Furniture
Statement of Work

Date: May 13, 2026

Facility# 20553

Area: B

2752 C Street

Wright-Patterson Air Force Base, OH 45433

Project Name F20553 Furniture Project 2025SH172

Sharion Harvin
Interior Design Specialist
Wright Patterson AFB
CEG-Interior Design Specialist
5151 Wright Ave, Building 11
WPAFB, OH 45433-5339
937-656-3452

Revision History

Author Name	Date	Reason For Changes	Version
Sharion Harvin	6/22/2026	Add to the SOW: WS-2: Mobile Pedestal Box/File with (1 Small Drawer + 1 Large Drawer) with lock, pencil tray, rails, add Cushion Top w/ Grade B Upholstery Fabric.	001
Sharion Harvin	6/22/2026	Add to the SOW: T-2 Table 24" x 48" 24" x 48" Rectangular Table Woodgrain High Pressure Laminate Top with Matching 3mm Edge Band Minimum 8 Woodgrain options to select from 4 Post Legs, C-Leg or T-Leg is acceptable. Standard Powder Coat Finish	001

1.0 Scope

This project will be awarded on a competitive basis using total project cost.

ALL PROJECTS:

- The Contractor shall provide ALL supervision, labor, materials, equipment, including transportation to accomplish this project in accordance with this Statement of Work (SOW), project drawings and when applicable for this project a Certified Electrician to connect systems furniture power to building power.
- The Contractor shall provide 60 days storage, and the requirements contained in the soliciting documents.
- The Contractor shall include an itemized quote that includes labor to receive, inspect, deliver to project job site, and install product per approved final design layout.
- The Contractor shall provide 3D Renderings of each typical.
- The Contractor may include AutoCAD design hours for all phases of design (initial, revisions and final).
- The Contractor may include design hours for in person meetings to review all phases of design (initial, revisions and final), finish selections, site visits (field measurement), and any other means and methods for the contractor to execute the project.
- Reference section 2.2.11 for updated power harness requirements per UFC 3-520-01 (Change 2, 12 April 2021).
- For this project repair/replace flooring and ceiling, where applicable if damaged upon furniture installation of project. All patch and repair should be consistent finish level of the existing wall with no paint lines visible from patch.
- Unless noted otherwise the Contractor shall provide products from a single manufacturer to achieve uniformity in finish and appearance within office/space. Reference basis of design per product for suggestion or if equal manufacturer is proposed, follow the same on following products of same basis of design finish.
- The Contractor shall provide final installation AutoCAD dwg file and invoice emailed to CE Interior Designer before CE will do any acceptance in WAWF.

FOR THIS PROJECT*:*

- The contractor shall be responsible for supplying all labor and materials when applicable for a Certified Electrician from Master Electrical Contractors Association (MECA) to hook up the Systems Furniture to Building power, to accomplish this project in accordance with this Statement of Work (SOW), project drawings.
- The Contractor shall provide **power / comm poles and base feeds** for the workstations. A certified electrician shall provide hardwire connection complete from the workstations to building power. Provide break box labeling for new and/or altered circuits.

For this project we require the following product types: Workstations, Printer Staton, Seating, Deks, Table, Modular Wall, Storage Cabinet

WS-1: 6X6 Adjustable Height Workstation w/ 80" H Panels & 18" H Glass Panel

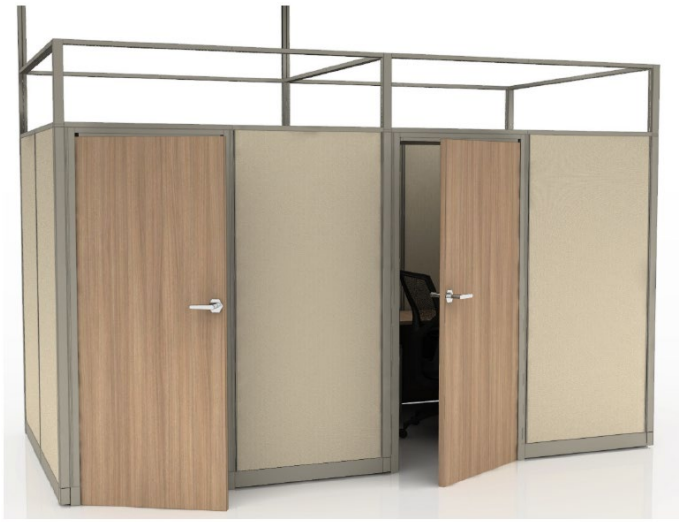
Nominal 2 Inch Thick 80" H Tackable Acoustical Panels, Grade B Panel Fabric. 18" H Clear Glass, **(+/- 3" H) is acceptable**, (3) Duplex Receptacles (6 plug in points) and (1) Voice and Data Quad Port per station.

