

**PARTNERSHIP AGREEMENT BETWEEN
THE U.S. PATENT AND TRADEMARK OFFICE
AND
Patent Office Professional Association**

The Administrator for Space Acquisition and the President of the Patent Office Professional Association (POPA) hereby adopt the Partnership Working Group (PWG) recommendations regarding the potential procurement of office furniture for employees represented by POPA bargaining unit in a future consolidated USPTO facility. Should the U.S. Patent and Trademark Office (USPTO) be allocated funds for furniture in its proposed consolidated campus, the attached Working Group recommendations agreed to, in the spirit of partnership, shall be implemented in accordance with the document attached hereto.

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President
Patent Office Professional Association

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For: Patent Office Professional Association

For: U.S. Patent and Trademark Office

Date

Date

Partnership Working Group Recommendations Office Furniture for Employees Represented by POPA

The Partnership Working Group (PWG) recommends the following furniture specifications and process for procuring furniture for POPA employees.

The key principles to be addressed in purchasing furniture are as follows: the furniture will be ergonomic, durable and easily maintained, support work processes and contribute to a professional work environment, and provide tools for humanizing and personalizing office space.

The furniture standards specified below represent the requirements for private and shared closed 150 SF offices. Bargaining unit members who are in occupancy outside of the GS-122x series and who are part of an organizational unit housed on a floor of a building having a universal room size of 120 SF will have the same furniture as provided to other employees in 120 SF offices in their work unit.

I. PRIORITIES OF FURNITURE

If sufficient budget is allocated, the USPTO will provide all bargaining unit members with new ergonomic furniture for their offices according to the specifications of this agreement and will, if requested, move one tall storage element per single office (as dictated below in agreement) from existing space to the consolidated campus. Should the entire budget not be allocated, it is expected that new furniture will be procured in the following order of importance, and movement of some existing furniture will be determined in a future Relocation Agreement:

1. Task seating
2. Freestanding Modular Furniture with low storage (e.g. lateral file, mobile pedestals)
3. Two (2) Bookcases per office
4. Two (2) Visitor Chairs per office (1 in each shared office)
5. Two paper management rails and tools, overhead units, task lighting, and tackboards

However, the order of these priorities and distribution to the bargaining unit may be revisited by POPA following budget approval in the event that insufficient funding was allocated to purchase all new ergonomic office furniture.

II. FURNITURE ELEMENTS

A. Worksurfaces and Freestanding Modular Furniture Elements

150 SF Single Office

- Worksurfaces shall be manufactured of durable wood surfaces (excluding “soft” woods) and wood edges shall be rounded to reduce contact strain on the arms. The desk will measure at least 36”x 60” and all other worksurfaces will be at least 30”d. In the case of an area with a column, furniture elements will be reduced by the least possible measurement, presumably in 6” increments.
- The desk will have a full-height wood modesty panel (with minimal floor clearance) and wood end panels. The desk will have a 6” overhang on the visitor’s side.
- Ancillary pieces shall be designed to accept at least a ½-height modesty panel. Upon the employee’s request, a modesty panel will be procured and installed within a reasonable time, following move-in if the modesty panel will serve a privacy function.
- Each worksurface component will be freestanding and independently supported.
- Wire management will be provided behind or underneath all worksurfaces, so that cables may be managed and organized from the equipment to the TED (tele/data and electrical outlet in the wall opposite the door opening).

150 SF Shared Office

- Worksurfaces shall be manufactured of durable wood surfaces (excluding “soft” woods) and wood edges shall be rounded and soft to reduce contact strain on the arms. The worksurfaces shall be 30” in depth. Each employee will be furnished with an equal amount of worksurface space. Furniture elements within a workstation shall

be provided per the measurements drawn. In the case of an area with a column, furniture elements will be reduced by the least possible measurement, presumably in 6" increments.

- Wire management will be provided behind or underneath all worksurfaces, so that cables may be managed and organized from the equipment to the TEDs (tele/data and electrical outlets) in the wall opposite the door.

