**BEST VALUE DETERMINATION (BVD) REQUEST FOR QUOTE (RFQ)**

**FURNITURE, FIXTURES & EQUIPMENT (FF&E) VENDOR SCOPE OF WORK (SOW)**

**NAVFAC [FEC]**

[Project Number]

[Project Title]

[Location]

RFQ Transmittal Date: [ ]

Submittal Due Date: [ ]

For your consideration in preparing pricing for the project, the selected Vendor’s Scope of Work (SOW) will include the following:

**PROJECT DESCRIPTION:**

1. [Identify specific project requirements such as # of buildings, floors and building types, stair access, loading dock, elevator access and size, and typical hours of jobsite access etc. Coordinate with the Construction Contractor, if known.]
2. [Identify phasing of FF&E procurement and installation if required. Note any delivery, installation or storage instructions.]
3. [Identify any unique funding or phasing requirements.]
4. [Installation Schedule: Identify # of days for installation to occur during normal business hours. Identify normal business hours. Coordinate a fair and reasonable schedule with the Construction Contractor, if known.]
5. [If the construction contract has been awarded, summarize the Construction Contractor’s typical subcontractor requirements and add as an attachment.]

**GENERAL**:

1. All specifications must be coordinated with [IDOR’s Name] for design intent, but quantity discrepancies will be the responsibility of the Vendor.
2. Finish grades must be clearly defined in the proposal. It is the responsibility of the recommended best value Vendor to provide to [IDOR’s Name] finish samples (finishes and fabrics) of all offerings within the grade or level identified in this RFQ for each item in the FF&E Package. [IDOR’s Name] will make all FF&E finish selections to coordinate with the building interior finishes. Finishes must be within the proposed and accepted cost of the package. Increase cost for finish selections will not be accepted without written approval from NAVFAC.
3. Attend a kick-off virtual meeting, as scheduled by [Construction Contractor Name & IDOR Name], for review of project requirements and expectations. NAVFAC Interior Designer and Construction Manager must be available and participate in this meeting.
4. [Within thirty (30) days of recommended Vendor notification, produce and provide dimensioned plans and/or elevations indicating optimum electrical and data outlet placement for floor/wall box locations and direct wall access where free standing and desking furniture connections occur. Produce enlarged, isometric typical(s) indicating the following locations of power and data cabling in systems furniture where multiple types of data cabling (i.e. secure, non-secure, UPS back-up power systems, etc.) will occur. Indicate power and data runs with respective separation distances from the point of entry, through the systems panels, to the final desk-top location. Coordinate placement plans and elevations with [IDOR’s Name] and provide product data necessary for coordination with other trades. Coordinate electric power whip schedule/delivery with [Construction Contractor Name.]
5. Produce complete furniture installation plans, specifications and pricing based on space plan and typicals provided by [IDOR’s Name]. All specifications are to be coordinated with the [IDOR’s Name] for design intent.
6. Procurement Data sheets will be completed by [IDOR’s Name] and will not be the responsibility of the Vendor. However, the Vendor must review the Procurement Data Sheets to ensure accurate coordination with the Manufacturer’s Bill of Materials.
7. An approved and recommended BVD does not guarantee award.

 **FF&E PROCUREMENT & PROJECT MANAGEMENT:**

1. Identify Dealer Project Manager and Installation Project Manager (PM). The Installation PM must be on-site during installation at all times.
2. [Prior to order placement, On-Site FF&E Mock-up[s] are required for [identify items]. Actual furniture items are preferred for Activity evaluation. Mock-up(s) must accurately represent all product exactly as specified in the Final FF&E Submittal. Building finishes and fixtures in the affected area(s) will be installed to the greatest extent practicable in order to assess building systems and fixture coordination.

[On-Site FF&E Mock-up[s] for [identify items] to confirm of the following:

