**U.S. District Clerk of Courts Western District of Louisiana**

**Statement of Work (SOW)** Supply and install freestanding panel wall system workstation

1. **BACKGROUND:**

The U.S. District Court has a requirement to have a freestanding panel wall system workstation supplied and installed at our Federal Courthouse in Monroe Louisiana.

* 1. **SCOPE:**

District Court would like to request quotes from GSA Manufacturers to provide a freestanding panel system of their brand that meets the specifications below.

* 1. **SPECIAL REQUIREMENTS/INFORMATION:**
* System must be freestanding. Unit will not attach to floor, ceiling, or walls.
* Must meet all specifications and materials listed in the attached US District Court Basis of Design and Request for Quote.
* Final finishes shall be chosen with the winning vendor after award.
* 14’ flexible base power feed shall be supplied, painted black to match framework color.
* Frosted glass top panels to be assembled on-site to enable access of the elevator for second floor delivery of components.

**3. DELIVERABLES**

**3.1** Deliverable 1 Supply and install freestanding panel wall system workstation meeting all specifications.

Deliverables will be sent FOB: Destination by 5:00pm (CST) on due dates (see Section 3.1) to the following contracting officer’s representative:

Glenn Richard

U.S. District Court

201 Jackson St. Suite 201

Monroe, La.71201

Email address: glenn\_richard @lawd.uscourts.gov

## 3.1 SCHEDULE FOR PERFORMANCE AND DELIVERY/MILESTONE SCHEDULES

|  |  |
| --- | --- |
| **DELIVERABLE** | **DUE DATE** |
| Deliverable 1  Supply and install freestanding panel wall  system workstation meeting all  specifications. | 30 calendar days after date of award |

## Overall Period of Performance: From 8/01/2023 to 9/15/2023

Note: This period of performance takes into consideration the deliverable and review schedule and allows for moderate delays.

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## 3.2 REVIEW PERIOD FOR DELIVERABLE(S)

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| --- | --- |
| **DELIVERABLE** | **JUDICIARY REVIEW PERIOD** |
| Deliverable 1  Supply and install freestanding panel wall  system workstation meeting all specifications. | 3 calendar days after receipt |

## 3.3 ACCEPTANCE CRITERIA FOR DELIVERABLE(S)

|  |  |
| --- | --- |
| **Deliverable** | **JUDICIARY ACCEPTANCE** |
| Deliverable 1  Supply and install freestanding panel wall system  workstation meeting all specifications. | 3 calendar days after receipt |

1. **ENVIRONMENT:**

* The contractor shall insure that all refuse is disposed offsite by the contractor and on-site dumpsters are not to be used for this purpose.
* The contractor shall insure that all work areas are kept clean and safe.
* The contractor shall insure proper dress attire for the business environment.
* The contractor shall take precautions to protect all surfaces from the need to be replaced. Negligence shall be the responsibility of the contractor to repair.

**4.1 LOCATION(S) FOR PERFORMANCE:**

The location of delivery and performance will be:

U.S. District Court

201 Jackson St. Suite 201

Monroe, La.71201

## GOVERNMENT FURNISHED INFORMATION

* The Judiciary will provide a representative for access to secure areas.
* The Judiciary will provide acceptance of installation and final acceptance.

## 4.3 CONTRACTOR FURNISHED MATERIAL

* The contractor shall provide the necessary knowledge, tools, materials, and qualified labor as specified in the attached US District Court Basis of Design and Request for Quote.

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# 5 PAYMENT

**5.1** The contractor may submit invoices upon receiving written acceptance from the judiciary contracting officer or contracting officer’s representative (COR) at final acceptance of project completion: