

Preparing Activity: NAVFAC

NEW

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated July 2023

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FURNITURE, FIXTURES AND EQUIPMENT (FF&E) PACKAGE
02/23

NOTE: This guide specification covers the requirements for the design, procurement and installation of furniture, fixtures and equipment (FF&E) for new construction and building renovation projects for Navy and Marine Corps (USMC) projects. This specification is not typically used for Army or Air Force projects, but if Naval Facilities Engineering Systems Command (NAVFAC) is administering a project for the Army or Air Force this specification can be used. The use of this specification for Army or Air Force must be coordinated through the Army or Air Force representatives and Army or Air Force Interior Designers for Army or Air Force specific requirements. Use this specification only when it has been determined by the Government that the Contractor will be responsible for the purchase and installation of the FF&E. The following are exceptions: Do not use this specification for Navy projects in which Naval Supply Systems Command (NAVSUP) will be purchasing and installing the FF&E, or for USMC projects in which Asset Management Branch (AMD) or Supply Management Division (SMD) will be purchasing and installing the FF&E.

FF&E is not purchased with building construction funds. Operations & Maintenance (O&M) funding is typically used; coordinate funding source with Government. Since other than building construction funding is used, a separate FF&E Option Item for the FF&E purchase and installation is required on the project Contract Price Schedule to track different funding sources. Coordinate funding sources with the NAVFAC Project Manager. Coordinate the FF&E Option Item requirements with the NAVFAC Contracting Officer, NAVFAC Project Manager, NAVFAC Interior Designer, and when applicable, the Interior Designer of Record (IDOR).

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specification sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable item(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a Criteria Change Request (CCR).

NOTE: There are three Interior Design Services processes for FF&E design and specification for Design Bid Build (DBB) projects.

DBB PROCESS 1:

The Architectural/Engineering's (A/E's) Interior Designer (ID) or NAVFAC ID (for in-house projects) develops the FF&E Package from design start to the Concept Design submittal, at approximately 35 percent, during the overall building Design Phases. After the Construction Contract Award, the Contractor must hire a different ID to validate the schematic or Concept package requirements with the Activity and make any necessary revisions, develop specifications, perform the Best Value Determination (BVD) and prepare the Pre-Final and Final FF&E submittals during the Construction Phase. The Construction Contractor may not hire the ID who prepared the Concept Design submittal. All required effort by the Construction Contractor's ID described above, from validation to preparation of the Final FF&E submittal, must be included in the Base Bid Item and is separate and excluded from the FF&E Option Item to procure and install the FF&E.

DBB Process 2:

The contracted A/E's Interior Designer or NAVFAC Interior Designer (for in-house projects) develops the FF&E package from design start to Concept Design submittal, through BVD and to the Pre-Final and Final FF&E submittals during the overall building Design Phases and prior to Construction Contract Solicitation. The awarded Contractor must hire an Interior Designer to validate the FF&E package pricing and product availability during the Construction Phase and submit any required changes to the Government for approval prior to award of the FF&E Option Item. The Contractor may not hire the A/E's Interior Designer. The pricing validation

effort of the FF&E design package must be included in the Construction Base Bid Item and is separate and excluded from the FF&E Option Item.

DBB Process 3:

The contracted A/E's Interior Designer or NAVFAC Interior Designer (for in-house projects) develops the FF&E package from design start to Concept Design submittal, through BVD and to the Pre-Final and Final FF&E submittals during the overall building Design Phases and prior to Construction Contract Solicitation. The same Interior Designer validates the FF&E package pricing and product availability during the Construction Phase and submits any required changes to the Government for approval. Additional tasks such as coordinating FF&E mock-ups and performing punch lists may also be required. The updated and approved Final FF&E Package is provided to the Contractor prior to award of the FF&E Option Item. Unlike DBB Processes 1 and 2 above, the Contractor is not required to hire an Interior Designer to develop or validate the FF&E Package.

PART 1 GENERAL

1.1 CONTRACTOR'S FURNITURE, FIXTURES AND EQUIPMENT (FF&E) HANDLING AND ADMINISTRATION RATE (HAR)

The HAR accounts for all administrative costs, overhead, FF&E subcontractor bonding fees deemed necessary by the Contractor, administration of subcontracts, profit, and any other costs associated with, and related to, the coordination and processing of the procurement and installation of FF&E. Offerors must propose a HAR for the FF&E not to exceed 5 percent. Do not include costs associated with INTERIOR DESIGN SERVICES in the HAR. The proposed HAR percentage is a fixed rate and will be incorporated into the contract award. The HAR will not be adjusted regardless of fluctuations from the estimate amount for the FF&E.

NOTE: The following paragraph contains tailoring options for PROCESS 1 and PROCESS 2 and PROCESS 3.

The Government will indicate the FF&E estimate in the FF&E Option Item in the Price Schedule based on the **Concept Final** FF&E Design. The Government estimated price is to provide Offerors with the projected magnitude of effort and includes the actual estimated cost of the FF&E including freight, installation, and other applicable vendor charges. The Government estimated price is only an estimated amount and must not be altered by the Contractor during the solicitation process.

1.2 REFERENCES

NOTE: This paragraph is used to list the publications cited in the text of the guide specification. The publications are referred to in

the text by basic designation only and listed in this paragraph by organization, designation, date, and title.

Use the Reference Wizard's Check Reference feature when you add a Reference Identifier (RID) outside of the Section's Reference Article to automatically place the reference in the Reference Article. Also use the Reference Wizard's Check Reference feature to update the issue dates.

References not used in the text will automatically be deleted from this section of the project specification when you choose to reconcile references in the publish print process.

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)

FC 1-300-09N (2014; with Change 6, 2021) Navy and Marine Corps Design

UFC 3-120-10 (2018; with Change 2, 2021) Interior Design

1.3 DEFINITIONS - FF&E TURNKEY EFFORT

The Furnishings, Fixtures, and Equipment Package may include, but is not limited to; systems and modular furniture, workstations, desks, seating, storage, filing, visual display items, accessories, artwork, command graphics, training and conference furniture, soft window treatments (draperies, valances, and cornices), shop equipment, fitness equipment, Child Development Center furniture, appliances, portable weapons cabinets, dorm and quarters furnishings and other miscellaneous items to support facility functions.[For NAVFAC PACIFIC projects, the term Collateral Equipment (CEQ) Package may be used interchangeably with the term FF&E Package.]

The project may also include Specialty CEQ Package for which the Activity may assist in specifying items, which may include, but not limited to: Audio Visual (AV) equipment, commercial kitchen equipment, medical equipment and wharf equipment. For the purposes of this specification, if a Specialty CEQ Package is required, the same requirements identified for the FF&E Package apply to the Specialty CEQ Package or as outlined by project-specific UFC or requiring Agency.

1.3.1 FF&E Option Item

As an option, provide procurement and installation coordination of the approved complete and usable Final FF&E Package.

- [a. [The Specialty CEQ Package will be identified as a separate Option Item, priced separately from the FF&E and funded as a separate Option.] [The Specialty CEQ Package will be funded as part of the FF&E Package as one Option.]

- b. The Government is not obligated to award the FF&E Option Item. Should the Government choose to award the FF&E Option, the Item(s) will be awarded as a negotiated option to the contract or task order. The Contractor's proposed HAR will be applied to all vendor and supplier costs for the FF&E.
- c. The Government will provide separate funding for procurement and installation coordination of the FF&E Package. Construction funds will not be used. Upon receipt of required funding, the Contracting Officer will authorize the Contractor, as an option to the construction contract, to provide the Government-approved Final FF&E Package exactly as specified and complying with priorities found in the Federal Acquisition Regulation (FAR) 8.404 Use of Federal Supply Schedules. The amount of the option will be the actual cost of these items from the Federal Government price schedules and, when necessary, Open Market sources. The option amount will also include shipping, freight, handling, installation, vendor design fees, project management fees, applicable sales tax, Contractor's FF&E Handling and Administration Rate percentage as applied to the Final FF&E or Specialty CEQ total cost(s) and the NAVFAC required bond fee.

**NOTE: The following item contains tailoring options
for PROCESS 1 and PROCESS 2.**

- d. If awarded, the FF&E Option Item will be awarded at least six months prior to the contract completion date. A minimum of six months is required for the Contractor to purchase, deliver and install the product without impacting the overall completion date of the project. The Contractor's schedule must assume the award of the FF&E as an option. Government Fiscal Year funding availability must be considered and incorporated into the FF&E Schedule. No schedule extensions will be granted if the option item is awarded at least six months prior to the contract completion date. If the Government decides to negotiate and award the option item with less than six months prior to the contract completion date, the Contractor may be entitled to a contract extension and extended field overhead. A contract extension and extended field overhead will only be granted in those cases where the Contractor demonstrates that the **accepted Final FF&E Package was submitted within the approved schedule deadlines, sufficient lead time is not available, and the Government's award of the FF&E Option Item is within the last six months of the contract.**
- e. The FF&E Option Item (and any Specialty Equipment and Audio Visual (A/V) Option Item(s)) are exempt from NAVFAC Procedures, Guidance and Instruction (NPGI) 17.202(a)(ii) option restriction to award within 365 days of contract award. Per NPGI 17.202(a)(ii), Note 2, "Options for Collateral Equipment (CEQ) to include Furniture, Fixtures and Equipment (FF&E) and Audio-Visual (A/V) are not limited to the 365 day time period from date of award. Written approval for a longer period to exercise options for FF&E and A/V is not required."

1.3.2 Authorization for Use of Government Supply Sources

The Contracting Officer will authorize the Contractor to purchase the required products through the specified sources and will provide a letter of authorization to the Contractor in accordance with FAR 51.102 Authorization to use Government supply sources (e)(1) through (5) citing

the name of the furniture dealer(s) and other information to use when accessing the Federal Government supply sources. The Contractor must procure and coordinate the installation of the approved Final FF&E Package exactly as specified.

1.3.3 Buy American Act (BAA) and Trade Agreement Act (TAA)

All products under the FF&E Option Item are subject to the rules and regulations governing the acquisition of foreign supplies, e.g., Buy American Act (BAA) (FAR 25.1 Buy American-Supplies). This also includes all supplies procured through Government Supply Sources. Solicitations are required to meet the Trade Agreement Act (TAA) Designated Countries (FAR 25.4 Trade Agreements), as part of the BAA. In addition to the applicable BAA clauses and provisions for construction materials, the Contracting Officer must also insert the appropriate BAA or TAA clauses and provisions for supplies. The Contractor is responsible for ensuring the FF&E is compliant with the BAA or TAA.

1.3.4 Prohibition on Procurement of Certain Items Containing Perfluorooctane Sulfonate (PFOS) or Perfluorooctanoic Acid (PFOA)

Effective April 1, 2023, in accordance with section 333 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, the Department of Defense must not procure any covered items that contain PFOS or PFOA. The Contractor must not provide any covered items containing PFOS or PFOA in performance of this contract, task order, delivery order, or blanket purchase agreement order. A covered item means the following:

- a. Nonstick cookware or cooking utensils for use in galleys or dining facilities.
- b. Upholstered furniture, carpets, and rugs that have been treated with stain-resistant coatings.

1.3.5 Procurement and Installation

The Contractor must coordinate the building completion date with the installation dealer(s) specified in the FF&E Package. It is recommended that the Contractor order the products once the option is awarded to avoid incurring additional costs. Production and delivery dates should be requested of manufacturers or dealers at the time of order placement to coincide with the Beneficial Occupancy Date (BOD). The Contractor must anticipate possible manufacturer price increases if order placement is delayed. Any costs incurred due to manufacturer price increases as a result of order placement delays will be the burden of the Contractor.

1.3.6 Deposits

The Contractor must anticipate providing a deposit of between 30 percent and 50 percent of the product costs when placing the orders with the manufacturer's dealerships. The Government will not fund deposits.

1.3.7 Construction Wage Rate Requirements Statute

NOTE: The following paragraph contains tailoring options for PROCESS 1, PROCESS 2, and PROCESS 3.

Prior to the Interior Designer sending out the Best Value Determination (BVD) Request for Quote (RFQ) Package[s] to vendors, the NAVFAC Contracting Officer, Contract Specialist, Project Manager, Design Manager, NAVFAC Interior Designer and Collateral Equipment Manager **must make made** a determination as to whether the FF&E [and Specialty CEQ] installation is covered by the Construction Wage Rate Requirements statute. The BVD RFQ Package **must identify identified** any items with installation that is subject to the Construction Wage Rate Requirements statute.

