

AUG 31 2000

To:           TRANSWALL CORPORATION  
              1 220 WILSON DRIVE  
              P.O. BOX 1930  
              WEST CHESTER, PA 19380

FROM:        NRC DIVISION OF CONTRACTS  
              MARY H. MACE, CONTRACTING OFFICER

SUBJECT:     SERVICE REQUEST UNDER PURCHASE ORDER  
              NO. DR-00-0176, ORDER NO. 1008

In accordance with the subject purchase order, and the contractor's proposal dated 8/25/00, the contractor shall perform the work described below. Performance shall take place on September 18, 2000.

Work Description: In accordance with the attached Statement of Work and design drawings, the contractor shall provide design, product and labor to assemble an office on the 1<sup>st</sup> floor of the One White Flint North building. The cost for this work is as follows:

Design	\$ 133.84
Product	\$ 172.45
Labor	\$1,060.94
Truck Charges	150.00
Total	\$1,517.23

Please contact RoseMary Mann, Contract Specialist on (301) 415-6595 if you have any questions.

\_\_\_\_\_  
Date

Mary H. Mace, Contracting Officer  
Contract Management Branch 1  
Division of Contracts and Property Management

Doc Name: P:\Transwall\1008

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ADM/DCPM/CMB1

R Mann  
08/29/00

ADM/DCPM/CMB1

Mary H Mace  
08/31/00

## TRANSWALL PDR OWFN 1<sup>st</sup> Floor REQUIREMENTS

1. The contractor shall assemble 1 Transwall office on the 1<sup>st</sup> floor in accordance with the Transwall installation drawings. In general, the workstation types, quantity, and size of each are as follows. The contractor shall survey each floor before beginning work and will be provided design installation drawings prior to reassembling the Transwall partitions.

<u>TYPE</u>	<u>SIZE</u>	<u>QUANTITY</u>
a. Enclosed Office	100 s.f.	1

Upon completion of the job the contractor shall remove all surplus product for and deliver it to the NRC warehouse and place it on the storage racks as directed by the warehouse staff. The NRC warehouse is located at 5000 Boiling Brook Parkway, Rockville, Md., approximately one mile from OWFN.

Contractor shall pull additional product from NRC warehouse necessary to complete the installation.

2. The contractor shall install Transwall partitions in accordance with the installation drawings and specifications furnished by Transwall and the following requirements:
  - a. Necessary electrical power will be provided by the Government.
  - b. The government will be responsible for preparing the space to accommodate installation.
  - c. The contractor shall be responsible for providing sufficient refuse containers to accommodate discarded packing materials and other debris.
  - d. The installation service to be provided by the contractor shall include movement of product to installation areas, unpacking of product, installation of product according to approved layout, and removal of resulting debris from and about the building and floors.
  - e. The contractor shall leave the site "broom clean." The contractor shall ensure that the product is completely ready for use, which shall include a test and certification that all electrical receptacles and lights are in proper working condition. All packing materials and labels shall be removed, and furniture shall be cleaned and polished, adjusted, leveled, and inspected for damage.
  - f. The contractor shall, at no additional cost to the NRC, touch up all nicks and scratches on the partitions that occur during handling and installation. The contractor shall clean or replace all fabric which may be marred during handling and installation.
  - g. The contractor is responsible for cleaning and/or repairing any and all damages to the building and or floors which result from the installation process. Cleaning and repair work shall be made acceptable to the NRC before final payment will be made.

- e. The contractor shall fully accomplish the installation of all partitions on the 1<sup>st</sup> floor within 1 work day. The contractor shall resolve any and all problems which may arise ("punch list") within the allowed installation time frame. The following represents the current schedule for each floor, which may be changed by NRC:

<u>FLOOR</u>	<u>START</u>	<u>END</u>
1	9/18/00	9/18/00

- g. Upon completion of placement and leveling of all partitions, the contractor shall notify the Government that the area is ready for "punch-listing." The NRC will schedule inspection of the installation, and the contractor's work crew shall make adjustments as directed within an agreed-upon time frame.
- h. The contractor shall turn over to the NRC copies of installation (as built) drawings.

