# 492 SOW HQ RLF
# Office Furniture / Workplace Equipment

**DAVIS-MONTHAN AFB, AZ**

**REVISION 1**
**8/04/2026**

## 1.0 Scope

The 492 Special Operations Wing (SOW) is requesting procurement of office furniture and workplace equipment for their HQ RLF facility. Below is a by-room breakout of the requirement. Additional information and drawings are provided as supporting documentation.

**Room 1: Open Office 1 (102 Positions)**
For this project we require the following number of (72”x72”) Privacy Workstations: 102, Overhead Cabinets: 102, Mobile 2 or 3 Drawer Pedestal File: 102, Single or Dual Privacy End Panels: 102, Power Poles: 17

**Room 2: Standard Private Offices (19 Positions)**
For this project we require the following number of (72”x72”) L-Desk with Hutch: 19, Mobile 2 or 3 Drawer Pedestal File (If not included with desk): 38, Storage Cabinet with Hutch: 19

**Room 3: Open Office 2 (69 Positions)**
For this project we require the following number of (60x24) Workstation Desks: 69, Mobile 2 or 3 Drawer Pedestal File: 69, Clamp-on or Mountable Cable Tray: 69, 5-Shelf Cabinet: 6, 2-Shelf Cabinet: 6, 98” Monitors (No Wi-Fi/Bluetooth): 8, Power Poles: 24

**Room 4: Open Office 3 (30 Positions)**
For this project we require the following number of (72”x72”) Privacy Workstations: 25, (48x24) Workstation Desks: 5, Overhead Cabinets: 25, Mobile 2 or 3 Drawer Pedestal File: 25, 5-Shelf Cabinet:
4, 2-Shelf Cabinet: 2, Power Poles: 14

**Room 5: Classroom (20 Positions)**
For this project we require the following number of (48x24) Workstation Desks: 20, Clamp-on or Mountable Cable Tray: 20, 98” Monitors (No Wi-Fi/Bluetooth): 2

**Room 6: Support Staff (11 Positions)**
For this project we require the following number of (72”x72”) Privacy Workstations: 6, (60x24) Workstation Desks: 5, Overhead Cabinet: 6, Mobile 2 or 3 Drawer Pedestal File: 11, Single Privacy End Panel: 5, 5-Shelf Cabinet: 2, 2-Shelf Cabinet: 1

**Room 7: Exec Offices (3 Positions)**
For this project we require the following number of (72”x72”) L-Desk with Hutch: 3, Mobile 2 or 3 Drawer Pedestal File (If not included with desk): 6, Storage Cabinet with Hutch: 3, 2-Shelf Cabinet: 3, 36” Round Table: 3

**Room 8: Boss (1 Positions)**
For this project we require the following number of (72”x108”) U-Desk with Hutch: 1, Mobile 2 or 3 Drawer Pedestal File (If not included with desk): 2, Storage Cabinet with Hutch: 2, 2-Shelf Cabinet: 1, 60”x30” Office Table: 1

**Room 9: Deputy (2 Positions)**
For this project we require the following number of (72”x72”) L-Desk with Hutch: 2, Mobile 2 or 3 Drawer Pedestal File (If not included with desk): 4, Storage Cabinet with Hutch: 2, 2-Shelf Cabinet: 2, 36” Round Table: 2

**Room 10: Workshop (0 Positions)**
For this project we require the following number of 6-Shelf Metal Bookcase: 12

**Room 11: Storage (3 Positions)**
For this project we require the following number of 6-Shelf Metal Bookcase: 3, Adjustable Height Worktop: 5, Lockable Caster for each Worktop: 5, Worktop Underside Drawer: 5, Worktop Shelf: 6, Tabletop Power Strips: 3

**Room 12: Breakroom (0 Positions)**
For this project we require the following number of 36" Café Table: 1, Stackable Vinyl Chair: 2

**Room 13: Admin 1 and 2 (7 Positions)**
For this project we require the following number of (72"x72") Privacy Workstations: 2, (60x24) Workstation desk: 5, Overhead Cabinet: 2, Mobile 2 or 3 Drawer Pedestal File: 7, (24x24) Clamp-on Privacy: 3, 5-Shelf Cabinet: 2, 2-Shelf Cabinet: 1