1.3.7.1 Construction Wage Rate Requirements Statute is Not Applicable

The Construction Wage Rate Requirements Statute is Not Applicable if the FF&E assembly and installation work is:

- a. Segregable from the construction of the facility (i.e., procured in a separate FF&E Option (Item)); and
- b. The assembly and installation work is performed by the FF&E vendor or dealer or subcontractor(s); and
- c. The onsite FF&E work does not include a substantial amount of construction work; and
- d. The workforce for the FF&E installation and delivery is separate and distinct from the labor workforce performing the construction effort by the Contractor.

If the above a. through d. are true, the Construction Wage Rate Requirements Statute is not applicable to FF&E installed by General Services Administration (GSA), other Government Supply Sources or Open Market.

1.3.7.2 Construction Wage Rate Requirements Statute is Applicable

The Construction Wage Rate Requirements Statute is Applicable if the FF&E assembly and installation work is:

- a. Performed by the Contractor; and
- b. Is not physically or functionally separate from the other construction work required by the contract; and
- c. Is not capable of being performed on a segregated basis from the other construction work required by the contract.

-OR-

- d. The assembly and installation work is performed by the FF&E vendor or dealer or subcontractor(s); and
- e. The onsite FF&E work does include a substantial amount of construction work.

If the above a. through c. are true or d. through e. are true, the Construction Wage Rate Requirements statute would be applicable to the installation of all FF&E that is installed and attached to the facility.

1.3.8 Taxes

1.3.8.1 Exemptions

Exemptions for certain state or local taxes may be available to the Contractor and its subcontractors. The Contractor must take maximum advantage of all exemptions, including obtaining a resale permit from state and local taxation authorities whether available directly to the Contractor or based on an exemption afforded the Government. The responsibility for paying applicable taxes rests with the Contractor. Applicable state and local taxes to the FF&E Package must be included with the subcontractor's quote, if required by the state or locality.

1.3.8.2 Construction Contract Requirements

As prescribed in FAR 29.401-3 Federal, State, and local taxes, the Contracting Officer must insert FAR clause 52.229-3, Federal, State and Local Taxes, in the construction contract. In accordance with this clause:

- a. The contract price includes all applicable Federal, State, and local taxes and duties; and
- b. The Government must, without liability, furnish evidence appropriate to establish exemption from any Federal, State, or local tax when the Contractor requests such evidence and a reasonable basis exists to sustain the exemption.

1.3.9 Performance and Payment Bonds

1.3.9.1 No Bond Requirement for FF&E at Time of Construction Contract Award

FAR 28.102-1(a) requires that performance and payment bonds be included in all construction contracts exceeding the Simplified Acquisition Threshold (SAT), except under the conditions listed. Since the FF&E Option Item is not part of the original contract award, the Contractor is not required to secure bond for the FF&E at the time the basic construction contract is awarded.

1.3.9.2 Additional Bond at FF&E Option Item Award

FAR 28.102-2(d) requires the Government to secure additional bond from the Contractor for any contract price increases. An increase to the original contract bond is required at the time of the FF&E Option Item award to protect the Government against the Contractor not providing FF&E ordered and to ensure that the FF&E vendor(s) receive payment if the Contractor goes out of business. The increased cost of the Government required bond must come from the FF&E funding source and is not a part of the Contractor's HAR.

1.3.9.3 Bonds Required by the Contractor

If the Contractor requires bonding from the FF&E subcontractor(s), the cost must be covered in the Contractor's HAR.

1.3.10 Item Unique Identification (IUID) and Valuation

Item Unique Identification (IUID) and valuation is a system of marking and valuing items delivered to Department of Defense (DoD) that enhances logistics, contracting, and financial business transactions. Utilize the

IUID policy 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. In accordance with DFARS 211.274-2 Policy for item unique identification, IUID is required for all delivered items for which the Government's unit acquisition cost is \$5,000 or more. Items identified by the requiring activity to be serially managed, mission essential, controlled inventory or for other reasons requiring permanent identification, must be marked with a unique item identifier.

1.3.10.1 IUID

The two main steps involved in IUID requirements are:

- a. Item marking, and
- b. Delivery of data about items as a part of the acceptance and delivery process.

1.3.10.2 Data Matrix Requirements

Item marking requires that qualifying items contain a data matrix either directly inscribed on the individual item or on a permanent label or data plate attached to the item. Delivery of data is executed by submitting to the IUID Registry information such as: description of the item, its value, and the date of acceptance by the government. The IUID Registry is the repository established to capture and store all IUID data.

1.3.10.3 Government's Unit Acquisition Cost

In accordance with DFARS 211.274-3 Policy for valuation, Contractors must be required to identify the Government's unit acquisition cost for all items delivered even if none of the criteria for placing a unique item identification mark applies.

1.4 ADMINISTRATIVE REQUIREMENTS

1.4.1 FF&E Pre-Installation Walk-Through

The Contractor must coordinate and participate in a walk-through to ensure that the building interior is substantially complete in all areas scheduled to receive FF&E to include floor, wall and ceiling finishes and building systems located on or in the ceilings. Attendees must include the FF&E vendor(s) in-person (if geographically feasible) or virtually and the NAVFAC Construction Manager. Approval by the NAVFAC Construction Manager to proceed with the FF&E installation is required. The walk-through date must occur prior to the commencement of the FF&E installation and accommodate sufficient time in the construction schedule for transportation of FF&E to the job site upon approval by the NAVFAC Construction Manager.

1.4.2 Sequencing

The Contractor must 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 to accommodate the construction schedule is the responsibility of the Contractor.

1.5 SUBMITTALS

NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list, and corresponding submittal items in the text, to reflect only the submittals required for the project. The Guide Specification technical editors have classified those items that require Government approval, due to their complexity or criticality, with a "G". Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item if the submittal is sufficiently important or complex in context of the project.

For Army projects, fill in the empty brackets following the "G" classification, with a code of up to three characters to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

The "S" classification indicates submittals required as proof of compliance for sustainability Guiding Principles Validation or Third Party Certification and as described in Section 01 33 00 SUBMITTAL PROCEDURES.

Choose the first bracketed item for Navy, Air Force, and NASA projects, or choose the second bracketed item for Army projects.

Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are [for Contractor Quality Control approval.][for information only. When used, a code following the "G" classification identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

The NAVFAC Interior Designer is required to receive a copy of all submittals with a "G" Classification.

SD-01 Preconstruction Submittals

FF&E Schedule and Schedule Updates; G[, [_____]]

Contractor's Interior Designer's Qualifications; G[, [_____]]

SD-04 Samples

[BVD FF&E Mock-Up; G[, [_____]]

] [Final FF&E Mock-Up; G[, [____]]
] Interior Finish Construction Submittals; G[, [____]]
Post Option Award FF&E Finish Submittals; G[, [____]]

SD-05 Design Data

FF&E Basis of Design Package; G[, [____]]
FF&E BVD Request for Quotation (RFQ) Package; G[, [____]]
BVD Package; G[, [____]]
Pre-Final FF&E Package "Over the Shoulder"; G[, [____]]
Pre-Final FF&E Package; G[, [____]]
Final FF&E Package; G[, [____]]
Final FF&E Package Price Validation; G[, [____]]

SD-10 Operation and Maintenance Data

Warranty and Maintenance Information; G[, [____]]

SD-11 Closeout Submittals

Punch List(s) Submittal; G[, [____]]
[Interior Photography; G[, [____]]

1.6 QUALITY CONTROL

1.6.1 Installation Qualifications

NOTE: The following paragraph contains tailoring options for PROCESS 1 and PROCESS 2.

All FF&E must be installed by the manufacturer's dealer of record and not by the Contractor. [In addition, installation dealer(s) must be located within a [100] [____] mile radius of the project site unless approved by the NAVFAC Interior Designer.]

1.7 DELIVERY, STORAGE, AND HANDLING

FF&E must be shipped to and stored at the vendor or dealer's conditioned warehouse, until all items are received unless dealer has coordinated just-in-time delivery with the Contractor. Vendor or dealer is responsible for any orders arriving before or after the agreed upon delivery and installation date with the Contractor, including storage of items.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 INTERIOR DESIGN SERVICES

Provide Interior Design FF&E services and deliverables in accordance with FC 1-300-09N, UFC 3-120-10, Interior Design Procedures: Furniture Fixtures and Equipment (FF&E) located at

<https://www.wbdg.org/ffc/navy-navfac/collateral-equipment/navfac-id-procedures-ffe>

and as further defined in the paragraphs below. Utilize NAVFAC templates, criteria and procedures documents located at <https://www.wbdg.org/ffc/navy-navfac/collateral-equipment>.

3.1.1 SYSTEM DESCRIPTION: CONTRACTOR'S INTERIOR DESIGN SERVICES

NOTE: The following paragraphs contain tailoring options for PROCESS 1, PROCESS 2, and PROCESS 3.

The Final FF&E or CEQ Concept Design Package submittal (approximately 35 percent), as prepared by the [A/E's] [NAVFAC] Interior Designer, was sufficiently developed to fully integrate with the building systems (e.g., electrical, mechanical) to include product sizes and communications, data, and electrical requirements. The Contractor must hire a different Interior Designer to validate the pricing and availability of the Final FF&E Concept Design Package requirements with the Activity or End User and NAVFAC Interior Designer and make any necessary revisions. The Contractor is not required to hire an Interior Designer to develop or validate the Final FF&E Package.

Provide and comply with Interior Design Procedures: Furniture Fixtures and Equipment (FF&E) CHAPTER(s) 1 through 4 and specific Design, Meeting and Submittal deliverables identified below and as defined for the Contractor's Interior Designer in CHAPTER 567 ID SERVICES - DESIGN BID BUILD (DBB) - PROCESS 123. The Contractor may not hire the A/E's Interior Designer who prepared the ConceptFinal FF&E Design Package submittal. All required effort by the Contractor's Interior Designer described above must be included in the Construction Base Price and is separate and excluded from the FF&E Option Item.

3.1.1.1 Contractor's Interior Designer's Qualifications

NOTE: These paragraph are tailored for PROCESS 1 and PROCESS 2.

Provide the services of an Interior Designer. Qualification of Interior Designer is based on education, experience and examination. The Contractor's Interior Designer must have completed a program accredited by the Council for Interior Design Accreditation (CIDA) or equal accreditation program of academic training in Interior Design. For all Interior Design Services, the Interior Designer must have attained National Council for Interior Design Qualification (NCIDQ) certification and state licensure, certification or registration. In addition, the Contractor's Interior Designer must have experience as the primary Interior Designer on projects, to include NAVFAC projects, of similar type, size, scope and complexity to this contract project. Experience using GSA contracts is required. Writing non-proprietary, technical

performance criteria and the evaluation of vendor proposals for competitive furniture and specialty equipment Best Value Determinations (BVDs) is required and must be clearly indicated in the resume. [The Contractor must obtain the services of equipment specialists to provide design product availability and pricing validation services and assist the Interior Designer with the development of non-proprietary performance criteria for any specialty equipment.] **The Contractor may not hire the A/E's Interior Designer[or A/E's equipment specialist(s)].**

The Contractor, the Contractor's Interior Designer, Design Firm owners, and any Equipment Specialists must NOT have any affiliation or partnership with any furniture, fixture, and equipment products, manufacturers, furniture or equipment vendor or dealerships used on this project in order to avoid any organizational conflict of interest. For the Contractor's Interior Designer's Qualifications submittal, provide a detailed resume, client references and documentation of the Contractor's Interior Designer's qualifications and significant interior design experience to the NAVFAC Contracting Officer and Interior Designer for approval PRIOR to the Pre-Construction Conference (PRECON). The Government will approve or disapprove the Contractor's Interior Designer based on the provided documentation and past performance.

3.1.1.2 Concept Final FF&E Package

NOTE: The following paragraph contain tailoring options for PROCESS 1, PROCESS 2 and PROCESS 3.

The Final FF&E or CEQ Concept Package indicating the salient characteristics for with all required FF&E items and Computer Aided Design and Drafting (CADD)/BIM drawings, will be provided by the NAVFAC Contracting Officer upon request. The Contractor must request to receive the package prior to the PRECON.

