

GENERAL SERVICES ADMINISTRATION  
 Federal Acquisition Services  
 STATEMENT OF REQUIREMENTS  
 Makalapa Building 250 Systems Furniture Project, 2<sup>nd</sup> Deck  
 Firm Fixed Price Delivery Order:

**Date: 10 July 2007**

**1.0 Organization to be supported:**

DEPARTMENT OF THE NAVY, NAVAL FACILITIES ENGINEERING  
 COMMAND, HAWAII, 400 MARSHALL ROAD, PEARL HARBOR, HAWAII,  
 96860-3139

**2.0 Scope:** Provide contractor support for NAVFAC reconfiguration and installation of modular work stations of systems furniture, within Building 250.

**3.0 Specific Requirements:**

**Task**

3.1. Contractor shall provide design, manufacture, shipment and installation of twenty-five (25) modular work stations of systems furniture, three offices of executive, standalone/modular type furniture, and a standalone partition wall.

Indicator	Standard	Incentives
<ul style="list-style-type: none"> <li>• Compatibility of furniture is compliant with existing setup</li> </ul>	<ul style="list-style-type: none"> <li>• 100% Compatible</li> </ul>	Positive performance Evaluations.
<ul style="list-style-type: none"> <li>• Timeliness</li> </ul>	<ul style="list-style-type: none"> <li>• 95% On time</li> </ul>	

3.1. Contractor shall provide design and installation of twenty-five (25) modular work stations of systems furniture, three offices of executive, stand-alone/modular type furniture, and a stand-alone partition wall. The contractor will provide all necessary labor, equipment and materials, required for assembly of the furniture. Exact locations of the building and specific areas will be walked through during the site visit. Contractor staging area, laydown space and the transfer of the furniture from the shipping container to areas of Building 250 will be coordinated with the government representative. Contractor will provide consultation to the NAVFAC HI Design Representative for the space planning of the new systems furniture to match the NAVFAC HI schematic design workstation layouts. Contractor will coordinate design with the NAVFAC HI Design Representative to ensure the space planned layouts and sample submittals are to the satisfaction of the government. Work will also involve

transportation of all of the parts/materials/connectors and equipment to the Makalapa Compound, assembly of parts/materials in accordance to the finalized space plan provided by the Contractor, and cleanup of completed areas.

Phase I: Contractor to provide consultation and coordination with the NAVFAC HI Design Representative to space plan/design new workstation layouts to match that of NAVFAC HI Design Team's workstation layouts.

Phase II: N1/N1CP group New Executive Workstation Installation on the 2<sup>nd</sup> Deck of Bldg 250. (Between Gridlines):

- a. Transport new materials to designated staging area.
- b. Installation of Executive Modular Furniture In Office 1
- c. Installation of a full height partition wall.

Phase III: N5 group New Systems Workstation Installation on the 2<sup>nd</sup> Deck of Bldg 250.: a. Transport new materials to designated staging area.

- a. Installation of twenty-five (25) systems workstations (per layout in Enclosure 1).
- b. Installation of Executive Furniture In Office 2
- d. Installation of Executive Furniture In Office 3

Note: In the case where contractor products do not match the dimensions shown below, the contractor shall provide a product as reasonably close as possible to dimensions shown below. Contractor shall submit any substitutes to that stated above, in writing and obtain the government representative's written approval prior to ordering of any furniture.

3.2 Quality Assurance/Acceptance of Services: In accordance with FAR 46.404 (Government contract quality assurance for acquisitions at or below the simplified acquisition threshold), the quality inspection and acceptance for the resulting delivery order will be done at destination of services being performed by the government technical point of contact. Service portion under simplified acquisition threshold.

