

NATIONAL SCIENCE FOUNDATION
STATEMENT OF WORK
FURNITURE INSTALLATION SERVICES

October 12, 2006

INTRODUCTION

The National Science Foundation (NSF) occupies approximately 512,000 square feet of office space and warehouse space in the following locations:

1. Stafford Place – 4201 Wilson Boulevard, Arlington Virginia 22230
2. Stafford Place II – 4121 Wilson Boulevard, Arlington Virginia 22230
3. Warehouse – 438 South Pickett Street, Alexandria, Virginia 22304

NSF has standardized Knoll Equity systems furniture for all non-executive workstations and a variety of modular furniture for executive workstations.

This Service Agreement applies to all activities associated with maintaining inventory, organizing storage rooms and warehouse, developing list or parts needed to replenish stock, staging, delivery to designated area or facility, and assembly and installation of furniture components and parts in accordance with design drawings, plans, work orders and/or verbal instructions provided by the COTR and/or the assigned Project Manager.

PROCEDURES

NSF will fax or email schedule with service dates to vendor. Service dates will be assigned a Call Number, by which work orders shall be tracked.

Reporting for work at NSF:

The installers shall report to the NSF Reception & Information Center on the North Lobby Level to receive a contractor badge. The badges shall be worn so that it is visible. When the installers leave the building at the end of the workday they shall return their badges.

Collecting work assignments:

After the installers check-in at the NSF Reception & Information Center, they shall report to Suite 295 to pick up the systems furniture binder, which includes (1) proximity card, (1) storage room key, and (1) freight elevator key. Contractors are responsible for the binder and all items within it. Unless otherwise directed the installers shall proceed with the work as described in the log.

Requirement to have a cell phone or pager:

At least one of the installers shall have a cell phone or pager. The cell phone or pager number shall be entered on the Systems Furniture Installers Sign-In Log.

Order in which work shall be done:

The work shall be done chronologically. Work logged in first shall be first unless otherwise directed. NSF will require two installers unless otherwise requested. NSF will schedule additional installers when priority jobs arise.

What to do when questions arise:

Installers shall contact the Project Manager who requested the work with any questions concerning a job. If the requesting Project Manager is not available contact another Project Manager who is available. If no Project Manager is available leave a written or voice-mail message for the Project Manager describing what information is needed. If a project manager is not available to resolve questions, the installer can proceed to the next job.

Movement of furniture to and from NSF warehouse:

At times the contractor will be requested to collect and/or return furniture to the NSF warehouse located at 438 South Pickett Street, Alexandria, Virginia 22304. The project manager will coordinate this with the Warehouse Manager. The telephone number at the warehouse is 703-751-0627.

Access to elevators and rooms:

If the contractor is on site and experience problems with keys and/or proximity card contact a Project Manager or Charles Mayes in Suite 295. Installers shall use the freight elevator to transport product and tools between floors.

Storage rooms:

All storage rooms can be accessed from the north freight elevator lobbies. Systems furniture is stored in the following storage rooms 275, 505.06, 607.05, 706.03, 909.05, 1009.05 and 1108.05. **Installers are responsible for returning and arranging all unused product in the proper storage room.** No systems furniture shall be stored in freight elevator lobbies.

Tools:

Installers are responsible for providing the required tools to disassemble and reassemble KNOLL systems furniture.

Workmanship:

All parts/components shall be installed properly and in accordance to KNOLL specifications. Any product found not installed properly will be the installers' responsibility to correct at no cost to NSF.

Loading Dock:

The loading dock at 4201 Wilson Boulevard, Arlington Virginia 22230 only accommodate trucks that are 48" and under. Contractor shall not store product on the loading dock.

Parking:

Limited parking is available at loading dock for trucks. Contractor is responsible for own parking.