**Room 14: Admin 3 and 4 (7 Positions)**
For this project we require the following number of (72"x72") Privacy Workstations: 4, (60x24) Workstation desk: 3, Overhead Cabinet: 4, Mobile 2 or 3 Drawer Pedestal File: 7, 5-Shelf Cabinet: 2, 2-Shelf Cabinet: 2

**Room 15: Executive Conference Room (0 Positions)**
For this project we require the following number of (192"x48") Powered Executive Conference Table: 1, Lectern: 1, 98" Monitors (No Wi-Fi/Bluetooth): 3, 2-Shelf Cabinet: 1

**Room 16: Auxiliary Conference Room (0 Positions)**
For this project we require the following number of (144"x48") Powered Executive Conference Table: 1, 98" Monitors (No Wi-Fi/Bluetooth): 1, 2-Shelf Cabinet: 1

**Room 17: Conference Room 3 (0 Positions)**
For this project we require the following number of (96"x48") Powered Executive Conference Table: 1, 98" Monitors (No Wi-Fi/Bluetooth): 1, 2-Shelf Cabinet: 1

**Room 18: Conference Room 4 (0 Positions)**
For this project we require the following number of (120"x48") Powered Executive Conference Table: 1, 98" Monitors (No Wi-Fi/Bluetooth): 2, 2-Shelf Cabinet: 1

**Miscellaneous Equipment:**

We require Standard Mesh Task Chair (Black): 235 each
We require Deluxe Leather Chair (Black): 54. each
We require Leather Conference Chair (Black): 81 each
We require 6' 6-Outlet Surge Protector: 100 each
We require 10' 6-Outlet Surge Protector: 33 each
We require 15' 6-Outlet Surge Protector: 23 each
We require 6' 6-Outlet Surge Protector: 100 each
We require Full Motion TV Mounts: 17 each
We require Freestanding Cell Phone Locker, 30 Lockers: 3 each.
We require Desk Trash Can: 286 each
We require Large Trash Can: 10 each
We require Small Magnetic Dry Erase Board: 164 each
We require Large Magnetic Dry Erase Board: 14 each
We require Medium Cork Board: 8 each
We require Large Cork Board: 14 each
We require Media Degausser/Destruction Cart: 1 each
We require 5-Drawer Security Container: 5 each

We require High Security Paper and Media Shredder (P-7): 5 each
We require 4 Camera CCTV System, POE Switch and Monitor: 2 each
We require 8-outlet UPS system: 296 each
We require Solo Lactation Pod: 1 each

## 2.0 Description of Work

## 2.1 General Services

Coordination and management of all products, equipment and people required to create, deliver and install new office furniture and equipment within 492 SOW HQ RLF facility. This includes ongoing servicing of any items defective due to manufacturing error as well as for replacement or repair of any damaged item after purchase.

2.1.1 The contractor shall perform tasks in accordance with the requirements stated in this SOW and other provided supporting documentation.
2.1.2 The contractor shall be responsible for all personnel, equipment, tools, materials, supervision, storage, assembly, transportation, incidentals and all other items and services necessary to provide and install office workplace furniture.
2.1.3 The contractor shall be knowledgeable of and shall comply with all applicable federal, state, and local laws, codes, permits, DoD, AF, and base requirements and instructions required for the performance of the duties in this Statement of Work (SOW).
2.1.4 The contractor shall ensure policies and procedures are established that protect the safety and welfare of customers, employees, and the community to minimize or eliminate safety or environmental risks. These policies shall be in compliance with Federal and Installation policies and procedures.
2.1.5 The contractor shall provide a project manager who shall be responsible for the performance of the work. The name of this person and an alternate or alternates who shall act for the contractor when the manager is absent shall be designated in writing to the Contracting Officer (CO) within 10 days after contract award. The contract manager or alternates shall have full authority to act for the contractor on all contract matters relating to the daily operations of this contract on the installation.
2.1.6 The contractor shall submit a complete list of personnel in accordance with installation policy, including deliverymen, who will be expected to work on the installation. This list will contain Privacy Act information as required as well as the expectation that each individual will be able to present a current and valid state/federal identification complying with the REAL ID Act, to meet local Air Force security requirements. (Please note that many installations require this information be coordinated days in advance).
2.1.7 The contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the CO as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees.
2.1.8 The contractor shall manage ordering, shipment, delivery and installation of all new furniture and equipment from manufacturer to final acceptance by the Government Project Manager (GPM).
2.1.9 The contractor shall provide customer service during normal duty hours, 0730-1630 hours, Monday through Friday; except for federal holidays.
2.1.10 Recognized US Federal Holidays are as follows: New Year's Day, Birthday of Martin Luther King Jr., Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. If the holiday falls on a Saturday, it is observed on Friday. If the holiday falls on Sunday, it is observed on Monday.
2.1.11 The contractor shall be responsible for coordination of an escort through any controlled areas through the local GPM.

