

SECTION 01 30 01.00 22

DESIGN, PROCUREMENT, AND INSTALLATION OF FURNITURE, FIXTURES, AND EQUIPMENT
07/18

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

U.S. DEPARTMENT OF DEFENSE (DOD)

UFC 3-120-10

(2018) Interior Design

1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-02 Shop Drawings

Preliminary (Pre-Final) FF&E Package; G, ID NAVFAC MidLant Interior Design

Final FF&E Package; G, ID NAVFAC MidLant Interior Design

Best Value Determinations; G, ID NAVFAC MidLant Interior Design

Audio Visual Package; G

SD-04 Samples

Final FF&E Mock-Up; G, ID NAVFAC MidLant Interior Design

SD-07 Certificates

Contractor's Interior Designer's Qualifications; G, ID NAVFAC MidLant Interior Design

SD-11 Closeout Submittals

Interior Photography; G, ID NAVFAC MidLant Interior Design

1.3 GENERAL REQUIREMENTS

Furnishings, Fixtures, and Equipment (FF&E) shall include, but is not limited to; furniture, shop equipment, specialty equipment, audio visual (A/V), appliances, soft window treatments (draperies, valances, and cornices), artwork, accessories, and other miscellaneous items to support facility functions. Weapon racks, drying cages, and lockers are not considered FF&E. FF&E and A/V shall be fully integrated with the building systems and finishes. FF&E may also include specialty items for which the customer activity shall be responsible for specifying.

The design and documentation of the FF&E and A/V shall be funded as the Interior Design Services Option and A/V Services Option. The purchase and installation of the FF&E Package and separate A/V Package shall be funded separately as the FF&E Planned Modification. The Government FF&E and A/V budgets on the Bid Schedule/Price Proposal Form for the FF&E and A/V Planned Modifications is \$3,676,751 and does NOT include the Contractor's Handling and Administration Rate (HAR). This Government FF&E estimate shall not be altered by Contractors during the bid process.

All FF&E items are subject to the Buy American Act.

1.4 INTERIOR DESIGN SERVICES OPTION

1.4.1 Qualifications and Affiliations

Per [UFC 3-120-10](#), The Interior Designer of Record, hereafter referred to as the Prime Contractor's Interior Designer, shall be certified by the National Council for Interior Design Qualification (NCIDQ). The Prime Contractor's Interior Designer, Design Firm owners, and any Specialists shall NOT have any affiliation with any furniture, fixture, or equipment products, any furniture dealership or manufacturers. Provide documentation of the Prime [Contractor's Interior Designer's qualifications](#) and significant interior design experience. The Government reserves the right to approve/disapprove the Prime Contractor's Interior Designer.

1.4.2 Concept FF&E package

A Concept FF&E package, prepared by the A/E's Interior Designer, indicating the salient characteristics of all required FF&E and A/V items and CADD drawings, will be provided to the Prime Contractor. As a separately priced option, the Prime Contractor shall provide the services of a Certified Interior Designer, other than the A/E's Interior Designer, to function as Prime Contractor's Interior Designer, to prepare and provide the Final, Best Valued FF&E Package and procurement data based on the Concept FF&E package.

All fixed and movable furnishings selections shall be closely coordinated with the final construction documents and interior finishes. The Prime Contractor's Interior Designer and A/V Specialist shall be required to validate all FF&E and A/V requirements with the Activity, make any necessary changes to the FF&E and interior building finishes. Per [UFC 3-120-10](#), the (FF&E) includes the design, selection, specification, color coordination, and procurement documentation of the required items necessary to meet the functional, operational, sustainability, and aesthetic needs of the facility. The FF&E package shall be fully integrated with the design, construction, and schedule of all building finishes and all building systems (HVAC, Plumbing, Fire Protection, Communications, Electrical, Data, Architecture, etc. All outlets, switches, fire extinguishers, thermostats, etc. shall be fully accessible. All sprinkler heads, ADA, etc. clearances shall be accommodated.

