Statement of Work

1.0 PROJECT DESCRIPTION:

- 1.1 The General Services Administration (GSA) requires new furniture and equipment at (LOCATION). The purpose of this procurement is to obtain freestanding modular furniture, conference and collaboration furniture, modular storage for filing and personal storage, seating, floor to ceiling demountable wall products and related services. The complete product offering is required to be on the GSA contract schedule at the quote due date and time. Associated design, delivery, and installation services for the project are also required in this procurement.
- 1.2 The goal of this project is to provide a new transformative work environment to support new ways of working for GSA. The space is designed to support GSA's shift to collaborative group work with a mobile workforce. A wide variety of individual and group work settings are provided. GSA desires a long-term furniture solution that will evolve as the nature of their work continues to evolve in the future.
- 1.3 The GSA owns and is currently renovating (LOCATION). The building is _#_ floors, not including the basement, and has a total of approximately __#_ useable square footage (USF). There will be (_#_) main phases of the project, consisting of roughly __#__ USF in each phase. It is anticipated that each phase will consist of multiple furniture installations by floor. The first phase of installation will begin __/_/ 2013 and the second phase will begin __/_/ 2013. It is up to the Contractor to determine the staging areas for each installation as well as to provide an adequate work force to ensure that the required installation schedule is met.

Phase I

1.4 The Phase I scope of the project is an architectural and building infrastructure modernization; installation is estimated to begin __/_/ 2013. The interior has been completely renovated to provide a high degree of flexibility for GSA. The new plug-and-play building infrastructure will be able to achieve various furniture work settings to support GSA's evolving mobile work patterns. The ability for GSA to change and reconfigure the furniture components themselves is one of the owner's key goals. Phase I comprises of ____.

Phase II

1.5 Phase II is the remaining half of the building that will undergo a "refresh". Modifications to the existing partitions, electrical, lighting, etc., will be minimal. Existing perimeter fan coil units will remain. Walls will be painted and new flooring will be installed. It is intended that Phase II will undergo an infrastructure modernization to match Phase I at some point in the future. Furniture to match Phase I will be installed; however, configurations may be slightly different to work around existing conditions. It is the intent that furniture will be reconfigured





once Phase II is modernized. Phase II comprises _____. Installation is estimated to begin __/__ /2013.

- 1.6 The GSA, Integrated Workplace Acquisition Center (IWAC) point of contact (POC) is also known as the Ordering Agency Project Manager (PM) or the Contracting Officer. This individual will be the liaison at all times between the Furniture Contractor, Construction General Contractor (GC), the GSA Business Units, the GSA Data Supplier and the (CUSTOMER)
- 1.7 The GSA anticipates a reoccurring need for office furniture and related services. The Government intends to establish a single-award Blanket Purchase Agreement (BPA) under FAR 8.4 to provide furniture and furniture related services for this project with a period of performance of one year and four one-year options to be exercised at the Governments discretion.
- 1.8 Attached is a spreadsheet (Attachment E) showing the estimated quantities of the furniture typicals. Furniture plans will be provided after award.
- 1.9 Furniture typicals marked "Optional" may be procured through an alternate source; however, the Government reserves the right to source these items through the awardee.
- 1.10 The quoted discounts and corresponding GSA Price List shall apply to the BPA orders for Phase I and Phase II of the project. Any price adjustments approved at the Schedule level may apply to the remainder of the BPA.
- 1.11 Safeguarding and Dissemination of Sensitive But Unclassified (SBU) Building Information

This clause applies to all recipients of SBU building information, including offerors, bidders, awardees, contractors, subcontractors, lessors, suppliers, and manufacturers.

