

**QUESTIONNAIRE FOR
Wood Casegoods**

Vendor should make additional copies of this form as necessary, and should use a separate copy for each series offered. Please read and then refer to Specification # 7110-7. Explain any "No" on a separate sheet with company logo and reference item number. Satisfactory answers to all (y/n) questions will be a "yes" and if "N/A" (not applicable) is used, also explain on separate sheet.

1. Name of submitting firm: _____
2. Address of submitting firm: _____
3. Person completing survey: _____ Phone: _____
Email address: _____
4. Manufacturer: _____
Series number as designated in catalog: _____
5. Style (Traditional, Contemporary, Flush Panel, Post and Panel) _____, Series _____, per N.C. Specification 7110-7, latest revision.
6. Number and/or date of referenced catalog/price list: _____
7. Page number in above catalog/price list, which shows this model: _____
8. Has this model been in production for at least 6 months? _____ (y/n)
9. Is this model offered, new and in first class condition, exactly as specified per catalog/price list, without modification and not unique for the State of North Carolina? _____ (y/n).
10. Do High Pressure Laminates (HPL) finished tops comply with NEMA LD-3, GP-50 (0.050" thickness) standards? _____ (y/n)
11. Do item(s) meet the requirements of ANSI/BIFMA X5.5, Office Furnishings, Desk Products: Tests? _____ (y/n)
12. All items constructed in accordance with current best commercial practices? _____ (y/n)
13. Are the following available? (y/n)
 - Desks? _____
 - Credenzas? _____
 - Bookcases? _____
 - Lateral Files? _____
 - Conference Tables? _____
 - Worktables? _____
14. Wood material: All kiln dried to best practice moisture level for the application, exterior veneered surfaces same species as requested, furniture grade, defect free and promotes similar finishing characteristics as other hardwoods/veneers used? _____ (y/n)

15. Glue: Proper amounts applied without excess, of good commercial grade and applied in accordance with best industry practices? _____(y/n)
16. Hardware: Ferrules are corrosion resistant and compatible with design. Door Catches blend with décor and are either 3/8" bullet type or magnetic and offer adjustments. Locks keyed alike, when more than one is used, supplied with two keys and standard on double pedestal desks. Typically, locking center drawer operates a mechanism that secures all other drawers. Optional pedestal locks available. Drawer Pulls are strong, securely mounted and have a finish compatible with décor of furniture? _____ (y/n)
17. Finish of furniture is best grade, standard colors finish and a finished sample is available upon request when stated in Invitation for Bids. _____(y/n)
18. Color and Shade: All exterior components match including color and shade of HPL tops in contrast with wood veneers? _____ (y/n).
19. Plywood: Meets USDC PS-51-71. Bondage not less than Type II, cross-banding not less than Grade 2 and at least 1/20" thick. All exposed faces have Grade 1 veneer with uniform appearance, edge glued, and unexposed faces have Grade 2 veneer. Lumber cores regular grade and do not have butt-end joints? _____ (y/n)
20. Veneers: Unsanded face and back veneers are not less than 1/36" thick for maple and oak and not less than 1/40" thick for cherry and walnut. All others not less than 1/36" thick? _____(y/n).
21. Post and Panel Style Conference and Executive Desks: Legs are either underset or corner posts extend to form the legs. Double pedestals with pullout arm slide at top plus kneespace drawer are standard with a minimum of either three box drawers in one pedestal and one box drawer and a file drawer in the other pedestal or, a minimum of one box drawer and one file drawer in each pedestal. Drawer fronts do not overlap. Grommets are available for wire management when requested. _____(y/n)
22. Flush Panel (Box Construction Style Senior, Junior and Clerical) Executive Desks: Same requirements as Post and Panel Style but exhibiting flush panel styling. Legs are set in from the exterior panels. _____ (y/n)
23. Slab End Panel (Contemporary) Executive Desk: Style exhibits recessed approach sides and either ¾ or full modesty panel. Double pedestals with a kneespace drawer are standard. Each pedestal shall contain a minimum of either three box drawers in one pedestal and one box drawer and a file drawer in the other pedestal or, a minimum of one box drawer one file drawer in each pedestal. Grommets are available for wire management when requested. _____ (y/n)
24. Traditional (Senior, Junior and Clerical) Executive Desks: Traditional style with solid hardwood (or veneer wrap) edge banding and solid hardwood base molding plus shaped hardwood (optional plastic type) decorative molding used. Desk contains at least one box drawer and one file drawer plus pullout arm slide in each pedestal with kneespace drawer. Grommets are available for wire management when requested _____ (y/n)
25. Construction: Knock-down/cam lock assembly construction is not used? _____ (y/n)
26. Exterior: HPL is not used on any vertical surfaces (i.e. drawer fronts, panels) but rather face veneer, meeting requirements in Item 20, are used? _____ (y/n)

