



**FURNITURE SCOPE OF WORK**  
**FBI – CYBER SECURITY**  
**Denver, Colorado**  
**July 3, 2017**

Project Location

8000 E 36<sup>th</sup> Avenue  
Denver, Colorado 80238

Project Points of Contact

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Contracting Officer:	Joseph Dorsey	(303) 907-7293	<a href="mailto:joseph.dorsey@gsa.gov">joseph.dorsey@gsa.gov</a>
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1. GSA Schedules

Respondent must have a GSA Schedule and be registered in the Central Contractor Registration (CCR) database.

2. Product Qualifications – Innovation

Products should demonstrate cutting edge innovation in flexibility, sustainability and mobility. Workplace research should be translated into product design. Contractors shall be prepared to demonstrate how they stay on the cutting edge of workplace and product design.

Smart workplace design supports the business needs of the agency by:

- Reducing real estate and facility costs
- Ensuring sustainable, healthy workplaces
- Improving work performance
- Increasing organizational agility and flexibility
- Improving collaboration and communication
- Increasing creativity and innovation
- Increasing employee engagement/satisfaction
- Improving work/life balance
- Attracting and retaining the best talent

Furniture is one component of the whole workspace solution to support an open, adaptable, and collaborative work environment aimed at gaining maximum productivity and efficiency with minimum environmental impact.

The furniture solution for the workspace (individual and team) is expected to be adjustable, adaptable and easily interchangeable into different configurations as required by the work force. Various needs for reconfiguration will be

determined by collaborative demands of projects, personal employee habits, increasing mobility of workforce, technology changes, and other factors.

Technology will be integrated at all levels of the project. Furniture must be adaptable to the continuously changing technology solutions required to maintain a collaborative, mobile, and sustainable work environment.

### 3. Product Qualifications – Sustainability

To ensure acquisition of sustainable products, the project designer has selected the ANSI/BIFMA e3 Furniture Sustainability Standard, level®, as the minimum qualification for manufacturers to demonstrate their commitment to the environment.

level® is the multi-attribute, sustainability standard and third-party certification program for the furniture industry. It has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment.

Furniture and furnishings products proposed in response to this request shall be independently third-party certified as compliant with the ANSI/BIFMA e3 Furniture Sustainability Standard at **level® 1** or higher. Signed documentation of level® certification by a third-party certification body licensed to participate in the BIFMA level® program shall be provided.

Furniture and furnishings subject to level® certification includes systems furniture, desking systems, benching systems, case goods, storage cabinets, bookcases, and file cabinets. Moveable wall system and seating certifications are preferred, but not required.

### 4. Product Qualifications - Safety

Furniture shall be tested using one of the standard test methods (NFPA 260, ASTM E 84, or NFPA 701) or acceptable NFPA or ASTM standard test to determine the flammability and/or flame spread.

Items shall be appropriate for commercial office use.

The selected Contractor must provide video training or conduct up to two (2) post-installation orientation/training sessions for personnel to instruct users and assigned maintenance personnel how to maintain panels, work surfaces, and components utilized in the project. The training must include, but is not limited to the following: proper seating adjustments and ergonomics, cleaning, maintenance and rearrangement of mobile furniture and components. Orientation/Training sessions may be videotaped for future use in orientation.

### 5. Product Qualifications – Warranty

Unless specified otherwise, the Contractor's standard commercial warranty as stated in the Contractor's commercial price list applies to this contract.

### 6. Teaming Agreements

It is anticipated that not one manufacturer will be able to provide every item required to outfit a complete office project. Therefore, it is recommended that manufacturers establish teaming agreements to be able to provide a complete solution. Bidders that can demonstrate foresight and the ability to anticipate project needs will be given extra consideration.

For manufacturers that have teamed together, all items on each manufacturer's GSA Schedule will be available under the BPA. New products added to each GSA Schedule under this teaming agreement will be automatically included in this BPA.

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective

contracts. This includes compliance with contract clause 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## 7. Services

NOTE: These task descriptions represent the anticipated scope of work for each particular service. If hourly rates for the following services have not been established in the Contractor's Schedule 71 contract, the Government will award fixed price labor rates for each task area under this BPA

### **Project Management (Furniture Related)**

Management support services for the design, installation and reconfiguration of office furniture. Services cover those required to coordinate and monitor furniture design and installation phases of new furniture installations to ensure a smooth project completion. This SIN can only be used in conjunction with acquisition of furniture under this schedule.