* [Interface of systems from wall, column, floor or power pole to the building, including faceplates for junction boxes.]
* [Distribution of all communications/data/power through the systems furniture including segregated pathways i.e. for secure, non-secure, UPS back-up power systems, etc., if required]
* [Access for communications/data/power for equipment, electrical receptacles, and faceplate locations]
* [Wire management for all excess cords and cables, both internal and external for the systems furniture]
* [Mounting mechanisms and tolerances]
* [Controls and mechanisms for operation and adjustment]
* [Material application]
* [Integrated standard accessories and/or features and hardware]
* [Comfort and expected durability]
* [Representative finish offerings based on RFQ Package]
* [\_\_\_\_]]
1. Conduct site visit(s) to become familiar with site and to check for potential installation problems. Prior to factory production, the Vendor is responsible for verifying all field conditions for potential discrepancies. This includes, but is not limited to, room dimensions, electrical/data location/coordination and all wall-mounted systems (i.e. fire pulls, extinguishers, thermostats, etc.) Provide floorplans with documented field dimensions and discrepancies to the Construction Contractor for approval, acceptance and signature. Submit to the IDOR and NAVFAC within 24 hours. Site visits are to be coordinated with the IDOR, Construction Contractor, and NAVFAC CM. The Vendor is responsible for notifying the IDOR and Construction Contractor of any discrepancies.
2. Coordinate installation dates and logistics with Construction Contractor, [IDOR’s Name], NAVFAC Construction Manager (CM) and NAVFAC ID.
3. Coordinate order entry, issue purchase orders as necessary, coordinate necessary shipping and receiving information directly with the manufacturers. Check on status of deliveries and report any delays to the construction contractor. Be prepared to provide copies of order acknowledgments to document timely order placement in coordination with the project schedule.
4. Place orders exactly as specified in the Final FF&E submittal, as provided by [IDOR’s Name]. Substitutions will not be accepted. If any discrepancies or price increases arise, the Vendor is responsible for notifying [IDOR’s Name] to resolve issues.
5. FF&E must be shipped to and stored at the Vendor’s warehouse, until all items are received unless Vendor has coordinated just-in-time delivery with the construction contractor. Vendor is responsible for any orders arriving before or after the agreed upon delivery/installation date with the Construction Contractor, including storage of items within Contract terms.
6. The Construction Contractor must coordinate and participate in a walk-through to include the FF&E Vendor[, if geographically feasible,] and the NAVFAC CM. The purpose of this walk-through must ensure that the building interior is substantially complete in all areas scheduled to receive FF&E to include floor, wall and ceiling finishes and building systems located on or in the ceilings. Approval by the NAVFAC CM to proceed with the FF&E installation is required. The walk-through date must occur prior to the commencement of the FF&E installation and accommodate sufficient time in the construction schedule for transportation of FF&E to the job site upon approval by the NAVFAC CM.
7. Prior to commencement of installation, the Vendor must sign-off on the condition of the space and note any damage to the building with Construction Contractor. Vendor is responsible for any damage to the building and finishes incurred by their crew. Vendor must protect doors, walls, corners, and flooring prior to starting installation.
8. [Coordinate a Quality Assurance meeting with the Construction Contractor, power and data cabling subcontractors, NAVFAC CM, IDOR and Electrical Engineer to ensure all connections, cabling and phasing details meet the Construction and FF&E Drawings and specifications. Coordinate electric power whip schedule and delivery with Construction Contractor. Any proposed revisions must be directed to the NAVFAC Contracting Officers attention for review by the NAVFAC Electrical Engineer, Interior Designer and End-user CIO/IT.]
9. Vendor is responsible for coordination with Construction Contractor for base access, site visits, [access to freight elevators,] final installation date, and scheduling deliveries to the site.
10. Coordinate installation dates and logistics with Construction Contractor and IDOR.
11. Provide copies of all FF&E purchase orders, and warranty information to the Construction Contractor to submit to the Government for verification.
12. Provide copies of all FF&E invoices to the Construction Contractor to submit to the Government for payment.
13. Coordinate punch list implementation with Construction Contractor and obtain any necessary purchase orders to complete punch list. Coordinate replacement of defective product with the manufacturer and Construction Contractor as required.
14. After occupancy, instruct End User’s staff in proper use and adjustment of product, correct deficiencies in installation and coordinate replacement of defective product with manufacturer.