- 29" D x 70" W Corner 90 Degree Adjustable Height Worksurface with Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (2) Grommets. Provide Minimum of 8 Woodgrain Laminate Options
- C-Leg Telescoping Electric Powered Base with Non-Programable Touch Pad, Standard Powdercoat Finish. Height Adjustment Range 27"- 46"
- Add Fellows Netta Mesh Wire Management 48" under primary worksurface
- Add Spin Out Pencil Drawer
- Mobile Pedestal Box/File with (1 Small Drawer + 1 Large Drawer) with lock, pencil tray, rails, add Cushion Top w/ Grade B Upholstery Fabric.
- Laminate Swing Door, Locking
- Each workstation shall have COMM Pole. Network Drop Details: (6 Port Drop) 12 Strand OM4 MM Fiber, Type LC
- 1 Base Feed for 2 WS-1 Workstations

Keyed alike with no two desks keyed the same. Provide 2 sets of keys per desk.

QTY: 2

INSIDE



OUTSIDE

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

WS-1.1: 6X6 Adjustable Height Workstation w/ 74" H Panels

Nominal 2 Inch Thick 74" H Tackable Acoustical Panels: **(+/- 3" H) is acceptable**, Grade B Panel Fabric. (3) Duplex Receptacles (6 plug in points) and (1) Voice and Data Quad Port per station.

- 29" D x 70" W Corner 90 Degree Adjustable Height Worksurface with Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (2) Grommets. Provide Minimum of 8 Woodgrain Laminate Options
- C-Leg Telescoping Electric Powered Base with Non-Programable Touch Pad, Standard Powdercoat Finish. Height Adjustment Range 27"- 46"
- Add Fellows Netta Mesh Wire Management 48" under primary worksurface
- Add Spin Out Pencil Drawer
- Mobile Pedestal Box/File with (1 Small Drawer + 1 Large Drawer) with lock, pencil tray, rails, add Cushion Top w/ Grade B Upholstery Fabric.
- Sliding Door, Locking or Rolling Door, Locking, Frosted Glass or Acrylic Door Material
- Each workstation shall have COMM Pole. Network Drop Details: (6 Port Drop) 12 Strand OM4 MM Fiber, Type LC
- 1 Base Feed for 4 WS-1.1 Workstations

Keyed alike with no two desks keyed the same. Provide 2 sets of keys per desk.

QTY: 4

INSIDE

OUTSIDE

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

WS-2: 2' x 4'Hot Desk w/ 65" H Panels

Nominal 3 Inch Thick 65" H Tackable Acoustical Panels: **(+/- 3" H) is acceptable**, Grade B Panel Fabric. (1) Voice and Data Quad Port. Open Panel Frame underneath Worksurface for access to Double Duplex Receptacle Mounted 18" AFF against the wall

- 24" x 48" Worksurface with Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (1) Grommet. Provide Minimum of 8 Woodgrain Laminate Options
- Add Spin Out Pencil Drawer
- Add COMM Pole. Network Drop Details: (6 Port Drop) 12 Strand OM4 MM Fiber, Type LC
-

QTY: 1

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

WS-3: 6X6 L-Shape Adjustable Height Workstation w/ 52" H Panels
Nominal 3 Inch Thick 52" H Tackable Acoustical Panels: **(+/- 3" H) is acceptable**, Grade B Panel Fabric. (3) Duplex Receptacles (6 plug in points) and (1) Voice and Data Quad Port per station. (1) 36" W x 52" H Gallery Laminate Panel & (2) 36" W x 52" H or 1 72" W Gallery Laminate Panel. Provide minimum of 8 Woodgrain Laminate Options

- 29" D x 70" W Corner 90 Degree Adjustable Height Worksurface with Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (2) Grommets. Provide Minimum of 8 Woodgrain Laminate Options
- C-Leg Telescoping Electric Powered Base with Non-Programable Touch Pad, Standard Powdercoat Finish. Height Adjustment Range 27"- 46"
- Add Fellows Netta Mesh Wire Management 48" under primary worksurface
- Add Spin Out Pencil Drawer
- Add Coat Hook
- Mobile Pedestal Box/File with (1 Small Drawer + 1 Large Drawer) with lock, pencil tray, rails, add Cushion Top w/ Grade B Upholstery Fabric.
- Each workstation shall have COMM Pole. Network Drop Details: (6 Port Drop) 12 Strand OM4 MM Fiber, Type LC
- 4 Base Feeds (1 Base Feed for each set of 2 WS-3 Workstations)

Keyed alike with no two desks keyed the same. Provide 2 sets of keys per desk.