27. Tops: Minimum 3-ply, high-density 45 lb cu/ft core construction 1 3/32" thick, faced and edge banded with HPL (no PVC) backed with a balancing sheet. (hardwood edge banded allowed). _____(y/n)
28. Panels: All panels are a minimum 3-ply laminated construction. 3-ply veneer panels are 3/16" thick. End and approach panels, in flush panel or box construction, are constructed from 45 lb cu/ft core and a minimum of 3/4" thick (11/16 thick for approach panels)? _____(y/n)
29. Drawer Construction: Fronts are either 5-ply laminated construction, 3-ply balanced laminated construction or 45 lb cu/ft fiberboard with veneer on both sides. Sides and back are 7/16" thick solid oak, other furniture grade hardwoods or hardwood plywood. Fronts can be detachable and vinyl wrapping is not used. Bottoms are a minimum of 1/8" thick 3-ply oak face or fiberboard with matching printed face fitted into grooves and stabilized with glue blocks. All corners are dovetailed and glued with the option to chuck and bore, bored and doweled or box joint construction. Additional pins allowed but staples are not. Drawers move on metal ball bearing suspensions? _____(y/n)
30. Drawer Applications: File drawers are rated for a minimum of 50 pounds and accommodate both letter and legal size folders and come with hanger supports that accept standard Pendaflex hanging folders that do not drag on bottom when moved. Folder tabs clear top drawer when moved. All drawers operate on ball bearing suspensions such as "Accuride" or equivalent metal slides and shall support at least 75% of the drawer length. Drawer length is at least 80% of desk depth. Drawers open to at least 75% of its depth. Drawers are removable with quick release devices that require no tools. If tool is required, it is supplied. Shipping screws are easily identified and instructions are included for their removal. The contractor will drill any holes required during delivery and remove shipping screws. All drawer margins are even and they hit both stops simultaneously when closed. _____(y/n)
31. Pullout Arm Slides: Slides are a minimum 3-ply laminated construction on 45 lb cu/ft core with solid wood or HPL face. A finger hole or pull button is provided for opening and this item is standard above each transitional style pedestal and optional, where offered, on other styles. _____(y/n)
32. Posts: Post and Panel models have posts that are solid wood, as specified, with dimensions that approximate 1 3/4" x 1 3/4" however, the smallest dimension is 1 1/4" with a minimum cross section of 2 1/4" square. _____(y/n)
33. Legs: Are in accordance with standard manufacture in profile and material and have adjustable levelers. Anchor bolts and tee nuts securely fasten the detachable type. Dimensions and cross sectional attributes are the same as Posts. _____(y/n)
34. Bottom Edge: Are smooth to prevent snagging or veneer tear out. Edgings, when used, are applied to the bottom of panels to prevent edge damage. _____(y/n)
35. Warranty: All furniture is new and of good material and workmanship with prompt replacement of any part(s) which fail under normal use due to defects, for a minimum of 5 years from date of acceptance. All warranty costs paid by the manufacturer. _____(y/n)
36. Contractor furnishes complete written instructions for installation, list of parts, operation and maintenance. Purchaser reserves the right to arrange for acceptance inspection in compliance with the specification. Contractor responsible for any packing, packaging or protection required to insure undamaged delivery and will remove packaging from site when job has been completed. _____(y/n)

END OF QUESTIONNAIRE