

OFG Office Furniture, Seating, and Accessories

Where performance, quality and design take the front seat





Making Change Possible

The Federal Prison Industries program (operating under the trade name UNICOR) was established in 1934. The program continues to operate at no cost to taxpayers and benefits communities across the Nation by creating safer prisons and reducing inmate recidivism.

Social responsibility underscores everything we do. By providing a platform of job and life skills training along with work experience, we increase offenders' chances of securing meaningful post-release employment and becoming a contributing member of society.

Research shows that offenders who participate in the UNICOR program are 24% less likely to return to criminal activity and 14% more likely to obtain employment upon release from prison compared to those without similar experience.

UNICOR invests in America by reducing crime, and its costs and consequences. For every dollar spent on correctional industry programs, a substantial amount is saved in future criminal justice costs (e.g., arrests, convictions, incarceration, crime victimization, and post-release supervision).

Ultimately, UNICOR helps keep America safe, reduces public assistance costs, and compensates victims of crime. It also supports local businesses via the purchase of raw materials, promotes the viability and health of our communities, and effectively reduces crime's revolving door.

unicor
We're life changing.



We Make It Easy

From concept planning and ordering, to delivery, installation, and anything in-between, OFG will work with you every step of the way to make your procurement experience a positive one. Here's how:

- Ease of Procurement – All government to government procurement methods can be utilized with UNICOR. 7600's IAAs, RA's, MIPR's, PO's, etc.
- Expertise – No supplier understands the federal procurement system better than we do. After all, we are a government agency just like you! And if we meet your needs, there's no need for you to compete your requirements.
- Nationwide Coverage – We offer quick and easy order tracking, communications, transportation logistics and, best of all – savings – by producing our products at locations across the U.S. and warehousing/shipping them from multiple sites to your destination.
- Total Solutions – We have the capacity to meet your needs quickly and efficiently, be it a total office turnkey solution, customized project, or a single product purchase.
- Quality – OFG factories run on a robust SAP manufacturing platform. Rigorous testing is performed throughout production. Our ISO 9001-2000 certified factories and Lean Six Sigma processes improve efficiencies, reduce waste, and increase satisfaction.



Professional Services

OFG's comprehensive service starts with its extensive portfolio of products: Ergonomic, upholstered office and lounge seating, energy-conscious LED lighting options, case goods and conference room collections, as well as environmentally sensitive systems and modular furniture solutions to accommodate virtually any office environment.

With so many options to choose from, our customers appreciate the opportunity to work with OFG's space planning and design professionals that include more than twenty National Council for Interior Design Qualification (NCIDQ) certified designers.

Our commitment to providing the utmost in dedicated service and attention is achieved through assignment of a single point of contact to deliver personalized service, and a dedicated management team to ensure that all phases of your project run smoothly, meet your timelines, and complete the job on schedule.



Contact

For more information about the UNICOR Office Furniture Group (OFG's) extensive range of high-quality, cost-effective office furniture and services, submit a request for quotation, or to locate your local sales representative, please visit UNICOR.gov, today.

Ease of procurement and being easy to do business with are still the #1 reasons why customers want to do business with UNICOR.



Office Furniture Group (OFG) Seating, and Accessories

UNICOR Office Furniture Group (OFG) provides an extensive range of high-quality, cost-effective office furniture and services to federal agencies, while simultaneously providing valuable work experience and training for federal inmates.

Our comprehensive lines of office furniture designed to support employee productivity,

health, comfort, retention and a high-performance workplace culture.

Our goal is to meet today's office environment needs whether through our convenient online shopping offering or our personalized service through our professional sales representatives, space planning/designer engagement, and installation services.

OFG Features

- Extensive product offering to accommodate all of your office furniture requirements
- Free shipping (continental US)
- Experienced sales representatives to guide you through even the most complex projects
- Renewable resources
- Comprehensive interior design
- Project management and installation services

Design and Space Planning Services

The UNICOR Office Furniture Group (OFG) offers design and space planning services. Products and service solutions are tailored to meet the specific needs of each and creative office designs are made available to all future customers.