3.1.1.3 FF&E Schedule and Schedule Updates Submittal

For all projects, including fast track projects and renovations, the Contractor is responsible for sufficiently scheduling all FF&E meetings and deliverables early enough to:

- a. Obtain the required government approvals,
- b. Meet all FF&E funding, award, ordering and installation lead times and deadlines, and
- c. Complete the FF&E installation by the Beneficial Occupancy Date (BOD).

NOTE: The following paragraph contains tailoring options for PROCESS 1 and PROCESS 2, and PROCESS 3.

All submittal due dates for the FF&E and any Specialty CEQ must be noted in the FF&E Schedule and Schedule Updates Submittal and reflected in the Contractor's construction schedule. Provide a FF&E Schedule and Schedule Updates Submittal for all FF&E and Specialty CEQ services and deliverables to the NAVFAC Construction Manager, Interior Designer and Contracting Officer seven business days after the Interior Design Orientation Meeting

PRECON. Submit FF&E Schedule and Schedule Updates Submittal to the NAVFAC Interior Designer within seven days of any construction schedule revisions.

All submittal due dates for the FF&E [and specialty equipment]must be reflected in the Contractor's construction schedule. Submit proposed changes to the NAVFAC Interior Designer for review. The Contracting Officer must approve all revisions or deviations.

3.1.1.4 Services

**NOTE: The following paragraphs are tailored for
PROCESS 1 and PROCESS 2.**

The Contractor's Interior Designer and any Equipment Specialists are responsible for developing Final FF&E and Specialty CEQ Packages required in the project.

3.1.1.4.1 Validation of Requirements

The Contractor's Interior Designer and Equipment Specialist(s) must meet with the Activity at the PRECON to discuss the function of each area, validate all FF&E or CEQ requirements pricing and product availability, make any necessary changes and additions to the Concept Final FF&E Package and recommend any adjustments or revisions to the interior building finishes and building infrastructure.

3.1.1.4.2 Building Infrastructure and Systems

**NOTE: The following paragraphs contain tailoring
options for PROCESS 1, PROCESS 2, and PROCESS 3.**

The Contractor's Interior Designer is responsible for ordering samples of all interior building finishes if required for coordination. The FF&E and CEQ Package(s) must be fully integrated with the design, construction, and schedule of all building finishes and all building infrastructure and systems (such as heating, ventilation and air conditioning (HVAC), plumbing, fire protection, communications, electrical, data, architecture). All electrical, data and communications outlets, switches, fire extinguishers, thermostats, sprinkler heads and Architectural Barriers Act (ABA) clearances must be accommodated for and be fully accessible once equipment is installed. The Contractor's [A/E's] [NAVFAC] Interior Designer and Equipment Specialist(s) must work with the Contractor and the electrical, telecommunication, and mechanical subcontractors to coordinate all infrastructure with the recommended vendors to include connection of power, data, communications, waterlines and gas lines, and calibration, testing and training prior to facility turnover and operation.

Provide coordination with the building infrastructure and provide revisions to the building infrastructure if required to support the FF&E Package and Specialty CEQ Package. Provide dimensioned locations on plans and elevations for multi-user telecommunications outlet assemblies (MUTOAs), junction boxes, wall outlets and floor boxes based on sizes, layouts and configurations of the equipment items in the FF&E Package and any Specialty CEQ Package.

3.1.1.4.3 Government-Furnished, Government Installed Equipment (GFGI) and Government-Furnished, Contractor-Installed Equipment (GFCI)

NOTE: The following paragraphs contain tailoring options for PROCESS 1, PROCESS 2, and PROCESS 3.

The FF&E and CEQ plans included in each submittal must take into consideration the Final FF&E Package identify all FF&E or CEQ to include specialty CEQ, existing and future Government-Furnished, Government Installed (GFGI) Equipment and Government-Furnished, Contractor-Installed Equipment (GFCI). These items may include, but are not limited to, multi-function devices, printers, shredders, safes and vending machines.

[3.1.1.4.4 Inventory of Existing FF&E or CEQ

NOTE: The following paragraphs are tailored for PROCESS 1 and PROCESS 2.

[The Contractor's Interior Designer is responsible for creating an inventory of existing FF&E or CEQ to be relocated to the new or renovated facility and incorporating both new and existing FF&E or CEQ into the FF&E plans.

]The Activity will supply the Contractor's Interior Designer with a complete list of all existing FF&E or CEQ, to include e.g., sizes, utility requirements and weight, to be relocated or used in the new or renovated facility. If revisions to the Final FF&E Package are required, the Contractor's Interior Designer is responsible for incorporating this equipment into the FF&E plan.

]3.1.2 FF&E MEETINGS, PRESENTATIONS AND SUBMITTALS FOR THE INTERIOR DESIGN SERVICES

NOTE: The following paragraph contains tailoring options for PROCESS 1, PROCESS 2, and PROCESS 3.

The Contractor's Interior Designer must attend all design meetings, site visits, walk-throughs, coordinate required mock-ups with the [A/E's and]NAVFAC Interior Designer, obtain Activity and NAVFAC approvals and provide a complete and functional FF&E Package. All meetings must be coordinated with advance notice to the FF&E vendor(s), and [A/E's and] NAVFAC Interior Designer, so that schedule and travel can be coordinated. Each submittal must demonstrate thorough interaction with the Activity's functional requirements and complete coordination with the facility design and the Structural Interior Design (SID).

These are minimum requirements and the Contractor must be prepared to provide all additional meetings and submittals that may be necessary to support the Interior Design effort and FF&E coordination. Submit any revisions or deviations caused by discontinued items or NAVFAC required changes to the NAVFAC Interior Designer for review. The Contracting Officer must approve all revisions and deviations.

3.1.2.1 Interior Design Orientation Meeting

**NOTE: The following paragraph is tailored for
PROCESS 1.**

The Interior Design Orientation Meeting must occur[at the PRECON.][at NAVFAC, located in [____].][virtually.] [____.][This meeting must occur within seven days of PRECON meeting.][This meeting must include a validation of FF&E requirements with the Activity and a walk-through of the Activity's existing facility(s) or similar facility.] Submit minutes of this meeting to the NAVFAC Interior Designer within seven business days of this meeting and include the preliminary schedule for the FF&E Meetings and Submittals.

