

STATEMENT OF WORK (SOW)

PART 1: GENERAL

1.01 DESCRIPTION OF WORK

- A. The Quote Sheets, along with the accompanying Drawings, are intended to describe and illustrate all specified furnishings to be provided and installed as part of the

U. S. BANKRUPTCY COURT
GRAND RAPIDS, MICHIGAN
FURNISHINGS ACQUISITION PLAN

Scheduling time/sequencing is of the essence and will be coordinated by the Owner.
Cooperate with other dealers awarded portions of the Work.

- B. EMAIL QUOTE SHEETS TO: **jeff_teravest@miwb.uscourts.gov**
JEFF TERAVEST
U. S. BANKRUPTCY COURT
1 DIVISION AVE N
GRAND RAPIDS, MI 49503

1. Dealer agrees to complete the Project by June 20, 2016. It is anticipated the building will be ready for furnishings on June 13, 2016.
2. Quotes are to be submitted with unit prices and stated quote amount for each item as indicated on the Quote Sheet.
3. Each quote includes all costs for appropriate required items including all necessary material, overhead, profit and applicable taxes; freight, handling, trade-in value and installation.
4. Furnishings are to be shipped directly and installed at Bankruptcy Court, **1 Division Ave N, Suite 350**, Grand Rapids, MI 49503. The Dealer will be responsible for removal of existing furniture (trade-in), and disposal of all cartons, debris, etc. from the job site.
5. Provide G.S.A. pricing for items as indicated.
6. Dealer is to submit custom finish samples and shop drawings to the U. S. Bankruptcy Court for approval prior to fabrication on those items noted on the Quote Sheet.
(Wood Stains)
7. **Return completed quote sheet via email to JEFF TERAVEST by 4:00 P.M., April 1, 2016.**

8. Owner reserves the right to add or delete items based upon unit pricing.

SUBSTITUTIONS AND PRODUCT OPTIONS

PART 2: GENERAL

2.01 DESCRIPTION

- A. This Section defines procedures to be followed to gain acceptance of products in the Work which are not listed in the individual specification sections.
- B. Requests for acceptance for quoting purposes of alternative manufacturers is encouraged.

2.02 PRODUCT OPTIONS NOT REQUIRING PRE-BID SUBMITTAL

- A. Where products are specified by reference standards, any product established by a material testing agency to meet these standards is acceptable.
- B. Where multiple manufacturers and associated models are specified, select any one named.
- C. Where manufacturer(s) alone are specified, select any manufacturer and the product recommended in writing by the manufacturer as most suited to the application.
- D. Where the phrase “or equal to” follows the name of a manufacturer i.e., “Gunlocke and Kielhauer”, any product which meets the performance and appearance standards established by the specified manufacturer may be selected, subject to the U. S. Bankruptcy Court’s acceptance. See Provision 2-100, Brand name or Equal (APR 2013) in its full text at <http://www.uscourts.gov/procurement.aspx>.

2.03 PRODUCT SUBSTITUTIONS REQUIRING PRE-BID SUBMITTALS

- A. Step One - Manufacturers Acceptance
 - 1. Individual specification sections may be amended by the U. S. Bankruptcy Court during the quote period to include additional names of manufacturers determined to be capable of providing acceptable materials.
 - 2. To propose the names of specific manufacturers, submit, or arrange for suppliers to submit, written requests to the U.S. Bankruptcy Court.
 - a. Provide sufficient review data. Include specified manufacturer’s model numbers and proposed manufacturer’s product literature, noting product numbers for proposed substitutions, and where appropriate, samples and data relating to construction details. If the product is not identical to specified product, submit letter stating proposed manufacturer will custom make products

to meet specified product.

- b. Acceptance is based upon the determination that a manufacturer is capable of supplying acceptable materials. Approval is not assured or implied for a specific material, item of equipment, color or finish.

B. Step Two - Product Acceptance

1. Accepted manufacturers may submit for review to the U. S. Bankruptcy Court through the specific products, materials, or equipment items as substitutes for those specified.
2. The U. S. Bankruptcy Court will review substitute products for performance, appearance, color, finish, size and suitability for inclusion in the work. If a substitute product is not accepted, submit another product by the same or other accepted manufacturer or provide the specified product.
3. Match specified colors and dimensions exactly, whether or not they are standard with the substitute product, unless a minor variation is accepted by the U.S. Bankruptcy Court.
4. If a substitute product is accepted, coordinate any necessary changes in other related work and pay for these changes.