The Prime Contractor's Interior Designer shall also attend walk-throughs, coordinate mock-ups, and attend any and all required meetings to accomplish this task. The Contractor's Interior Designer and equipment specialists shall be responsible for designing and providing specifications for procurement of all FF&E, to include delivery and installation, for the facilities built under this contract as directed by the NAVFAC Interior Designer. FF&E specifications shall be based on NAVSUP

Blanket Purchase Agreements (BPA's), GSA schedules, and other Federal contracts and complying with priorities found in FAR Part 8.404. The utilization of the current NAVSUP BPA list is required for BVD Analysis Request for Pricing. The current NAVSUP BPA list is available at:

https://acquisition.navy.mil/rda/home/acquisition_one_source/strategic_sourcing/don_furniture_acquisition

1.4.3 Audio Visual (A/V) and/or other Specialty Furniture or Equipment

When A/V, or other specialty furniture or equipment, i.e. shop equipment, kitchen equipment, fitness equipment, high density storage, etc., is required in the project, the Contractor shall obtain the services of equipment specialists to provide design and specifications for the specialty equipment. A Certified Technology Specialist-Design (CTS-D) is required for the design and preparation of A/V packages. The Equipment Specialist shall provide separate [Best Value Determinations](#) (BVDs) for this equipment, if required by NAVFAC. This Final package shall be in accordance with the general interior design requirements in [UFC 3-120-10](#) and as required for all areas as developed during the client FF&E and A/V programming.

The [Audio Visual Package](#) must be prepared by the Contractor's ID and A/V Certified Technology Specialist-Design (CTS-D) as a separate package. If an A/V package is required, the design, procurement, and installation of the A/V package shall comply with all of the same requirements as those defined for the FF&E package in this specification section. Additionally provide A/V floor plans indicating equipment locations and A/V riser diagrams for all A/V systems, and coordinate equipment locations and power requirements with power plans. The A/V and specialty packages shall be fully integrated into the design, construction, and schedule of all building finishes and all building systems (HVAC, Plumbing, Fire Protection, Communications, Electrical, Data, Architecture, etc.) All outlets, switches, thermostats, fire extinguishers, etc. shall be fully accessible. All sprinkler heads, fire extinguishers, ADA, etc. clearances shall be accommodated.

1.5 FURNISHINGS, FIXTURES, AND EQUIPMENT (FF&E) SUBMITTALS FOR THE INTERIOR DESIGN SERVICES OPTION

Develop design as described and in accordance with the Activity requirements. Include in the design all loose furnishings required to produce an optimum functional facility, consistent with quality commercial design. This project also includes the preparation of specific detailed information for each selected item. Each submittal shall demonstrate thorough interaction with the Activity requirements and complete coordination with the facility design and the Structural Interior Design (SID).

- a. The Activity will supply the Contractor's Interior Designer with a complete list of all existing FF&E, to include sizes, utility requirements, weight, etc., to be relocated to the new facility
- b. For all projects, including fast track projects, the Prime Contractor shall be responsible for sufficiently scheduling all FF&E and A/V and any revisions to SID submittals early enough to obtain the required government approvals, and meet all ordering and installation lead times to complete the project by the contract completion date.

These are minimum requirements and the Prime Contractor shall be prepared

to provide any/all additional meetings and submittals that may be necessary to support the Interior Design effort/ and FF&E coordination.

1.5.1 FF&E Requirements (Interior Design Orientation) Meeting

This meeting shall occur at the Pre-Construction meeting prior to the FF&E "Over the Shoulder" Review and the development of the FF&E package. The NAVFAC Interior Designer will provide the Contractor's Interior Designer a sample format of the FF&E submittal, review the Best Value Determination (BVD) process, discuss the number of Best Value Determinations required and discuss Blanket Purchase Agreement (BPAs), GSA or other mandatory sources to consider. Minutes of this meeting shall be submitted to the NAVFAC Interior Designer within 7 business days.