2.1.12 Lost vehicle and entry passes shall be reported immediately to the Security Police as well as the GPM in accordance with the local security forces policy.
2.1.13 The contractor shall be responsible for any storage of all office workplace furniture, components, parts and assemblies prior to and during installation in accordance with the agreed upon delivery schedule.
2.1.14 All personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

## 2.2 Design Work

Providing professionals versed in programming, space planning and product specification, able to communicate product capabilities to the customer, to ensure products purchased meets the requirements.

2.2.1 The contractor shall provide design services, including space planning, site verification, material selection and programming as necessary for the project.
2.2.2 The contractor shall define and furnish the necessary hardware, software, and all other equipment necessary to accomplish design tasks.
2.2.3 Services shall include site evaluation to ensure proper fit of the furniture within the given space and that all structural and other anomalies are taken into account.
2.2.4 The contractor is responsible for notifying the GPM of all power requirements regarding location of communication, LAN and power junction boxes, with the expectation that the government will be responsible for providing and locating those junction boxes within 4'-0" of the ceiling penetration of the power pole location provided by the contractor.
2.2.5 Design shall ensure that power poles do not protrude into main walkways.
2.2.6 Design shall ensure that all outlets included in the design are accessible to the user, free and clear of obstacles.
2.2.7 Design shall not allow more than four cubicles to be served by a single circuit.
2.2.8 Design shall ensure that no more than two duplex outlets (four plug in points) are put onto the same circuit.
2.2.9 Design shall ensure that no existing wall outlets or thermostats are covered or concealed by panels or other systems furniture components.
2.2.10 Design shall consider utilize wall mounted applications where possible.
2.2.11 The contractor shall utilize any existing government product to its maximum as applicable when project includes add on parts to existing systems furniture.
2.2.12 All designs of furniture layouts, including original designs and any subsequent redesigns, must be accomplished by, qualified professional designers and should have three years' experience using software similar to that proposed for this contract.
2.2.13 The contractor shall meet with the GPM to review the installation drawings prior to submission of any revised price quote.
2.2.14 The contractor shall provide additional drawings of furniture layouts, if requested by the GPM on a non-rewritable CD or DVD in both .dwg and .pdf formats unless otherwise specified in the contract.
2.2.15 The hardware/software shall perform computerized inventory, computer aided design, automated take-off function, and report generation for all product purchased. The software for this contract shall be compatible software for AutoCAD and Microstation. The software shall be fully compatible with Microsoft Windows, the most current version.
2.2.16 Design service shall include an initial complete design with up to two additional minor revisions prior to final approval, if necessary.
2.2.17 Designs of each location shall include a Basic component floor plan sheet in which all systems furniture and workstation is tagged: to include graphic symbols for all major hanging components (flipper cabinets, shelves, task lights, tack boards, work surfaces, drawers, etc) as

