Attachment A

**Tohatchi Health Center**

**Scope of Work**

**Business Office Furniture**

**Scope of Work**

The contractor shall provide all necessary labor, equipment and supplies to install workstations/furniture to rooms 156, 157 and 158.

**Deliverables**

1. New office furniture. All furniture to be wipeable and with micro-bacterial surfaces.
    a. Two U Shaped Desks with Hutch.
        i. Electric adjustable height desk.
        ii. Combo file with 2 box drawers, 1 file drawer and 1 lateral file drawer.
        111. Hutch with 2 silver framed glass doors.
    b. One Sit-to-Stand Full Casing Desk
        i. Electric adjustable height desk.
    c. One 4 Shelf Bookcase with Doors Covering Lower¾ of Unit.
    d. One 29 1/2 inch Height Laminate Wood Door Storage Cabinet
    e. One 2 Drawer Under Desk Mobile File Pedestal
    f. Two 2 Drawer Lateral File with Hutch
    g. One 42 inch Wide x 24 inch Depth Reversible Return
    h. One PL142 Half Leg
    i. One Under Desk Full Box/File Pedestal
    j. Two Big & Tall Dual Layer Air Grid Mesh Manager Chairs
    k. One High Back Multifunction Mesh Executive Office Chair
    l. All hardware to connect furniture to complete installation.
    m. Site visit to verify measurements, door locations, power and data outlets.

**General Conditions**

1. Codes and Standard. The Contractor shall adhere to all the following code and standards requirements for work performed.
    a. 2018 Edition NFPA 99
    b. Occupational Safety and Health Act (OSHA)- CFRA1926
2. Project Safety

    a. Contractor shall provide all worksite safety equipment.
    b. Housekeeping accomplished on a daily basis. Contractor will remove all debris and trash generated by this project to be disposed of properly at a state certified disposal site in accordance with national, state and local environmental regulations.
    c. Contractor shall be responsible for complete and strict compliance with Gallup Service Unit Facility policies, including safety policy.
    d. Pre-Construction Control Risk Assessment (PCRA) shall be approved and signed before any work starts.
    e. Contractor(s) shall sign in and out with Security room 101.
3. Product Specifications
    a. Office desks
4. Submittals
    a. Submittals of all products and materials. Provide in scanned PDF format.
5. Inspection
    a. The Government has the right to inspect all aspects of work performed.
    b. Final acceptance will be based on an acceptable final inspection.
6. Quality Assurance
    a. Only materials approved on product submittal are used. No substitution without prior approval by Contracting Officer.
    b. All new materials shall be installed per manufacturer's instructions.
    c. All work to be performed by a contractor specialized in the specific trade required on this project.
7. Execution
    a. All activities shall be coordinated with Tohatchi Health Center Facility Management staff to ensure there are no detrimental impact on the day-to-day operations of the clinic. Advance notification of 72 hours is required to properly coordinate issues and delays.
    b. Contractor is responsible for obtaining all appropriate signed forms and permits prior to starting any work.
    c. Contractor shall verify all existing site conditions and measurements prior to removal and installation.
    d. Facility staff will terminate electrical power to workstations and IT staff will provide data lines and jacks for the work stations.
8. Inspection

a. The government reserves the right to inspect all aspects of work performed, including hiring a third party inspector to verify proper installation and operation.
b. Contractor is required to demonstrate full and complete operation of all work performed.
c. Final acceptance will be based on an acceptable final inspection, including final verification testing of all materials and workmanship.

9. Project Schedule
    a. The contractor shall provide a detailed schedule indicating starting and completion dates of the project.
    b. Contractor shall work with local contact for job access and work time coordination.
    c. Contractor shall provide a coordinated schedule to Contract Officer Representative (COR) and Contract Specialist (CS).
    d. Hours of operation for the facility are 8:00 am - 4:30 pm, Monday-Friday (excluding federal holidays). Work outside these hours must be submitted three business days in advance in writing to the Contract Officer for approval.

10. Performance Period
    a. From date of award through three months to complete install of all furniture.

11. Final Payment
    a. Final payment will not be authorized until all work is complete, including punch list items and final inspection has been made.
    b. Close out documents shall include approved submittals and copies of warranty letters.

12. Warranty
    a. Contractor shall warranty all work for one year from date of acceptance.