Statement of Work
(SOW)
Dormitory Furniture Refresh
Building 3020
Fort Lee, VA
20 May 2026

1. General. The 345th Training Squadron (TRS), located at Ft. Lee, VA requires dormitory furniture for Building 3020, located at 821 Williams Street, Fort Le, VA 23801.

2. Project Scope. The Contractor shall provide delivery, installation, all required materials, equipment and labor to ensure complete and proper installation of all items in the below designated rooms, and in accordance with this Statement of Work (SOW) and the Salient Characteristics:

2.1. 3rd Floor Rooms:

2.1.1. Room 342 (computer learning center)

2.1.2. Room 344 (dayroom)

2.2. 4th Floor Rooms:

2.2.1. Room 442 (computer learning center)

2.2.2. Room 444 (dayroom)

2.3. 5th Floor Rooms:

2.3.1. Room 542 (computer learning center)

2.3.2. Room 544 (dayroom)

2.4. The Government will ensure that all existing furniture is cleared of personal items and debris prior to contract performance. The 345th TRS is responsible for the removal and disposal of all existing furniture items from the designated areas.

2.5. The Government will not exercise any supervision or control over the contractor employees performing this requirement. Contractor employees shall be accountable solely to the prime contractor.

3. **Furniture for Computer Learning Rooms 342, 442 and 542.**

3.1.1. (15 each) Pub Style Table

3.1.1.1. Designer white laminate

3.1.1.2. 36” inch square tabletop

3.1.1.3. 42” inches in height

3.1.1.4. Designer white trim

3.1.1.5. Flat disc silver base

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3.2. (60 each) Grazie Stool. As seen in above pic.

3.2.1. 30” inch seat height

3.2.2. Chrome frame color

3.2.3. Nordic color polyethylene (plastic) seat back

3.2.4. Color preference?

3.3. (1 each) Freestanding Lectern with Air Force Seal

3.3.1. Solid cherry hardwood and veneer

3.3.2. Walnut medium gloss finish

3.3.3. United States Air Force (USAF) wings etching

3.3.4. Overall dimensions: 24 1/2”W x 16 1/4”D x 47 1/4”H

4. Furniture for Dormitory Dayrooms 344, 444 and 544.

4.1. (30 each) Danforth Chairs with straight arms

4.1.1. Charcoal upholstery fabric

4.1.2. Ship weight: Not to exceed 95 lbs.

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4.1.3. Overall outside dimensions: 32”W x 32”D x 27 1/2” H

4.1.4. Inside Arm: 24”

4.1.5. Inside Seat: 24”W x 21”D

4.1.6. Seat Height: 17”

4.1.7. Inside Back: 24”W x 15 1/2”H

4.1.8. Inside Arm Height: 8”

4.2. (2 each) Open Shelf TV style Credenza

4.2.1. Columbian Walnut Laminate

4.2.2. Dimensions: 24”D x 21”H x 72”L

4.2.3. Grommet and Grommet Back

4.2.4. Aluminum Quadra Drawer Pull

5. Work Hours and Special Conditions. Work hours shall begin at 7:30 a.m. through 4:30 p.m., Eastern Daylight Time (EDT), Monday through Friday, excluding Federal holidays. At the option of the Government and with approval of the Contracting Officer, work may be permitted on Federal holidays, weekends, or after 4:30 p.m. at no additional cost to the Government.

New Year's Day	January 1st
Martin Luther King Jr's Birthday	3rd Monday in January
President’s Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th

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Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

6. Delivery. The contractor shall be responsible for off-loading items from delivery vehicles and shall provide any additional equipment to accomplish the task. The contractor shall also be responsible for properly protecting the service entrance and flooring. The building does not have a loading dock, however, there is a passenger elevator with a weight capacity of 3500 lbs.

7. Site Maintenance and Cleanup. The Contractor shall be responsible for the removal of all associated packaging materials. The Contractor shall also provide any refuse containers required for trash and packing materials. Upon completion of installation, the Contractor shall return the facility to its original condition and repair any damage caused by Contractor personnel.

The Contractor shall maintain all work areas in a neat, clean, and safe condition. All trash, debris, refuse, and garbage generated by Contractor personnel or related to contract performance shall be collected and removed from the site daily by appropriate means. The Contractor shall not perform work or store materials in any manner that obstructs or impedes pedestrian circulation, including access to exit corridors and doors, particularly in the event of an emergency or fire. Storage of materials shall be coordinated with the customer. The Contractor shall be responsible for all freight, unpacking, delivery, installation, and disposal activities associated with contract performance.

8. Site Program Manager/Point of Contact (POC). The Contractor shall designate an on-site project manager as the Site POC for individual projects. The Site POC or alternate(s) shall be available during normal duty hours until project completion. The Site POC shall be the interface for all work site communications with the Government, including quality, safety, and discrepancy matters.

9. Warranty. Manufacturer and Standard Commercial warranties for individual pieces shall be provided along with contact information as well as any operation manuals.

10. Acceptance. Mr. Doug Riney, 345th Chief of Training, douglas.riney.1@us.af.mil, 804-765-1796, will conduct the final inspection with the Contractor and the Contracting Office to determine whether the project can be accepted, or corrections required prior to acceptance.

11. Record Management: The contractor shall manage all data created for Government use or legally controlled by the Government, in support of the functional activity or required by AF publication, IAW with the AF Records Management procedures in Air Force Instruction (AFI) 33-322, Air Force Manual (AFMAN) 33-363 and Air Force Instruction (AFI) 33-364 (or their subsequent replacements).

12. Contractor Management: No changes in or deviation from the scope of service shall be affected without a modification executed by the Contracting Officer authorizing such changes.

End of Statement of Work

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