## **4.0 Statement of Requirements/Materials**

### **Workstation Specifics**

#### a. Frames and panels

All systems furniture will be constructed of panels with stackable frames and skins. The systems furniture will allow for modular and off modular connections for partition walls and overhead storage compartments. Mid to high-grade upholstery shall be used on all upholstered panels, tackable surfaces and chairs. Stackable frames shall be capable of heights of approximately 42", 54", 66" and 78". The anticipated standard height will be approximately 66". These frames must be capable of providing power (4 circuit capable power whips), data, and phone to utility ports above desk, below desk (Belt line) and baseboard. The frames shall allow for lay in installation of phone and data lines through the height of the panel. They must have the capability to retrofit wall panels with standard panel segmented tile, tempered glass, fabric or solid surface. The furniture must

be capable of reconfigurations without fully disturbing the built workstation. Each module will also include a lockable 3-drawer (box, box, file) storage unit, a lockable 3-locker/compartiment (storage locker above with hanger bar, 2 file drawers below, minimal height shall be equal to the height of partition) storage unit, 2 lockable ADA compliant overhead storage compartments, 2 task lights, an articulating keyboard tray with non-handed mouse pad, keyboard tray shall have a wrist rest and mechanism shall accommodate both sit or stand operation.

b. Task Chair

Each workstation will be provided a mid to high-grade fully ergonomic task chair. This task chair will have at least a five-spoke base on casters. It will swivel and be capable of adjusting its height, back tilt, lumbar support, armrest height, armrest swivel, armrest width, seat depth and seat angle, one per workstation.

c. Locksets

Locks will be consecutive in order and each individual workstation's locksets will be keyed alike. Locks shall be of a master keying system. One pair of lock cylinder removal of keys and one pair of master keys shall be provided.

d. Storage Units

Bookshelves, storage cabinets and 5 drawer lateral files will be constructed of steel. All storage cabinets and lateral files will be lockable. See lockset section above for keying plan. All bookshelves and storage cabinets will have fully adjustable shelving. Storage cabinets will be designed with a shelf every 12". All storage cabinets and lateral files that are 42-54 will have work surfaces affixed to their top. There will be lateral files, bookshelves and storage cabinets required outside the modular workspaces. The location of these additional storage devices is specified in enclosures.

**Specification:**

- i. Bookshelves: Three (3) 5-shelf Black Metal Bookcases (36"W x 13"D x 67"H).
- ii. Lateral Files: Two (2) 2-drawer lateral file, side-by-side (total of 4 drawers per unit) with counter top (72"W x 24"D x 30"H).
- iii. Lockable Storage Cabinets: Five (5) 6-shelf, 2-door, black metal storage cabinet (36"W x 18"D x 78"H).

e. Electrical, Phone and Data

Each workstation shall be designed to provide 4 each duplex power receptacles. Design two duplex power receptacles above desk and 2 duplex power receptacles below desk (belt line). Telephone drop will be terminated in the utility port above desk and data drops will be terminated to the utility port below desk (belt line). The frames shall allow for lay in installation of phone and data lines through the height of the panel. As part of the assembly, electrical whips from these workstations shall be installed. The contractor shall provide an electrician,

licensed in the State of Hawaii to connect workstation electrical whips from existing electrical junction boxes. The electrician shall also be responsible for assembly of connections and other electrical related items throughout the systems furniture. This requirement does not include the telcom and IT related cabling and equipment. The contractor should be advised however that coordination with these respective groups will need to be conducted. An appropriate amount of time shall be provided to the IT/Telecom vendors to lay their respective cabling throughout the systems furniture. The government will coordinate any necessary electrical outages.

### **Executive Office Furniture Requirements:**

#### Office 1:

- a. Executive Modular Furniture in Office 1 to include:
  - i. (1 ea.) U-shaped Executive Modular Desk w/ Hutch and Meeting Table Island
    - a. Desk (6'-8" w x 3'-0" d x 29" h)
    - b. U-connector (4'4)"<sup>1</sup> w x 2'-0" d x 29" h)
    - c. Rear Desk (6'-8" w x 2'-6" d x 29" h)
    - d. Hutch (6'-8" w x 1'-4" d x 34" h)
    - e. Meeting Table Island (5'-6" w x 2'-6" d x 29" h)
  - ii. (6 ea.) Guest chairs (standard)