- (a) *Marking SBU*. Contractor-generated documents that contain building information must be reviewed by GSA to identify any SBU content, before the original or any copies are disseminated to any other parties. If SBU content is identified, the contracting officer may direct the contractor, as specified elsewhere in this contract, to imprint or affix SBU document markings to the original documents and all copies, before any dissemination.
- (b) Authorized recipients. Building information considered SBU must be protected with access strictly controlled and limited to those individuals having a need to know such information. Those with a need to know may include Federal, State, and local government entities, and nongovernment entities engaged in the conduct of business on behalf of or with GSA. Nongovernment entities may include architects, engineers, consultants, contractors, subcontractors, suppliers, and others submitting an offer or bid to GSA or performing work under a GSA contract or subcontract. Contractors must provide SBU building information when needed for the performance of official Federal, State, and local government functions, such as for code compliance reviews and for the issuance of building permits. Public safety entities such as fire and utility departments may require access to SBU building information on a need to know basis. This clause must not prevent or encumber the dissemination of SBU building information to public safety entities.





- (c) Dissemination of SBU building information:
 - (1) By electronic transmission. Electronic transmission of SBU information outside of the GSA firewall and network must use session (or alternatively file encryption). Sessions (or files) must be encrypted with an approved NIST algorithm, such as Advanced Encryption Standard (AES) or Triple Data Encryption Standard (3DES), in accordance with Federal Information Processing Standards Publication (FIPS PUB) 140-2, Security Requirements for Cryptographic Modules. Encryption tools that meet FIPS 140-2 are referenced on the NIST web page found at the following URL: http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm . All encryption products used to satisfy the FIPS 140-2 requirement should have a validation certificate that can be verified at the following URL: http://csrc.nist.gov/groups/STM/cmvp/validation.html#02. (Not all vendors of security products that claim conformance with FIPS 140-2 have validation certificates.) Contractors must provide SBU building information only to authorized representatives of State, Federal, and local government entities and firms currently registered as active in the Central Contractor Registration (CCR) database at www.ccr.gov that have a need to know such information. If a subcontractor is not registered in the CCR and has a need to possess SBU building information, the subcontractor shall provide to the contractor its DUNS number or its tax ID number and a copy of its business license.
 - (2) By nonelectronic form or on portable electronic data storage devices. Portable electronic data storage devices include but are not limited to CDs, DVDs, and USB drives. Nonelectronic forms of SBU building information include paper documents.
 - (i) By mail. Utilize only methods of shipping that provide services for monitoring receipt such as track and confirm, proof of delivery, signature confirmation, or return receipt.
 - (ii) In person. Contractors must provide SBU building information only to authorized representatives of State, Federal, and local government entities and firms currently registered as active in the CCR database that have a need to know such information.
 - (3) Record keeping. Contractors must maintain a list of the State, Federal, and local government entities and the firms to which SBU is disseminated under sections (c) (1) and (c) (2) of this clause. This list must include at a minimum (1) the name of the State, Federal, or local government entity or firm to which SBU has been disseminated; (2) the name of the individual at the entity or firm who is responsible for protecting the SBU building information, with access strictly controlled and limited to those individuals having a need to know such information; (3) contact information for the named individual; and (4) a description of the SBU building information provided. Once work is completed, or for leased space with the submission of the as built drawings, the contractor must collect all lists maintained in accordance with this clause, including those maintained by any subcontractors and/or suppliers, and submit them to the contracting officer. For federal buildings, final payment may be withheld until the lists are received.





Attachment A Statement of Work (SOW)

