



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA
1800 5th AVENUE, NORTH
BIRMINGHAM, ALABAMA 35203
(205) 714-4000
www.alnb.uscourts.gov**

August 25, 2025
Scope of Work

1. Project Title: **Replace carpet in Courtroom 3, including witness rooms outside of courtroom, and waiting area**
2. Project Location: Vance Federal Building & Courthouse
1800 5th Avenue North
Birmingham, AL 35203
3. Building Location Hours: **All work must be done within the hours of 8:00 a.m.-5:00 p.m., Monday – Friday. All work must be scheduled through Kristy Cobb.**
4. Description of Work: The Contractor shall furnish all supervision, skilled labor, equipment, tools, materials, and incidental items to provide a complete, finished, and fully functional construction as described below. Provide only new materials which are designed, manufactured, and intended for the specific application. The Contractor shall be responsible for compliance with applicable city, county, state, and federal laws, ordinances, regulations, and other directives including building codes, permits, and standards.

The Contractor shall protect existing structure, equipment, furnishings, finishes, and other improvements, and shall promptly repair and return to service, at their sole expense, any damage caused or created by their activity. Contractor shall move and replace any furniture or objects as necessary to complete the work.

Work includes but not limited to:

Courtroom #3 - Refer to drawing for location.

- Furnish and install new carpet in Courtroom 3 including witness rooms outside of courtroom and waiting area
- Move furniture or any objects necessary and replace to original location.

Schedule: All work shall be coordinated with the court. Staging area, security escorts, work schedule, and other miscellaneous operational matters shall be coordinated with the court.

Work involving chemicals containing volatile organic compounds (VOCs), or that create fumes, odors, vapors, or other disagreeable discharges perceptible outside the work site, will be performed after-hours (scheduled).

Contractor will provide approximate timeframe for completion of work.

Contractor will provide a cost/contract price based on the Scope of Work. Contractor can review the office area upon request.

Approvals: All work must be approved and inspected by the Space & Facilities of the court and/or the Chief Deputy Clerk.

4.1 Requirement:

4.1.1 Refer to drawings/schematics for all tasks requirements to be completed for this project.

4.1.2 Protect existing structure(s), walls, glass/windows, trees, shrubs, plants, flowers and all other surfaces from application and damage caused or created by activity.

4.1.3 All work shall be inspected and approved at completion of installation by the Agency.

4.1.4 The Contractor shall cleanup any/all materials used to complete this task at the end of each day.

5. Other Requirements:

5.1 Security: Contractors working onsite will need to be supervised by an individual holding a current HSPD-12 security clearance. A full list of contractor employees will need to be submitted to the Space & Facilities of the court and/or the Chief Deputy Clerk prior to the commencement of work.

5.2 Waste Diversion: The contractor is responsible for properly disposing of construction materials.

5.3 Quality Control: The work performed under this contract must demonstrate skills of the highest quality. Any imperfections that reveal a lower level of workmanship shall be deemed unacceptable. Any attempt to disguise poor workmanship shall be deemed unacceptable. Any work that is found to be unacceptable shall be removed at the expense of the contractor and re-performed correctly. Substantial Completion Inspection: When notified the COURT will conduct an inspection of the work performed. Any deficiencies will be required to be corrected prior to final payment being released.

5.4 Safety: It is the Contractor (s) responsibility to ensure that all safety guidelines and instructions are adhered to. The safety of occupants and workers is of paramount importance any unsafe conditions must be addressed immediately. All activities conducted under this contract shall be performed in compliance with all applicable. Safety regulations and guidelines including but not limited to:

Asbestos Awareness
Lead Paint

OSHA
NFPA
General worksite safety practices

6. Submittal:

- 6.1 Product information
- 6.2 Project schedule

7. Closeout Plan:

- 7.1 Customer Acceptance
Primary and final inspections shall be conducted upon completion of work.
The Space and Facilities Specialist shall determine project acceptance upon completion of inspection.

8. Award:

A fixed price award from this RFQ will be made based on BEST VALUE. All items should be quoted F.O.B Destination.

9. Submit Quotes and Questions:

All quotes and questions should be submitted to Kristy Cobb at kristy_cobb@alnb.uscourts.gov.

All quotes are due no later than September 12, 2025, at 12:00 PM CST.

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