



EXHIBIT “B”

Scope of Work – Police Department Furniture Installation

Project Location: City of Pembroke Pines Police Department

Project Areas (First, Third & Fourth Floors):

- Room 100B
- Room 100
- Room 104 – Patrol Sgt. Office
- Room 320 – Detective Bureau
- Room 415 – Help Desk
- Room 430 – Police Chief’s Secretary
- Room 433 – Police Chief’s Office
- Room 418 – Dispatch

1. Project Overview

- Vendor is responsible for demo, removal, hauling away, and proper disposal of all existing furniture.
- Deliver and install new furniture on the **first, third, and fourth floors** of the Police Department.
- Provide a turnkey installation, including demo, delivery, installation, electrical whips, and low-voltage connections built into the furniture, so staff can immediately use their workstations upon completion.

2. Demolition & Removal

- Vendor to demo, remove, haul away, and properly dispose of all existing furniture and debris.
- Use **one of the two building elevators** for demo and delivery. The Police Department will advise which elevator to use once onsite (both elevators are the same size).
- Protect all **walls, flooring, and finishes** during demo and delivery. Vendor will be held responsible for any damage and required repairs.
- Coordinate demo schedule in advance so City staff can be relocated as needed.

3. Delivery & Installation

- Deliver and install all new furniture pursuant to manufacturer specifications.
- Install electrical whips and low-voltage connections to ensure full workstation functionality.
- Ensure all furniture is leveled, aligned, and securely assembled.
- Protect all **walls, flooring, and finishes** during delivery and installation.

4. Coordination & Scheduling

- Provide a **detailed schedule** showing:
 - Project start and completion dates
 - Sequence of rooms/areas for demo and installation
 - Estimated time required for each area
- Notify City staff in advance of demo work to allow for staff relocation and City’s electrical/painting preparation.
- Working hours: **Monday – Friday, 7:00 a.m. – 6:00 p.m.**
- Vendor staff must be accompanied by **two badged police officers or police service aides** at all times for access and movement within the building.
- Demo and delivery parking will be designated along the curb in front of the Police Department



garage.

5. Vendor Responsibilities

- Provide all labor, equipment, and materials required to complete the project.
- Assign project management and onsite supervision throughout the project.
- Maintain a clean and safe work area at all times.
- Protect all walls, floors, and finishes during demo and installation.
- Vendor is fully responsible for repairing or covering the cost of any damage caused during the project.
- Ensure all demoed furniture is hauled away and properly disposed of.
- Follow City of Pembroke Pines security protocols and building access procedures.
- Deliver a **turnkey project**, with fully functional workstations at project closeout.

6. Deliverables

- Work schedule (room-by-room sequence and estimated duration).
- Fully installed and operational furniture.
- Completed electrical and low-voltage connections.
- Removal and disposal of all demoed furniture and debris.
- Workstations ready for immediate staff use.

7. Project Acceptance

The project will be considered complete when:

- All specified furniture is installed.
- Electrical and low-voltage connections are fully operational.
- All walls, floors, and finishes are undamaged or restored to original condition.
- All demoed furniture and debris have been removed from the site.
- Staff can fully use all workstations without interruption.