- (d) Retaining SBU documents. SBU building information (both electronic and paper formats) must be protected, with access strictly controlled and limited to those individuals having a need to know such information. [If returning SBU documents to the CO is not allowed on a particular contract, remove the italicized language below from the clause, and capitalize the 'E' at the beginning of the applicable sentence.]
- (e) Destroying SBU building information. SBU building information must be destroyed such that the marked information is rendered unreadable and incapable of being restored, or returned to the contracting officer, when no longer needed, in accordance with guidelines provided for media sanitization within Appendix A of NIST Special Publication 800-88, Guidelines for Media Sanitization, available at http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-8 rev1.pdf
 - If SBU building information is not returned to the contracting officer, examples of acceptable destruction methods for SBU building information are burning or shredding hardcopy; physically destroying portable electronic storage devices such as CDs, DVDs, and USB drives; deleting and removing files from electronic recycling bins; and removing material from computer hard drives using a permanent-erase utility such as bit wiping software or disk crushers.
- (f) Notice of disposal. The contractor must notify the Contracting Officer that all SBU building information has been destroyed, or returned to the Contracting Officer, by the contractor and its subcontractors or suppliers in accordance with section (e) of this clause, with the exception of the contractor's record copy. This notice must be submitted to the contracting officer at the completion of the contract in order to receive final payment. For leases, this notice must be submitted to the Contracting Officer at the completion of the lease term.
- (g) *Incidents.* All improper disclosures of SBU building information must be immediately reported to the contracting officer Margaret Sutliff at (215) 446-4838 or *margaret.sutliff@gsa.gov*. If the contract provides for progress payments, the contracting officer may withhold approval of progress payments until the contractor provides a corrective action plan explaining how the contractor will prevent future improper disclosures of SBU building information. Progress payments may also be withheld for failure to comply with any provision in this clause until the contractor provides a corrective action plan explaining how the contractor will rectify any noncompliance and comply with the clause in the future.
 - (h) Subcontracts. The Contractor must insert the substance of this clause in all subcontracts.

2.0 GENERAL CONDITIONS:

2.1 The contractor shall be responsible for assessing, evaluating, verifying, and confirming the conditions of the building, accessibility, site restrictions, parking, deliveries, loading dock, elevator, storage, installation and staging, hours of availability/accessibility of all the above and any other conditions associated with, and which may affect cost of delivery and installation.





ent A Statement of Work (SOW)

2.2 All demountable walls shall be field verified prior to installation at each location. Contractor shall provide details for typical attachment to the base building walls, tenant ceiling, and tenant floor for review and approval by GSA. Confirm ceiling grid type in the field. The following are approximate ceiling heights for each typical:

Typical	Ceiling Height
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- 2.3 All products, work and installation drawings and documents shall meet any and all federal, state, local jurisdictions and governing authorities including but not limited to codes, laws, ordinances, and regulations applicable to this project including the Americans with Disabilities Act (ADA). It will be the responsibility of the contractor to ensure that applicable regulations and codes are followed. In addition, if a Contractor Teaming Arrangement is entered into, the awarded Contractor is responsible to ensure that the same applicable compliances are met by all Contractors.
- 2.4 Direct attention shall be given to the protection of existing structure and finishes to prevent any damage of existing finishes. Damage incurred to existing conditions will be responsibility of the Contractor to repair or replace.
- 2.5 Contractor shall coordinate access to GSA space in advance with the Agency PM and shall comply with all GSA security regulations.
- 2.6 FAR Clause 52.204-9 Personal Identity Verification of Contractor Personnel (Sept 2007) applies and is hereby incorporated by reference.
- 2.6 All products shall be on Federal Supply Schedule by the due date for the submission of auote.
- 2.7 The Contractor shall coordinate with the General Contractor (GC) and the Agency PM for all electrical connections to the building systems. The GC will complete the hardwire hook up.
- 2.8 The furniture contractor, furniture dealer(s), furniture installer(s) shall provide to the Building Owner's Representative proof of insurance 24 hours prior to delivery of furniture.

3.0 SERVICES

3.1 Key personnel identified at the time of award shall have demonstrated experience in similar projects; similar projects are defined as collaborative space with reconfiguration needs over the life of the product. These personnel should be utilized for actual performance of all orders throughout the life of the BPA. Any substitutions of key personnel should be coordinated through the IWAC PM prior to performance of the corresponding order(s).



