SOUTH CENTRAL FOUNDATION (SCF)

FF&E SPECIFICATION ADDENDUM – DIVISION 01 SECTIONS

These FF&E Division 01 sections apply to vendors contracted directly by SCF. They supplement the project's main Division 01 specifications and define requirements for management, procurement, installation, and closeout of furniture, fixtures, and equipment (FF&E).

Included Sections:
- FF&E 010000 – General Requirements
- FF&E 012500 – Substitution Procedures
- FF&E 013100 – Project Management and Coordination
- FF&E 013233 – Photographic Documentation
- FF&E 013300 – Submittal Procedures
- FF&E 014339 – Mockups
- FF&E 017700 – Closeout Procedures

These sections govern FF&E activities and coordination between the Owner, Design-builder, and vendors to ensure consistent quality, safety, and compliance across the project.

SOUTH CENTRAL FOUNDATION (SCF)

FF&E SPECIFICATION

SECTION FF&E 010000 – General Requirements

PART 1 – GENERAL

1.01 SUMMARY

A. This section includes general requirements applicable to all FF&E vendors.

B. Coordinate with the Design Builder, SCF representative, and other vendors to ensure a complete and coordinated installation.

1.02 PRICE HOLD PERIOD

A. Vendor shall hold all pricing for six (6) months following Substantial Completion of the facility, to allow for additional units to be purchased if so desired by Owner.

B. Price holds include product cost, delivery, installation, and warranty terms.

1.03 STANDARDS AND REFERENCES

A. Comply with applicable building, healthcare, and behavioral health codes, including ligature-resistant and tamper-proof product requirements where specified.

PART 2 – PRODUCTS

A. As specified in specifications provided at solicitation and confirmed with approved submittals.

PART 3 – EXECUTION

A. Install FF&E items per manufacturer instructions and coordinated schedule.

B. Ensure safety and performance requirements are met. Comply with site specific personal protective equipment (PPE) and safety procedures in place on the project site at the time of installation.

END OF SECTION FF&E 010000

SOUTH CENTRAL FOUNDATION (SCF)

FF&E SPECIFICATION

SECTION FF&E 012500 – Substitution Procedures

PART 1 – GENERAL

1.01 INTENT

A. Maintain design integrity, safety standards, and functional requirements of this facility.

1.02 SUBSTITUTION REQUESTS

A. Submit all substitution requests in writing to SCF and Design-Builder prior to bid/proposal. Substitutions will only be considered due to unavailability of specified products, changes due to regulatory changes/requirements, or substitutions that offer substantial advantages to the project. No substitutions shall be allowed after bid/proposal approval.

B. Include manufacturer data, comparison of dimensions, functionality, durability, cost, and warranty. Include reasoning for substitution request (benefit to Owner, specified item no longer available, etc.). Bidders/proposers to provide specified FF&E unless there is a strong and compelling reason to substitute. Final decision on all substitutions shall be made by the SCF.

C. Unauthorized substitutions shall be rejected and replaced at Vendor's expense.

1.03 APPROVAL CHAIN

A. Approval authority rests with SCF.

B. Submit to Design-Builder for initial review. Design-Builder will coordinate with SCF Representative for final determination and response to Vendor.

PART 2 – PRODUCTS

A. As specified in solicitation and/or confirmed with submittals for approval.

PART 3 – EXECUTION

A. Substitution Request for products, assemblies, materials, and equipment constitutes a representation that the submitter:

1. Has investigated proposed product and determined that it meets or exceeds the quality and safety level of the specified product, equipment, assembly, or system.

2. Agrees to provide the same warranty for the substitution as for the specified product.

3. Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.

4. Agrees to coordinate installation and make changes to the Design-builder's scope of work that may be required for the work to be complete, with no additional cost to Owner.

5. Waives claims for additional costs or time extension that may subsequently become apparent.

6. Agrees to reimburse Owner and Architect for review or redesign services associated with re-approval by authorities

B. Install FF&E items per manufacturer instructions and coordinated schedule.

C. Ensure safety and performance requirements are met.

END OF SECTION FF&E 012500

SOUTH CENTRAL FOUNDATION (SCF)

FF&E SPECIFICATION

SECTION FF&E 013100 – Project Management and Coordination

PART 1 – GENERAL

1.01 COORDINATION

A. Vendor shall coordinate installation schedules with the Design Builder, SCF Representative, and other contractors.

B. Include all costs for subcontracted work such as electrical, data, or other trades required, for complete installation.

1.02 PROJECT MANAGEMENT SUPPORT

A. Vendor shall provide project management services to assist SCF and Designer in confirming final selections.

B. Vendor shall manage purchase orders, schedules, shipping, storage, staging, and installation to comply with the project schedule.

