

**SOW FOR SUPPLY AND INSTALLATION FOR OFFICE FURNITURE  
EDIFICIO SIGLO XXI - CALI**

**1. GENERAL DESCRIPTION**

The project consists of the supply, transportation and installation of open office furniture with high quality and durability standards. It includes, among others, the supply and installation of the paneling divisions, workstations, chairs, work stations, filing cabinets, cabinets and shelves, chairs and others, all according to the specifications (Attachment A) and drawings (Attachment B). The price for this work shall include materials, tools and labor, along with all necessary operating costs, such as personnel transportation, meals and lodging for personnel.

The system to be used is a freestanding one with a structure (desk type) for independent workstations and for the whole project with panels that do not require any kind of fastening to walls or floors. The system to be installed must be flexible to enable future relocating and/or design redistribution without affecting certain parts or the whole system; respecting its integrity and ensuring the total use of the elements that make up the system.

The contract will be awarded on the lowest price technically acceptable basis.

The projects award will acknowledge vendors that are manufacturers and that guarantee after sale service, future changes and relocations. If the vendors subcontract any of the items included in the RFQ, the vendor must provide in their proposal, details of their subcontractors, including contacts and referrals/ recommendations.

Previously to the final vendor's selection and in order to determine contractor's responsibility, the Embassy will visit the manufacturer's plant or subcontractors' plants to verify that the furniture offered complies with the technical requirements of the RFQ.

It should be remembered that the contractor who is awarded the contract should maintain and protect the existing work facilities, walls, ceilings, equipment, floor finish, etc. of the existing facility where the furniture will be installed. It is pointed out that the cost of any damage to these will be borne 100% by the contractor. The contractor should also be in contact at all times with the contracting party's project supervisor and cooperate with the different contractors who might be doing work in the building, particularly with structured cabling and communications personnel.

**2. SCOPE**

**2.1.** The contractor shall furnish all labor, supervision, materials, supplies, tools, equipment, and expertise necessary to perform the delivery, installation of all furniture. The contractor shall work in coordination with the civil Contractor. The services called for under this statement of work shall be performed in accordance with the terms, conditions, and specifications stated herein until such time as said services are completed to the satisfaction of the Government.

Embassy representative a set of keys, identified in a key holder and referred to the floor plans, of each filing cabinet and in general of each furniture that includes key. The other set of keys shall remain in each piece of furniture

**2.13 Overall requirements:** All products are required to meet the specifications shown in Attachment A “Information for PR –Technical specifications”. The furniture system offered shall be a complete line of furniture. All pieces shall be part of a “line” of furniture designed and finished to match and provide a unified look throughout the space.

## **2.8. PROJECT MANAGEMENT**

**2.8.1. POC:** The Contractor shall identify and provide a single point of contact (POC) to provide overall management and supervision during the project’s execution. The single POC will serve as the contractor’s representative to ensure the project’s execution, delivery and installation of the furniture. The single POC will manage the relationship between the US government, the project’s civil contractor and installers. It is necessary to ensure furniture is successfully delivered and installed on time. All pertinent communications should be written or confirmed in writing. The single POC shall attend and participate in necessary progress meetings and write notes pertaining to the meeting(s). The notes shall be scribed into meeting minutes (via email) with action items clearly defined, with distinct due dates, and distributed to all designated team members. If during the project execution, the contractor requires to change the POC, this request shall be in made writing to the CO for approval.

**2.8.2 Site Description:** The contractor, before beginning preliminary works shall complete a site description with photographs and an account of the actual conditions of the building where the furniture will be installed; this report shall be signed by the commander and the civil contractor. This report is for the purpose of documenting the actual status of the area before the furniture installation is performed. This report will be used to compare the site after the work is finished. Three identical copies must be furnished: one for the user (Colombian National Police), one for the civil contractor, and the other one for the US Government. If the Contractor caused any damage to the work site or other private or public property he/she shall do all the repairs prior to the contract closeout; these repairs are without cost to the US Government. At the end of the projects a closing review and memorandum should be done with the participants, a signed copy shall be furnished in the final report.

**2.8.3. Protection of Elements in the Work Area:** Areas, equipment, and elements at the work site shall be protected from damage or deterioration. The contractor shall assume the cost of any repair or replacement required because of improper use or carelessness on his part or on the part of his workers. In order to comply with this item, the contractor shall have a representative at the work site who will supervise the furniture unloading and its transportation to the actual work site areas.

**2.8.4.** Any request to modify design/installation documents or pricing must be negotiated and approved, in writing, by the Contracting Officer. No performance on a requested Procurement Order modification shall be executed until the modification for the PO has been received by the contractor.