TOTAL QTY: 8

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

WS-4: 6X6 L-Shape Height Workstation w/ 65" H Panels

Nominal 3 Inch Thick 65" H Tackable Acoustical Panels: **(+/- 3" H) is acceptable**, Grade B Panel Fabric. (3) Duplex Receptacles (6 plug in points) and (1) Voice and Data Quad Port per station.

- 29" D x 70" W Adjustable Height Worksurface with Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (2) Grommets. Provide minimum of 8 Woodgrain Laminate Options
- C-Leg Electric Powered Base with Non-Programable Touch Pad, Standard Powdercoat Finish. Height Adjustment Range 27"- 46"
- Add Fellows Netta Mesh Wire Management 48" under primary worksurface
- Add Spin Out Pencil Drawer
- Add Coat Hook
- 42" x 24" Return with Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (1) Grommets. Provide Minimum of 8 Woodgrain Laminate Options
- Support Pedestal Box/Box/ File with (2 Small Drawer s+ 1 Large Drawer) with lock, pencil tray, rails.
- Add 42" W Metal Open Shelf with LED Tasklight underneath
- Each workstation shall have COMM Pole. Network Drop Details: (6 Port Drop) 12 Strand OM4 MM Fiber, Type LC
- 1 Base Feed for 3 WS-4 Workstations

QTY: 3

INSIDE

OUTSIDE

For Government Use Only
Meets ☐ **Does Not Meet** ☐ **Additional Comments:**

D-1: 2’ x 8’x 42”H Reception Desk w/ Transaction Countertop
Nominal 3 Inch Thick” H Laminate Panels: (+/- 3” H) is acceptable. Provide minimum of 8 Grade B Woodgrain Laminate Options
(2) Duplex Receptacles (4 plug in points) and (1) Voice and Data Quad Port
Segment Panels: Top: 16” Frosted Acrylic / Bottom: 24” H Laminate
Side Panels: 40” H Laminate Panels

- Add 2 Fellows Netta Mesh Wire Management 24” under primary worksurface
- Personal Desktop Power: Fellows Flexcharge Desktop Power Strip
  - 2 AC Outlets
  - 1 USB-A Port
  - 1 USB-C Port
  - Power Strip with 6 AC Outlets
  - 9’ Cord
- Color: Black
- Add Spin Out Pencil Drawer
- Add Dual Channel Power Pole. Reception Desk shall have Dual Channel Power Pole. Network Drop Details: 1 (6 Port Drop) 12 Strand OM4 MM Fiber, Type LC
- Provide 1 Junction Box in the ceiling for the Power Pole

QTY: 1

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

D-2: 2’ x 6’ Reception Desk w/ Transaction Countertop

Nominal 3 Inch Thick” 42” H Tackable Acoustical Panels: (+/- 3” H) is acceptable, Grade B Panel Fabric. (3) Duplex Receptacles (6 plug in points) and (1) Voice and Data Quad Port per desk.
Segment Panels: Top: 8” H Laminate / Center 16” Fabric Panel / Bottom: 16” H Laminate

- 24” x 72” Laminate Worksurface, Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (1) Grommet. Provide minimum of 8 Woodgrain Laminate Options
- 72” W Laminate Transaction Countertop, Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band. Provide minimum of 8 Woodgrain Laminate Options
- Mobile Pedestal Box/File with (1 Small Drawer + 1 Large Drawer) with lock, pencil tray, rails, add Cushion Top w/ Grade B Upholstery Fabric.
- Each Desk shall have COMM Pole. Network Drop Details: 1 (6 Port Drop) 12 Strand OM4 MM Fiber, Type LC
- 2 Base Feeds (1 Base Feed for each D-2 Reception Desk