1.5.2 FF&E "Over the Shoulder" Review

Prior to the FF&E Concept Presentation and Best Value Determination (BVD) Analysis, the Contractor's Interior Designer shall meet with the NAVFAC Interior Designer for an "over-the-shoulder" review to present preliminary FF&E options. These can be presented in a "loose" format for preliminary approval prior to the Activity presentation. The "over-the-shoulder" review meeting shall be held at NAVFAC, located in Norfolk, VA.

1.5.3 FF&E Concept Presentation

The Prime Contractor's Interior Designer shall present the NAVFAC approved Preliminary (Pre-final) FF&E package to the Activity, located at Camp Lejeune, for approval. This presentation shall include loose format samples and catalog cuts. Sample boards are not required.

1.5.4 Best Value Determination(BVD) Analysis "Over the Shoulder Review"

Prior to issuing the Best Value Determination (BVD) Analysis, the Prime Contractor's Interior Designer shall meet with the NAVFAC Interior Designer for an "over-the-shoulder" review of the solicitation package and request a copy of the most current NAVSUP BPA vendor list. The "over-the-shoulder" review meeting shall be held at NAVFAC MIDLANT, located in Norfolk, VA. The Contractor's Interior Designer must provide a copy of the BVD Analysis Request for Pricing cover letter to the Contractor for review and comment prior to the BVD Analysis "Over the Shoulder Review" meeting.

BVD Analysis Solicitation shall include the following;

- a. Copy of the BVD Analysis Request for Pricing cover letter.
- b. BVD Analysis Request for Pricing Spreadsheet/Questionnaire with "basis of design" item product numbers, photos & descriptions.
- c. Technical Specification to establish minimum acceptable FF&E requirements.
- d. Project Specific Room/Furniture Typical.
- e. Furniture Plans with Legends coded to the BVD Analysis RFP (PDF format).

1.5.5 BVD Submittal and "Over the Shoulder Review"

The Prime Contractor's Interior Designer shall submit one (1) copy of the Preliminary BVA BVD package to the NAVFAC Interior Designer and one (1)

copy to IDD/Base Property for Marine Corps projects. An electronic copy shall be sent to the NAVFAC Contracting Officer. The "over-the-shoulder" review meeting shall be held at NAVFAC, located in Norfolk, VA to review the results of the solicitation and determine a best value recommendation. The BVD Submittal shall be in a 3-ring binder and shall include the following items for review and approval:

- a. Cover Title Page (project name, project #, location, submittal date, submittal title)
- b. Table of Contents.
- c. Point of Contact List.
- d. Narrative of Interior Designer Objectives.
- e. BVD Analysis Request for Pricing Spreadsheet/Questionnaire completed by all bidders and completed Questionnaire.
- f. Copy of all information sent to bidders and documentation that all required sources were contacted.
- g. Back-up Information submitted by each bidder (cut sheets/highlighted pricing sheets/technical specifications, pricing, dealer and manufacturer qualification for each product showing that products meets all requirements). Provide in CD format and include within each binder.
- h. Response(s) from UNICOR.
- i. BVD Analysis Pricing Evaluation Spreadsheet comparing bidder quotes/responses.
- j. Contractor's Interior Designer recommendation for the Best Value vendor and justifications.

1.5.6 BVD Analysis FF&E Mock-Up

The Prime Contractor's Interior Designer shall coordinate a mock-up for best value review of IDENTIFY LIKELY REQUIRED FURNITURE TYPICAL(S) by at least the top three (3) BPA vendors submitting the highest rated FF&E proposals, as determined by NAVFAC. The reviewers shall include the NAVFAC Interior Designer, Contracting Officer, IDD/Base Property, and the Activity.

1.5.7 Preliminary FF&E Submittal

The Preliminary FF&E submittal shall be presented to the Activity and NAVFAC in loose format at a meeting to occur at the Activity, located at [Camp Lejeune](#). Five (5) submittals will be required; (1) for the NAVFAC Project Manager, (3) for the FEAD/ROICC and IDD/Base Property, and (1) for the Activity.

