

Statement of Work

Introduction: The U.S. Probation and Pretrial Services Office (here known as the requesting agency) seek to make quality of life improvements throughout the Northern District of Texas. These improvements are centered on enhancing the overall appearance of the work environment. We believe that our staff will be positively affected by the proposed changes.

Objectives: The U.S. Probation Office plans for a total carpet replacement of the 13 floor in the Probation and Pretrial Services Office space. Painting of hallways and interior offices in the same aforementioned space shall also be accomplished.

Scope: The requirements for this project are that the existing carpet be replaced with similar quality carpet and that all existing interior office and hallway walls be repainted to reflect a professional appearance.

Special Requirements: The project scope of the requested work shall be accomplished by a person or persons experienced in the industry with the knowledge and background capable of delivering this project to an acceptable level of the requesting agency.

Requirements: The existing carpet currently in the requesting agency's space shall be replaced with carpet squares selected by the requesting agency. The existing carpet shall be removed from the requesting agency's space and properly disposed.

The contractor shall perform the following:

Move furniture as needed and return furniture to its original position.

Remove and replace cove base as required.

Use low fume emitting materials whenever possible during all phases of the project.

Prepare all surfaces prior to painting.

Perform the project work between the hours of 8:00 am to 5:00 pm Monday through Friday. Work performed on the weekend shall be scheduled two business days in advance.

Deliverables: The contractor shall complete the project in the agreed upon time. The project will be considered complete after acceptance by the requesting agency.

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