QTY: 2

INSIDE

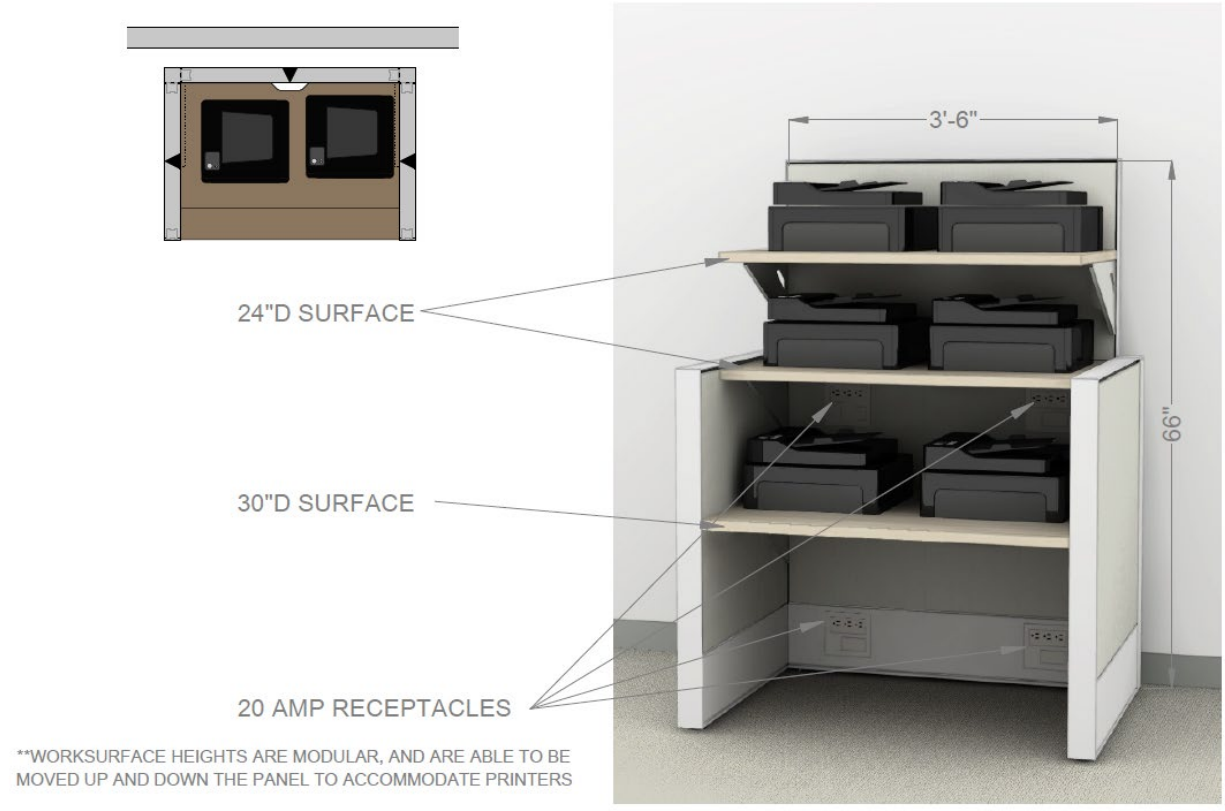
OUTSIDE

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

PS-1: 30” x 42”x 66” H Printer Stand
Nominal 3 Inch Thick 66” H & 42” Tackable Acoustical Panels: (+/- 3” H) is acceptable, Grade B Panel Fabric. (4) 20 AMP Duplex Receptacles, 2 at raceway and 2 at beltline height (8 plug in points) and Voice and Data Quad Port

- (2) 24” D Laminate Surfaces, Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (1) Grommet. Provide minimum of 8 Woodgrain Laminate Options
- 30’ D Laminate Surface, Grade B High Pressure Laminate Top and Matching 3mm Vinyl Edge Band, Notched worksurface or (1) Grommet. Provide minimum of 8 Woodgrain Laminate Options
- Printer Stand shall have COMM Pole. Network Drop Details: 1 (6 Port Drop) 12 Strand OM4 MM Fiber, Type LC
- Add 1 Base Feed for PS-1 Printer stand

QTY: 1



For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

MW-1: Modular Wall
8'H Modular Wall with Swing Door: 7' H Laminate Panels 1' H Clear Glass Transom
For this project we require the following lineal feet of Demountable walls: ~14'-10".
For this project, the finish on the Demountable walls shall be Woodgrain Laminate with Clear Glass Transom above. Provide Minimum of 8 Woodgrain Laminate Options
For this project, Demountable walls shall include (1) 42" W Swing Door, Locking.

MW1

QTY: 1

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

NOTE: ALL SEATING MUST BE FROM THE SAME MANUFACTURER

CH-1: Mesh Back Upholstered Seat Task Chair
Basis of Design SitOnIt Amplify

Product Code:	**2723 Y/e3 A141 FG3 C16 B17 B1 MC5 FC1 KD**

BACK STYLE:	Mesh
SIZE:	Highback with Adjustable Lumbar
FRAME COLOR:	Black
MESH COLOR:	Onyx
CAL 133:	No CAL 133
TEXTILE:	Grade 3
ARM STYLE:	Height Adjustable
MECHANISM:	Enhanced Synchro with Seat Depth Adjustment
BASE MATERIAL:	Black Nylon
CYLINDER HEIGHT:	Standard Cylinder
CASTERS:	Carpet Casters
PACKAGING:	Fully Assembled

Textile Specifications

Manufacturer: SitOnIt
Pattern: Motion
Colorway: Carbon
Grade: 3

300 lb. Weight Capacity
Lifetime Warranty for single shift use or 12 Years for 24/7

QTY: 22

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

CH-2: Mesh Back Upholstered Seat Nesting Chair
Basis of Design SitOnIt Movi Nesting Chair

