



**PROBATION AND PRETRIAL SERVICES OFFICE  
DISTRICT OF IDAHO**

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July 24, 2024

RE: **Notice of Solicitation: Construction Project – Workroom Remodel**

**Overview:**

The District of Idaho is soliciting licensed general contractors for the project below. For the full solicitation please contact the CO and COR listed below.

**Scope of Work requirements:** (Summary – contact CO for full solicitation)

1. Remove existing counter, shelves, cabinets, carpet, and soffit in office area.
2. Build two walls to split the space into three sections:
  - a. Wall 1 to create a hallway running between the two current doors
  - b. Wall 2, built with sound proofing, perpendicular to Wall 1 will split the remaining space into two offices (north and south).
3. Installation of door in Wall 1 so the north office can be accessed from new hallway.
4. Installation of new door in current south wall so that the new south office can be accessed
5. Power and data on west wall dropped to floor height since counters will be removed.
6. Light fixtures and HVAC adjusted as necessary to fit new spaces.
7. Light switches added so that lighting to the hallway and each office can be controlled
8. Installation of keypad lock on current south door .
9. Installation of new carpet throughout the room. Using salvaged carpet if possible.
10. 2 coats low VOC paint and new rubber base throughout.
11. Restoration of all walls, base, and surrounding to original condition.

**Contracting Officer**

Cameron Sullivan, Procurement Administrator  
208-334-9398  
[Cameron\\_sullivan@id.uscourts.gov](mailto:Cameron_sullivan@id.uscourts.gov)

**Contracting Officer's Representative**

John Godwin, Supervisory U.S. Probation Officer  
208-478-4152  
[John\\_godwin@idp.uscourts.gov](mailto:John_godwin@idp.uscourts.gov)

**Scope of Work  
Pocatello Probation Office  
First Floor Workroom Renovation  
July 24, 2024**

**801 E Sherman St.  
Pocatello, ID 83201**

**Contracting Officer**

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**Contracting Officer's Representative**

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208-478-4152  
[John\\_godwin@idp.uscourts.gov](mailto:John_godwin@idp.uscourts.gov)

**Overview:**

Remove all cabinets, shelving, counter, and soffit. Build two walls to split the room into three new spaces: a hallway and two offices.

### **Scope of Work requirements:**

1. Remove existing counter, shelves, cabinets in office area.
  - a. These are building owner property and are to be kept or disposed of at their discretion.
2. Demo soffit and repair wall
3. Remove existing carpet from entire room. Salvage to be re-used if possible.
4. Build two walls to split the space into three sections:
  - a. Wall 1 to create a hallway running between the two current doors
  - b. Wall 2 built perpendicular to Wall 1 will split the remaining space into two offices (north and south).
    - i. Wall 2 built with sound proofing to keep noise between the two new offices minimal.
5. Installation of door in Wall 1 so the north office can be accessed from new hallway.
  - a. Specialty extra wide door frame with full height window panel to side
  - b. Large window in door or a door that is primarily glass (as much visibility as possible)
6. Installation of new door in current south wall so that the new south office can be accessed from Probation space.
7. Power and data on west wall dropped to floor height since counters will be removed.
8. Light fixtures adjusted as necessary to fit new spaces.
9. HVAC adjusted so there is a vent and return in each office.
10. Light switches added so that lighting to the hallway and each office can be controlled independently.
11. Installation of keypad lock on current south door .
12. Installation of new carpet throughout the room. Using salvaged carpet if possible.
13. 2 coats low VOC paint throughout.
14. Installation of new rubber base throughout.
15. Restoration of all walls, base, and surrounding to original condition.
16. Work to be conducted during normal business hours. Scheduled in coordination with court staff (there is a courtroom above this area).

**Miscellaneous:**

- If existing equipment or building surface is damaged, repair to original specification. Material used for touchup and repairs shall blend with the color and texture of the surrounding surface and applied in accordance with the manufacturer's recommendations.
- Work shall include cleanup of the work site during and after work to include removal of all unused material, refuse and debris from the work area.
- Dirt, dust, and debris in the general office space from the demolition and construction to be minimized during this work.
- Work hours must be coordinated with local management.
- Equipment/material installed shall operate/function as designed by the manufacturer.
- Contractors shall comply with all applicable zoning and building codes.
- New door frames, hardware, etc. to match existing space to extent possible.

Build Wall 1 to create a hallway between existing doors.  
Extra wide door frame with glass door and full height window to side (see example photo).

Power and data on west wall lowered to floor height to account for counter being removed.

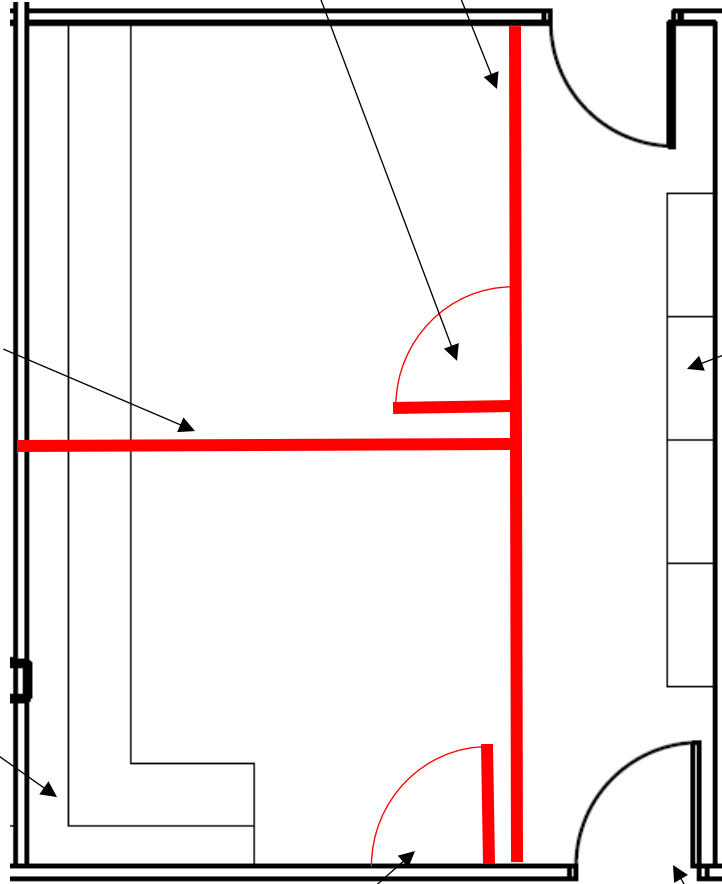
Build Wall 2 with sound proofing.

Remove soffit. Remove upper and lower cabinets and counter (building owner property).

Remove shelving. (Building owner property)

Add a door in current south wall for access to south office.

Add a keypad lock to current south door.



Looking South 1

Remove carpet in space to be reused if possible

New door to be installed in south wall (behind the hutch in the photo)



Looking South 2

Power and data above counter to be dropped to floor level after counter is removed.

HVAC to be split so each office has a vent and return.



Looking North 1





Looking North 2

Light switches added so that new hallway and offices each have independent light control  
Adjust light fixture locations as necessary



South Door to receive a keypad lock. Unrestricted to enter in to the new hallway. Keypad must be used to exit hallway and enter the rest of Probation space.



EXAMPLE for Wall 1 Door: Extra wide door frame with full height window. Door to be installed will need to be all glass or have a large window. Full visibility into room is required.