B. Storage

▪ Overhead Storage

Each employee will be provided with two overhead cabinets with closed, lockable doors that open into the units. The cabinets will have finished tops that employees may use for additional storage, subject to manufacturer's weight limitations. The overheads will be supported by vertical stanchions and will not be wall-mounted. In single offices, the back of the overhead unit modules must be finished. The RFP will provide that manufacturers may also offer double-stacked overheads.

▪ Pedestal File (Low Storage)

Two locking mobile pedestals will be supplied per employee in a 150 SF single office and one locking mobile pedestal will be supplied per employee in a 150 SF shared office. Each pedestal will have a 12" h file drawer, a 6" h box drawer, and a 3" h pencil drawer with a pencil tray insert. If not integral, pulls for the pedestal file shall be made of a durable material and shall be securely fastened. If an employee elects, a mobile pedestal may be removed from the office .

▪ Lateral File (Low Storage)

One two-drawer locking lateral file will be provided, per single office. The cabinet will accommodate both letter and legal size files and will include all necessary rails. If not integral, pulls for lateral files shall be made of a durable material and shall be securely fastened.

▪ Tall Storage

Each office will be provided with two bookcases, each 36" w x 12-15" d x 84" h. Each bookcase will be equipped with 6 height-adjustable shelves. In a shared office, each employee will be designated one bookcase.

For each single office, each employee may designate one tall storage piece to be relocated from the existing space to the new office within a reasonable time post-move. The selected tall storage element (bookcase, bookcase with doors, shoe case, or file cabinet) must fit into the dimension of 36" x 20". Each employee will have the opportunity to choose a 3-tier metal shoe case as the designated piece. If an employee elects, a tall storage element may be removed from the office.

• Keying

All locking components within an employee's work area will be keyed alike. When employees share an office, the personal components for each employee shall be differently keyed. Each individual will be provided with two keys and a duplicate key will be made available. All lock cylinders provided may be replaced with different number lock cylinders when an employee relocates.

C. Seating

1. Task Chairs

Ergonomic task chairs will be equipped with independently adjustable arms, adjustable lumbar support, pneumatic lifts, and tilt mechanisms. The chairs provided will include standard, petite and large-sized chairs to fit a diverse population. Each employee will be provided with a comfortably sized chair.

A survey mechanism will be established that will factor POPA employee feedback into the choice of chairs, based on a statistically accurate, representative sampling of POPA employees. The survey will be determined in advance and built into the RFP.

At least two chairs will be available to employees. A third chair will be provided if it receives a survey response that is greater than 20%. The choice of style of chairs will be determined by the grade of the employee for examiners, then by the degree of signatory authority, and finally by the amount of time served in the employee's current and previous higher grades while employed at the USPTO.

2. Guest Chairs

Two guest chairs will be provided per single 150 SF office (one per shared 150 SF office), with others available in Team Rooms. The guest chairs will have fabric-upholstered seats and backs, and durable arms. They will be stackable.

D. Furniture Accessories

▪ Lighting

Task lighting under the overhead unit over the return will be provided in a single office; task lighting under the overhead units over the two straight worksurfaces will be provided in a shared office. The task lighting may be relocated at the employee's request following move-in. A freestanding task lamp will be provided per employee.

▪ Paper Management

Two paper management rails will be provided per employee, underneath the overhead units. This team will produce paper management accessory packages, consisting of 2 elements. Each bargaining unit employee will have an opportunity to select an accessory package, which will then be available for pick-up post-move.

▪ Tackboards

Tackboard space will be provided under all overhead units.

▪ Keyboard Tray

Each employee will be provided with an articulating keyboard tray. The tray will be adjustable 15 degrees, both in positive and negative tilt. The mousing surface shall adjust to the right or the left side, to suit the user's preference. The tray shall remain in a selected tilt, when retracted underneath the desk. The keyboard tray will be installed at the corner worksurface as a standard, but will be relocated per the user's request, post-move. Employees may opt to have their keyboard trays removed, post-move.

▪ Screen

A removable screen that is between 18-24" tall will be installed on the worksurface to provide visual privacy between the two employees in a shared office.

E. Furniture Finishes, Fabrics and Edge Details

Actual finishes, fabrics and edge details will be dependent on the availability as provided by the selected manufacturer, following the award of the RFP (Request for Proposal). Please see Section V., Development of RFP.

