**Scope of Work:**

Contractor shall provide all labor and materials in order to renovate the legal office located at the Louisiana Department of Management and Finance 7979 Independence Blvd. Baton Rouge, LA 70806.

**Specifications:**

**Offices located on Floor 3 of the building**

**Office 307Q**

* Contractor shall remove trim on top of existing wall.
* Contractor shall build knee wall approximately 1’-3” high x 26’ long on top of existing stud wall. Knee wall shall terminate on the underside of grid ceiling.
* Contractor shall relocate one sprinkler head to the inside of the new office (Between 307Q/307T to 307T).
* Contractor shall install 5/8” sheetrock on knee wall, two sides.
* Contractor shall prep and paint new sheetrock on knee wall, two sides, and two existing walls, one side. New color shall match existing, Sherwin Williams light grey or equal.
* Contractor shall relocate two supply grilles to accommodate new offices (Between 307Q/R to 307Q).

**Office 307R**

* Contractor shall remove trim on top of existing wall.
* Contractor shall build knee wall approximately 1’-3” high x 10’ long on top of existing stud wall. Knee wall shall terminate on the underside of ceiling grid.
* Contractor shall relocate one sprinkler head to the inside of the new office (Between 307R/S to 307S).
* Contractor shall install 5/8” sheetrock on knee wall, two sides.
* Contractor shall prep and paint new sheetrock on knee wall, two sides, and two existing walls, one side. New color shall match existing, light grey.
* Contractor shall relocate two lay-in light fixtures to accommodate new office (Between 307Q/R to 307R).
* Contractor shall relocate two supply grilles to accommodate new offices (Between 307R/S to 307R).

**Office 307S and 307T – File Room**

* Contractor shall demo wall approximately 18’ long.
* Contractor shall prep and paint sheetrock where wall was demoed, two sides. New paint shall match existing, light grey.
* Contractor shall patch floor with carpet tiles where wall was demoed. Carpet squares to be installed shall be provided by the Agency.

**Contractor shall be responsible for obtaining the following, if requested:**

1. Permits
2. Fire Marshal Submission, Fire Proofing, Fire Caulking, and/or Fire Extinguishers.

**Other Contractor Responsibilities:**

1. Contractor shall be responsible for confirming all dimensions, areas, and quantities.
2. Contractor shall keep work area safe at all times. This includes, barricades, flagging, fences, and personnel needed. All safety procedures shall be reviewed and approved by Maintenance Manager.
3. Contractor shall b responsible for all trash disposal. No dumpster shall be provided.
4. All work shall meet State and Local Building Codes and be in accordance with National Roofing Contractors Association Standards.
5. Products shall be delivered to the job site in the manufacturer’s original container, with labels intact and legible.
6. Contractor shall maintain packaged materials with unbroken and labels intact until time of use.
7. Contractor shall promptly remove damaged materials and unsuitable items the job site.

**General Notes**

* All work shall be done in full compliance with all applicable codes and regulations.
* Contractor shall verify all dimensions prior to bidding and the start of construction.
* Contractor shall be responsible for all coordinating and scheduling the work of subcontractors.
* Contractor shall have all materials onsite for inspection and shall be accepted by user agency before work commences.
* Contractor shall protect from damage all adjacent construction to remain after demolition work is complete. Any damage construction, materials or finishes shall be repaired or replaced (at the user agency discretion) at no additional cost to the Owner.
* The ground area around the existing building shall be toughly cleaned and free from any demolished materials and debris at all times by the Contractor. Contractor shall not allow demolished materials to accumulate, but promptly remove them from the site.
* All demolished materials shall be deposed of by the contractor.
* All contractors’ equipment shall be completely secured at all times, without any possible access by any other persons.

**Planning and Scheduling**

-After notification by purchase order that the contractor has been awarded the contract, the contractor shall contact maintenance manager.

-Before entering agency grounds to commence work, the contractor must check in with the Maintenance Supervisor “each” day before commencing work.

-Work hours shall be 7:30AM to 4:00PM Monday thru Friday unless approved by Maintenance Manager.