determined by the government. This design sheet shall include station numbers and movable wall and associated product locations, in 1/4" = 1'-0" scale.
2.2.18 Designs of each location shall include a Panel and Hardware Layout sheet: to include all finish colors and fabrics, panel widths (30", 36", 42", etc), in 1/4" = 1'0" scale, in addition to display hardware, keys and locksets shall be included.
2.2.19 Design sheet layouts of each location shall include a Furniture Power Distribution sheet in 1/4" = 1'0" scale to include: the location of all powered panels, powered components, receptacles, communication ports, power poles, powered raceways, base electrical feeds and building connection points.
2.2.20 Within ten (10) workdays after the final design has been accepted by the base requesting organization, a bill of materials detailing all inventory, and (3) copies of all plans including basic floor plan, movable wall, panel and electrical layouts will be provided to the GPM for the project.
2.2.21 The contractor shall maintain an updated, automated master copy of all furniture layouts, (designs/redesigns) accomplished under this contract for the duration of the warranty, after government acceptance of the project.
2.2.22 Drawing changes required to a layout due to contractor errors or omissions shall be the responsibility of the contractor and the corrected drawing and bill of materials shall be delivered to the government within three calendar days of the request.
2.2.23 Contractor shall provide the GPM a copy the installation drawings and bill of materials via mutually agreed upon electronic media.
2.2.24 Contractor shall make the government aware of any discrepancies to existing conditions not previously identified.

## 2.3 Delivery Work

Transportation of all products, loading, unloading, storage and all necessary movement from factory to final onsite set up.

2.3.1 The contractor Project Manager shall be responsible for on-site coordination of all staging and deliveries, to include access to and operation of any equipment needed for unloading and movement of materials or product.
2.3.2 Contractor shall be responsible for determination of the appropriate delivery method and handling, based on site conditions to include the non-existence of loading docks and equipment at any given location. Special circumstances may be identified to and negotiated with the CO.
2.3.3 Delivery shall be in accordance with the terms of the contractor's agreement. If the ordering activity designates an accelerated delivery schedule it will be identified in the contract.
2.3.4 A maximum of 30 days offsite storage shall be included in the contractor's agreement.
2.3.5 Work shall comply with applicable building standards and codes, specifically: National Electrical Code (National Fire Protection Association (NFPA 70) and National Life Safety Code (NFPA 101).
2.3.6 The contractor shall be responsible for following all safety and security guidelines within the area in which work is being performed, to include securing any contractor owned tools or equipment, and any on site storage being utilized.
2.3.7 The contractor shall maintain accountability and control of any keys provided and shall return them to the GPM upon completion of work. Duplication of keys or other means of access is not authorized.
2.3.8 The contractor shall prevent its personnel from entering any area other than the designated work area.
2.3.9 The contractor shall maintain a means of egress within all designated work areas to comply with fire codes.
2.3.10 The contractor shall ensure its personnel eat, drink, or smoke only in designated areas.

## 2.4 Installation and Removal Work

Manufacturer certified professionals to install office workplace furniture per the approved design drawings.

2.4.1 Contractor shall provide, or have capability of obtaining support services to include removal and warehousing of the proposed furniture and demountable walls.
2.4.2 The contractor shall appoint an authorized representative who will be the company's senior representation on site for all customer communication and enforce compliance of all requirements for the project. This representative shall have a physical presence during any delivery and throughout installation unless agreed to by the GPM.
2.4.3 The contractor shall install office furniture and workplace equipment in accordance with each requirement statement and basic component floorplan, panel plan and electrical plan, designed and provided by the contractor with each purchase.
2.4.4 Contractor shall be liable for any damage to government property caused by the contractor or their representatives.
2.4.5 During installation the contractor shall protect all furniture and building materials, to include carpet, existing within the space with industry approved protective coverings inclusive of craft paper, moving blankets and such type material. The contractor shall not use protective materials that will leave any type of residual print, outline or imaging on any furniture or building materials. Contractor shall not repair damage to finishes unless directed by CO, but will be responsible to pay for damages. The government will make repairs and back charge the installation contractor.
2.4.6 Services shall include product transportation of existing inventory as required.
2.4.7 The contractor shall uncrate/unpack all items and perform required assembly in accordance with the manufacturer instructions.
2.4.8 Services shall include inspection of product for shipping damage. If damage is found it shall be the responsibility of the contractor to notify the GPM and make all arrangements for replacement or repair of the item(s) damaged. Damaged items are not to be installed unless otherwise directed by the GPM.
2.4.9 Services shall include assembly of product to conform to final CO approved design drawings.
2.4.10 Any furnishings attached to the building shall be attached securely.
2.4.11 Installation of office furniture and workplace equipment must be under the oversight of an onsite manufacturer certified installer.
2.4.12 The contractor shall ensure that all communication outlet faceplates are provided with the furniture, based on the unique specifications of the IT requirements at that location.
2.4.13 Services shall include removal of packing materials from the installation and cleaning of product including steam cleaning reused panels and thorough cleaning of all products.
2.4.14 Services shall include removal of all excess product and transport to the GPM approved warehouse or other location as specified.
2.4.15 Services shall include removal of packing materials from the installation and cleaning of product including steam cleaning reused panels and thorough cleaning of all products.
2.4.16 All trash removed from the worksite shall be disposed of in accordance with state laws, and packaging and other recyclable materials shall be recycled where ever possible.
2.4.17 The contractor shall maintain environmental controls when working in any government facility, to include but not limited to keeping doors shut and lights off when not in use and turning off vehicle engines when parked.
2.4.18 Prior to acceptance, the contractor shall clean all furniture only with the manufacturer's recommended cleaning agents/products.
2.4.19 The contractor shall provide all components, completely assembled, installed, and operational, including keys in each lock set.
2.4.20 Furniture, equipment, and accessories shall be level, square, and in proper alignment with adjoining furniture. All drawers should operate smoothly and stay closed when not in use.
2.4.21 The contractor shall inspect to ensure the furniture is free of surface dirt and defects, the installation is complete, and the furniture is ready for use.

