STATEMENT OF WORK

For

DISASSEMBLY AND SUPPLY AND INSTALLATION SERVICES

New Office Furniture

at the US Embassy Compound

Cairo 2 – third floor housing office
**TABLE OF CONTENTS**

1.0 General Requirements ................................................................. 1
2.0 Scope of Work .............................................................................. 3
3.0 Project Management ................................................................. 5
4.0 Payments 5
5.0 Attachments 6
Statement of Work for Office Furniture Services

1.0 GENERAL REQUIREMENTS

1.1 General. The American Embassy in Cairo requires office furniture services at the Embassy compound - Cairo 2 building – Third Floor – Housing section at Garden city, Cairo. The Contractor will dismantle and disassemble old furniture and provide and install all new furniture, materials, tools & labor needed for the work described in this Statement of Work (SOW).

1.2 Summary of Work. The work includes the following items:

The US Embassy Cairo is seeking to engage a qualified vendor to provide office furniture, including dismantle and disassembly and delivery and installation services for housing office at Cairo 2 building third floor level. The scope consists of disassembly and providing and installation several modular furniture desks and file storage. The contractor will be responsible for all aspects of procuring, ordering, shipping, receiving, inspecting, staging, and installing the office furniture.

All submission and proposals shall be submitted with electronic copy of the furniture plans and an electronic copy of the technical data sheet.

1.3 Total Cost: The Contractor’s bid should be a firm fixed price that includes all costs associated with the disassembly, supply, delivery, and installation that is complete in every way, including supply, delivery, handling, materials, labor, refuse disposal, and cleaning.

1.4 Duration: The project shall have duration not more than 30 working days for fabrication and installation.

1.5 Trash & Debris: The project includes the removal of all trash and debris related to the project from the Embassy compound property. Disposal of trash and debris shall be the Contractor’s responsibility and shall be in accordance with the laws of the City of Cairo.

1.7 Visits to the site to inspect the existing conditions should be arranged in advance with the project Contracting Officer Representative (COR). Before the work begins, examine existing conditions, dimensions, maneuvering, handling to verify actual locations, sizes, and other conditions that may affect the labor or furniture’s required.

1.8 It is the contractor responsibilities to repair / replace any damage that may occur on the workspace because of the Work.
1.9 Submittals and Requirements

All work shall be governed by the 2019 International Code Council body of codes, which includes the International Building Code (IBC). The Contractor is responsible for compliance with all building Codes. Work not in compliance with the IBC and ADA compliance shall be deemed unacceptable. Egyptian code is acceptable provided it is more stringent than the aforementioned codes. The contractor has the burden to prove to the CO that the Egyptian code is more stringent. In the event of discrepancy, disagreement or uncertainty the 2019 International Code Council body of codes, which includes the International Building Code (IBC) shall prevail.

1.9.1 Shop Drawings

Include with quote documents:
1. Overall Drawings showing the proposed furniture installation:
   a. Scale: ¼” inch = 1’-0”
   b. Clearly labeled, including drawing scale and date
2. Show critical dimensions, aisle ways and corridors widths on drawings

1.9.2 Product and Vendor Data

Include with Submittal documents (in paper and PDF format as indicated in Submissions Section above):

1. Provide two (2) copies of detailed worksheet indicating parts and finishes. Include part number, and quantities, price each, extended price for each line.
2. Overall Drawings with dimension showing the proposed furniture layout installation
3. All applicable warranties.
4. Estimated delivery times
5. Delivery method (Trucks direct to site, trucks to warehouse, unpackaged, then delivered to site, etc.)

1.10 SPECIAL PROJECT PROCEDURES

1.10.1 The Embassy Compound is a fully operational facility. For this reason, the contractor shall be limited in his access to the area in which his personnel, material, and equipment can be permitted.
1.10.2 Loading, unloading, temporary storage and trash removal shall be limited to the Embassy loading dock.
1.10.3 All work shall be performed during the Embassy regular working hours from 8:00 a.m. to 4:30 p.m., Sunday through Thursday except for the holidays identified in the holiday schedule attached, which are considered non-working days. Other hours may be approved by the COR with at least 24 hours advance written request.

1.11 SECURITY PROCEDURES

1.11.1 All of the contractor’s personnel shall be subject to all the security procedures required for clearance of personnel working inside U.S. Embassy residential Compounds. These requirements shall include:

1. Submission of valid fingerprints, addressed to the US Embassy and copy of the Egyptian ID, two weeks prior to the required date to access the site.
2. Access for trucks shall be granted on a 48 hours (two working days) advance notice showing:
   1) Drivers name
   2) Copy of driver’s ID
   3) Truck description and plate number,
   4) Date and time access required.
3. Access for daily laborers can be given for three days, with a 48 hour advance notice showing the name of the persons, ID #, date and place of issue, and a copy of the ID. Laborers for three days access will be given that for one time only.
4. All contractor personnel shall be subject to a daily check (in and out) by the government guard personnel.