Submit the following in a 3-ring binder (with the exception of the 16x20 color boards for the Activity only) for review and approval:

- a. Cover Title Page (project name and number, submittal date and title).
- b. Table of Contents.
- c. Point of Contact List (includes contact info for recommended Best Value

BPA Holder(s) vendors and subcontractors).

- d. Preliminary FF&E list (Cost Summary) to include shipping, freight, handling, professional installation, project management, HAR and applicable sales tax.
- e. Preliminary Procurement Data Spec Sheets for each product indicating general appearance as well as proposed finish and fabric selections.
- f. Furniture placement plans coded to the FF&E list and Procurement Data Spec Sheets.
- g. Technical Specifications used in bid request for all furniture, fixtures and equipment etc.
- h. 16x20 inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent (1 copy required for Activity only).
- i. Final Finish/Fabric Selections and Samples attached to boards in 8" x 10" binder format using edge-reinforced, heavy-duty plastic sheet protectors for each board/sheet.
- j. Copy of Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the best value. Code BOM line items to FF&E Cost Summary Item Codes.
- k. 8x10 color photographs of the color boards.

1.5.8 Final FF&E Mock-Up

The Prime Contractor and his Interior Designer shall coordinate an on-site mock-up and review of IDENTIFY REQUIRED FURNITURE TYPICAL(s) with the selected, best-valued BPA vendor(s). Building finishes and fixtures shall be installed in the affected area(s) to the greatest extent practicable in order to assess building systems/fixture coordination. The reviewers shall include the NAVFAC Interior Designer and Construction Manager, The Prime Contractor's Interior Designer, IDD, Base Property, and the Activity. The BPA vendor(s) shall be available on-site to respond to questions. The mock-up exercise shall be completed prior to the submittal of the Final FF&E submittal and award of the modification for turnkey furniture procurement.

1.5.9 Final FF&E Submittal

The Final FF&E submittal shall be due 10 months prior to BOD following the receipt of review comments on the preliminary FF&E submittal and shall include furniture, furnishings, artwork, and equipment and shall be in the format described below or the format provided by the NAVFAC Interior Designer and the [UFC 3-120-10](#) Interior Design.

These are minimum requirements and the Contractor shall be prepared to provide any additional meetings and submittals that may be necessary to support the Interior Design effort and FF&E coordination.

The Final FF&E Submittal shall be submitted in a 3-ring binder for review and approval. The number of final submittals required shall be;

Three (3) total; One each for the NAVFAC Project Manager, the

FEAD/ROICC and the Activity.

The Final FF&E Submittal and shall include the following;

- a. Cover Title Page with project name, project #, submittal date, submittal title identified on binder cover and spine.
- b. Table of Contents.
- c. Point of Contact List which includes contact info for recommended Best Value BPA Holder(s) vendors and subcontractors.
- d. Final FF&E list (Cost Summary) to include shipping, handling, freight, professional installation, project management, HAR and any applicable sales tax.
- e. Final Procurement Data Spec Sheets for each product indicating final finish and fabric selections.
- f. Final Finish Selections and Memo Samples for the FF&E submitted in 8 x 10 binder format, using heavy-duty plastic sheet protectors.
- g. Copy of Final Quote(s)/Bill of Materials (BOM) on letterhead from the vendor(s) determined to be the Best Value. Code BOM line items to FF&E Cost Summary Item Codes.
- h. Best Value Determination Guidelines sheets; completed and signed by the Contactor's Interior Designer.
- i. Final Furniture Placement Plans coded to the FF&E list, Procurement Data Sheets and specifications.
- j. CD copy of the final FF&E binder.

1.5.10 Punch List:

See section 2.1.13 Punch List.

1.5.11 FF&E and Interior Finish Construction Submittals

Submit any revisions or deviations caused by discontinued items or NAVFAC required changes to the Contracting Officer for approval by the NAVFAC Interior Designer. All submittal due dates for the FF&E, A/V, and specialty equipment shall be reflected in the Contractor's construction schedule. Changes to the FF&E schedule shall be submitted to the government Interior Designer for approval. The [Final FF&E package](#) shall be submitted no later than 9 months prior to the contract completion date.