The onsite Project Manager (PM) must have oversight of the furniture project and be responsible to the Government's Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR) for the successful completion of all work required. The PM must possess the following knowledge, skills and abilities:

- Product Knowledge: Specification, Application and Assembly
- Contract Furniture Processes: Account Servicing, Project Management, Order Preparation, Order Management, Factory Interface, Delivery/Installation, Warehousing, Inventory, etc.
- Interior Design Practices (or interface with Interior Designer)
- Construction, Trade Practices, and must meet all applicable Building Codes (ADA, NFPA, ABAAS, etc.)
- No less than three (3) years experience on U.S. Government projects
- Maintain detailed project plans and schedules
- Analyze project conditions to address risk assessment, project scope, site conditions
- Oversee field verification to ensure accuracy

The Project Manager shall serve as a single point of contact (POC) for the ordering Contracting Officer to ensure delivery and installation of ordered furniture. The PM must serve as a liaison among all of the various teaming partners. The PM will also manage the relationship between the ordering agency, GSA, the architect/design firm, furniture manufacturers, furniture dealers, furniture installers and other parties. It is necessary to ensure furniture is successfully delivered and installed on time. All pertinent communications should be written or confirmed in writing. The PM must participate, attend, and in some instances direct the necessary progress meetings and write notes pertaining to the meeting. The notes must be scribed into meeting minutes with action items clearly defined, with distinct due dates, and distributed to all designated team members. The PM must assist the ordering Contracting Officer with any other duties required to assist in managing their project.

The PM must provide advance notice of site deliveries and comply with building requirements and procedures. The PM must provide approximately 24 to 72 hours advance notice, depending on building requirements, reserve manpower and necessary tools, reserve dock or elevator if needed, and ensure the deliveries are appropriately coordinated to create a smooth installation between all vendors. The PM must also provide on-site supervision when on-site work is occurring. The PM must ensure that the quality of work is excellent, installation teams are on time and neat, and installers respond quickly to the ordering Contracting Officer's questions or directions.

The PM must be responsible for a successful closeout. They will maintain an ongoing punch list that consists of any items damaged, incorrectly installed, and/or missing product. One punch list order per phase by manufacturer will be placed by the PM. Once all punch list items have been resolved, a post-installation walk through will be conducted with the ordering

Contracting Officer or assigned representative to finalize the installation phase. The PM must provide one (or more if requested) project binder for the client that contains all specifications, product literature, finish samples, floor plans, lighting specifications, and care and maintenance instructions. The ordering Contracting Officer will sign off on the installation phase approving and accepting all the work and services under the delivery order if the ordering Contracting Officer believes the work is in compliance with the contract.

### **Office Design/Layout Services**

Interior Design services include a wide range of services, and are intended to assist users in project or office planning. Service may include basic conversion of generic workstation & floor plans to brand-specific or comprehensive design services including development of adjacencies, workstation design & floor plans. Design/layout services may include use of AutoCad or other software systems for development of workstations, component lists for order placement, development of electrical, phone & cable plans & generation of color & installation plans. Agencies are required to define the scope of services they require, regardless of the dollar value of the project. Based on the scope defined by the agency, vendors will quote a number of design hours at the hourly contract rate. This SIN may not be used to develop generic workstation designs for procurement purposes (generic).

The interior designer shall have:

- Experience: 3+ years specializing in design and specification of commercial/contract furniture.
- Systems: technical knowledge of products and configuration, terminology, electrical/wiring, all facets of basic product offerings/GSA schedule items.
- Caseloads: technical knowledge of furniture construction, terminology and all facets of product offerings/GSA schedule items.
- Filing/storage: technical knowledge and all facets of basic product offerings/GSA schedule items.
- Seating: technical knowledge of seating types and ergonomic adjustments available across the industry, all facets of basic product offerings/GSA schedule items.

For each project, the successful Contractor will develop space plans with the A/E, the ordering agency representatives and/or the GSA, and convert the space plan(s) into a fully coordinated, product specific design layout. The typical design standards may vary in size, quantity, configuration and/or components in order to meet the project/local conditions.

### **Reconfiguration & Relocation Services**

To include the range of services that are necessary to allow users to reconfigure up to a maximum of 200 workstations within the existing on-site project area. Reconfiguration involved in the disassembling and reassembling of components may involve minor or major changes within the existing workstation or furniture layout plan. Agencies must define the scope of services required. This SIN may only be used with the purchase of new products under SIN 711-1.

### **Office Furniture Installation Services**

Installation services include product delivery coordination, unpacking, inspection of product for shipping damage, placement, set-up, assembly and leveling of product. Agencies will negotiate installation on a project-by-project basis, requesting an installation price quote for each project regardless of dollar value. Agencies must fully define the scope required services under installation in order to facilitate realistic price quotes.