Product Code: **1061 FT4 AR0 SC1 FG3 CS5 MB MC20 FC1 AB**

BACK STYLE:	Mesh Back
BACK FRAME & ARMS COLOR:	Black
MESH COLOR:	Onyx
CAL 133:	No CAL 133
TEXTILE:	Grade 3
ARM STYLE:	Armless
BASE FRAME & CASTERS COLOR:	Black
CASTERS:	Carpet Casters
PACKAGING:	Fully Assembled

Textile Specifications

Manufacturer: SitOnIt
Pattern: Motion
Colorway: Carbon
Grade: 3

300 lb. Weight Capacity
Lifetime Warranty

QTY: 6

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

CH-3: Upholstered Seat & Back Guest Chair w/ Wall Saver Leg Design
Basis of Design SitOnIt Cora Guest Chair

Product Code:	**1191 SW19 FC2 US UB BN VG2 AR0 GL1 AC**

SEAT SIZE:	Guest
FRAME FINISH:	Silver
SEAT STYLE:	Upholstered Seat
BACK STYLE:	Upholstered Back
BALLISTIC NYLON:	Ballistic Nylon Back
MOISTURE BARRIER:	No Moisture Barrier
TEXTILE:	Vinyl Grade 2
ARM TYPE:	Armless
GLIDES & CASTERS:	Standard Multi-Surface Glides
PACKAGING:	Fully Assembled

Textile Specifications

Manufacturer: SitOnIt
Pattern: Element
Colorway: H2O
Grade: 2

Wall Saver Frame to prevent scuffs and marks
500 lb. Weight Capacity
Lifetime Warranty for single shift use or 12 Years for 24/7

QTY: 4

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

SC-1: 36W Two Door Storage Cabinet

36’ W Metal Storage Two Door Cabinet, five adjustable shelves, lock, 2 keys.
Finish: Standard Paint Color Options

QTY: 1

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

T-1 Table 30” x 72” Table
30” X 72” Rectangular Table with Locking Caters
Woodgrain High Pressure Laminate Top with Matching 3mm Edge Band
Minimum 8 Woodgrain options to select from
T-Leg Base on Locking Casters, Standard Powder Coat Finish

QTY: 1

For Government Use Only
Meets ☐ Does Not Meet ☐ **Additional Comments:**

T-2 Table 24” x 48”
24” x 48” Rectangular Table
Woodgrain High Pressure Laminate Top with Matching 3mm Edge Band
Minimum 8 Woodgrain options to select from
4 Post Legs, C-Leg or T-Leg is acceptable. Standard Powder Coat Finish

QTY: 1

For Government Use Only
Meets ☐ **Does Not Meet** ☐ **Additional Comments:**

2.0 Description of Work

Once the contract has been awarded, it becomes the responsibility of the contractor to validate the actual site conditions as well as any specific programming needs of the customer. It is understood that the actual site parameters or certain customer requirements may deviate from the standard typical layouts; therefore, any deviation that causes an increase in the price submitted during the bid process must be documented in writing and submitted to the Contracting Officer for review, along with a floorplan reference to show just cause. A final furniture layout and Bill of Materials (BOM) will then be provided that meets the customer requirements and accommodates the physical environment. Design service and expectations are followed in Section 2.2. Contractor will also meet with Interior Designer (Sharion Harvin, sharion.harvin@us.af.mil) and end user to finalize finishes.

2.1 General Services

Coordination and management of all products, equipment and people required to create, deliver, and install new within an Air Force location. 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 Statement of Work (SOW).

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 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 contract 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 alternate 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 provide a Project Manager with a minimum of 3 years of experience installing your company's product, responsible for project site management, scheduling, coordination, and technical assistance to the Air Force representative as required throughout the project. Resumes and letters of intent shall be provided upon request.

2.1.7 Any electrician provided by the contractor shall be a licensed electrical contractor.

2.1.8 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 to be coordinated days in advance).

2.1.9 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.

2.1.10 The contractor shall be the authorized dealer of the specific furniture manufacturer proposed for the project.

2.1.11 The contractor shall manage ordering, shipment, delivery, and installation of all new furniture from manufacturer to final acceptance by the Government Project Manager (GPM).

2.1.12 The contractor shall provide customer service during normal duty hours, 0730-1630 hours, Monday through Friday; except for federal holidays.

2.1.13 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.

2.1.14 When the contractor desires to work other than standard times, a written request shall be submitted to the GPM for approval. Written approval from the CO must be received before proceeding with the work. The request shall be submitted at least five (5) workdays prior to the proposed performance of work, and it shall indicate the day/days, time/amount of work, and reason why performance is necessary during nonstandard hours.