3.1.2.2 Interior Design Orientation Meeting

**NOTE: The following paragraph is tailored for
PROCESS 2.**

The Interior Design Orientation Meeting must occur[at the PRECON.][at NAVFAC, located in [____].][virtually.] [____.][This meeting must occur within seven days of PRECON meeting.] Submit minutes of this meeting to the NAVFAC Interior Designer within seven business days of this meeting and include the preliminary schedule for the FF&E Meetings and Submittals.

3.1.2.3 "Over the Shoulder" Review Meeting of the FF&E Basis of Design Package Submittal

**NOTE: The following paragraphs are tailored for
PROCESS 1.**

3.1.2.3.1 "Over the Shoulder" Review Meeting

The "Over the Shoulder" Review Meeting will be held[[at NAVFAC] [____] located in [____]][virtually].[If the meeting is held virtually, submit one hard copy and one digital copy of the presentation to the NAVFAC Interior Designer prior to the meeting.]

The Contractor's Interior Designer must present the FF&E Basis of Design Package Submittal to the NAVFAC Interior Designer prior to presenting to the Activity. The submittal may be presented in a "loose" format or binder for NAVFAC approval prior to the Activity presentation. No presentation boards are required.

3.1.2.3.2 FF&E Basis of Design Package Submittal

Provide FF&E Basis of Design Package Submittal in accordance with Interior Design Procedures: Furniture, Fixtures and Equipment (FF&E).

3.1.2.4 FF&E Basis of Design Package Submittal Presentation to the Activity

This FF&E Basis of Design Presentation will be held[at the Activity's location in _____][virtually] [_____]. After implementing all feedback from the NAVFAC Interior Designer, the Contractor's Interior Designer must present the FF&E Basis of Design Package Submittal to the Activity for feedback and approval.[This meeting must include a walk-through of the Activity's existing facility(s) or similar facility.] Minutes of this meeting with photos of the approved FF&E product must be submitted to the NAVFAC Interior Designer within seven business days.

During this meeting, a detailed, functional review of the entire project must occur, with the FF&E presentation to follow, to ensure that all current FF&E requirements have been validated and captured. The submittal may be presented to the Activity in a "loose" format or binder. No presentation boards are required.

3.1.2.5 "Over the Shoulder" Review Meeting of the BVD Request for Quotation (RFQ) Package Submittal

Meet with the NAVFAC ID for an "over-the-shoulder" review meeting. Hold meeting[at NAVFAC, located in [_____]][virtually] [_____].

3.1.2.6 FF&E BVD Request for Quotation (RFQ) Package Submittal

Provide FF&E BVD Request for Quotation (RFQ) Package Submittal in accordance with Interior Design Procedures: Furniture, Fixtures and Equipment (FF&E).

[3.1.2.7 BVD FF&E Mock-Up Submittal Requirements

NOTE: BVD Mock-Up(s) may be required for FF&E items used repetitively throughout a facility such as chairs, workstations and Bachelor Enlisted Quarters (BEQ) Berthing Room furniture. Mock-up(s) may be required for evaluation during the Best Value process.

The Contractor's Interior Designer must coordinate a mock-up for best value review of [Identify REQUIRED FURNITURE TYPICAL(s)]. Mock-ups must be provided by [all vendors] [the top three vendors]. The reviewers must include the NAVFAC Interior Designer, the Contracting Officer,[Asset Management Branch (AMD) or Supply Management Division (SMD) (USMC projects),] and the Activity.[Provide [three] [_____] weeks notice to NAVFAC prior to scheduling the mock-up to allow time for travel arrangements.] The mock-up must be completed prior to the BVD Vendor(s) Recommendation.

All vendors must have a technical representative on site to demonstrate the functional aspects of their product and review the following:

- [a. Interface of furniture system from wall, column, floor, or power pole.
-]b. Distribution of all data, communications and power through the systems furniture panels, including segregated paths for Secure Internet Protocol Router Network (SIPRnet) and Non-classified Internet Protocol Router Network(NIPRnet), other networks, and faceplate

locations and types, as required to support a group of [four] [six] [eight] [_____] workstations.

-]c. Wire management solutions for all cords and cables, both internal and external to the furniture panels.
-]d. Comfort and expected durability
-]e. Representative finish offerings based on RFQ Package
-]f. Seating
-]g. [_____]

]]3.1.2.8 BVD Package Submittal and "Over the Shoulder" Review Meeting

The Contractor's Interior Designer must schedule an "Over the Shoulder" virtual meeting to review the results of the responses to each FF&E BVD RFQ Package and discuss the best value vendor recommendation(s). If clarifications, updates or revisions are required, documentation must be revised and resubmitted. The Contractor's Interior Designer must submit [one hard copy in a 3-ring binder and] one book-marked PDF copy of this submittal to the NAVFAC Interior Designer. Book-marked PDF copies must also be sent to the NAVFAC Construction Manager[, Asset Management Branch (AMD) or Supply Management Division (SMD) (USMC projects),] and the NAVFAC Contracting Officer.

3.1.2.9 Vendor Recommendation Letter and De-Briefs

Following the approval of the vendor recommendation, the Contractor's Interior Designer must send out notification to the vendors that submitted pricing proposals. A template for the notification letter will be provided by the NAVFAC Interior Designer. If a de-brief is requested by a vendor, the Contractor's Interior Designer must not reveal any pricing or proprietary information from other vendors in the de-brief.

[3.1.2.10 Final FF&E Mock-Up Submittal

NOTE: The following paragraph contains tailoring options for PROCESS 1 and PROCESS 2.