Project
Attachment A Statement of Work (SOW)

Design and Layout Services:

- 3.2 Typicals for private office, workstation, conference and other support space are provided for pricing purposes. The awarded Contractor shall convert the generic typicals into product specific office/workstation and furnishings standards.
- 3.3 The awarded Contractor shall develop space plans supplied by the Government and work with the Agency PM, the architect/engineer, the ordering Agency PM representative(s) and GSA to convert the space plan(s) into a fully coordinated, product specific design layout(s).
- 3.4 The typicals shall define furniture by size, finish, and required features.
- 3.5 All final working drawings, installation drawings, and bill of materials shall be approved by the Agency PM prior to ordering furniture and installation.

Delivery and Installation:

- 3.6 The contractor will coordinate all deliveries and installation schedules with the Customer Agency PM or representatives. For all phases of any project specific furniture procurement, the Contractor shall be responsible for managing the delivery and installation of the product within the schedule.
- 3.7 The Government anticipates that installation of new furniture will occur after normal business hours.
- 3.8 All deliveries will be made to the *(PROVIDE DELIVERY INSTRUCTIONS)*
- 3.9 (DELIVERY ADDRESS AND HOURS)
- 3.10 The awarded Contractor will be required to investigate and obtain proper permits for any parking, furniture installation and any other required permits.
- 3.11 General duties and requirements to be fulfilled by the Contractor are as follows:
 - a) The awarded contractor shall provide full-time on-site management, coordination, and technical assistance.
 - b) A walk-through of the space will be required prior to installation of furniture.
 - c) The complete installation of all furnishings in accordance with the Contracting Officer approved manufacturer specific drawings and specifications. Missing or damaged products, the appropriate products must be replaced within a 4 (four) week period.
 - d) The awarded Contractor shall identify any existing damage to the building by means of a pre-installation and delivery walk-through. The awarded Contractor shall be responsible for any damage to the building which occurs during delivery and installation. Proper measures (protective runner, pads, etc.) will be utilized by the awarded Contractor to protect the building's interior structure.





- e) The awarded Contractor and electrical contractor will coordinate all data and cabling requirements for the installation of furniture.
- f) The awarded Contractor shall ensure that all products and installation comply with the General Specifications in the Schedules.
- g) Project close-out: The Contractor must be responsible for a successful close out. They will maintain an ongoing punch list that consists of any items damaged, incorrectly installed, and/or missing product. One punch list order per phase by manufacturer will be completed at the end of each phase. Once all punch list items have been resolved, a post-installation walk through will be conducted with the Ordering Agency PM, Customer Agency PM or an assigned representative to finalize the installation phase. The Government representative will sign off on the installation phase approving and accepting all the work and services under the delivery order if it is determined that the work is in compliance with the purchase order (PO).
- h) The awarded Contractor shall conduct a post-installation orientation/training session for users on maintaining panels, work surfaces, and components utilized in the project.
- i) The awarded Contractor shall prepare the office space for occupancy and immediate use; i.e., "turn-key" solution.
- 3.12 The Government anticipates __#__ phases of installation within each order, the contractor will invoice after each phase of installation by following the instructions detailed in 3.13

3.13 Invoice Instructions:

The contractor shall invoice for the entire delivery order amount upon completion of each installation phase unless otherwise specified in the individual contract/delivery/purchase order. Completion is defined as resolution of any/all outstanding punch list items. A deliverable will be submitted by the Vendor via ITSS which will provide the Government with Client verification that Delivery, Installation and resolution of any outstanding items/issues has been completed and finalized prior to submission of invoice. A template for this deliverable will be provided by the Government.

Payment Information.

The following procedures, if followed, will ensure timely payment of invoices.