Reasons to Trust OFG with your Design and Space Planning Services

While each project is unique, OFG provides more options, product augmentation, and product line extensions than anyone else in the industry. For the following reasons, our purpose-made designs offer a greater return on investment:

- Greater worker productivity through ease of reach, sight lines, convenience, and ergonomics
- Optimized value through a combination of ergonomic products that are easily configured to meet evolving workplace and worker productivity needs
- Design Solutions that are creative, technical, functional, attractive, and beneficial to employees' quality of life and culture
- Designs that adhere to code, regulatory requirements, and encourage the principles of environmental sustainability
- Nationwide service availability of interior designers
- A full range of services for projects small and large (design, project management and CAD)



The typical process for Design and Space Planning Services is:

1. Pre-site Visit – Your initial call to your local Sales Representative will begin a thorough review of the project which is conducted to both inform design and assess project and needs.
2. Site Visit – Space planning includes identifying basic needs and constraints that must be addressed for a space to be productive, and these are reviewed during the site visit. Detailed measurements and dimensions are made of all existing spaces so we have an accurate floor plan. Electrical feeds (top and/or bottom) are reviewed. Initial products and 'typicals' finishes and material selections are established.
3. Initial Plan – With the information gathered during the site visit, the designer will prepare furniture layouts and development of the initial project drawings. If a PDF of the space is received, furniture design can be completed without a site visit. Upon completion, code compliance and space planning checklists will be reviewed to verify accuracy and completeness of the initial plan, and the drawings will be sent to the customer for review and approval. An estimated bill of materials will be generated for review against budget expectations.
4. Review – The customer will review the initial plan and discuss possible revisions with the designer.
5. Revisions – Based upon customer feedback, the designer may modify the drawings, and/or estimated bill of materials and present revised plans to the customer.
6. Review – This may run through several cycles, but the customer must ensure that an accurate design intent was established to meet the project goals and budget and sign approval of final design.
7. Bill of Materials – The approved plans are reviewed by the designer and the installation manager. Finishes are confirmed for all materials. Quality Assurance and product checklists are verified, and the final bill of materials is generated and submitted for funding.
8. Installation Manual – This serves as the roadmap for the installation crews and ensures that all parties understand the agreed upon design vision and project goals. Manuals vary but typically include a collated 3-ring binder for the installation manager, with:
 - Final bill of materials
 - Workstation clusters with ledgers
 - Floor & Electrical Plans





Reconfiguration Services

Many federal agencies find their requirements change before their UNICOR OFG products reach end of life. In these instances, UNICOR offers a reconfiguration design service. We will review your original project plans, conduct a site visit to include an inventory review, and then proceed to a new design. Space planning services solution will reuse as much existing product as possible to minimize costs.

For more information about our Design and Space Planning services, please contact your local OFG sales representative.

Our Sales Product Offerings

Office Seating

UNICOR OFG offers a range of office seating, including:

- Big and Tall (up to 450lb capacity)
- Task and Conference (Executive, Ergonomic Mid-Back and High-Back)
- Guest and Reception Chairs
- Lounge Chairs, Sofas and Benches
- Stacking and Nesting (Fixed Legs or Casters)
- Stools (Ergonomic and Adjustable)



Height-Adjustable Desks

- Sit-Stand Desks – The innovative and proprietary design of UNICOR’s, height-adjustable tables solve the problems and limitations of current-generation sit/stand tables, gracefully adapting to a vast range of heights and weights with exceptional ease of use and safety features.

The ingenious counterbalance mechanism provides constant counter-weighting force that allows the table to move fluidly between sitting and standing heights, while accommodating the ergonomic needs of 99% of users.

Sit-Stand desks are available online in 10 sizes (5 widths and 2 depths.). All sizes are available in multiple base and desktop finishes.