2.1.15 The contractor shall provide alternate work locations for employees or allow employees to take vacation during designated Government non-workdays or other periods where government offices are closed.

2.1.16 All Air Force inquiries shall be responded to by a contractor representative within two business days.

2.1.17 Meetings may periodically be held between base personnel and contractor management to discuss contract status. The CO will notify the contractor in advance of the place and time of required meetings.

2.1.18 Reserved

2.1.19 The contractor shall be responsible for coordination of an escort through any controlled areas through the local GPM.

2.1.20 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.

2.1.21 The contractor shall be responsible for any storage up to <u>maximum of 30 days</u> of all furniture, components, parts, and assemblies prior to and during installation in accordance with the agreed upon delivery schedule.

2.1.22 Reserved

2.1.23 The contractor shall maintain the capability to adjust workforce in the event of unforeseen circumstances such as extended duty hours, travel, classes and education, and mission related changes. These expenses are reimbursable with prior approval of the GPM and the CO.

2.1.24 The contractor shall maintain continuity between the support operations at **FACILITY 20553, WPAFB, Ohio** and all other assigned performance locations and the contractor's corporate offices. The contractor shall provide the necessary resources to manage and administer the contract. The contractor shall, as a minimum, maintain a single point of contact for this effort to be available in person to the 88ABW Civil Engineering Directorate, CENM**, Sharion Harvin,** Interior Design Specialist, **937-656-3390** or thru email at **sharion.harvin@us.af.mil** during the same business day.

2.1.25 The contractor shall provide for the management and support of personnel, to include: making necessary arrangements for employees required to travel; supporting personnel co-located at **FACILITY 20553, WPAFB, Ohio,** and other locations specified with additional resources, expertise, advice; necessary infrastructure to support work to be accomplished off-base; conducting personnel meetings; providing administrative support for employees in a timely fashion; and providing facility and staff security requirements.

2.1.26 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 Service

2.2.1 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.

2.2.2 As a part of the request for proposal/quote process, the contractor will propose products and a design that takes into account site layout considerations, as well as other information gathered during initial customer review at the discounted price upon which the award will be based. The proposal shall show list price and discount and net price.

2.2.3 The contractor shall provide design services, including space planning, site verification, material selection and programming as necessary for the project.

2.2.4 The contractor shall define and furnish the necessary hardware, software, and all other equipment necessary to accomplish design tasks. Standard equipment in addition to the hardware and software shall include but not necessarily be limited to reproduction machines, plotters, paper, pencils, fax machines, and office furniture.

2.2.5 The contractor shall be responsible for collection of information relevant to the design/redesign of a space. Examples could include personnel interviews, questionnaires, and walk-through inspections of the facility, as well as the existing furniture database (if available).

2.2.6 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.

2.2.7 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.

2.2.8 Design shall ensure that power poles do not protrude into main walkways.

2.2.9 Design shall ensure that all outlets included in the design are accessible to the user, free and clear of obstacles.

2.2.10 Design shall not allow more than four cubicles to be served by a single circuit. Per UFC 3-520-01 section 3-6.1.2 Limit loads to a maximum of four (4) workstations per 20A circuit.

2.2.11 Design shall include Systems Furniture pre-wired harness per UFC 3-520-01 section 3-18.2 Unless specified otherwise, select a standard wiring harness that meets one of the following configurations:

2.2.11.1 8-wire harness consisting of 3 circuit conductors, 3 neutral conductors and 2 equipment grounding conductors

2.2.12 Design shall ensure that minimum two duplex outlets (four plug in points) are put onto the same circuit. Per UFC 3-520-01 section 3-6.1.2 Receptacle Office, staff-support spaces, and other workstation's locations: Minimum of two duplex receptacles, one double duplex, or one quadraplex receptacle for each workstation.

2.2.13 Design shall ensure that no existing wall outlets or thermostats are covered or concealed by panels or other systems furniture components.

2.2.14 Design shall consider utilize wall mounted applications where possible.

2.2.15 The contractor shall use door lock cylinders to accept small-format interchangeable-core cylinders with seven-pin tumblers fully compatible with the Stanley Best Access Systems 1E series on all doors for open office, private office, and conference rooms.

2.2.16 The contractor shall utilize any existing government product to its maximum as applicable when project includes add on parts to existing systems furniture.

2.2.17 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.

2.2.18 The contractor shall meet with the GPM to review the installation drawings prior to submission of any revised price quote.

2.2.19 The contractor shall provide additional drawings of furniture layouts, if requested by base organizations via mutually agreed upon electronic media transfer in both .dwg and .pdf formats unless otherwise specified in the contract.

2.2.20 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 Revit. The software shall be fully compatible with Microsoft Windows, the most current version.

2.2.21 Design service shall include an initial complete design with up to three additional revisions prior to final approval. 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.