The Contractor and theirthe [A/E's] [NAVFAC] Interior Designer must coordinate [a] [an on-site] Final FF&E Mock-Up Submittal and review of [IDENTIFY REQUIRED FURNITURE TYPICAL(s)] with the recommended, best-valued vendor(s). Complete mock-up exercise prior to the submittal of the Final FF&E Package Price Validation and award of the FF&E Option Item. [Building finishes and fixtures must be installed in the affected area(s) to the greatest extent practicable in order to assess building systems and fixture coordination.] The reviewers must include the [A/E's Interior Designer,] NAVFAC Interior Designer and Construction Manager, the Contractor, the Contractor's Interior Designer, [Asset Management Branch (AMD) or Supply Management Division (SMD) (USMC projects),] and the Activity. [The vendor(s) technical representative must be available on-site to respond to questions, must identify specifically what is included in their proposal and what must be provided by the Contractor.] The technical representative must be prepared to demonstrate the functional aspects of their product and review the following:

- [a. Interface of furniture system from wall, column, floor, or power pole.
-]b. Distribution of all data, communications and power through the systems furniture panels, including segregated paths for SIPRnet and NIPRnet, other networks, and faceplate locations and types, as required to support a group of [six] [eight] [_____] workstations.
-]c. Wire management solutions for all cords and cables, both internal and external to the furniture panels.
-]d. Comfort and expected durability
-]e. Representative finish offerings based on RFQ Package
-]f. Seating
-]g. [_____]
-]3.1.2.10.1 Coordination of all Trades

The Contractor must have all coordinating trades available at the mock-up to discuss items such as size of wiring and fiber bundles, MUTOAs, junction box locations, wall plates, and cover plates in furniture. Provide [three] [_____] weeks notice to NAVFAC prior to scheduling the mock-up to allow time for travel arrangements. Complete the Final FF&E Mock-up prior to the submittal of the Pre-Final and Final FF&E submittals.

]3.1.2.11 Pre-Final FF&E Package "Over the Shoulder" Submittal Review Meeting

**NOTE: The following paragraphs are tailored for
PROCESS 1.**

The meeting is to occur[at the Activity, located [at [_____]][at NAVFAC, located in [_____]][virtually]. The Contractor's Interior Designer must present the Pre-Final FF&E Package "Over the Shoulder" Submittal for NAVFAC and Activity approval. The submittal may be presented in a "loose" format or binder. No presentation boards required.

3.1.2.12 Pre-Final FF&E Package Submittal

**NOTE: The number of binder and electronic copies is
dependent on whether the project is NAVY or USMC.**

Provide the following number of Pre-Final FF&E Package Submittals; [Two binder copies and four electronic copies total, as follows:

- a. One binder copy and one electronic copy for the NAVFAC Interior Designer
- b. One binder copy and one electronic copy for the Activity
- c. One electronic copy for the Facilities Engineering and Acquisition Division (FEAD) or Resident Officer in Charge of Construction (ROICC)

d. One electronic copy for the NAVFAC Project Manager

][Three binder copies and five electronic copies total, as follows:

- a. One binder copy and one electronic copy for the NAVFAC Interior Designer
- b. One binder copy and one electronic copy for the Activity
- c. One binder copy and one electronic copy for Asset Management Branch (AMD) or Supply Management Division (SMD) (USMC projects)
- d. One electronic copy for the Facilities Engineering and Acquisition Division (FEAD) or Resident Officer in Charge of Construction (ROICC)
- e. One electronic copy for the NAVFAC Project Manager

][In addition, include:

- [a. 406 mm x 508 mm 16-inch x 20-inch color boards of furniture and finishes specified for Activity presentation to indicate overall design intent. One physical copy required for Activity. One electronic copy required for the NAVFAC Interior Designer.
-][b. 203 mm x 254 mm 8-inch x 10-inch color photographs of the color boards. One electronic copy required for the NAVFAC Project Manager.

][3.1.2.13 Final FF&E Package Submittal

**NOTE: The following paragraphs are tailored for
PROCESS 1. The number of binder and electronic
copies is dependent on whether the project is NAVY
or USMC.**

Provide the Final FF&E Package Submittal [9] [10] [11] [12] [_____] months prior to BOD, following the receipt of review comments on the Pre-Final FF&E Package Submittal and as determined by the approved FF&E schedule developed and incorporated into the Contractor's Schedule.

Submit the Final FF&E Submittal in a 3-ring binder for review and approval. Provide the following number of Final FF&E submittals; [Three binder copies and four electronic copies, as follows:

- a. One binder copy and one electronic copy for the NAVFAC Interior Designer
- b. One binder copy and one electronic copy for the Facilities Engineering and Acquisition Division (FEAD) or Resident Officer in Charge of Construction (ROICC)
- c. One binder copy and one electronic copy for the Activity
- d. One electronic copy for the NAVFAC Project Manager

][Four binder copies and five electronic copies total, as follows:

- a. One binder copy and one electronic copy for the NAVFAC Interior Designer
- b. One binder copy and one electronic copy for the Activity
- c. One binder copy and one electronic copy for Asset Management Branch (AMD) or Supply Management Division (SMD) (USMC projects)
- d. One binder copy and one electronic copy for the Facilities Engineering and Acquisition Division (FEAD) or Resident Officer in Charge of Construction (ROICC)
- e. One electronic copy for the NAVFAC Project Manager

]3.1.2.14 Final FF&E Package Price Validation Submittal

NOTE: The following paragraphs are tailored for PROCESS 2. The number of binder and electronic copies is dependent on whether the project is NAVY or USMC.

Provide the Final FF&E Package Price Validation Submittal [9] [10] [11] [12] [_____] months prior to BOD, following the receipt of review comments on the Pre-Final FF&E Package Submittal as determined by the approved FF&E schedule developed and incorporated into the Contractor's Schedule.

Submit the Final FF&E Submittal in a 3-ring binder for review and approval. Provide the following number of Final FF&E submittals; [Three binder copies and four electronic copies, as follows:

- a. One binder copy and one electronic copy for the NAVFAC Interior Designer
- b. One binder copy and one electronic copy for the Facilities Engineering and Acquisition Division (FEAD) or Resident Officer in Charge of Construction (ROICC)
- c. One binder copy and one electronic copy for the Activity
- d. One electronic copy for the NAVFAC Project Manager

] [Four binder copies and five electronic copies total, as follows:

- a. One binder copy and one electronic copy for the NAVFAC Interior Designer
- b. One binder copy and one electronic copy for the Activity
- c. One binder copy and one electronic copy for Asset Management Branch (AMD) or Supply Management Division (SMD) (USMC projects)
- d. One binder copy and one electronic copy for the Facilities Engineering and Acquisition Division (FEAD) or Resident Officer in Charge of Construction (ROICC)
- e. One electronic copy for the NAVFAC Project Manager

3.1.2.15 Interior Finish Construction Submittals

Some building interior finishes (Structural Interior Design) may need to be revised to coordinate with the Final FF&E Package. Submit any revisions or deviations to the building interior finishes to the NAVFAC Interior Designer for review. The Contracting Officer must approve any changes to the building interior finishes.

