



ITALIAN TRADE AGENCY

Los Angeles Office

## ANNEX 1

### TECHNICAL DESCRIPTION

<p><b>RE: CONSTRUCTION OF PARTITIONS WALL SYSTEM AND OTHER RELATED SERVICES FOR INNOVIT – ITALIAN INNOVATION AND CULTURE HUB SAN FRANCISCO (CA)</b></p>
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#### **1. GENERAL INFORMATION**

The Italian Trade Agency (ITA) Los Angeles Office is requiring a construction service to adapt the lower level of Innovit, San Francisco with n.2 new additional corporate offices and n.1 storage room, by using a partition wall system, as specified in the current Technical Description document and in the Annex 3 - Project.

#### **2. PROJECT LAYOUT AND GUIDELINES**

With reference to the notes on the graphic layout, the "Executive Project" shall be carried out as follows:

##### **2.1 Construction of new corporate office spaces and storage, including demolitions and removals**

Construction of n.1 storage room (**A area**) and n. 2 new additional offices (**B and C area**) by setting up a partition wall system: **self-supporting** structures with floor to ceiling and internal sound absorbing panels and glass partitions, doors and knobs, and demolishing a wall currently dividing B area.

Please refer to **Annex 3 Project - Space Layout and Photo Gallery**

##### **Area A (storage room):**

Set up of a self-supporting partition wall with door, knob and hardware included, to create a storage room.

##### **Area B (new small corporate office):**

- Demolition of a plasterboard wall of 85", currently dividing in two the **area B** in the attached floor plan, including removal of all waste materials, cleaning and finishing of existent surfaces.
- Removal of a portion of insulated ceiling tiles and holding structure, including removal of all waste materials, cleaning and finishing of existent surfaces.

- Removal of a wood panel attached to one wall and possible restoration of underlying wall condition.
- Repaint with identical paint the walls
- Replacement of the current door (H) and installation of a clear double glass panel with door, like the G door (please see Annex 3 for photo and letter references)

**Area C (new large corporate office):**

- Set up of two self-supporting partition walls with internal sound absorbing panels measuring 133"x 87", in a G type door (please see Annex 3 for photo and letter references) with partition structure featuring double glass panels.
- On site installation of a white structure with top lid to screen cables in one corner of the office.

*Technical details:*

- 12 cm/ 4.72" inches thickness of wall panels included a central sound absorbing panel of 4 cm/ 1.57" inches.
- Dimensions: floor to ceiling. For dimensions of walls refer to approx measurements on **Annex 3 Project - Space Layout**. We recommend on site measurement prior cutting and setting up new structure panels.
- Finishing: water-based paint.
- Installation: self-supporting without impact or holes on the flooring or ceiling

**2.2 Electrical and HVAC systems modifications**

- On site set up of 2 electrical switches and connection to existing light fixtures areas identified as **B** and **C**. Please refer to **Annex 3 Project - Space Layout and Photo Gallery**.
- On site set up of 5 or 6 new electrical outlets/boxes to serve areas identified as **B** and **C**. Please refer to **Annex 3 Project - Space Layout and Photo Gallery**.
- On site installation of an air ventilation tube on the ceiling of area identified as **B** including connection to the main HVAC system and verification of working status. See example picture in **Area B, Annex 3 Project - Photo Gallery**.

*Technical details:*

- Work must be carried out in a workmanlike manner and in compliance with all applicable national and local codes.

**2.3 Other services**

- Movement of a bookshelf or other furniture required from the lower level to ground level.
- General cleaning of the space at the end of work.
- Removal of any waste produced in relation to the demolition and set up of new structures.
- Labour and material required

#### **2.4 Special precautions**

The installation and dismantling activities must be performed avoiding any damages to the premises and taking in consideration in particular:

- the preservation of the wood floor and furnitures;
- the presence of current office activities and personnel.

#### **SETUP AND DISMANTLING SCHEDULE**

The required services must be completed between August 15<sup>th</sup> to August 30<sup>th</sup> from 9am to 5pm.

The works must be concluded by August 30th 2024.

#### **SPECIAL CONDITIONS**

The Appointed Contractor must:

- prepare at its own care and expenses any document requested by the ITA for the execution of the setting up, including the certificates of fire safety and any other proof of insurance.
- It should be noted that the final set up of structures and parts could be slightly modified, and the Appointed Contractor must comply with all changes which may occur up to the completion of the job, but only on the specific instructions of the ITA-Italian Trade Agency.
- Pictures, project drawings, size and colour details must be attached to the bid documentation to identify the proposed materials which will be used for the project (panels, glasses, multiplugs, door knobs ecc...).