Scope of Work for Annex Carpet

1. Carpet tiles and broadloom are to be provided by Court. Contractor to deliver tiles to working space from the storage space.

2. Jury deliberation rooms have wall base, assume replacement in bid package with a taller base to cover.

3. Contractor to purchase wall base, Court to select color.

4. Price to include removal and disposal of the existing carpet and base.

5. Work to be done during business hours, Monday through Friday 8am - 5pm.

6. Contractor shall provide a timeline to complete the job with the proposal broken down with a schedule for each courtroom and its associated spaces.

7. Assume two floor boxes in each courtroom and one in each jury deliberation room to be relocated in the distance of the existing whip, no electrician needed.

8. All wood base/woodwork to be protected and if damaged repaired.

9. Contractor to supply a dumpster for means of removal from the job site. This dumpster can be staged in the loading zone.

10. Contractor shall have identification on all staff at all times, either by lanyard, ID tag, company T-shirt, or safety vest.

11. Contractor to work on one courtroom and its associated space at a time. It may be possible to work on two spaces at a time, but this will need to be coordinated with the Court staff.

12. Contractor to protect all furniture, millwork, and existing items from damage.

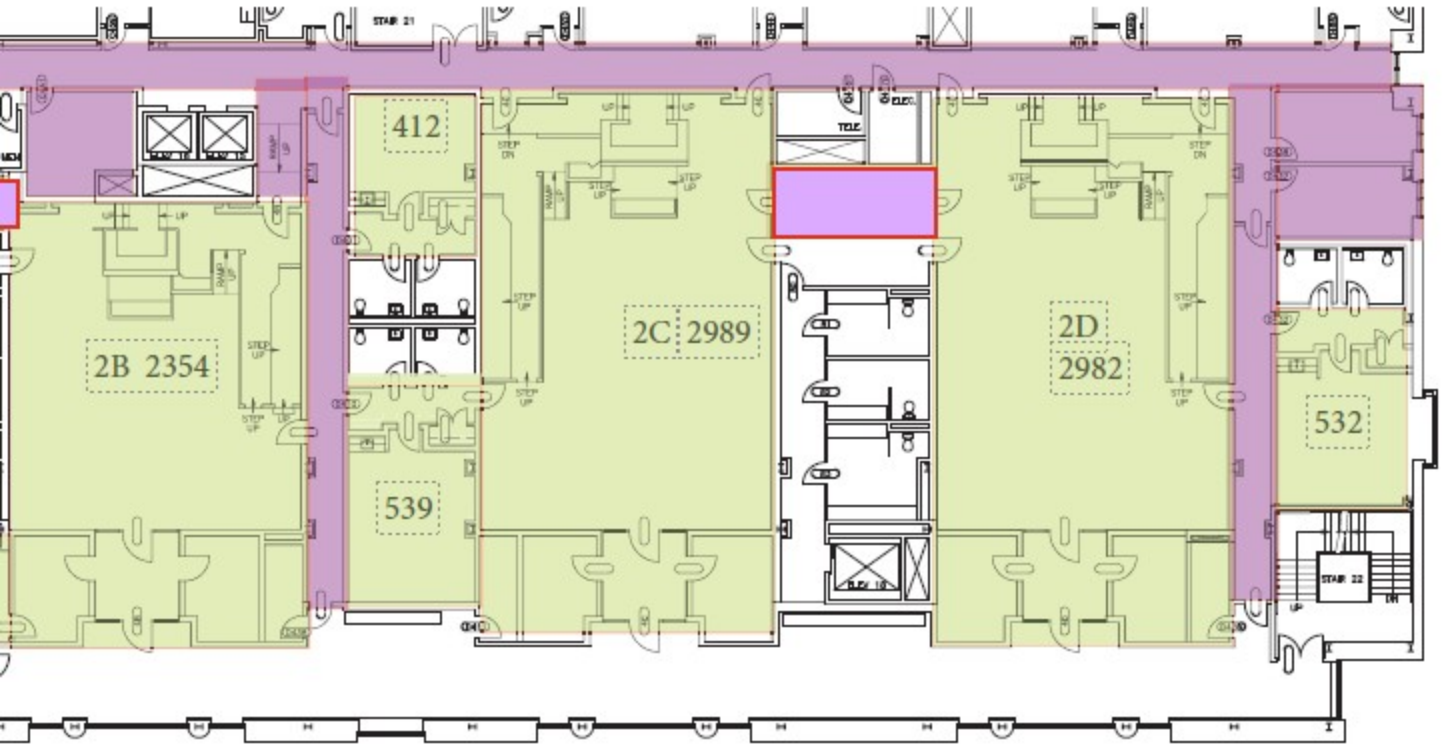
13. Contractor to provide final cleaning with each completion of a courtroom, with final dusting, wipe down and vacuuming of the space.

14. The contractor is responsible for purchasing the glue, adhering the carpet to the specifications as required by the manufacturer and the GSA standards.

15. All electronics and personal effects will be removed or relocated from the spaces by court staff.

16. Broadloom installation will be needed for stairs leading up to the Judges bench and on the area of the Judges bench.

17. All jury chairs to be reinstalled to the original position upon completion of carpet installation.



Courtrooms, attorney witness rooms and jury deliberation rooms

Private offices and hallways