The PWG has determined that durable wood surfaces (excluding "soft" woods) with rounded wood edges will provide the most professional surface. All storage units (mobile pedestals, lateral file and overhead cabinets) shall be constructed of steel and hardware pulls, if not integral, shall be made of a durable material and securely fastened. The bookcases will be made of wood, and the vertical faces of the storage units (mobile pedestals, lateral file overhead cabinets) will be wood.

F. Technical Drawings and Renderings

The final plan (with dimensions), isometric and renderings will be part of this document, and will represent the typical layout. This will be the accepted plan for the purpose of installation. All specifications will be based from these approved drawings, without respect to finishes. See Section VI. for attached drawings.

III. INSTALLATION, TRAINING, AND MAINTENANCE

A. Installation

The USPTO will require that furniture will be fully assembled and any packing materials removed prior to employees moving into the space. All furniture will be manufactured with low-emission paints and other processes that minimize the use of formaldehyde, total aldehydes, and total volatile organic compounds (VOCs) and particulates.

B. Demonstrations

The USPTO will provide educational materials to address ergonomic concerns within the office environment. Each employee will receive any literature that accompanies chairs, keyboard trays or any other items. In addition, the USPTO will provide informative demonstrations as to proper individual adjustment of chairs and keyboard trays. The timing of this training will be addressed in a relocation agreement.

C. Cleaning and Maintenance

During the move process, a facilities contact will be available to address repairs and/or cleaning issues in a timely manner.

Both parties reserve the right to develop procedures for future furniture moves following the initial move-in. This agreement addresses the initial move only and subsequent moves will be addressed in a relocation agreement.

IV. POPA PARTICIPATION IN FURNITURE PROCUREMENT PROCESS

A. Development of RFP

POPA will nominate two advisory people to work with Management on the Request for Proposal process. The team with the advisory members will work together to specify the furniture requirements. At least one POPA advisory member must be available to hold a meeting.

B. Procurement Selection Process

Following the issuance of the RFP and prior to the decision of the selected manufacturer, two selected advisory members will work with the group to coordinate installation of generic "mock-ups" that will illustrate the accepted typicals. This furniture will approximate the specifications and finishes as noted in the RFP. The "mock-ups" will be provided by several manufacturers, in order to maintain procurement integrity. POPA shall identify two advisory members for both selection panels: the task chair and the freestanding modular furniture groups.

C. Employee Feedback

POPA shall participate in an advisory capacity to any survey, mock-ups, or market research that the USPTO conducts in reference to POPA's future furniture for the USPTO's consolidation. All results from POPA's bargaining unit members or anything pertaining to the POPA furniture typicals will be shared with POPA, as soon as the results are finalized. During the RFP process, a statistically accurate sampling of POPA's bargaining unit employees will be surveyed on task chair preferences and workstation preferences. The group will review a number of task chairs and the freestanding furniture mock-ups. Their feedback and comments will be part of the evaluation criteria in the RFP(s) for task chairs and workstation styles.

D. Extraordinary Storage Requirements

In the event that a POPA bargaining unit member in a single office has job-related storage requirements beyond which he/she feels will fit within the furniture specified in this agreement, that person may make a request through his/her SPE to have a storage

review conducted. During the six months prior to relocation, storage reviews will be conducted by a professional space planner, upon request.

