

**HOW TO USE THIS DOCUMENT:** The language in this document can be incorporated into a Request for Proposals for school demolition/construction to ensure that unwanted furniture, fixtures and equipment will be managed as resources, not as waste. Seeking the services of a surplus furniture reuse/recycling vendor is a simple way to give a second life to usable goods while assisting under-resourced schools in need.

## **REMOVAL AND REUSE OR RECYCLING OF FIXED AND MOVABLE ASSETS Request for Proposals**

### **Surplus Fixed and Movable Assets**

The Owner will identify all items of furnishings and/or equipment that it intends to keep for its own redeployment or use. The Contractor will be responsible for removing and arranging for the reuse or recycling of all remaining furnishings and/or equipment that are made surplus during the project.

Surplus fixed and movable assets to be removed and managed by the Contractor for reuse and/or recycling shall include:

*(Add to, modify, or delete from this list as appropriate to specific project)*

1. Furniture (desks, tables, chairs, file cabinets, bookshelves, etc.);
2. Beds and mattresses;
3. Bed linens, pillows, towels, shower curtains, and other residential soft goods;
4. Display cabinets, blackboards, whiteboards, etc.;
5. Library furnishings and equipment, including but not limited to shelving, carrels, tables, workstations, etc.;
6. Laboratory benches and cabinets; laboratory shelving;
7. Partition/panel/cubicle systems;
8. Windows (sash only);
9. Doors (including *or* excluding frames);
10. Wood millwork, paneling, wainscoting, and other similar interior finishes;
11. Wood, marble and other flooring;
12. Bathroom plumbing fixtures (toilets and sinks);
13. Bathroom stall partitions;
14. Mirrors;
15. Cabinets and countertops (kitchen, bath, storage, etc.);
16. Sinks (kitchen, bath, other; in-counter and freestanding);
17. Dining and/or cafeteria tables and chairs, foodservice lines, and other dining and cafeteria furniture and equipment;
18. Food preparation and foodservice tables;
19. China-, glass-, and silverware; Serving dishes; Pots and pans; Cooking utensils;
20. Table cloths, dining linens, and similar soft goods;
21. Kitchen appliances (ovens, ranges, dishwashers, free-standing and walk-in refrigerators, chillers, etc.).

The Owner will provide the contractor with an inventory of the specific items that will be subject to this requirement.

### **OR**

After the Owner has identified the assets it intends to retain, the Contractor shall inventory the project site and develop a preliminary list of fixed and movable assets that can be reused and/or recycled. After review

by the Owner, Contractor shall provide a final list of fixed and movable assets to be reused and/or recycled, specifying which are to be handled for reuse and which are to be handled for recycling.

All materials on the final list of fixed and movable assets to be reused and/or recycled shall be removed by Contractor. Those designated for reuse shall be removed intact and shall be distributed by sale or donation to parties who are capable of assuring their reuse. Those designated for recycling shall be removed and handled using methods and equipment appropriate to each material and the markets to which they are being provided.

The Contractor will submit qualifications of organization(s) designated to facilitate reuse of fixed and movable assets for Owner's approval.

The Contractor will submit a report to the owner documenting the final disposition of all surplus assets, including identities of each market or recipient, and composition and quantities of materials disposed to each market or recipient.