C. Vendor shall attend project meetings and provide progress reports, as required or requested.

1.03 CHAIN OF COMMAND

A. Designer – Will review and grant approval of all submittals, in coordination with Owner.

B. SCF Representative – Project coordination and oversight.

C. Design Builder – Site coordination.

PART 2 – PRODUCTS

A. As specified in approved submittals.

PART 3 – EXECUTION

A. Install FF&E items per manufacturer instructions and coordinated schedule.

B. Ensure safety and performance requirements are met.

END OF SECTION FF&E 013100

SOUTH CENTRAL FOUNDATION (SCF)

FF&E SPECIFICATION

SECTION FF&E 013233 – Photographic Documentation

PART 1 – GENERAL

1.01 PHOTOGRAPHIC DOCUMENTATION

A. Provide digital photographs documenting delivery, installation, and completion of installation.

B. Label all photos with date, location, and description.

C. Submit original .jpg photos and organized PDF summary of photos for record. Coordinate with Owner on transmission of photographic documentation. Provide quantity of photos as is sufficient to document all installations.

PART 2 – PRODUCTS

A. As specified in approved submittals.

PART 3 – EXECUTION

A. Provide photos of high resolution and quality as needed, to show the true character and quality of the installation.

END OF SECTION FF&E 013233

SOUTH CENTRAL FOUNDATION (SCF)

FF&E SPECIFICATION

SECTION FF&E 013300 – Submittal Procedures

PART 1 – GENERAL

1.01 SUBMITTAL PROCESS

A. Submit product data, samples, and shop drawings for approval, prior to ordering.

B. No orders may proceed without written approval.

C. Selected vendor shall coordinate with SCF regarding submittal transmittal procedures. This project is using Autodesk Construction Cloud (ACC) for uploading, review, and transmission of submittals. Vendor shall coordinate with Owner and Design-Builder for access and procedures to use ACC for all submittals.

1.02 PURCHASE ORDERS

A. Manage and track all purchase orders with your suppliers and vendors, to comply with project schedule. Keep SCF and Design-builder informed of any changes to the procurement and delivery schedule. Provide storage, staging, and shipping to provide 'just in time' deliveries, according to the project schedule. Any storage onsite must be coordinated with and approved by the Design Builder, prior to shipping. There is very limited availability on-site for storage/ staging.

PART 2 – PRODUCTS

A. As specified in approved submittals.

PART 3 – EXECUTION

A. Indicate in product data and shop drawing submittals, which items will include a mockup.

B. Assure all requirements in section 014339, Mockup Requirements, are met prior to full procurement of FF&E to be provided.

END OF SECTION FF&E 013300

SOUTH CENTRAL FOUNDATION (SCF)

FF&E SPECIFICATION

SECTION FF&E 014339 – Mockups

PART 1 – GENERAL

1.01 MOCKUP REQUIREMENTS

A. Provide one mockup of each chair type for review.

B. Include one of each type of behavioral health furniture.

1.02 REVIEW

A. Mockups will be reviewed by SCF and Designers.

B. Written approval required before production.

C. Accepted mock-ups establish the standard of quality the Architect will use to inspect against and to determine the acceptability of Work yet to be completed.

D. Architect will use accepted mock-ups as a comparison standard for the remaining Work.

PART 2 – PRODUCTS

A. As specified in approved submittals.

PART 3 – EXECUTION

A. Construct one mock-up, in a single specified finish and upholstery, if applicable (to be specified by Architect), of each chair type to be supplied. The purpose of mock-up is to demonstrate the proposed range of aesthetic effects, workmanship, and customer-owner safety.

B. Install FF&E items per manufacturer instructions and coordinated schedule, if mock-up is approved for permanent installation.

C. Ensure specified performance requirements are met.

END OF SECTION FF&E 014339

SOUTH CENTRAL FOUNDATION (SCF)

FF&E SPECIFICATION

SECTION FF&E 017700 – Closeout Procedures

PART 1 – GENERAL

1.01 CLOSEOUT DELIVERABLES

A. Provide O&M Manuals with data sheets, cleaning instructions, and warranties. Manuals shall be in PDF format, neatly organized, with a table of contents hyperlinked to each section.

B. Provide on-site training for SCF staff, as needed. Provide for Behavioral Health recliners, exam chairs, and task chairs at a minimum.

C. Submit photographic record and warranty certificates per section 013300, Submittal Procedures. Vendor shall warrant all FF&E to be free from defects in materials, workmanship, moving parts, finishes, and installation for a period of 1 year from the date of acceptance.

PART 2 – PRODUCTS

A. As specified in approved submittals.

B. Spare parts, if applicable.

PART 3 – EXECUTION

A. Final work shall be clean and complete and will be inspected by Design-Builder and SCF Representative, where a correction punch list will be generated. All corrections shall be completed and final installations and areas left clean and all packing supplies, boxes, materials, etc., removed and hauled away offsite by installer.

B. Upon installation and acceptance of all FF&E, submit O&M manuals for approval, and turn over any spare parts required. Upon approval of O&M manuals, schedule and provide any training required, and submit final invoice.

END OF SECTION FF&E 017700