of pricing for initial term of Agreement.
    - 10.2.5.1 Chair specifications, if not included in Manufacturer's Price List.
  - 10.2.6 Chart of available fabric selections and corresponding ordering codes.
  - 10.2.7 Catalogs from manufacturer for office seating being proposed.
  - 10.2.8 At least (2) two references where the chairs being offered are currently in use.