2.2.22 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.

2.2.23 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.

2.2.24 Within ten (10) workdays after the final design has been accepted by the base requesting organization, a bill of materials detailing all inventory, and (electronic) copies of all plans including basic floor plan, movable wall, panel, and electrical layouts will be provided to the GPM for the project.

2.2.25 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.

2.2.26 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.

2.2.27 Contractor shall provide the GPM a copy the installation drawings and bill of materials via mutually agreed upon electronic media.

2.2.28 Contractor shall make the government aware of any discrepancies to existing conditions not previously identified.

2.2.29 Design shall conform to the parameters established in the Architectural Barriers Act regarding accessibility of persons with disabilities.

2.3 Product Markings/Documentation/Tools

2.3.1 Items used after product acceptance used to identify or modify a particular product.

2.3.2 All documentation (Owner's manuals, warranty information, assembly instructions, maintenance and care instructions, operating instructions, etc.) shall be provided to and reviewed with the GPM upon completion of the installation.

2.3.3 Special assembly tools (security hardware wrench, spare parts provided with the furnishings, etc.) shall be provided to the GPM prior to final Government acceptance of products and services.

2.4 Delivery Services

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

2.4.2 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. This includes any products obtained from suppliers other than the holder of the furniture contract.

2.4.3 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.

2.4.4 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.

2.4.5 A maximum of 30 days offsite storage shall be included in the contractor's agreement.

2.4.6 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).

2.4.7 The contractor shall be responsible for supplying all labor and materials when applicable for a Certified Electrician from Master Electrical Contractors Association (MECA) to hook up the Systems Furniture to Building power, to accomplish this project in accordance with this Statement of Work (SOW), project drawings.

2.4.8 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.

2.4.9 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.

2.4.10 The contractor shall prevent its personnel from entering any area other than the designated work area.

2.4.11 The contractor shall maintain a means of egress within all designated work areas to comply with fire codes.

2.4.12 The contractor shall ensure its personnel eat, drink, or smoke only in designated areas.

2.5 Installation and Removal Services

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

2.5.2 Contractor shall provide or have capability of obtaining support services to include removal and warehousing of the proposed furniture and demountable walls.

2.5.3 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.

2.5.4 The contractor representative shall meet with GPM to review the installation drawings prior to installation.

2.5.5 The contractor shall install furniture in accordance with each requirement statement and basic component floorplan, panel plan and electrical plan, designed and provided by the contractor with each purchase.

2.5.6 Contractor shall be liable for any damage to government property caused by the contractor or their representatives.

2.5.7 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 of 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.

2.5.8 Services shall include product transportation of existing inventory as required.

2.5.9 The contractor shall uncrate/unpack all items and perform required assembly in accordance with the manufacturer instructions. 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.

2.5.10 Services shall include assembly of product to conform to final Air Force approved design drawings.

2.5.11 Any furnishings attached to the building shall be attached securely.

2.5.12 Installation of furniture must be under the oversight of an onsite manufacturer certified installer.

2.5.13 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.

2.5.14 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.

2.5.15 Services shall include removal of all excess product and transport to the GPM approved warehouse or other location as specified.

2.5.16 All trash removed from the worksite shall be disposed of in accordance with state laws, and packaging and other recyclable materials shall be recycled wherever possible.

2.5.17 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.

2.5.18 Light fixtures shall have appropriate lamps and be in working order.

2.5.19 Prior to acceptance, the contractor shall clean all furniture only with the manufacturer's recommended cleaning agents/products.

2.5.20 The contractor shall provide all components, completely assembled, installed, and operational, including keys in each lock set.

2.5.21 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.

2.5.22 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.

2.5.23 The contractor shall comply with 88 CS Telecommunication Requirements (attachment B), the IFS appendix G11 Telecommunications for Wright Patterson AFB (attachment C), and Telecommunications Industry Association (TIA)/Electronic Industries Association (EIA Standards **if any** COMM/Data Line requirements are requested.

a) The Government 88 CS group will provide detailed drawings for installation as part of the furniture package.
b) Installation must meet 88 CS requirements of pre-testing, installation cabling requirements, labeling of ports, post testing, and pass quality inspection from 88 CS.
c) No abandon in place cables are acceptable on Wright Patterson AFB.
d) Testing results must be sent to CE Interior Design and 88 CS and installation drawings 3 days prior to quality inspection with 88 CS.
e) Cabling Installer shall be present during the quality assurance inspection.

f) Provide red-line drawing updates for any approved deviations to the drawings provided by 88 CS. Deviations must be approved by 88 CEN and 88 CS.

2.6 Inspection/Acceptance Checklist

2.6.1 Validation between the contractor and the GPM that all products have been installed according to manufacturer guidelines and customer specifications.