1.11.2 Failure of the contractor to fulfill any security requirement in a timely manner shall not be constructed as a base for any time and money extension. Delay or suspension of work due to the US government security regulations or requirements shall not be a base for claims.

1.12 Safety Requirements

Contractors shall comply with the latest version of (SAFETY AND HEALTH REQUIREMENTS) Manual No EM 385-1-1. Copies of this manual are available electronically on the USACE Safety and Occupational Health Office web site:

2.0 SCOPE OF WORK

A) PROPOSAL REQUIREMENTS:

To be considered responsive, proposals must at a minimum contain the followings:

2.1 Technical Proposal Elements
General Firm Information
Provide a brief description of your firm, including the following information:
1. Company profile including legal name, company history, and organizational structure
2. Names of all officers, directors, or partners of the firm
3. Address of all offices of the firm
4. Number of employees of the firm

2.2 Experience and Resources
1. Describe your firm and its capabilities. Indicate your capacity to provide the furniture items and related services described in the Scope of Work.
2. Identify specific members of the project team that will be providing services to the project.
3. Provide at least three (3) references (including a company name, contact name, e-mail address, and telephone number) for organizations or businesses for which you have performed similar work within the past three years.
4. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

2.3 Furniture Specifications
1. Provide completed Furniture Specification. This should include any proposed layout for all the listed items in the bill of quantities.
2. Provide a line-item breakdown featuring a full bill of materials that includes each item listed on Furniture Specification. This should cover individual attributes of each specified piece including but not limited to finishes, upholstery grade, model numbers, and other notable features that could affect cost.
3. Provide manufacturer warranties for all proposed line items. The contractor shall be responsible for warranty labor for the time stated in the manufacturer’s written warranty.
4. Provide Wood & Fabric samples showing different materials & colors.
5. Provide proposed Furniture catalogues.

Nameplates: Do not place manufacturer's nameplates, stamped or printed markings on exposed surfaces.

B) FURNITURES REQUIREMENTS:

1. WORKSURFACES
Standard work surface shall have all exposed sides finished (no existing flake board or MDF board exposed).
Higher quality furniture tends to be made out of hardwood including oak, maple, mahogany, teak, walnut, cherry and birch. Highest quality wood will have been air dried to rid it of its moisture
Undersides of work surfaces shall be pre-drilled to accept panel-hung and freestanding supports. Metal screws may be used.
Core material to be 45lb. density, furniture grade particleboard 1 1/4" - 1 3/4” thick.

- Worksurfaces shall be available with laminate, or form coat surfaces and veneer surfaces.
- Standard PVC edges are acceptable on plastic laminate covered pieces.
- Laminate worksurface with tapered edge, soft plastic edge creating a clean protective finish. Self-edge is not preferred.
- Worksurfaces cut-in-the-field to accommodate unforeseen conditions shall have field applied finish.
- Worksurface standard depths shall be available in 24", 30", and 36". Lengths shall be available from 24" to 96"; except for 36” depth.
- Worksurfaces shall be available in the following shapes: Rectangular, rectilinear corner, curvilinear corner, curvilinear wave end, "L" shaped corner surfaces, split-top, half-round, "D" and "P" Shape peninsula.
- 1/2” Gap shall be provided between the work surface and panel for cable management, or grommet(s) for cables. The grommet opening shall be a minimum of three inches in diameter to receive a three-prong power plug to pass through from the top of the worksurface to the outlets located in the base without removing the component or damaging the worksurface, plug or panel finish. The recessed edge shall allow a three-prong power plug to pass between the worksurface and panel finish without removing either component or damaging the worksurface, plug or panel finish. Provide grommets or recessed edges at each end of every worksurface 49” or longer and at the center of every worksurface 48” or shorter.

2. FREESTANDING OFFICE - DESKING FURNITURE

The same systems product line is to be specified for all private offices that are noted to receive plastic laminate component items. The tackboards and overhead cabinets shall be wall mounted, not stanchion supported or upright supported. Grommets shall be provided to accommodate power and data cords from the desk to wall plugs. Where panels are noted as freestanding on the typical, they may be freestanding or secured to the wall, defined by the manufacturer.

3. SEATING

3.1 Standard Chair

Standard task chairs shall be fully ergonomic (adjustable arm height, adjustable hydraulic seat height, pneumatic seat height adjustment, front tilt, independent back and seat, lumbar support, swivel).
- Chairs shall be offered with upholstered seats in mid-grade fabric and upholstered backs.
- Chairs shall be between 38” and 43” overall height, seat height between 16-21” high, adjustable seat depth between 16-19”. Overall width and depth is 29”+/− x 29”+/−.
- The seat height adjustment range shall be at least four (4) inches high.
- Chair shall offer an independent adjustable lower and upper back support.
- The adjustable arm shall offer a vertical height adjustment range of at least (4) inches and a pivot adjustment including an inward and outward motion.
- The base of the chair shall be made of polished aluminum and/or metal/steel with a five star base.
- Labels and/or user guides, for adjustment mechanisms shall be attached to the chair.
- Chair shall have hard dual wheel casters for use on most standard office carpets.
- Chairs shall support up to 300 lbs. and meet all ANSI/BIFMA Standards.