1.6 BEST VALUE DETERMINATION

A Best Value Determination (BVD) is required by FAR 8.404 when placing orders against Federal Supply Schedules for the selection of furniture and furnishings. Best Value is defined in FAR 2.101 as ensuring that the order to be placed under a Federal Supply Schedule results in the lowest overall cost alternative (considering price, special features, administrative costs and client's needs) to meet the government's needs.

- a. A (BVD) shall be performed on a minimum of three manufacturers for orders exceeding a total procurement of \$5,000 from an individual

manufacturer. Multiple BVDs may be required in order to complete the final FF&E and A/V packages.

- b. The required quantity of BVD's to be performed will be determined by the NAVFAC Interior Designer during the design phase and is dependent on the appropriate NAVSUP BPA category(s) to be utilized and specific project requirements.
- c. Documentation shall be provided to the Government with the final FF&E package. Specific Documentation is indicated in the Preliminary BVA Submittal and "Over the Shoulder Review." The BVD Statement shall be completed and signed by the contractor's interior designer.

The Prime Contractor's Interior Designer is responsible for the following written BVD justifications:

1.6.1 Total procurement greater than \$150,000

From all BPA holders under the applicable group for FF&E procurements greater than \$150,000, UNICOR must always be solicited. The Prime Contractor's Interior Designer shall develop performance criteria and project requirements based on a generic design for the BPA holders and UNICOR to develop a price and performance proposal. The BVD form must be completed and submitted for all FF&E procurements greater than \$150,000 and manufacturer's quotes and a summary of all proposals must be attached.

1.6.2 UNICOR

Federal Prison Industries (UNICOR) must be considered as part of all BVDs. This must be done by sending an email with the requirements and evaluation criteria. If they are not comparable in one or more areas of price, quality, and time of delivery, the designer can specify product under NAVSUP BPA or GSA schedule.

1.6.3 Evaluation Factors

The Best Value determination Determination shall address issues such as:

- a. Space planning; human factors data related to anthropometrics (reach, clearance, adjustability), space, and acoustics.
- b. Ergonomics.
- c. Product quality (including construction and materials); sustainability features, product warranties; history of the product and/or manufacturer.
- d. Ability to service products through dealers or others within a certain geographical range of the project.
- e. Price (including freight).
- f. Aesthetics.
- g. Appropriateness; and lighting, power and telecommunications systems management and/or coordination as related to the facility (when applicable); and other project specific factors as identified and/or required.

- h. Emphasis shall be to create a fully integrated design solution by providing quality products to meet the functional needs of the customer. Customer preferences shall be considered. The focus shall be on the best overall value. Use the NAVFAC Best Value Determination forms provided by the NAVFAC Interior Designer.

PART 2 FF&E TURNKEY EFFORT

2.1 FF&E PLANNED MODIFICATION

FF&E Planned Modification: As a planned modification, provide procurement and installation coordination of the complete and usable Final FF&E package. The FF&E Package must include shipping, freight, handling, installation and the Prime Contractor's FF&E Handling and Administration Rate (HAR) percentage as applied to the final FF&E total cost.

- a. The Audio Visual (AV) Equipment will be identified as a separate line item, priced separately from the FF&E and funded as a planned modification. The A/V Package must include shipping, freight, handling, installation, applicable state sales tax, and the Prime Contractor's A/V Handling and Administration Rate (HAR) percentage as applied to the final A/V total cost (excluding taxes).

2.1.1 Authorization

The Government will provide separate funding for procurement and installation coordination of the FF&E and A/V package. Construction funds will not be used. Upon receipt of required funding, the Prime Contractor shall be authorized by the Contracting Officer, as a planned modification to the construction contract, to procure and install all Final FF&E utilizing NAVSUP Blanket Purchase Agreements (BPA's), GSA schedules, and other Federal contracts and complying with priorities found in FAR Part 8.404. The Prime Contractor will be expected to procure and coordinate the installation of the approved Final FF&E package exactly as specified, or approved equal. The amount of the modification will be the actual cost of these items from the Federal Government price schedules (NAVSUP BPAs and/or GSA), including any freight and installation charges from the furniture supplier as well as the Prime Contractor's HAR and any applicable state sales tax. The HAR includes all of the Prime Contractor's effort related to storage, coordination, handling, administration of subcontractors, and all other associated costs and profit for the procurement of FF&E.

The Government will indicate the separate FF&E and A/V estimates based on the Concept Design in the contract solicitation Price Proposal Form (Bid Schedule). These Government estimates shall not be altered by Prime Contractors during the bid process.

Prime Contractors shall propose a Handling and Administration Rate (HAR) only. The Prime Contractor will propose the FF&E HAR in the contract solicitation. The Prime Contractor's proposed HAR may not exceed 5 percent of the total FF&E costs, as noted on the bid schedule. The HAR shall not include costs associated with the Interior Design Services required in the Interior Design Services Option.

FF&E items are subject to the Buy American Act.

2.1.2 Procurement and Installation

The Prime Contractor shall coordinate the building completion date with the

installation dealer(s) specified in the FF&E Package. The Prime Contractor shall anticipate possible manufacturer price increases if order placement is delayed. It is recommended to order the FF&E product once the planned modification is awarded and funds are received to avoid incurring additional costs. Delayed production and delivery dates can be noted at the time of order placement to coincide with the contract completion date. Any costs incurred due to manufacturer price increases will be the burden of the Prime Contractor.

2.1.3 Use of Blanket Purchase Agreements (BPA) and GSA Schedules

The Prime Contractor will receive a letter of authorization from the Contracting Officer citing the name of the furniture dealer(s) and other information to use when accessing the Federal Government supply sources.

2.1.4 Deposits

The Prime Contractor should anticipate providing a deposit of between 30 percent and 50 percent of the FF&E costs when placing the orders with the manufacturer's dealerships.

The Contractor shall also anticipate possible manufacturer price increases. Recommend ordering FF&E product once funds are received to avoid incurring additional cost. Delayed production and delivery dates can be noted at the time of order placement to coincide with building completion dates. Any cost incurred due to manufacturer price increases will be the burden of the Contractor.

2.1.5 Davis Bacon Wages

Davis Bacon wages do not apply to the FF&E installer from the Government supply sources. The workforce for the FF&E installation and delivery shall be separate and distinct from the labor workforce performing under the construction contract.

2.1.6 Sales Tax

The Prime Contractor shall take maximum advantage of all exemptions from State and Local taxation authorities whether available to it directly or available to the Prime Contractor based on an exemption afforded the Government. The responsibility for paying applicable taxes rests with the Prime Contractor. Any state and local taxes applicable to the FF&E shall be included within the FF&E Dealer's quote. Any items purchased as building materials such as carpet are taxable.

2.1.7 Bonds

FF&E items are not considered construction and the prime contractor shall not be required to secure any additional bond for the award of the FF&E line item unless otherwise indicated in the contract. If any additional bond is required for the FF&E line item it is to be included in the prime contractor's FF&E HAR.

2.1.8 Unique Item Identification (IUID) and Valuation

Unique item identification and valuation is a system of marking and valuing items delivered to DoD that enhances logistics, contracting, and financial business transactions. The IUID policy is mandatory for all DoD contracts that require the delivery of items. An item is a single article or a

single unit formed by a grouping of subassemblies, components, or constituent parts. The Prime Contractor shall provide DoD Unique item identification, valuation and delivery of data for all required FF&E items for which the government's unit acquisition cost is \$5,000 or more.

PART 3 EXECUTION

3.1 Installation

The FF&E package includes the installation of all furniture and furnishings as specified in the FF&E package. The installation dealer(s) specified in the FF&E package shall receive, store as required, transport to the project site, off load, inside deliver, unpack, assemble, place/install, clean, and dispose of all the trash for all furniture and furnishings. It is the Prime Contractor's responsibility to coordinate the building completion, occupancy, and furniture installation dates with the installation dealer(s) specified in the FF&E package. Any costs associated with or delaying furniture shipments is the responsibility of the Prime Contractor.