2.6.2 A post-installation walkthrough shall be coordinated with the contractor's authorized representative and GPM.

2.6.3 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.

2.6.4 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

3.1.1 Base support includes Government-controlled working space and utilities.

4.0 Site Conditions

4.1.1 Standard site conditions shall be considered those that include:
4.1.2 Free and clear hard surface access to the receiving and installation location during regular working hours.
4.1.3 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
4.1.4 Threat condition level of the base requires dealer personnel to get base access in order to complete the product installation.
4.1.5 A staging area adequate to sort, stage and uncrate products along with a waste receptacle suitable for disposal of materials.
4.1.6 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.
4.1.7 Current and correct CAD drawings of the building shell
4.1.8 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)
4.1.9 Contractor shall notify the CO of any deviations from the above standards, as well as any requests for equitable adjustment to the contract price based on a condition not available at site visit.

5.0 Voluntary Protection Program (VPP)/Safety

5.1.1 Voluntary Protection Program: The Air Force is part of the AOSHA VPP. All contractors are required to familiarize themselves with the requirements of the VPP. Information on VPP can be accessed at https://www.osha.gov/vpp

6.0 Base/Installation Specifics

6.1 All commercial trucks must enter through Gate 26A, WPAFB, Ohio, which is located off St. Rt. 235, WPAFB, Fairborn, Ohio, for inspection. In accordance with the Installation 88 ABW/SFS base entry procedures must adhere to delivery vehicle process requirements mandated by the WPAFB AFI 31-101. Once at Gate 16A the driver must have a current pass AF Form 75, Visitor Pass, requested by 88 ABW/PZ, Area A, Building 1, *POC assigned from Interior Designer*, and be able to show:

- A current Vehicle Registration
- A current Proof of Insurance
- A valid and current **REAL** Driver's License for the driver

6.2 Gate Procedures:

- Once at **Gate 26A** be prepared to exit the vehicle and allow for vehicle inspection. At this time you may ask for directions to your final destination.
- If the final destination requires the driver to leave **Gate 26A** and re-enter the base through an alternate gate, the pass received will be sufficient documentation for entry into both gates, within a pre-established time directed by the Security Forces representative.
- Arrival at the appropriate gate after the designated allotted time will result in non-admittance to the installation.
- This procedure will occur each time a commercial truck requests access to the base.

6.3 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).

6.4 Personnel should the following items when entering an installation:

- Current Registration for all vehicles
- Current Proof of Insurance for all vehicles
- Valid driver's license for each driver
- Valid driver's license or other state identification for each passenger
- Depending on the current Force Protection Condition, a government representative may be required to sponsor those people in person at Pass & ID, **Area A, Building 286**.
- 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.

6.5 To sponsor 10 or more people, a typed list of those people must be submitted by the COR in Word or Excel format, stating LAST NAME then FIRST NAME of each person. The sponsor must submit that list to Pass & ID **Area A, Building 286**, no fewer than three days prior to the anticipated arrival. Names listed must be

complete names, (no nicknames), and correspond to the names on the state ID for each person.

6.6 Mission Essential Services: Contractors are not considered mission essential.

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

7.0 Delivery

7.1 Installation Details:

7.1.1 This will be a Basement Level installation with access to the AMC complex freight elevators. The elevator dimensions are 6' x 8'. No Loading Dock, Lift Gate is required. Installation Monday – Friday based upon normal weekday 0800-1500.

7.1.2 The install will be in a secure area. No cell phones, Fitbit, or Bluetooth technology is allowed in the secure area. The installers will be escorted for the entire duration of the installation. Install will have to be coordinated with Government representative on site.

7.2 Removal of Existing Furniture: There is no existing furniture to be removed

7.3 Period of Performance: install shall begin 16 November – 31 December 2026. Site visit, and material finish selection shall occur within 2 weeks of contract award date.

7.4 Delivery to be coordinated with all applicable furniture packages and any additional contracts such as UNICOR and/or SABER/MACC construction project that could be occurring on the project site.

7.5 All corridors and aisles to be kept clear during furniture installation.

7.6 The government has full ownership of all formal deliverables and required supporting documentation with regard to use, distribution and reproduction.

8.0 Attachments

8.1 Drawings:

8.1.1 05a- ID-1 F20553 Furniture 2025SH172

8.1.2 05b- ID-2 F20553 Furniture 2025SH172

8.1.3 05c- ID-3 F20553 Furniture 2025SH172

8.1.4 05d- ID-4 F20553 Panel Plan.1 2025SH172

8.1.5 05e- ID-1 F20553 Panel Plan. 2 2025SH172

8.1.6 05f- F20553 DWG Furniture 2025SH172