3.2 POST-AWARD FF&E OPTION ITEM CHANGES

3.2.1 Requests for Price Changes

NOTE: The following paragraph contains tailoring options for PROCESS 2.

The FF&E Option has been priced, negotiated, and awarded based on specific line items as detailed in the approved Final FF&E Package Price Validation Submittal. These items have been approved considering color, specific type and quality of material, price, and usable life. The Government will expect and require the Contractor to provide exactly those items. Any requests to change FF&E items that will cause a price change must be submitted in writing for approval by the NAVFAC Contracting Officer and Interior Designer before purchase and installation.

3.2.2 Requests for Item Changes

NOTE: The following paragraphs are tailored for PROCESS 1 and PROCESS 2.

Should changes become necessary, careful consideration is required to ensure that equivalent quality, price and other aspects of the items are maintained. Any adjustments must be negotiated. Provide BVD documentation for each substituted item if the extended cost for the item exceeds the micro-purchase threshold (MPT). If multiple items from the same SIN must be substituted, include in the same BVD. Unexpired vendor quotes from the original FF&E RFQ may be used in the new BVD, provided that they are the same SIN and all quotes are from the same procurement category, i.e., GSA or Open Market. The Contractor must coordinate with the NAVFAC Interior Designer and Collateral Equipment Manager, in consultation with the Activity, for any changes to the FF&E. The Contracting Officer must approve any changes.

3.2.3 Post Option Award FF&E Finish Submittals

FF&E finishes may need to be revised due to discontinued product finishes. Submit any revisions or deviations to the FF&E finishes to the NAVFAC Interior Designer for review. The Contracting Officer must approve any changes to the FF&E finishes.

3.2.4 Validation of Pricing

The Contractor must validate pricing with the FF&E vendor(s) prior to FF&E Option award. Cost increases due to authorized GSA schedule price increases must be allowed prior to the FF&E Option award to purchase the FF&E. Reimbursement for price increases after FF&E Option award will not

be considered.

3.2.5 Post Option Award Price Increases

**NOTE: The following paragraph is tailored for
PROCESS 3.**

Reimbursement for price increases after FF&E Option award will not be considered.

3.2.6 Progress Payments

Per FAR 52.232-5 Payments under Fixed-Price Construction Contracts, the Contracting Officer may authorize a progress payment on the FF&E ordered as material delivered to the Contractor, at locations other than the site if:

- a. Consideration is specifically authorized by this contract; and
- b. The Contractor furnishes satisfactory evidence, including a copy of the order acknowledgment and proof of payment, that it has acquired title to such material, the material is stored in a secure, climate controlled location, and that the material will be used to perform this contract.

3.3 INSTALLATION

**NOTE: The following paragraph contains tailoring
options for PROCESS 2.**

The FF&E Package includes the installation of all furniture and furnishings as specified in the Final FF&E Package [Price Validation](#). The FF&E installation dealer(s) specified in the FF&E Package must receive, store as required, transport to the project site, off load, inside deliver, unpack, assemble, install, clean, and dispose of all the trash for all FF&E. It is the 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 to accommodate the construction schedule is the responsibility of the Contractor.

3.3.1 FF&E Pre-Installation Walk-Through

The Contractor must coordinate and participate in a walk-through to ensure that the building interior is substantially complete in all areas scheduled to receive FF&E to include floor, wall and ceiling finishes and building systems located on or in the ceilings. Attendees must include the NAVFAC Construction Manager and the FF&E vendor(s) in-person (if geographically feasible) or virtually. Approval by the NAVFAC Construction Manager to proceed with the FF&E installation is required. The walk-through date must occur prior to the commencement of the FF&E installation and accommodate sufficient time in the construction schedule for transportation of FF&E to the job site upon approval by the NAVFAC Construction Manager.

3.3.2 Walk Through(s) and [Punch List\(s\) Submittal](#)

NOTE: The following paragraph contains tailoring options for PROCESS 1 and PROCESS 2.

The Contractor, [Contractor's Interior Designer](#), [[A/E's Interior Designer](#),] NAVFAC Interior Designer, FF&E vendor(s) or dealer(s) representative and installation superintendent, other specialty consultants (if applicable), NAVFAC Construction Manager[, Asset Management Branch (AMD) or Supply Management Division (SMD) (USMC projects),] and the Activity will attend [one] [two] punch list site visits. [The site visit must be held at the installation dealer's 98 percent completion and must identify and record all punch list items in the [Punch List\(s\) Submittal](#).] [The site visit must be held at the installation dealer's 100 percent completion and must confirm that all punch list items have been resolved.]

The Contractor must repair, to the Government's satisfaction, all damage to any facility finish that is a result of the furniture installation and correct all punch list items for the FF&E. Any damage or loss of FF&E after installation will be the responsibility of the Contractor and not the FF&E vendor or installer. Daily installation walk-throughs by the Contractor and the FF&E installation dealer are encouraged to document any damage and identify the responsible party(s).

3.4 INSTALLATION WARRANTY

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

All FF&E and Specialty CEQ must be installed by the manufacturer's dealer of record and not by the Contractor.

3.5 CLOSEOUT SUBMITTALS

3.5.1 [Warranty And Maintenance Information](#)

Provide to the Contracting Officer at the final FF&E walk-thru one electronic copy and one binder copy of all ordering documentation, including but not limited to, quotes, purchase orders, factory order numbers (FO), IUID, and warranty and maintenance information for all products.

[3.5.2 [Interior Photography](#) Submittal

Upon completion of the FF&E installation, provide professional Interior Photography of the completed interior. The photographer must be in the business of specializing in architectural and interior photography. The submittal must be a minimum of six photos. "Before" and "After" photos are required for all renovation projects. Permission for publishing and using the photos by NAVFAC is required. Images must be submitted electronically as a Joint Photographic Experts Group (JPEG) or Portable Document Format (PDF) with a resolution of no less than 300 Dots Per Inch (dpi) as well as [200 mm x 250 mm 8-inch x 10-inch](#) matte photographs. The

photographs must be taken prior to occupancy and staged with accessories as needed. Additional lighting may be needed to ensure quality images.

All costs associated with the Interior Photography Submittal must be included in the Construction Base Price and must not be included in the FF&E Option item.

] -- End of Section --