SECTION 123504

POSTAL CASEWORK

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**NOTE TO SPECIFIER**

*Use this Specification Section for Mail Processing Facilities.*

***This is a Type 4 Specification with*** ***Direct Vendor text; these Sections contain a Direct Vendor, which is a product supplier with a pass-through pricing (PTP) agreement with USPS. The General Contractor must order the specified products and/or services from the Direct Vendor, therefore portions of the text indicated*** ***with a “Note to Specifier” cannot be modified. Do not revise the required paragraphs without an approved Deviation from USPS Headquarters, Facilities Program Management, through the USPS Project Manager.***

*For Design/Build projects, do not delete the Notes to Specifier in this Section so that they may be available to Design/Build entity when preparing the Construction Documents.*

*For the Design/Build entity, this specification is intended as a guide for the Architect/Engineer preparing the Construction Documents.*

*The MPF specifications may also be used for Design/Bid/Build projects. In either case, it is the responsibility of the design professional to edit the Specifications Sections as appropriate for the project.*

*Text shown in brackets must be modified as needed for project specific requirements.* *See the “Using the USPS Guide Specifications” document in Folder C for more information.*

*The last date that USPS revised this standard specification section occurs in two places, at the end of this section and in the Table of Contents. If the date in this section matches the date in the Table of Contents, then you are using the latest version. Do not delete or revise the “last revised” date at the end of the section during the development of the Project Manual.*

*The footer in this section should be edited to replace the text, “USPS MPF SPECIFICATION” with the project name, and the blank date in the center should be replaced with the submission date, for interim design reviews, or the issue date of the completed Project Manual.*

***For non-retail, custom casework, use Section 123216 - Manufactured Plastic-Laminate-Clad Casework.***

***It may be necessary to use both Section 123504 and 123216.***

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1. GENERAL
   1. SUMMARY
      1. Section Includes:
         1. Fabricated custom cabinets and fixtures.
         2. Countertops- including field installed custom solid surface tops on selected fixtures
         3. Cabinet and fixture hardware.
         4. Preparation for installing utilities.
         5. Full Service Workstations.

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***NOTE TO SPECIFIER***

***REQUIRED****: Do not modify the Direct Vendor information below without an approved deviation.*

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* + 1. The USPS Direct Vendor for supplying postal casework is 3C Store Fixtures, Inc. No substitutions permitted.
       1. In the Offer, include the casework cost from the selected Direct Vendor, including shipping.
       2. Include the cost for unloading and installation as part of the Work.
       3. Order from the USPS Direct Vendor in time to meet the schedule.
       4. Payment may be required by the USPS Direct Vendor from the contractor prior to shipment of the casework.
    2. Related Documents: The Contract Documents, as defined in Section 011000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other Documents.
    3. Related Sections:
       1. Section 011000 - Summary of Work: Requirements for Postal Service furnished Products.
       2. Section 096500 – Resilient Flooring.
  1. REFERENCES
     1. American National Standards Institute (ANSI):
        1. ANSI A135.4 - Basic Hardboard.
        2. ANSI A208.1 - Mat Formed Wood Particleboard.
     2. Architectural Woodwork Institute (AWI):
        1. AWI AWQS - Architectural Woodwork Quality Standards, 6th Edition Version 1.0.
     3. National Electric Manufacturer's Association (NEMA):
        1. NEMA LD3 - High Pressure Decorative Laminates.
     4. United States Department of Commerce Product Standard (PS):
        1. PS 1 - Construction and Industrial Plywood.
        2. PS 20 - American Softwood Lumber Standard.
     5. Direct Vendor Detailed Installation Instructions.
  2. SUBMITTALS
     1. Section 013300 - Submittal Procedures: Procedures for submittals.
        1. Assurance/Control Submittals:
           1. Qualification Documentation: Custom cabinetwork and fixture installer documentation of experience indicating compliance with specified qualification requirements.
  3. QUALITY ASSURANCE
     1. Perform work in accordance with AWI AWQS Custom quality.
     2. Qualifications:
        1. Installer: Company specializing in performing work of this Section with a minimum of 5 years documented experience
     3. Pre‑installation Meeting:
        1. Convene a pre‑installation meeting at Project Site, one week prior to commencing work of this Section and after casework has been delivered.
        2. Require attendance of parties directly affecting work of this Section.
        3. Review preparation and installation procedures and coordinating and scheduling required with related work.
        4. Agenda:
           1. Tour, inspect, and discuss condition of areas where custom cabinets and fixtures will be installed and other preparatory work performed by other trades.
           2. Review custom cabinet and fixture requirements (drawings, specifications, and other contract documents). Identify requirements for Postal Service furnished Products and Contractor furnished Products.
           3. Review and finalize construction schedule related to custom cabinet and fixture work and verify availability of materials, installer's personnel, equipment, and facilities needed to complete the Work and avoid delays.
           4. Review requirements for inspections, installation certification, and material usage accounting procedures.
  4. STORAGE AND HANDLING
     1. Section 016000 - Product Requirements: Receive, handle, store, and protect products.
     2. Protect fixtures from damage and excessive or inadequate relative humidity.
     3. Maintain relative humidity between 25 percent and 55 percent.
     4. Coordinate delivery scheduling with Direct Vendor to avoid premature delivery and potential damage to casework on project site.
     5. Take an inventory of casework hardware and accessories provided by Direct Vendor and report any missing item to Direct Vendor, in writing, immediately.
     6. Properly store the keys in a safe place and hand them over to Contracting Officer’s Representative immediately upon completion of installation and obtain a receipt. Keys shall not be duplicated.
     7. Certain casework items have been manufactured with additional weight installed and may require special equipment and handling during unloading. Contact Direct Vendor prior to receipt of shipment to insure adequate jobsite facilities for receiving and unloading casework.

