

Attachment 1 – Requirements and Specifications

Contractor's Designated Project Manager

- Contractor will designate a representative to function in the capacity of “project manager” (actual title to be at the Contractor's discretion)
- Contractor's project manager will coordinate the project as described generally below with UC Hastings' McAllister Tower Manager Jarda Brych
- Contractor's project manager will be on-site in McAllister Tower on the three Fridays specified below to oversee, coordinate and insure the accurate delivery and set-up of furniture and housewares in designated apartments (most of which are likely to be double-occupancy although a few may be triple-occupancy)
- Contractor's project manager will be on-site in McAllister Tower on Saturday, July 7 to oversee the “refreshment” of apartments vacated by Session 1 and 2 students to make way for the Sunday arrival of Session 3 students (further described below)

Delivery & Set-up of Furniture and Housewares

- Contractor's project manager will coordinate with Jarda Brych the early morning delivery of furniture and housewares to McAllister Tower on the dates specified below and will oversee the distribution and set-up of these items in the designated apartments.
- Set-up of each apartment will include making the beds, hanging the shower curtain, plugging in appliances, putting cookware in cabinets, and generally arranging the apartment in a hospitable way for the arrival of students.
- Delivery & Set-up for Session 1 to take place on Friday, May 25
- Delivery & Set-up for Session 2 to take place on Friday, June 8
- Delivery & Set-up for Session 3 to take place on Friday, July 6

“Refreshment” of Session 1 & 2 Apartments on Saturday July 7

- As the apartments occupied by Session 1 & 2 students will all be vacated by 9 am on Saturday, July 7 to make way for the arrival of Session 3 students on Sunday, July 8, all of the housewares (identified below) in those apartments must be replaced and properly set-up on Saturday, July 7.

Dates by Which UC Hastings will Specify Quantities of Items Needed

- The number of double and triple-occupancy (if any) apartments for Session 1 will be specified on May 4, 2018 (the expectation is for approximately 10-12 double-occupancy apartments)
- The number of double and triple-occupancy (if any) apartments for Session 2 will be specified on May 18, 2018 (the expectation is for approximately 18-20 additional double-occupancy apartments)
- The number of double and triple-occupancy (if any) apartments for Session 3 will be specified on June 8, 2018 (the expectation is for approximately 16-18 additional double-occupancy apartments)

Furniture Needed for Double-Occupancy Apartments

- 2 single beds (to include frames, box-springs and mattresses)
- 1 dining table
- 2 dining chairs
- 1 chest of 4 drawers

Housewares Needed for Double-Occupancy Apartments

- 4 pillows
- 2 sets of sheets and pillow cases
- 4 sets of towels (to include bath towels, face towels and wash clothes)
- 2 bath mats
- 1 shower curtain
- 2 rolls of toilet paper
- 2 rolls of paper towels
- 2 sponges
- 1 small bottle of dish soap
- 2 hotel-size bars of soap
- 2 hotel-size bottles of shampoo and conditioner
- 1 trash can for kitchenette
- 1 waste basket for bathroom
- 1 microwave oven
- 1 toaster
- 1 electric coffee machine
- 1 each salt & pepper shakers
- 1 sugar bowl
- 1 set of assorted cookware (to include pots, pans, spatula and utensils)
- 2 placemats
- 2 sets of dishware (to include dinner and dessert plates, bowls and cups/mugs)
- 2 sets of glassware
- 2 sets of silverware
- 1 set of kitchen knives

Furniture Needed for Triple-Occupancy Apartments

- 3 single beds (to include frames, box-springs and mattresses)
- 1 dining table
- 3 dining chairs
- 2 chests of 4 drawers

Housewares Needed for Triple-Occupancy Apartments

- 6 pillows
- 3 sets of sheets and pillow cases
- 6 sets of towels (to include bath towels, face towels and wash clothes)
- 2 bath mats
- 1 shower curtain
- 3 rolls of toilet paper
- 3 rolls of paper towels
- 3 sponges
- 1 small bottle of dish soap
- 3 hotel-size bars of soap
- 3 hotel-size bottles of shampoo and conditioner
- 1 trash can for kitchenette
- 1 waste basket for bathroom
- 1 microwave oven
- 1 toaster
- 1 electric coffee machine
- 1 each salt & pepper shakers
- 1 sugar bowl

- 1 set of assorted cookware (to include pots, pans, spatula and utensils)
- 3 placemats
- 3 sets of dishware (to include dinner and dessert plates, bowls and cups/mugs)
- 3 sets of glassware
- 3 sets of silverware
- 1 set of kitchen knives