ITEM DESCRIPTION (Ver. 20260611)

1 SCOPE:

1.1 The purpose of this procurement is to Layout, Procure, Deliver, and Install Furniture. Provide all required labor, tools, materials, and equipment to accomplish this requirements.

1.2 Location of work: At building 487 2nd Floor SRF building, U.S. Naval Base Sasebo Japan

1.3 See DELIVERY INFORMATION on SF 1449. Coordinate delivery schedule with the Government Technical POC. Deliver and install all items to the designated delivery location by *[40 days After Date of Contract (ADC). This is preferred completion date and actual completion date will be specified upon award]*. Complete other related works by the expiring date of this contract.

1.3.1 Regular working hours shall consist of an 8-hour period, between 07:30 and 16:30, Monday through Friday, excluding U.S. Government holiday. Exceptions can be made upon agreement between both parties.

1.3.2 Specific work schedule and sequence of work shall be coordinated closely with the Government Technical POC to minimize interruption of a work and accomplish all requirements on this SOW and other related works during this period.

2. REFERENCE & ATTACHMENT:

Attachment 1 Floor Plan

3 REQUIREMENTS:

3.1 General, Safety, and Security Requirements.

3.1.1 Assign a Contractor Project Manager (CPM). The CPM has responsibility for management and shall notify the Government Technical POC and the Contracting POC of any changes or issues through completion of this requirement. The CPM must respond and meet within 36 hours of a meeting request.

3.1.2 Comply with all the Sasebo Naval Base rules and regulations applicable to safety, security, and procedures governing site entry and exit.

3.1.3 The contractor may load removed furniture and unload new furniture at the building's exterior.

3.2 Create technical exhibits (floor plan and catalog cut).

3.2.1 The furniture that the contractor intends to install must meet and fit the requirements of each location stated in paragraph 3.3 below. SOW Attachment 01, Floor Plan is layout sketch for reference purpose only.

3.2.2 All size stated in this SOW and any contractor’s technical exhibits are unified by millimeters (mm).

3.2.3 Measure and consider any conditions of each location to create technical exhibits. Stated room size in the Floor Pan is informational purpose only.

3.2.4 The Government will consider any items proposed that contain minor size variations or other variations based on the item’s ability to fit in the specific location.

3.2.5 All furniture shall be of cohesive design and color scheme. Wood-grain table and dark color chair are ideal: specific color and fabric selections to be made after award without the cost change.

3.3 Preparation work before installing furniture.

3.3.1 Break down and store existing furniture on pallets. The pallets will be provided by the Government.

a. 6 each, Office Desks

3.3 Provide, fabricate, and install following furniture in accordance with the accepted technical exhibit at paragraph 3.2.

3.3.1 L-Shaped Desk w/ Under desk Cabinet

a. 8 L-Shape Desk – (White/Light Fine Wood/W1800xD1200xH720)

b. 8 Under Desk Cabinet – (White/W396xD585xH606)

3.3.2 Cubicle Panel with Upper Cabinet (including all accessories such as joint fitting, end cover, and cabinet mountable)

a. 16 Partition – (Indigo/W800xD40xH1725)

b. 24 Partition – (Indigo/W900xD40xH1725)

c. 8 Upper Cabinet w/ Sliding door – (White/W1800xD334xH385)

d. 8 Upper Cabinet Bracket Set

h. 8 Upper Cabinet LED Light – (W680xD30xH14.2)

3.3.3 Locker

a. 8 Locker – (White/W317xD515xH1790)

3.3.4 Printer Wagon

a. Printer Wagon – (W600xD600xH720)

3.3.5 Lateral Cabinet 3 Drawers (including all accessories such as cabinet base and top board)

a. 3 Lateral Cabinet 3 drawers – (White/W900xD450xH700)

3.4 After completion of the installation, remove all trash and clean each room.

3.5 All waste generated under this contract, including old furniture, debris, and rubbish, must be removed from U.S. Government property and disposed of at approved facilities, in accordance with Japanese law and local regulations, at the contractor's expense.

3.5.1 Dispose of any and industrial waste in accordance with Department of Defense (DOD) Japan Environmental Governing Standards (JEGS), Japanese Laws, Nagasaki-ken Kohgai Bohshi Jyorei Kitei Shu (handbook for Pollution Control Laws and Official Regulations), and Occupational Safety and Health Administration (OSHA), U.S. Army Corps of Engineering (USACE) Engineering Pamphlet. Submit proof of proper disposition (an authenticated disposal ticket or a copy of manifest) to the Government Technical POC prior to Government acceptance of the work.

3.5.2 Unless otherwise specified or directed, do not dispose any hazardous wastes in to any area outside the Government control area. Inform of any hazardous wastes to the Government Technical POC for the notification purpose to the Base/Station Environmental Hazardous Waste Disposal Branch, Environmental Division, in writing and coordinate setting up the boxes with the Government Technical POC. Submit Hazardous Waste Disposal Disposition form provided by the Government Technical POC.

3.4.2 Damage caused by the contractor such as scratch, scraped paint, dent, bent structures shall be restored to its original condition by the contractor.

4 GOVERNMENT FURNISHED:

4.1 MATERIAL (GFM): None.

4.2 EQUIPMENT (GFE): None.

4.3 SERVICE: The Government Technical POC will arrange and provide following services;

(a) Supply of water and electricity.

(b) Elevator in building 487 (Equipment only).

(c) Forklift service between the contractor’s truck and elevator.

(d) Manual Pallet Jack at building 487 2nd Floor.

5 NOTE:

5.1 The Government POC:

Technical POC	Contracting POC
Name: Matthew King	Name: Yasuhiko Motooka
Title: Deputy Director C540	Title: Contract Specialist
Command/Ship: NAVSUP FLCY	Command: NAVSUP FLCY
TEL: 0956-50-6823	TEL: 0956-50-6827
E-Mail: Matthew.a.king40.civ@us.navy.mil	E-Mail: Yasuhiko.motooka3.ln@us.navy.mil

5.1.1 Only the Government Technical POC has authority to coordinate schedule with the contractor within terms and conditions of this contract. The Government Technical POC will coordinate base access and provide escorts for the contractor if escorts are required for personnel entering, departing, and working in required areas. Ask any payment issue as the first POC.

5.1.2 Only the Contracting Officer and/or designated Contracting POC have authority to change any terms and conditions of this contract. Report any conditions, discrepancies, and/or finding to the Contracting POC via the Government Technical POC. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. See NAVSUP Local Text titled "Authorized Changes Only by the Contracting Officer."

(End of ITEM DESCRIPTION)