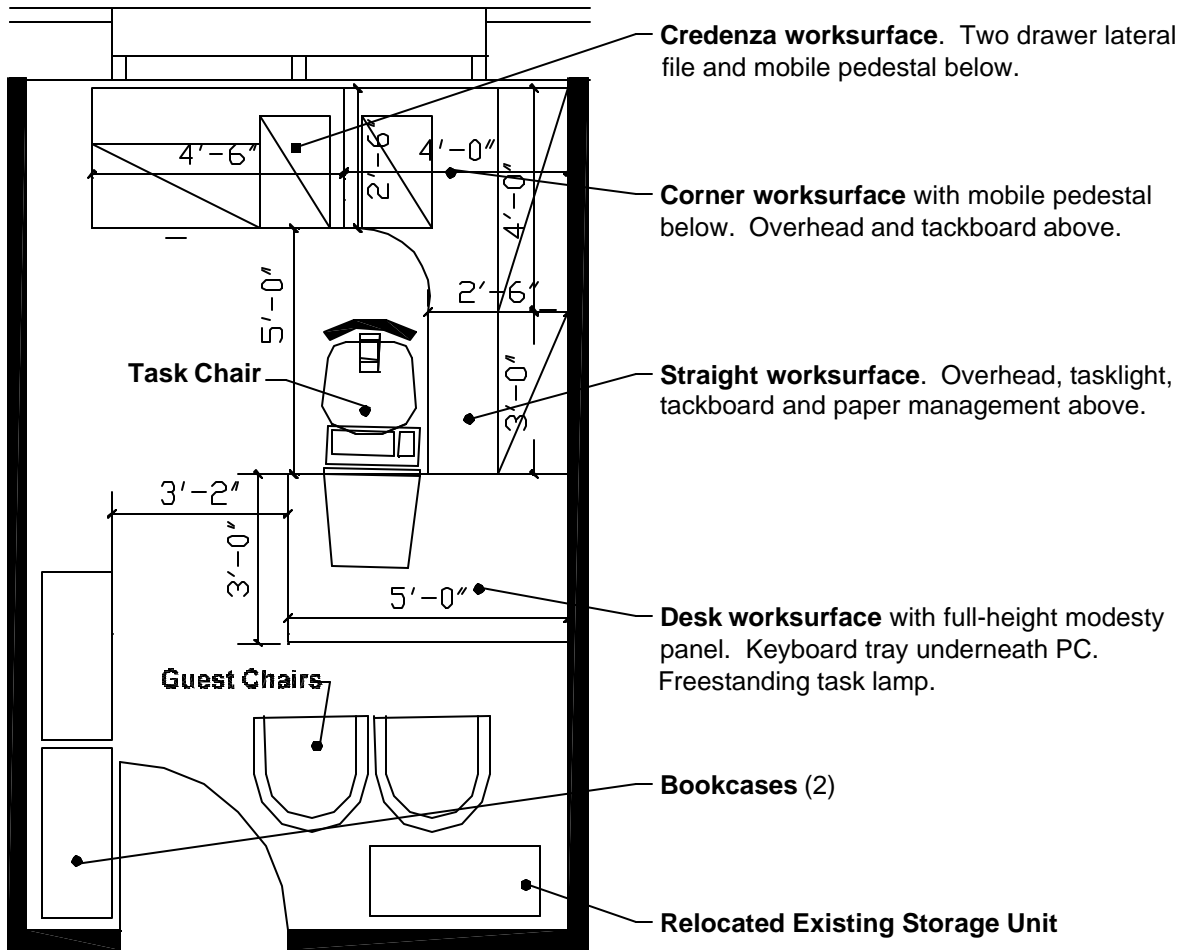
- Storage Review

The employee, their supervisor, an automation expert, and a professional space planner will meet to evaluate the job-related storage requirements, how they may fit in planned furniture and discuss possible code-compliant solutions. At the option of the employee, up to two employee advocates may participate. This storage review shall be scheduled in advance to preclude postponing a move.