## 2.5 Inspection/Acceptance Checklist

Validation between the contractor and the GPM that all product has been installed according to manufacturer guidelines and customer specifications.

2.5.1 A post-installation walkthrough shall be coordinated with the contractor's authorized representative and GPM.
2.5.2 All areas requiring correction shall be documented in a punch list by the contractor and provided to the GPM upon completion of a joint walk through by the contractor and the GPM. No payment will be authorized while punch list items remain open.
2.5.3 A final walk through will be performed with the contractor and the GPM and the CO to ensure all punch list items have been addressed to the satisfaction of the government.

## 3.0 Government Furnished Support

**3.1** Base support includes Government-controlled working space and utilities.

## 4.0 Site Conditions

**4.1** Standard site conditions shall be considered those that include:

4.1.1 Free and clear hard surface access to the receiving and installation location during regular working hours
4.1.2 Parking and off-loading area suitable for access by a semi-trailer combination or truck within 100 feet of the building entrance closest to product installation area
4.1.3 A staging area adequate to sort, stage and uncrate products along with a waste receptacle suitable for disposal of materials
4.1.4 Includes electric power, working lights, heating and air conditioning, and access to a working freight elevator if location is on a floor other than the first floor
4.1.5 A building ready for the installation of furniture (i.e. other tasks such as painting and flooring are complete so as not to cause any delays in performance)

## 5.0 Base/Installation Specifics

**5.1** All commercially identified trucks must enter through the South Wilmot (29B) gate, M-F 0600-1800. In accordance with 355th Security Forces installation security procedures; base entry procedures must adhere to delivery vehicle process requirements mandated by the Wing. Once at South Wilmot (29B) Gate, the driver must obtain a current pass or be sponsored and be able to show:

- A current Vehicle Registration
- A current Proof of Insurance
- A valid and current Driver's License for the driver (REAL ID)
- A valid and current Driver's License or other State Identification for any passenger(s) in the vehicle (REAL ID).

**5.2** Current Bill of Lading (BOL) to get delivery driver and the vehicle on base. BOL must include the AF installation name, date of anticipated delivery, and specific destination (including building number, street address, and point of contact information).

**5.3** Depending on the current Force Protection Condition, a government representative may be required to sponsor contractor personnel onto the installation when arriving to obtain a pass from Pass & ID, at the Davis Monthan Visitors Center – Craycroft Gate.

5.3.1 The sponsor must state the guest's purpose and destination. It is the responsibility of the contractor to validate this need with their government POC prior to their arrival so as to

coordinate the arrival time accordingly. Sponsors may request that a pass be applicable for multiple days if needed.

**5.4** Prohibitions:

5.4.1 Firearms may not be brought on base under any circumstances.
5.4.2 Individuals with criminal records are not allowed on base.
5.4.3 Contractor personnel are prohibited from sponsoring guests onto the installation.