1. **SCOPE OF WORK**

Furnish and install approximately twenty-seven new sit-only cubicle workstations and relocate two cubicles to the Office of Building Services suite at the 320 W. Main St., 2nd floor Tavares, Florida. Workstations shall match existing Allsteel, Inc. cubicles County currently uses.

The County’s intent is to order approximately twenty-seven workstations with the possibilities of additional purchases in the future. All work performed shall be in strict compliance with the latest codes, standards, and practices and in accordance with Federal, State, and Local laws.

1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Furnish all workstation components, labor, tools, and equipment necessary to complete the project.
  2. Confirm the provided measurements prior to the commencement of work.
  3. Review electrical plans sheet E201 for the project to determine the location of any needed power pole connections. County will provide electrical and data connections at the ceiling.
  4. Coordinate all work with County divisions as required for installations.
  5. Employees of the Contractor are required to wear a company work shirt with a company name or identifying logo clearly visible.
  6. Maintain a clean and safe environment.
  7. Be responsible for damages caused as the result of completing the project.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserve the right to choose furniture finishes and color scheme.
  2. Reserves the right to add or remove services in conjunction with the County’s needs.
  3. Disassemble and remove existing furniture and equipment prior to the commencement of work.
  4. County shall install computer equipment and install telephones.
  5. County shall install electrical connection to hardwire.

1. **PROJECT SPECIFICATIONS**
   1. Furnish and install approximately twenty-seven (27) new sit-only cubicle workstations and relocate two (2) sit only cubicle workstations.
   2. Approximate dimensions of the room are shown on sheet A-002 of the construction plans for the renovation of the 2nd floor of 320 W. Main St. Tavares, Florida.
   3. Each cubicle shall have worksurface panels of thirty inches wide by seventy-two inches in length (30” W x 72” L), twenty-four inches wide by forty-two inches in length (24” W x 42” L) and twenty-four inches wide by seventy-two inches in length (24” W x 72” L), with a 28H x 28D x 15W three-drawer lockable file box.
   4. Each cubicle shall have four (4) a/c power ports, two (2) data ports.
   5. Each cubicle shall have Electrical Pass-Thru cabling and harnesses as necessary.
   6. Height of all vertical panels shall be sixty-five inches (65”).
   7. Two overhead lockable bins installed above the 24” x 72” desk panel each with switched light.
   8. Each panel will be installed with appropriate cap and trims.
   9. Chairs are not a part of this solicitation.
2. **DELIVERY REQUIREMENTS AND ACCEPTANCE**
   1. Delivery shall be FOB – Destination Inside Delivery.
   2. Project shall be completed within six (6) months after receipt of notice to proceed and shall be coordinated with the Lake County Project Manager.
3. **WARRANTY REQUIREMENTS**
   1. Each workstation shall be provided with a manufacturer warranty and an installer warranty.
   2. Warranty shall guarantee the workstation(s) will be free from defects in material and workmanship.
   3. Defects in material and workmanship shall be addressed within forty-eight (48) hours after notice.
   4. Contractor shall provide pricing for a three (3) and a five (5) year extended warranty/maintenance plans with renewal options.
   5. Contractor shall respond to warranty requests within forty-eight (48) hours of notification.

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