- Possible Remedies

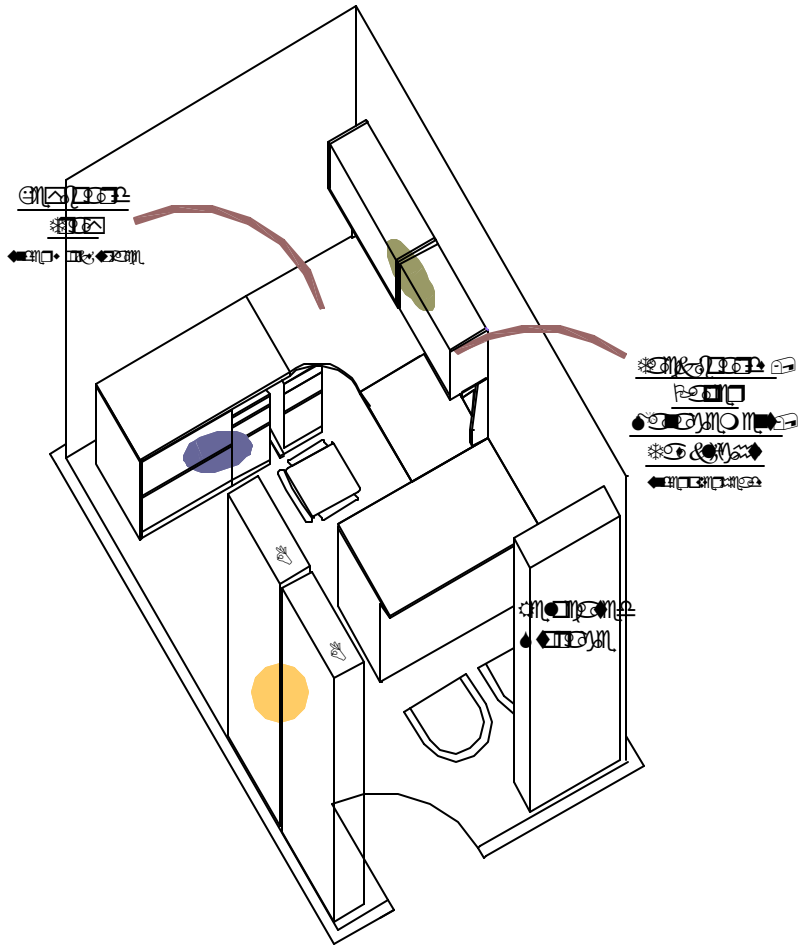
In the event that the storage review validates the need for additional storage requirements, additional existing storage elements shall be moved to the employee's office depending on suitability and code compliance.