- Laminate Adjustable Height Sit-Stand Desks
- Quickstand Eco: Adjustable Height Tabletop Workstations
- 84" x 42" Baritone adjustable table option

Other options, including wood tops, are available offline. Please contact OFG for more information.

- Harmony Laminate Desks – Choose from laminated Harmony desks available in 6 finishes, including Shell, Single Pedestal, Double Pedestal, Bow Top, Corners, U-Unit Bridges, Conference Ends, and Extensions
- Integrate Laminate Desks – Choose from Laminate in 8 finishes online and a choice of 3 hardware styles. Choose from a variety of Integrate ends and extensions
- Baritone Veneer Desks – Choose from a variety of Baritone desks
- Relevate Veneer Desks – Choose from wood in 3 finishes online and a choice of 3 hardware styles. Choose from a variety of Relevate ends and extensions
- Credenzas – UNICOR offers four lines of credenzas (base units and upper shelving/hutches) for a wide range of government needs and budgets. These include:
 - Harmony Credenzas and Upper Shelving
 - Integrate Credenzas and Upper Shelving
 - Baritone Credenzas and Upper Shelving
 - Relevate Credenzas and Upper Shelving

Casegood Workstations

A workstation is a collection of individual office furniture components (desk, storage, credenzas, bridge or corner units to connect them). As such, there are an infinite number of workstations that you and your designer can create.

Displayed below are a small handful of the most typical configurations that we have assembled for sale online. With any workstation, you may order the exact configuration as shown or you may revise as needed.

Our configurations include:

- Freestanding
- L-Shaped
- Shared
- U-Shaped

For questions or assistance, please contact your local UNICOR OFG sales representative.

Systems Furniture

Facility and space planners are continually challenged to provide a comfortable, ergonomic work environment that promotes productivity. We make it easier by utilizing a combination of UNICOR's OFG Systems Furniture and other product lines.

Our standard features include:

- Quality products to ensure reliability
- Acoustic and visual privacy
- Designs to meet your budget, functional and aesthetic needs
- Installation services tailored to your needs

Browse online or inquire about our range of offerings and contact us today for more information, space planning, design assistance, project management services, and price quotations:

- Bravo Freestanding Systems
- Classic XXI Systems Furniture
- Crescendo Stackable Panel Systems Furniture

Pedestals and Filing

UNICOR offers wood and metal filing systems (lateral and vertical filing cabinets and pedestals). These include:

- Opus Pedestal and Filing Systems
- Lateral Filing
- Pedestals: Mobile and Stationary
- Vertical Filing
- Wardrobes/Kiosks
- Storage and Filing

UNICOR OFG manufactures metal and wood (laminated and solid wood) cabinets and shelving to meet a variety of needs of our federal government customers. These include:

- Opus Metal Bookcases
- Open and Closed Metal Shelving
- Wooden and Laminated Bookcases and Cabinets





Tables

UNICOR offers fixed, mobile, folding and nesting tables for many uses in many styles from contemporary to traditional. These are designed to match popular OFG product lines or distinct appearances. These include:

- Training
- Breakroom and Cafeteria
- Conference
- Occasional
- Adjustable-Height Table/Desk

Carts, Lecterns and Counters

UNICOR OFG carts, lecterns, and transaction counters are available in the Harmony and Integrate lines of laminated furniture or the Baritone and Relevance lines of traditional wood furniture. These include:

- Mobile carts and Mobile Workstation
- Lecterns
- Transaction Counters

Office Accessories

UNICOR offers a wide range of office accessories products to include: Seating, Case Goods, Systems and Ergonomic based accessories. For additional information on accessories or OFG replacement parts or utilization of accessories, please contact your office furniture sales representative.



Office Furniture Sustainability

UNICOR's Office Furniture Group (OFG) creates responsive and flexible business solutions in balance with the Government's mandate to utilize sustainable and energy-efficient products and processes. We incorporate sustainable practices throughout every phase, from materials acquisition and manufacturing to the packaging and ultimate shipment of your order.

