U.S. Department of State
American Embassy
Cairo, Egypt

STATEMENT OF WORK

For

SUPPLY AND INSTALLATION SERVICES

New Office Furniture

at the US Embassy Compound

APO & Mail Room office Furniture

June, 2022
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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 1 building – Basement Level - APO section at Garden city, Cairo. The Contractor will provide all furniture’s, 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 delivery and installation services, for their office at Cairo 1 building – Basement Level. The scope consists of furnishing several offices.
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 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. All applicable warranties.
- 3. Estimated delivery times
- 4. 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 fingerprint, addressed to the US Embassy and copy of the Egyptian ID, two week 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, and 4) Date and time access required.
3. Access for daily laborers can be given for three days, with a 48 hours 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 construed 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).
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. A minimum of three species of wood veneer shall be offered.
- 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, "Blended "D", trapezoidal, conference ends and transaction counter tops.
• 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.
3.2 Conference Room Seating

- Chairs shall support up to 300 lbs. and meet all ANSI/BIFMA Standards
- Chairs will have upholstered seats in mid-grade fabric, upholstered or mesh backs.
- 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 have adjustable seat pan and height.
- The seat height adjustment range shall be at least four (4) inches high.
- Chairs shall have lumbar and pelvic support.
- Fully adjustable arms (side to side, front to back, pivot in and out and up and down).
- Chairs must support up to 300 lbs. and meet all ANSI/BIFMA Standards
- Mechanical height adjustment is acceptable.

3.3 Guest Seating- Workstations and Private Offices

- 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.

4. CONFERENCE TABLES, PLASTIC LAMINATE WITH WOOD EDGE

- Table top thickness: 1.125” (can vary + .125”) thick particleboard with laminate face and underside.
- Table edge: finished with .11/8” thick T-mold or edge band or solid wood edge (Edge thickness can vary slightly).
- The table shall have stationary bases or stationary legs.
- Provided ganging on all sides for flexibility.
- Table shapes, sizes and bases are defined according to the best fit of the room dimensions.
Tabletop heights must be ADA compliant. Conference tabletops must be fixed height.

- All finishes shall be quoted as plastic laminate with wood edge. Vendors shall provide samples and edge options with quote.
- Table for conference room shall have two (2) grommets for electrical, telephone and computer cables.
- The grommets shall be large enough to hold 6 cables and shall be able to pass the electrical plug through to the floor or wall outlets.
- For grommet locations, refer to the conference, training and work typical.
- Grommets shall be available in a variety of finish options including black and aluminum.

5. **LIBRARY METAL SHELVING WITH WOOD END PANELS**

- The flat shelf shall be 1” thick and triple bent front and back edges to give strength to the shelf as well as eliminating sharp edges.
- The heights of the components shall be offered 2, 3, 4, 5, and 6 high units.
- The shelving units shall be approximately 36” wide x 12” deep with the capability of adding units to a run as well as bracketing units back to back or note if this is a double unit.
- Shall be manufactured in an ISO 9001 certified plant.
- Metal parts shall be powder coated and finished with a durable VOC-free finish which is applied in a process that generates low levels of recyclable waste.
- Metal parts shall be finished with a durable baked enamel finish which is applied over a rust-inhibiting phosphate treatment.
- The flat shelf shall be 1” thick and triple bent front and back edges to give strength to the shelf as well as eliminating sharp edges.
- The contractor shall provide and offer the entire powder coat paint finish selection for selections.
- The contractor shall provide and offer a variety of solid wood or veneer end panels for selections.

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.

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