



**National Business Center
Administrative Operations Directorate
Division of Facilities Management Services**



**Alterations Services
February 2007**

Summary of Services:

The Alterations Team provides reimbursable services for the Main and South Interior Buildings. These include but are not limited to, construction services (painting, electrical, carpentry) weight load surveys, architectural engineering services, fabrication of personnel and organizational signage, and award plaques. Other Alterations team services include installation of supplemental Heat, Ventilation, and Air Conditioning (HVAC), Historic Preservation and picture hanging. Work is performed by contractors with planning, estimating, oversight and inspection services being performed by in-house staff. Our performance metrics require us to provide an estimate for each job within 5 business days of a work request and schedule the work within 5 days after receiving approval from the client office. Estimate for non-typical and complex requests will be provided within 15 working days.

Requesting Services:

All requests for work must be sent to the Alterations Services email address <Alteration_Services@nbc.gov> or faxed to (202) 208-7734.

Pricing:

- Labor rate of \$60 per hour plus materials
- Minimum charge for service is 1 hour
- An expedited fee of 20% may be assessed for work that necessitates change of work schedules and priorities and redeployment of resources.

Base Line Estimates:

- Room Painting MIB-\$600, SIB-\$500
- Inserts for Room/organizational Identification inserts - \$30
- Desk Name Plates with holder-\$25 without holder-\$20
- Purchase and installation of standard carpet tile \$35 per square yard (see carpet policy)
- Portals (historically correct) \$15K
- Kitchenettes \$10K
- Partitions:
 - Install drywall partition with outlets \$2,250
 - Drywall partition w/door and outlets \$2,600
 - Remove metal partition \$2,500
 - Remove drywall partition \$800



Reimbursable Payment Methods:

An authorized official must commit funds prior to starting work.

- Government purchase card (preferred)
- Form DI-1
- Form DI-1 to establish blanket for the fiscal year.

Estimating and Technical Assistance:

To answer questions and develop requirements, estimating and technical assistance is available upon request.

Helpful Tips and Information:

- Please establish a blanket work order each fiscal year to expedite service.
- Plan your alterations as far in advance as possible. Most services are contracted and acquisition and scheduling time must be considered.
- Weight load surveys are necessary for evaluating load bearing capacity when moving heavy items such as file systems, safes, storage systems, etc. Surveys may take up to several weeks to perform. Additional load bearing support may be required.

Points of Contact:

- Alteration_Services@nbc.gov
- (202) 208-3350