#### Office 2:

- c. Executive Modular Furniture in Office 2 to include:
  - (1 ea.) Desk (6'-8" w x 3'-0" d x 29" h)
  - (1 ea.) Credenza with overheads (6'-0" w x 2'-0" d x 78" h)
  - (1 ea.) Cabinet (36" w x 24" d x 32" h)
  - (1 ea.) Wardrobe Cabinet (36" w x 18" d x 78" h)
  - (1 ea.) 3-shelf Bookshelf (33" w x 13" d x 42" h)
  - (1 ea.) Side table (24" w x 24" d x 16" h)
  - (1 ea.) Sofa (7'-0" w x 2'-8" d x 36" h)
  - (2 ea.) Guest chairs (standard)
  - (1 ea.) Exec task chair (standard)

#### Office 3:

- a. Executive Furniture In Office 3 to include:
  - (1 ea.) Desk approx. (6'-0" w x 2'-6" d x 29" h) w/ Return (48" w x 24" d x 29" h)
  - (1 ea.) Wardrobe Cabinet (36" w x 18" d x 78" h)
  - (2 ea.) Guest chairs (standard)
  - (1 ea.) Exec task chair (standard)

**Stand-alone Partition Wall Requirements:**

Partition wall shall be self-supporting. The color and fabric of the partition wall shall be made up of similar material/color to that of existing and with no windows. It shall extend from floor to underside of the ceiling. Contractor shall submit samples of fabric and colors for approval prior to ordering of any materials.

**Submittals Requirements:**

For all furniture: fabric material, colors, and style shall match or be similar to that of the existing product in Building 250, 2<sup>nd</sup> Deck. The contractor shall submit samples of the product and obtain the government representative's written approval prior to placing any orders.

**5.0 Contractor Furnished Items and Services:**

The Contractor is required to furnish all labor and materials required for a complete installation of the task associated in 3.1 and 4.0. An on-site first aid kit shall be available at all times.

**6.0 Government Furnished Items and Services:**

The government will be responsible for all electrical, IT and Telcom related equipment and respective cabling lines.

**7.0 Points of Contact:**

**GSA Hawaii** Project

Manager

Contracting Officer

**Client Project Representative**

**Client Technical Representative**

Architect

## 8.0 Special Considerations:

8.1. Document Submission: The GSA IT Solutions Shop webpage shall be used in the administration of this task order. This web-based system (<http://itsolutionssisa.gov>) shall be used by the Contractor for Monthly Status Reports (MSRs) and Invoices.



[H:\Templates\](#)

Appendix A-MSR Terr

MSRs must be submitted to the Government Representative via ITSS no later than the 5<sup>th</sup> workday of every month. The Government Representative shall review these reports and either accept or reject Contractor services and/or deliverables via ITSS, which is the basis for payment to the Contractor. Invoices should be posted in ITSS and also sent hardcopy to the following address:

GSA, Greater Southwest Finance Center (7BCPK)  
299x PO Box 17181  
Ft. Worth, TX 76102-0181

8.2. Place of Performance: All work will be performed on-site at building 250 at Makalapa, Hawaii. Access shall be coordinated with the government technical representative identified above.

8.3. Period of Performance: Normal working hours shall be between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday. Deviations from the hours specified above may be requested by the contractor and submitted to the government representative. Installation must begin by 31 August, 2007. Specific dates/times of service are to be coordinated between contractor and government technical representative identified above.

8.4. Privacy Act, Clearance/Security: The Contractor shall conform to all Visitor Control procedures and policies of NAVFAC Pacific. Contractor is required to obtain base passes for all personnel and vehicles accessing Pearl Harbor. Processes and procedures to be discussed with the awarded contractor.

8.5. Personal Service:

The Client has determined that use of the GSA contracts to satisfy this requirement is in the best interest of the Government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract".

8.7. Anti-Deficiency Clause:

In accordance with Federal Acquisition Regulation (FAR 32-702) regarding the Government Policy on contract funding and 31 USC 1341 Anti-Deficiency Act: should the Contractor work at risk without an official notification from the ITM to continue, the Contractor may not be compensated for the value of work performed while funding had been exceeded.

8.8. The work proposed in this PBSOW does not violate FAR Part 7.503.

8.9. The work proposed in this PBSOW is not for intelligence gathering, interrogation, or prison guard services.