3.2 Guest Seating - Workstations and Private Office

- The depth of the seat pan shall be between 18-24 inches.
- Overall height shall be approximately 32.5” High.
- Depth and width shall be approximately 21” W x 22.13” D. Arm height shall be approximately 26” High.
- Chair seat and back shall be medium-grade fabric, fully upholstered seat and back. Back is fully cantilevered.
- Chair shall be available with fixed arms with arm cap, black.
- Heavy-duty metal tubular frame construction, chrome finish.
- Sled Base shall be specified with plastic glides.
- The chair shall easily stack 4 high
- Chairs shall support a weight of up to 250 lbs.

2.4 DISMANTLING and REMOVING OLD FURNITURE

All old furniture desks shall be dismantled and disassembled by qualified technician in accordance with manufacturer’s recommended dismantling instructions.

The disassembled parts of each desk need to be stacked in proper way in separate package to be able to reassemble this desk again in easy way as needed.

The disassembled parts of each desk need to be labeled with identified description and identified the related desk include this part to be able to reassemble this desk again in easy way as needed.

Wrapping each part with its label and wrapping the whole disassembled desk including its parts to be stacking.
2.5 INSTALLATION

- All items shall be installed by certified installers in accordance with manufacturer’s recommended installation instructions.
- Workstation components shall be installed level, plumb, square, and with proper alignment with adjoining furniture.
- The components shall be securely interconnected and securely attached to the building where required.
- A punch list walk through shall be performed with the contractor’s representative. Items on the punch list shall be noted and a response for completion time (expected date of completion) of each item shall be provided from the contractor.

2.6 CLEANING

- All packaging material and debris shall be removed from the site and properly disposed of by the contractor.
- Upon completion of installation prior to the punch list walk through, all products shall be cleaned and dusted, and the area shall be left in a clean neat condition and ready for occupancy.
- Any defects in material from installation shall be repaired and damaged products that cannot be satisfactorily repaired shall be replaced.

2.7 The amount of space needed for any one individual should consider:

- reach – being able to place equipment and work materials according to importance and frequency of use
- working height – placed according to visual or task activities
- sequence of use – how items are used within the workspace
- movement within the area, including both the occupant and the chair, for example
- communication needs
- safety
- access for maintenance
- various tasks performed
- overall size of the work surface
- other furniture required, such as visitor’s chair or stool, filing cabinets, etc.
- other storage needs
- how the furniture will be arranged and put together
- need for privacy (e.g., verbal/auditory, visual, or if there is a need to discuss personnel issues)
- need to concentrate on work (e.g., focused work), etc.
- how often and how long a person will be at their desk (e.g., do they have other job functions that are done in the field, at clients, etc.)
NOTE: Considerations about office space layout while working during the COVID-19 (coronavirus) pandemic in light of public health requirements for physical distance

There must be at least 1 meter of free space behind each desk

Corridors must be at least 1 meter wide

The space between two desks must be at least 90 cm

2.8 standards for design, functionality and safety

- EN 527 Office furniture – Work tables and desks
- EN 1335 Office furniture – Office work chair
- ANSI/BIFMA X 5.1 Office Seating
- DIN 4551 Office furniture; revolving office chair with adjustable back with or without arm rests, adjustable in height
- BS 4875 Furniture. Strength and stability of furniture. Methods for determination of stability of non-domestic storage furniture (British standard)
- EN 1729 Educational furniture, chairs and tables for educational institutions
- RAL-GZ 430 Furniture standard from Germany
- NEN 1812 Furniture standard from the Netherlands
- BS 5852: 2006 Methods of test for assessment of the ignitability of upholstered seating by smoldering and flaming ignition sources
- BS 7176: Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites

3.0 PROJECT MANAGEMENT

3.1 Personnel. The Contractor shall provide all labor to perform the Work and provide one fully set of technical information according to all mentioned code compliance.

3.2 Warranties.
1. Warranties for freestanding furniture will be for 10 years for 40 hour per week usage.
2. Warranties shall be signed by the authorized representative of the manufacturer. Warranties accompanied by document authenticating the signer as an authorized representative of the guarantor, shall be presented to the owner upon the completion of the project.
3. The vendor shall guarantee that the workstation products and installation are free from any defects in material and workmanship from the date of delivery.
3.0 PAYMENTS

4.1 The contractor’s firm fixed price for the project should include all costs associated with an installation that is complete in every way. Include shipping, delivery, installations and tool rental, materials, labor, refuse disposal, and cleaning.

END STATEMENT OF WORK