

Scope of Work

1. Project Title: Second-Floor Courtroom Cork Floor and Leather Door Restoration at the Wichita Falls Post Office/Courthouse
2. Project Location: TX0191
Wichita Falls Post Office/US Courthouse
1000 Lamar Street, Second Floor US Court Space
Wichita Falls, TX 76301
3. Building Location Hours: The contractor will be allowed to work during normal business hours and after-hours, as necessary, to complete the work. Due to the nature of the proceedings in the courtroom, work will need to be coordinated with and approved by the Courts.
4. Purpose: The purpose of this project is to restore cork flooring and leather wrapped doors in the second floor courtroom of the Wichita Falls Post Office/Courthouse. Work includes restoring, repairing and replacing cork floors, repair or recover four courtroom doors and transom.
5. Points of Contact:
 - 5.1 Contracting Officer: Tim Christnagel
1100 Commerce Street
Dallas, TX 75242
Phone # 214-753-2020
 - 5.2 Project Manager: Samantha FitzGerald
1100 Commerce Street
Dallas, TX 75242
Phone # 214-753-2215
 - 5.3 On-Site Contact: Teena Timmons
100 Lamar RM 203
Wichita Falls, TX 76301
6. Notice to Proceed:
 - 6.1 The Contracting Officer is the ONLY individual from the Government that can give the contractor a Notice to Proceed.
 - 6.2 Before any of the work within the scope of the contract is started, the Contractor shall confer with the COR (Contracting Officer Representative) and agree on a sequence of procedures; means of access to premises and building; delivery of materials and use of approaches; use of corridors, stairways, elevators and similar means of access; and the location partitions, eating spaces for Contractor's employees and the like.
7. Period of Performance: The project is expected to take no more than forty five 45 calendar days from the date of issuance and the full Notice to Proceed (NTP). A limited NTP will be issued upon receipt of approved bonding (if required) and submittals for the purpose of ordering materials. A full NTP will be issued at project start.
8. Description of Work: Contractor shall provide all materials, labor, tools, equipment and supervision to accomplish tasks as outlined in contractor documents.
 - 8.1 Document and move gallery benches, chairs, tables, and stanchions into public hallways.
 - 8.2 Remove shoe base, document location of each piece, and store for reinstallation.

- 8.3 Tear out and dispose of carpet in courtroom, including judge's bench platform and steps, gallery, well, witness box, jury box, and clerk's bench platform.
- 8.4 Remove tack strip, dispose.
- 8.5 Create mock-ups in at least one area of the cork and one area of the linoleum for approval.
- 8.6 Restore cork flooring throughout courtroom:
 - 8.6.1 Fill nail holes.
 - 8.6.2 Strip, buff, screen sand, and clean as required.
 - 8.6.3 Polish and finish with penetrating sealer (not surface polyurethane) per requirements specific to product.
- 8.7 Restore linoleum on Judge's bench and clerk's bench platforms:
 - 8.7.1 Fill nail holes.
 - 8.7.2 Strip, buff, screen sand, and clean as required.
 - 8.7.3 Polish and finish with penetrating sealer (not surface polyurethane) per requirements specific to product.
- 8.8 Sand and refinish stair tread nosings to match original.
- 8.9 Install small, period-appropriate transitions at doorways as necessary.
- 8.10 Install quality pads under all furniture prior to reinstallation in courtroom.
- 8.11 Reinstall gallery benches, chairs, tables (including glass tops), and stanchions in their original locations.
- 8.12 As part of bid, submit separate price (per SF) for spot replacement as required:
 - 8.12.1 Provide new cork flooring.
 - 8.12.2 Tone or bake cork to match existing as closely as possible.
 - 8.12.3 Remove original, damaged cork.
 - 8.12.4 Install new cork patches.
- 8.13 Reupholster two pairs of doors and transom:
 - 8.13.1 Provide mock-up of new material, including at least one upholstered tack.
 - 8.13.2 Remove tacks and upholstery from both sides of (4) existing doors and panel over main doors.
 - 8.13.3 Supply and apply new upholstery (match historic material as closely as possible).
 - 8.13.4 Apply conditioner finish to upholstery per manufacturer recommendations.
 - 8.13.5 Cover and reinstall install tacks in original locations.
 - 8.13.6 Clean, polish, and refinish hardware, including glass stop.
- 8.14 All materials must be submitted for approval prior to work.
- 8.15 Any work creating excessive noise and/or fumes must be completed after-hours.
- 8.16 The contractor must remove all debris and clean-up the space prior to leaving the site and dispose of said debris responsibly. The building's trash compactor or dumpster may not be utilized for any construction debris.
- 8.17 Although not anticipated, should asbestos containing materials be discovered, construction will pause and the government will test and complete any abatement at the government's cost.

DETAIL PHOTOS OF ORIGINAL FLOORING:





DETAIL PHOTOS OF ORIGINAL UPHOLSTERED DOORS:







9. Liquidated Damages: The liquidated damages (LD) rate for each day of the late delivery beyond the forty five (45) calendar day project timeline (from the Notice to Proceed) shall be \$125.00.
10. Other Requirements:
 - 10.1 Warranty: not less than one (1) year on parts and installation.
11. Submittal:
12. Cost Proposal Submittal:
 - 12.1 The contractor shall submit its open market cost proposal using the pricing sheet. The break-out will aid in evaluating the contractor's understanding of the work, as well as the reasonableness of the pricing.
13. Attachments: The following items will become part of the Scope of Work.
 - 13.1 Attachment A: Wage Determination
 - 13.2 Attachment B: Terms and Conditions
14. Closeout Plan:
 - 14.1 Customer Acceptance
 - 14.2 Final Punch List Complete
 - 14.3 Financial Closeout