The invoice shall be submitted electronically and concurrently in the following two systems:

- 1. ITSS (This allows for electronic Client and GSA Acceptance)
- 2. GSA Finance

A. To submit your invoice to ITSS for Client Acceptance follow these steps:



- 1. Log onto the Internet URL <u>www.portal.fas.gsa.gov</u>.
- 2. Log into ITSS using your assigned username and password.
- 3. Once logged in, click on "Create Support Documents".
- 4. Once in the Create Support Documents field, you will see a list of awarded task order numbers and a pull down menu that reads << Select Support Document>>. Select the appropriate task order number by highlighting it, then click on the pull down menu; select "Acceptance Information" and click on the "Create" icon.
- 5. You are now on the page where you will enter the delivery date and invoice number—do not use special characters in the invoice number and be sure to use exactly the same invoice number and value for GSA Finance. You have the opportunity to send comments to the client (receiving activity) in the detailed comments block. You must attach an electronic copy of your invoice. Click on the thumbtack "Attach" icon to bring up the attachments page. When you are done attaching the invoice, click on the "Submit" button at the bottom of the page to complete the process.

When you submit the acceptance document, emails requesting acceptance are automatically sent to both the Client and the GSA Project Manager (PM). They will accept, partially accept, or reject the invoice, normally with explanatory comments. The Client will also indicate the amount approved for payment. The system will automatically notify you, the Vendor, of acceptance or rejection of the invoice.

If you need assistance or have any questions regarding the acceptance and approval process, please contact the ITSS Help Desk at the toll free number 1-877-472-4877. Be sure to have the order number or act number available.

B. To submit your invoice electronically to GSA Finance, follow these steps:

NOTE: If you do not have a password, go to www.finance.gsa.gov and click on "Get a Password for Payment Searches" under "Quick References" on the left side of the screen. Fill out the form and submit. You should receive your password within 24 hours.

- 1. Log into the GSA Finance website at www.finance.gsa.gov.
- 2. Click on "Click here to Login".
- 3. Enter your password* and click "login
 Do not use the "Enter key". Use the mouse to click on "Login."
 Using "cut and paste" may not work; you may need to type your password which is not case sensitive.
- 4. Select "submit invoice".
- 5. Select "All POs".
- 6. Find the ACT# or PDN# you are invoicing against and select it. A form will appear that you fill in with your invoice information. Be sure to use the same invoice number (do not use special characters) and value which you used in the ITSS Acceptance document. If you are resubmitting a rejected invoice, add an "R" or an "A" to the end of the original invoice number or use an entirely new invoice number. The GSA system will not let you use an invoice number you have used before.
- 7. Fill in the information requested. All fields marked with an asterisk (*) are required fields.





- 8. When complete, click "continue". If you have made any errors, you will receive an error message. (Worth noting: dates are in mm/dd/yyyy format, money amounts have no \$ signs or commas, only a decimal point.) Correct the error and click "continue" again.
- 9. You will have an opportunity to upload any backup material as attachments after clicking "submit" on the next screen.
- 10. Add any invoice backup material as attachment.

If you have questions please e-mail FW-PaymentSearch.finance@gsa.gov or call the Customer Support Desk at 1-817 -978-2408. Anyone there will be able to assist you.

C. To check the payment status of an invoice, go to www.finance.gsa.gov Click on "Click here to Login"

Enter your password and click "login. DO NOT USE THE ENTER KEY. USE THE MOUSE TO CLICK ON "LOGIN". Please note that using "cut and paste" may not work. You may need to type your password which is not case sensitive.

- 1. Select "Payment Search". This shows paid invoices.
- 2. If your invoice is not there, select "View Invoice", then "all unpaid invoices". (You may also select "search unpaid" and enter specific criteria to narrow the search.)
- 3. If your invoice is not there, back up one page and select "all rejected invoices" under "View Invoice". (You may also select "search rejected" and enter specific criteria to narrow the search.)

Remember that once an invoice shows in the "rejected invoices" section, it will always be there. They do not disappear when an invoice is resubmitted and paid. Your invoice could appear in this section multiple times if rejected multiple times.

If you have questions please e-mail *FW-PaymentSearch.finance@gsa.gov* or call the Customer Support Desk at 1-817-978-2408. Anyone there will be able to assist you.

Content of Invoice: The invoice shall be submitted on official company letterhead and shall include the following information at a minimum.