The Prime Contractor shall provide and coordinate all Building Systems (HVAC, Plumbing, Fire Protection, Communications, Electrical, Data, Architectural, etc. with the furniture plans and furniture installation. All outlets, switches, thermostats, etc. shall be fully accessible. All sprinkler heads, fire extinguishers, ADA, etc., clearances shall be accommodated.

3.2 Installation Warranty

All movable furnishings shall be installed in accordance with the manufacturer's instructions and warranty requirements. All movable furnishings shall be level and aligned. All doors, drawers and accessories shall be level and aligned to open, close and otherwise operate smoothly and securely.

All furniture shall be installed by the furniture manufacturer's dealer of record and not the Prime Contractor. The Government reserves the right to approve/disapprove the Prime Contractor's FF&E installers. In addition, installation dealer(s) must be located within a 100 mile radius of the project site unless approved by the Government Interior Designer. The Prime Contractor shall repair, to the Government's satisfaction, any/all damage to any facility finish that is a result of the furniture installation and correct all punch list items for the furniture/furnishings. The Prime Contractor shall obtain services of equipment specialists to install the electrical equipment, to include but not limited to televisions, Video Teleconference Equipment, ceiling mounted projectors, and mission essential electronic equipment included in the FF&E package.

3.3 Ordering Documentation

After award of the FF&E and A/V packages, three CD copies and one binder copy for Marine Corps projects of all ordering documentation, including Factory Order number (FO) and warranty information for all products, shall be provided to the Contracting Officer at the final FF&E walk-thru.

3.4 Post Award Changes

After award of the FF&E turnkey modification, any request to change the FF&E items must be submitted to the Contracting Officer. The FF&E turnkey

modification will have been accepted, priced, and negotiated as detailed in the final package. Those items will have been agreed to considering color, specific type and quality of material, price, sustainability, life cycle, and dealership service. The Government will require the Prime Contractor to provide exactly those items. Should changes become necessary, careful consideration shall be essential to assure that equivalent quality, price and other aspects of the item are maintained. Otherwise, price adjustments must be negotiated. Coordination with building finishes and other FF&E items is required for all proposed and approved substitutions. The Prime Contractor shall obtain approval from the Contracting Officer and NAVFAC Interior Designer for any changes to the FF&E Package.

Post award FF&E manufacturer's price increases, beyond the pricing guarantee date, are the responsibility of the Prime Contractor and shall not be transferred to the Government.

3.5 Punch List

The Contractor, his Interior Designer (and A/V consultant or other specialty consultants, if applicable) shall attend at least one punch list site visit with the installation dealer(s), NAVFAC Interior Designer and the Base Representative/Activity Contact. The site visit shall identify all punch list items (at installation dealer's 98 percent completion).

3.6 Interior Photography Submittal

Upon completion of the FF&E installation, the Contractor shall provide professional [Interior Photography](#) of the completed interior. The photographer must be in the business of specializing in architectural and interior photography. The submittal shall be a minimum of 6 photos. "Before" and "After" photos are required for all renovation projects. Permission for publishing and using the photos by NAVFAC is required. Images to be submitted on a CD as a JPEG or PDF with a resolution of no less than 300 dpi as well as 8x10 matte photographs. The photographs shall be taken prior to occupancy and staged with accessories as needed. Additional lighting may be needed to ensure quality images.

3.7 Best Value Determination

A best value determination has been performed on the final FF&E package. A best value determination is required by FAR 8.404 when placing orders against Federal Supply Schedules for the selection of furniture and furnishings. Best Value is defined in FAR 2.101 as ensuring that the order to be placed under a Federal Supply Schedule results in the lowest overall cost alternative (considering price, special features, administrative costs and client's needs) to meet the government's needs.

-- End of Section --