

Town of Los Gatos Engineering Building
Open Space Office Furniture Scope of Services

This scope of services and the accompanying quotations describe the product and services to be provided to the Town by the Contractor.

Quotations attached as Exhibit B and Exhibit C provide material and services for full supply and installation of furniture for the Town's Engineering Building at 41 Miles Avenue.

Installation Timeline – The Contractor shall begin installation no later than April 12, 2021 and complete installation within three business days. The first day of installation shall be coordinated with the Town to align with site construction. The Town reserves the right to adjust the installation dates to accommodate construction scheduling.

Missing Material – All parts required for completion of the installation and missing or not included in the order shall be shipped by overnight air freight at no cost to the Town and installed on the date of delivery.

Advanced Product Required – The Contractor shall provide all devices, raceways, and cabling, including electrical whips and power poles, for electrical and data connections to the furniture for delivery to the Town no later than April 9, 2021.

Contractor will comply with all applicable laws and regulations, including County guidelines for COVID-19.