**INSTALLATION:**

1. Installation to include all items as specified in the approved Final FF&E Package.
2. Installation services shall be based on [standard operating hours] [ ].
3. Coordinate installation dates and logistics with Construction Contractor and NAVFAC. [# Days] are provided in the construction schedule for FF&E installation.
4. Installation will occur on a U. S. military installation. Vendor representatives and installers must comply with Base security directives and conditions and Construction Contractor security, safety, and health requirements while on Base and jobsite. Vendor is responsible for verifying base and site access, access to freight elevators, final installation dates, scheduling deliveries to the site and security requirements prior to installation start date with construction contractor.
5. Vendor must be responsible for all employees requiring base access to obtain a background check via the Base Pass/ID office. Personnel identified by the National Criminal Information Center as having a conviction under the guidelines of NCACS will not be given access and therefore cannot be assigned to work at the facility. No waiver of this requirement will be granted. Vendor is encouraged to participate in the Defense Biometric Identification System (DBIDS) but is not required and must bear all costs associated with the DBIDS program if utilized.
6. [All personnel must abide by the security restrictions regarding carrying and using electronic devices (e.g. laptops, cell phones, PDAs) on [Base Name] and [Facility Name]. The contractor must be responsible for satisfying the necessary clearance from the [Facility Name] Security Office before bringing any such device into the [Facility Name] work environment.]
7. Sign off on the condition of the space at the start of the installation and be responsible for any damages incurred during installation. Provide proper protection for the building during installation.
8. Notify Construction Contractor’s Superintendent and NAVFAC CM of any potential installation problems (i.e. FF&E blocking and/or interfering with outlets, thermostats, sprinkler heads, etc.) as soon as discovered.
9. Provide all labor, materials, and equipment needed to receive, unload, stage and install furniture in accordance with the approved plan. The Construction Wage Rate Requirements Statute (formerly Davis-Bacon Act) is Not Applicable if the FF&E assembly and installation work is:
* Segregable from the construction of the facility (i.e. procured in a separate FF&E Option (Item)); and
* The assembly and installation work is performed by the FF&E Vendor/Dealer/Subcontractor;
* The onsite FF&E work does not include a substantial amount of construction work; and
* The workforce for the FF&E installation and delivery is separate and distinct from the labor workforce performing the construction effort by the Construction Contractor.
1. Coordinate delivery of electrical components, data cover plate requirements and connection of electrical and data systems with Construction Contractor.
2. Coordinate with IT personnel and Construction Contractor for running of data cabling by others.
3. Vendor is responsible for receiving and installing all furniture, furnishings, and equipment indicated. Responsibilities include inspecting for shipping damage, and annotating delivery date and condition of equipment on all purchase orders. Provide shipping/packing receipts to construction contractor. File any necessary freight claims.
4. Vendor to unpack furnishings, dispose and remove packaging materials offsite unless otherwise directed by construction contractor. All packing material to be recycled if possible. Base dumpsters will not be available. It is the responsibility of the installation Vendor to coordinate and provide dumpsters and recycling containers as necessary.
5. [Vendor to ensure all appliances are in working order; run a complete cycle through as needed. At completion of installation, inspect all products for proper operation, defects and perform a final cleaning.]
6. As applicable, hang all artwork, bulletin boards, TVs, etc. as indicated on FF&E Summary in locations and heights indicated in the FF&E package. Coordinate as necessary with the IDOR.
7. Clean rooms and furniture. Leave all spaces in move-in condition for End Users.
8. Conduct a preliminary punch list walk-through with Construction Contractor to identify all FF&E discrepancies or damages and plan timely resolution. Have any replacements parts ready to be ordered with lead-time report within five (5) days of walk-through completion.
9. Conduct a final punch list walk-through with the Construction Contractor, IDOR, NAVFAC ID and CM, [Asset Management Branch (AMD)/Supply Management Division (SMD) (USMC projects)] and End User to identify and resolve any additional discrepancies or damages. Prepare order, to include lead-time report, for any required replacements parts within 5 days of walk-through completion.
10. Provide [two (2) CD copies and one (1) binder copy] [three (3) CD copies and one (1) binder copy (USMC projects)] of all ordering documentation to include Factory Order number (FO #) and warranty information for all products at the FF&E walk-through. [Conduct a final inspection walk-through at BOD/Final Acceptance with the Construction Contractor, IDOR, NAVFAC ID and CM, [Asset Management Branch (AMD)/Supply Management Division (SMD) (USMC projects)] to verify that all punch-list issues have been resolved.]

**CONSTRUCTION CONTRACTOR’S RESPONSIBLITIES – FOR INFORMATION ONLY - NOT PART OF THIS SCOPE OF WORK**

This effort is included in the Construction Contractor’s Handling and Administrative Rate (HAR)

* Participate in final walk-through with the government and FF&E installation Vendor.
* Send copies of all furniture purchase orders and warranty information to the Contracting Officer for verification.
* Send copies of all furniture invoices to the Contracting Officer for payment.
* Provide necessary hardwire electrical connections to the FF&E.
* Provide required deposits to manufacturers as necessary.
* Building, Installation Access – Contractor will be responsible for ensuring that the Vendor and required personnel have all needed vehicle passes and decals, and individual access badges and documents for access to Base.
* Coordinate FF&E installation with Vendor(s) specified as part of the approved FF&E Package. Failure to communicate schedule changes to the FF&E Vendor(s) will be reflected in the construction contractor’s evaluation. The FF&E Vendor(s) will not be responsible for liquidated damages or storage charges incurred due to lack of coordination with the FF&E Vendor(s). Damage to FF&E installed without substantial construction completion will be the responsibility of the construction contractor.

**PROJECT POINTS OF CONTACT:**

[Construction Contractor’s Project Manager

[name] [phone number]]

IDOR

[name] [phone number]

[NAVFAC Interior Designer

[name] [phone number]]