STATEMENT OF WORK (SOW)

Contract Number: TBD

C.1.0 GENERAL

1.1. Title: Office Cubicle and Furniture Replacement for Building 343, Fort Shafter, Hawaii.
1.2. Background: The existing office cubicles in Building 343 are outdated, show significant wear, and feature a configuration that is inefficient for current operational needs. The current state detracts from the professionalism of the workspace, and the lack of ergonomic design and proper cable management presents potential health and safety concerns. This project is required to modernize the facility, create a more organized and efficient work environment, and support employee morale and productivity.
1.3. Scope: The contractor shall provide all necessary personnel, materials, equipment, and supervision to deliver, assemble, and install new office cubicle workspaces and associated furniture. This is a comprehensive, turn-key project that includes design validation, delivery, installation, and removal of all associated debris in accordance with the specifications detailed in this Statement of Work and the associated proposal and drawings.

C.2.0 APPLICABLE DOCUMENTS

This SOW stands as the primary requirements document.

All work shall comply with applicable federal, state, and local building codes and environmental regulations.

C.3.0 SPECIFIC TASKS

The contractor shall perform the following tasks:
3.1. Task 1: Project Management and Design Validation
3.1.1. The contractor shall verify the site conditions and measurements against the provided tentative layout drawing to ensure a successful installation.
3.1.2. The contractor shall confirm the Bill of Materials (BOM) is complete for the approved design.
3.2. Task 2: Delivery and Staging
3.2.1. The contractor shall be responsible for receiving all furniture and materials, including ocean freight from the mainland to Ft. Shafter.
3.2.2. The contractor shall coordinate the delivery and staging of all new materials to the worksite.
3.3. Task 3: Installation
3.3.1. The contractor shall assemble and install all new office cubicles and furniture as detailed in the approved layout drawings and the Bill of Materials.
3.3.2. All work must be performed to meet or exceed manufacturer's installation standards and industry best practices.

3.4. Task 4: Site Maintenance and Cleanup
3.4.1. The contractor shall remove all new product-related trash, packaging, and debris from the project site and dispose of it legally at an off-site facility.
3.4.2. The contractor shall maintain a clean and safe work area daily. Upon completion, the premises shall be left in a clean and fully operational condition.
3.5. Task 5: OPTIONAL Tasks
The following tasks are optional and will only be executed upon express direction from the Government:
3.5.1. Option 1: Decommissioning: Removal and disposal of existing furniture in a 30-yard dumpster. No DRMO is included.
3.5.2. Option 2: Electrical Connection: Provide a licensed electrician to connect the furniture systems to existing building power. This does not include running new wires, conduit, or J-boxes from the building's electrical panels.

C.4.0 GOVERNMENT AND TENANT RESPONSIBILITIES

C.4.1. Government/Tenants shall disconnect, box, and remove all personal belongings, papers, binders, computers, phones, printers, and other electronics from all furniture and surfaces to facilitate furniture removal by the contractor.
C.4.2. The Government will provide access to the worksite and necessary utilities (e.g., electricity).
C.4.3. The Contracting Officer's Representative (COR) will be the designated point of contact for inspection and technical guidance.

C.5.0 DELIVERABLES AND ACCEPTANCE

5.1. Deliverable: The primary deliverable is the successfully completed installation of all office furniture as described in C.3.0.
5.2. Acceptance: Final acceptance of the work will be made by the Government upon verification by the COR that all tasks have been completed in accordance with this SOW and to a high standard of workmanship. The Government's Quality Assurance Surveillance Plan (QASP) will be used to monitor performance.

C.6.0 PLACE AND PERIOD OF PERFORMANCE

6.1. Place of Performance: Building 343, Rooms 105, 105-A, 105-B, 108, 109, 110, 111, and 112, Fort Shafter, Hawaii 96858.
6.2. Period of Performance: The work shall be completed within 180 calendar days from the date of contract award. Work shall be coordinated with the Government COR and any related furniture replacement contracts.
6.3. Hours of Work: All work shall be performed during normal working hours, defined as Monday through Friday, 7:30 AM to 4:00 PM, excluding Federal holidays.