The Contractor's PM will coordinate all deliveries and installation schedule with the designated ordering agency representative.

For all phases of any project specific furniture procurement, the contractor must be responsible for managing the delivery and installation of the product on schedule and in accordance with contract requirements.

The selected Contractor will be required to investigate and obtain proper permits for city parking, furniture installation and any other necessary permits as required.

All products, work, design and installation drawings and documents must meet any federal, state, local jurisdictions and governing authorities including but not limited to codes, laws, ordinances, regulations applicable to this project including the National Fire Protection Association (NFPA), and the Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibility Guidelines. It will be the responsibility of the Contractor to ensure that all applicable regulations and codes are followed.

General duties and requirements to be fulfilled by the Contractor are as follows:

- The Contractor must provide full-time on-site management, coordination, and technical assistance.
- Complete installation of all furnishings in accordance with the ordering Contracting Officer approved manufacturer specific drawings and specifications. For any missing or damaged products, the appropriate products must be replaced within a 4 (four) week period.
- All warranties must be honored at all times.
- The selected contractor must reimburse the ordering agency for costs associated with repairs due to the installation effort. The selected Contractor will be responsible for any damage to the building which occurs during delivery and installation. It is incumbent upon the selected Contractor to identify any existing damage to the building by means of a pre-Installation and delivery walk-thru, and daily submissions of checklists to the designated agency representative on site. Proper measures (protective runner, pads, etc.) will be utilized by the selected Contractor to protect the building (elevators, walls, floors etc.)

Clean up and Disposal of Waste Materials – The selected Contractor must clean up and dispose of waste materials or trash in accordance with this paragraph and full applicable federal, state, and local regulations, standards, codes and laws. The selected Contractor must at all times keep the job site, including staging and storage areas used by the selected Contractor, free from accumulations of waste material or trash. This material must be removed on a daily basis as to deter accumulation of debris. Prior to completion of the work, the selected Contractor must remove from the vicinity of the work, all shipping containers, packing, trash, unused materials and other like material, belonging to the selected Contractor or used under the selected Contractor's direction.

Disposal of Waste Material – Waste material must be disposed of by removal from job site. Waste materials removed from the job site must be disposed of in accordance with the above paragraph. The selected Contractor must make any necessary arrangements with private parties and with local jurisdictions pertinent to locations and regulations of such disposal. Any fees or charges to be paid for disposal of materials must be paid by the selected Contractor. It is the selected contractor's option to furnish a dumpster on site to contain their debris. This dumpster must be emptied regularly, and location of the dumpster must be coordinated with the building manager.

The selected Contractor must dispose of recyclables, trash, and packing materials away from the installation site. For example, no recyclables, trash, or packing materials must be disposed of or discarded in facility-provided recycling or trash containers or dumpsters.

Issue Resolution - Unexpected conflicts during product installation must be brought to the ordering Contracting Officer for resolution.

Resolutions may include but not be limited to the following:

- The selected Contractor must correct (at Contractor's expense) any installation problems, which are the result of incorrect layouts, insufficient field verification, delivery errors, and damaged product.
- Damaged and/or missing product will be replaced by means that will prevent installation delays.
- Damaged product replacement will be at the selected Contractor's expense. All damaged product must be removed from the job site once the replacement has been installed.
- The selected Contractor must vacuum clean work areas and clean furniture at completion of installation.

Punch List Requirements:

- Within 24 hours after completing the product installation on each phase/floor, both the selected Contractor's furniture dealer and installer must be present to walk through the space with designated ordering agency representatives to verify the working conditions and quality of the furniture installation and jointly prepare a punch list of outstanding items.
- Within five (5) working days after the walk-through, the selected Contractor shall provide a schedule for correcting punch list items for approval by the ordering Contracting Officer.
- Once all punch list items have been resolved, for each phase, a final walk-through by representatives and the selected Contractor will take place. The walk-through must be coordinated with the ordering Contracting Officer.
- Site access requirements and restrictions are as follows:
  - The selected Contractor will have access to the site for delivery and installation as determined and coordinated with the ordering Contracting Officer.
  - There may be other tradesmen on the floors and deliveries occurring simultaneously with the furniture installation.

Furniture Warehousing Services – Contractor must be able to provide storage facilities for the temporary storage of office furniture and related equipment in the event of a schedule delay or other circumstances requiring the temporary storage of office furniture and related equipment.

The storage facility must be equipped to receive and store new office furniture and related equipment as well as used office furniture and related equipment.

*End of Scope of Work*