1. PRODUCTS
   1. MANUFACTURERS

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***NOTE TO SPECIFIER***

***REQUIRED****: The Direct Vendor manufacturer and product cannot be modified without an approved deviation.*

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* + 1. The USPS Direct Vendor for supplying postal casework:
       1. 3C Store Fixtures, Inc. Wilson, NC, 27893. See order form for contact information.
    2. USPS reserves the right to update these products through the Approved Vendor agreements.
  1. CASEWORK DESCRIPTIONS
     1. For casework descriptions and requirements refer to Drawings. Casework catalog is available by request.
  2. CASEWORK HARDWARE AND ACCESSORIES
     1. Direct Vendor will supply all anchoring materials, glass, light fixtures, lamps, furring strips, trims, locks, keys and any other materials and hardware shown on the contract drawings.

1. EXECUTION
   1. EXAMINATION
      1. Section 017300 - Execution: Verification of existing conditions before starting work.
      2. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
         1. Verify casework and fixture dimensions by field dimensions.
      3. Report in writing to USPS Project Manager prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
      4. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the United States Postal Service.
   2. INSTALLATION
      1. Install cabinets and fixtures, in conformance with AWI AWQS, Section 1700 - Installation of Woodwork, and Direct Vendor Detailed Installation Instructions provided with the casework.
      2. Set and secure fixtures in place; rigid, plumb, and level at locations indicated on Drawings.
         1. All blocking, screws, bolts, glue, and fasteners are to be provided by the Direct Vendor.
         2. Attach to floor or walls with fasteners as indicated on Drawings.
         3. Firmly secure all freestanding floor units to floor with 2 x 4 wood blocking and expansion anchor bolts as per the anchoring details in contract drawings.
         4. Secure adjoining freestanding casework with connector bolts as shown on contract drawings
         5. Countersink all screws used to adhere slatwall to walls and cabinets.
         6. All attachment systems shall be concealed; no screw heads other than the screws covered by cove base shall be visible.
      3. Use fixture attachments in concealed locations for wall and floor mounted components.
      4. Secure fixtures to floor using appropriate angles and anchorages.
      5. Carefully scribe fixtures abutting other components, with maximum gaps of 1/32 inch. Do not use additional overlay trim for this purpose.
      6. Deliver keys to the Contracting Officer’s Representative and obtain a receipt.
      7. Cove base supplied and installed under Section 096519 – Resilient Quartz Flooring.
   3. CONSTRUCTION
      1. Interface with Other Work:
         1. Coordinate installation sequence of fixtures with trades providing electrical, data and communication connections to fixtures.
         2. Coordinate the installation of cove base with resilient flooring installer.
      2. Site Tolerances:
         1. Maximum Variation from True Position: 1/16 inch.
         2. Maximum Offset from True Alignment with Abutting Materials: 1/32 inch.
   4. FIELD QUALITY CONTROL
      1. Section 014000 - Quality Requirements: Inspection procedures.
      2. B. USPS Project Manager will inspect custom cabinet and fixture installation, alignment, attachment to structure, and connection to data and communication lines.
   5. ADJUSTING
      1. Adjust moving or operating parts to function smoothly and correctly.
   6. CLEANING AND PROTECTION
      1. Section 017300 - Execution Requirements Cleaning and protection of installed Work.
      2. Clean casework, counters, shelves, hardware, fittings, and fixtures.



END OF SECTION

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***NOTE TO SPECIFIER***

***REQUIRED****: Insert the Direct Vendor order form from USPS BDS Folder F.6.1 after this Section in the Project Manual.*

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