- 1. GSA Task Order Number
- 2. Task Order ACT Number
- 3. Remittance Address
- 4. Performance/Delivery Period for Billing Period
- 5. Point of Contact and Phone Number
- 6. Invoice Amount invoice breakdown shall include main task items such as Furniture, Design, Installation and also Freight if being quoted as a separate line item)

(Breakdown/Itemization of products in accordance with Bill of Materials shall be provided as Supporting Documentation. It will not be considered part of the Actual Invoice. In addition, if your solution is part of a Contractor Teaming Arrangement, the invoice shall clearly identify the Contractor Teaming Partner and their Part Number for any required review of the Supporting Documentation)

Final Invoice (if required): Invoices for final payment must be so identified and submitted within 60 days from delivery completion (i.e. delivery) and no further charges are to be billed. A copy of the written acceptance of delivery completion must be attached to final invoices. The





contractor shall request from GSA an extension for final invoices that may exceed the 60-day time frame.

The Government reserves the right to require certification by a GSA POC before payment is processed, *if necessary*.

Close-out Procedures.

General: The contractor shall submit a final invoice within sixty (60) calendar days after delivery. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

Recycling and Trash Removal:

- 3.14 Clean up and Disposal of Waste Materials The awarded Contractor shall clean up and dispose of waste materials or trash in accordance with this paragraph and full applicable federal, state and local regulations, standards, codes and laws.
- 3.15 The awarded Contractor shall at all times keep the job site clean, including staging and storage areas used by the Contractor, free from accumulations of waste material or trash.
- 3.16 This material must be removed on a daily basis as to deter accumulation of debris. Prior to completion of the work, the selected contractor shall remove from the vicinity of the work, all shipping containers, packing, trash, unused materials and other like material, belonging to the selected contractor or used under the selected contractor's direction.
- 3.17 Disposal of Waste Material The awarded Contractor shall make any necessary arrangements with private parties and with local jurisdictions pertinent to locations and regulations of such disposal. Any fees or charges to be paid for disposal of materials shall be paid by the Contractor. It is the Contractor's option to furnish a dumpster on site to contain their debris. This dumpster shall be emptied regularly, and location of the dumpster must be coordinated with the Customer Agency PM and the building manager or building owner representative.
- 3.18 The awarded Contractor shall dispose of recyclables, trash, and packing materials away from the installation site. For example, no recyclables, trash, or packing materials will be disposed of or discarded in facility-provided recycling or trash containers or dumpsters.

4.0 DESIGN INTEGRATION

4.1 In order to meet future needs and expected changes, the product solution offered must be fully integrated across a variety of platforms offering a blended solution. The furniture sizes, finishes, products and connections are designed to work together.



Characteristics of the products are as follows:

- 4.2 Products that are designed to be easily moved and rearranged.
- 4.3 Products that could connect across platforms with dimensioning, both height and width.
- 4.4 Product materials, both substrate and finish materials are consistent.
- 4.5 Non-handed worksurfaces
- 4.6 Shall offer 120 degree worksurfaces
- 4.7 Worksurfaces to have troughs wide to house a transformer or "brick" type of connection and data cables
- 4.8 Height adjustable workstation to be motorized.

5.0 SUSTAINABILITY

- 5.1 In an effort to meet sustainability standards set forth in Executive Order (EO) 13514 dated October 9, 2009, and the LEED NC rating system, the Government has set a number of Minimum sustainability standards. *The PROJECT TITLE* project is pursuing LEED NC 2009 Platinum.
- 5.2 The following represents a summary of the preferred sustainability requirements for the products under this Request for Quote *(OR PROVIDE SUSTAINABILITY REQUIREMENTS SPECIFIC TO PROJECT)*:
 - a) MRc2 Construction Waste Management
 Packing and shipping materials for the furniture should limit the waste sent to landfills.
 - b) MRc4 Recycle Content Products are manufactured with some recycled material. Contractor should define the recycled content indicating percentage of post industrial and post-consumer waste. It is preferred that some materials used to construct the furniture can be recycled after the products life.
 - MRc5 Regional Materials
 Furniture and products be produced within a 500 mile radius of Washington, DC.
 - d) MRc6 Rapidly Renewable Materials Rapidly renewable materials or materials considered to be renewable should be used. Materials include bamboo, wheat board, polylactic acid, etc. Contractor should provide documentation which renewable materials are being utilized and where.