Our environmental program starts with our raw materials and include the use of:

- Environmentally safe water-based finishes and glues
- Powder-coated metal components
- Laminates using 20 percent post-industrial recycled materials
- 100 percent recyclable foam cushioning and plastics in our seating
- 75 - 85 percent recycled steel components

- Up to 100 percent recycled fiber content in our fabrics/materials
- Forest Stewardship Council (FSC) certified lumber suppliers
- Energy-saving desk and task lighting options

In addition, OFG products are certified by SCS Global Services as meeting the ANSI/BIFMA Furniture Emissions Standard for Indoor Air Quality. Our design professionals and space planners will even help secure LEED points.

UNICOR OFG will further enhance its manufacturing processes through BIFMA Furniture Sustainability Standard level certification. This multi-attribute standard addresses material usage, energy and atmospheric influence, human/ecosystem health, as well as social responsibility factors – all of which impact manufacturing sustainability and overall product value to you.

Shipping and Delivery

Our method:

- UNICOR uses commercial freight carriers for its shipping.
- Products are typically delivered shrink wrapped or boxed individually.

Standard Delivery to the 48 Contiguous United States:

- Depending on the weight and volume of your order, we will ship your products by various carriers.
- Prices include the cost of standard shipping to the end of the delivery truck's tailgate within the lower 48 United States (plus the District of Columbia) unless you request expedited delivery or special services as noted below.

Overseas Freight (FREIGHT)

- The exact cost for shipping overseas varies depending on the specific products ordered and the delivery location.
- For online orders, an upcharge will be added to your order (a line item noted as FREIGHT), however, we will contact you prior to shipment to obtain your approval of final charges after we obtain a freight quote from the carrier.

Installation Services (INS2005)

- Installation services are available on all office furniture products.
- Installation is performed by our installation contractors and include inside delivery, set-up, and removal of all packing material and trash.
- You will be given the opportunity to request installation of your order during the checkout process.
- If installation services are requested, your order will be shipped to the customer site (INS8058) or to the installer warehouse location (INS2005). You will be contacted by the UNICOR Project Manager or the installer to arrange the date and time for installation.

- Additional charges may apply for stair carries, long pushes, no elevator, or any extenuating circumstances.
- Your UNICOR Project Manager will obtain your approval of any additional charges before your order is shipped. A separate line item for installation will appear on your order if you request installation.

Note: Presently UNICOR OFG is not offering Rapid Ship seating, however when the program is bought back online the Rapid Ship seating is not available for installation, if installation is required customer shall order with standard delivery and installation.

Additional Delivery Services (DELIVERYSERVICE)

Some products are delivered by shipping companies that charge for certain services.

Delivery to Locations with No Loading Dock. The standard UNICOR delivery services include tailgate delivery - the driver will transfer your order at the end of the truck and you, or your receiving personnel will take it from there. Depending on size, weight, or bulk of certain products, a standard delivery truck might not be suitable for a location without a loading dock. In these situations please contact Karen Bradbury, Logistics Manager, UNICOR, OFG at 870-630-6000 ext. 1375. In these situations, the delivery company will send a special lift-gate truck and an additional charge will apply.

24-Hour Notifications - There is no charge for this service and we will contact our federal customers in advance of delivery. No line item will be listed on your order for this service but it will be tracked.



About the Unicolor Office Furniture Group (OFG)

OFG brings you the latest innovations to fit all manner of office landscapes, seating, lighting, and accessories. In addition, our designs meet the ergonomic and aesthetic expectations of today's professional workplace.

We work with top designers who are in touch with the latest trends, sustainable materials and technological advances to bring you products in line with your unique operation's needs, and at prices that fit your budget.

At UNICOR, quality is more than an ideal – it's a necessity! OFG products are extremely competitive with those available from private sector suppliers. To meet these high standards:

- All OFG factories and materials suppliers are ISO 9001-2000 certified
- Production is driven by a robust SAP manufacturing system, providing added operational efficiencies
- Multiple distribution points nationwide enable faster delivery of products anywhere in the U.S.

