Statement of Work

373 TRS Executive Furniture

07 July 2026

1. Introduction

This Statement of Work (SOW) outlines the requirements for the contractor to provide new furniture, including delivery, installation, and the removal of existing furniture, to the Command Office at Sheppard AFB, TX. The primary objective is to furnish the executive workspace with high-quality, durable, and functional office furniture that meets the specific dimensional and aesthetic requirements of the United States Air Force.

2. Objectives

- Procure and deliver new office furniture as specified in this document.
- Install the new furniture in the designated location(s) at Sheppard AFB.
- Remove and dispose of existing furniture from the designated location.

3. Scope of Work

The Contractor shall perform the following tasks:

Procurement

Required Finishes: All wood/laminate surfaces must be Baritone (Brand Name or Equal to). All metal hardware/pulls must be brushed brass. Task Chair upholstery must black framed with polished aluminum based, fixed seat, built in lumbar support and a fabric grade leather that is davenport black.

Qty	Description	Dimensions	Color
1	Baritone Upper Bookcase, Open Center, 33" Glass Door Left, 16.5" Glass Door Right (Brand Name or Equal to)	85" x 15"	Mahogany
1	Baritone Credenza w/ 2 Lateral Drawers Left, Kneehole, and Open Shelves (Brand Name or Equal to)	85" x 24"	Mahogany
1	Baritone U-Extension Bridge, Full Modesty (Brand Name or Equal to)	42" x 21"	Mahogany

Qty	Description	Dimensions	Color
1	Baritone Right Hand Single Pedestal Desk (Brand Name or Equal to)	72" x 36"	Mahogany
1	Baritone Wardrobe Cabinet, Double Door, 4 Shelves (Brand Name or Equal to)	35" x 24"	Mahogany
1	Baritone Credenza w/ 2 Doors and 4 File Drawers (Brand Name or Equal to)	68" x 24"	Mahogany
1	Baritone 6-Shelf Open Bookcase (Brand Name or Equal to)	35" x 15"	Mahogany
1	Baritone 6-Shelf Bookcase w/ 2 Glass Doors (Brand Name or Equal to)	35" x 15"	Mahogany
1	Baritone Magazine Table (Brand Name or Equal to)	41" x 20"	Mahogany
2	Baritone Lamp Table (Brand Name or Equal to)	24" x 18"	Mahogany
1	Presider High Back Executive Task Chair, Adjustable Arms	Standard Executive	Davenport Black

Delivery

Coordinate and manage the delivery of all furniture items to the designated Ship-To address at Sheppard AFB:

917 Missile Rd, Bldg 1917
Sheppard AFB, TX 76311

Note: Deliveries must be coordinated in advance. Deliveries are to the second floor. There is no loading dock available, but parking is available for up to an 80 ft truck. A freight/passenger elevator (10 feet W x 10 feet D x 12 feet H) is available for contractor use.

Installation

- Provide full installation of all furniture.

- Ensure proper assembly and placement of all furniture items according to USAF specifications. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. All packaging and debris must be removed by the contractor.

Removal and Disposal of Old Furniture

- Remove existing furniture from the designated location(s) before or during the installation of the new furniture. Specifically: One (1) Desk and Hutch Assembly, One (1)
- Properly dispose of the old furniture in accordance with all applicable environmental regulations and USAF guidelines. (The customer is responsible for all electrical and data disconnections prior to teardown).

4. Acceptance Criteria

The following criteria must be met for acceptance of the project:

- All furniture items are delivered in good condition, free from damage.
- All furniture items are installed correctly and according to USAF specifications.
- All old furniture is removed and disposed of properly.
- The USAF provides written acceptance upon completion of the project.

5. Point of Contact

Wesely Coleman
(940) 676-3395