- e) MRc7 Certified Wood. All wood products are Forest Stewardship Council (FSC) certified wood and/or composite wood. This also includes reconstituted veneers. Contractor should provide certifications that all wood products are FSC compliant and FSC certified materials are available from the product line(s) offered.
- f) IEQc4.2 Low Emitting Materials, Paints and Coatings Products manufactured using clean technology, including water-based adhesives, powder coating on metal, all of which are virtually VOC-free. All field applied paints or coatings such as touch up paint or stain comply with this requirement. Contractor should provide documentation that clean technology is used and available from the product lines offered.
- g) IEQc4.4 Low Emitting Materials, Composite Wood and Agrifiber Products Particle board, MDF, plywood, panel substrates, and door cores contain no added ureaformaldehyde. Contractor should provide documentation that no added ureaformaldehyde is contained in the materials defined.
- h) Low Emitting Materials, systems Furniture and Seating Furniture has been tested and is GREENGUARD or GREENGUARD equivalent certified.
- Other
 Clean technology used to construct furniture resulting in negligible off gassing from the product.
- j) Low-mercury, high-efficiency lighting is used in all products.
- k) Furniture is designed to be cleaned with low environmental impact materials.

6.0 PRODUCTS

6.1 Manufacturers:

- a) The same manufacturer should be used for all furniture items within a workstation and within a private office to allow all workstations, casegoods finishes, veneers, colors, and details to match (same manufacturer exception - seating and other freestanding furnishings).
- b) Drawing typical on specification sheets are for representational purposes of customer's preference of design intent and style.

6.2 Materials:

a) Upholstery Fabric: Upholstery fabric shall be installed in the same direction with pattern on seat and back cushions aligned (all fabric or leather offered shall be mid-grade unless otherwise specified).



- b) Locks: Locks provided shall be keyed alike within each workstation or private office including files and overheads. Keying should be separate from other workstations, private offices, files, etc., with master keying.
- c) Provide keying schedule and master keys to Government's representative at the time of acceptance by the Contracting Officer. All locks shall be removable core supporting the ability to remove or replace lock plugs as necessary in the field.

6.3 Fabrication:

- a) General: Methods of manufacturing, fabrication and installation of general furnishings and structural components shall meet industry's highest standards. General furnishings shall have proper support, stability, and fault-free performance.
- b) Nameplates: The contractor shall not place manufacturer's nameplates, stamped or printed markings on exposed surfaces.

6.4. Warranty Requirements:

- a) Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of warranty on work that incorporates products.
 Manufacturer's disclaimers and limitations on product warranties do not relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with Contractor.
- Reinstatement of Warranty: When work covered by warranty has failed and been corrected by replacement or rebuilding, reinstate warranty by written endorsement.
 Reinstated warranty shall be equal to original warranty with equitable adjustment for depreciation.
- c) Replacement Cost: Upon determination that work covered by warranty has failed, replace or rebuild work to acceptable condition complying with requirements of Contract Documents. Contractor is responsible for cost of replacing or rebuilding defective work regardless of whether Government has benefitted from use of work through portion of its anticipated useful service life.

6.5. Government's Recourse:

a) Expressed Warranties: Expressed warranties made to Government are in addition to implied warranties and shall not limit duties, obligations, rights and remedies otherwise available under law. Expressed warranty periods shall not be interpreted as limitations on time in which Government can enforce such other duties, obligations, rights or remedies.