V. Attached Drawings
150 SF Single Office
 ▪ Dimensioned Plan

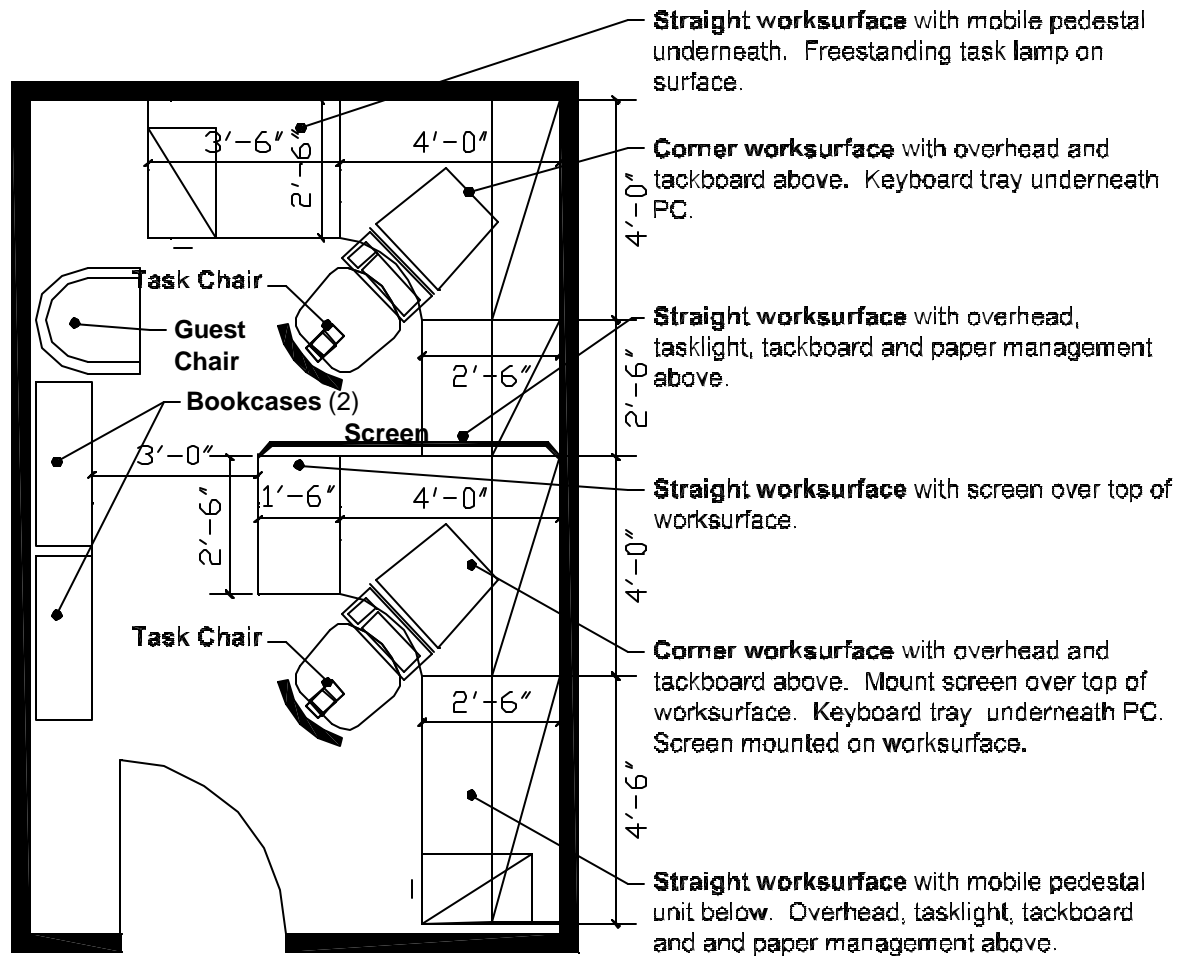


150 SF Single Office

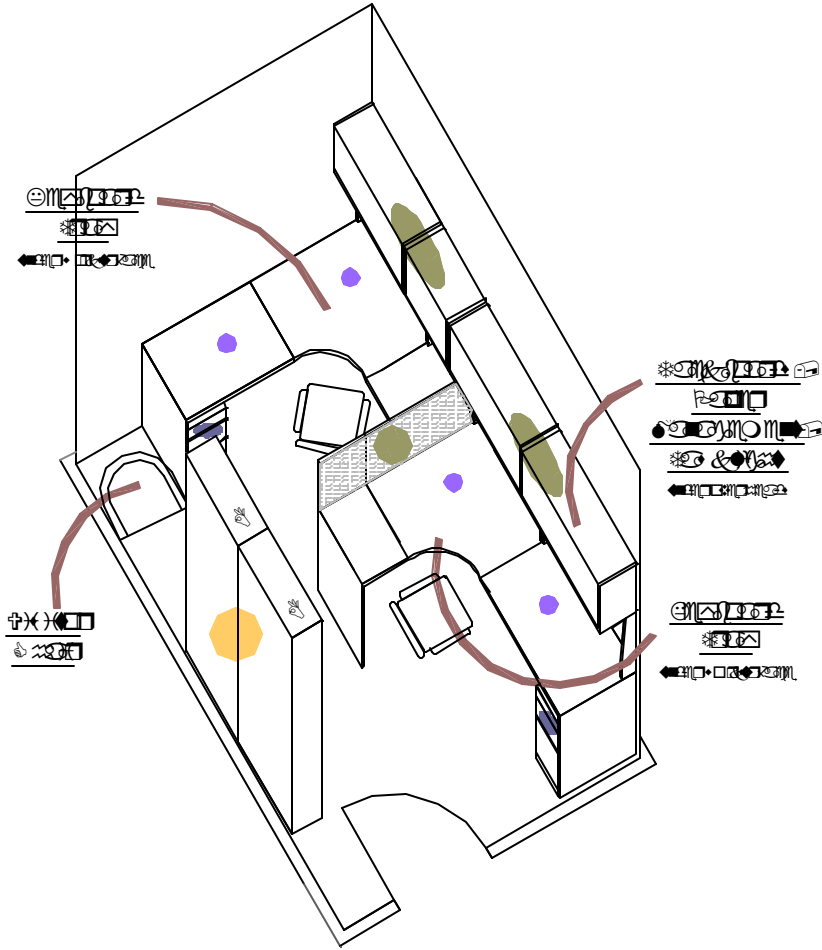
- Isometric



150 SF Shared Office
 ■ Dimensioned Plan



150 SF Shared Office
▪ Isometric



Furniture Partnership Working Group

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