

STATEMENT OF WORK

1.0 DESCRIPTION OF WORK

- 1.0.1 The project is located in building 17 on the Roseburg VAMC campus. Building 17 was constructed in 1938 and is a single story building built using unreinforced brick/clay tile and mortar with steel columns. The roof system is made up of steel trusses with a wooden deck and clay tile. The floor is a concrete pan system with accessible crawl space. The building is approximately 9887 GSF and is listed as eligible for the National Historic Register. Several remodels have taken place within the project area over the years.

This design-build project includes medium level remodel activities on the east side of building 17, approximately 4800 SF. Work will include demolition, interior finishes, framing, mechanical, plumbing, and both low and high voltage electrical. There are asbestos containing materials and lead containing materials present in and on the building. Portions of the building will remain occupied during construction. A phasing plan for construction work shall be required.

A schematic floor plan is provided for reference only as a starting point for design development. The schematic plan may have to be adjusted to accomplish the renovation.

The renovation shall include the following:

- Flooring upgrades throughout the space.
- Design and installation of new interior lighting and exterior lighting at building entrances.
- Reconfiguration of existing walls to accommodate space shown on schematic drawing.
- Upgrading electrical panels to current code. All existing panels shall be fitted with new covers finished to match the level of finishes required for the space.
- Relocating fire alarm panels to a central location.
- Relocate telecom panels to IT closet.
- Reconfiguration of HVAC system to accommodate renovation.
- Installation of overhead paging.
- Removal of all steam radiators and associated piping.
- Furring of all walls necessary to eliminate all surface mounted wiring and outlets.
- Removal of all unnecessary power circuits including old conduit and boxes.
- Refinishing of all existing wall surfaces.
- Reconfiguration of front entrance door, planters, and canopy. Repair brick on the lower part of the opening by replacing saw cut brick with new brick to match existing.
- Construction of a break room.
- Construction of two unisex ADA compliant restrooms.
- Design and installation of a Physical Access Control System (PACS) to include, but not be limited to: card readers, keypads, biometrics, electromagnetic locks and strikes, and electronic security management system (SMS). All card credentials shall comply with Homeland Security Presidential Directive (HSPD) 12, Policy for a Common Identification Standard for Federal Employees and Contractors, and the Federal Information Processing Standards (FIPS) 201, Personal Identity Verification (PIV) of Federal Employees and Contractors.

Smart card implementation shall adhere to the Government Smart Card Interoperability Specification (GSC-IS).

- All rooms to have minimum of two (2) power and data outlets. Work room to have a minimum of six (6) data and power outlets.
- Television to be wired to two conference spaces and the lobby in two locations.
- Construction of a conference room including installation of fully functional projection system and wiring to support VA furnished video teleconferencing equipment and television.
- Provide panic alarms at 10 locations.
- Asbestos testing as required.

The above list is intended to serve as a starting point for design and does not represent the only information in determining the project scope.

1.0.2 Level of finishes:

1.0.2..1 Flooring:

- Entry: 24 x 24 Porcelain Tile, Crossville Color Blox II or equal, Epoxy Grout.
- Bathrooms and Breakroom: 12 x 12 Porcelain Tile, Crossville Color Blox II or equal, Epoxy Grout.
- All other areas: Carpet Tile, Yarn wt: 24 oz per sq ft, Bigelow Travel Time or equal.
- Walk Off Mat: At the Main Entry, South and North doors provide a removable walk off mat CS Pedimat with rubber transition
- Base: At tile provide a 4 inch high tile base; All other natural wood base 4 inches high.

1.0.2..2 Walls:

- Office space, break room, and common space: Painted, level 5 finish.
- Conference Room: Painted, level 5 finish with wainscot to chair rail with natural wood finish.
- Restrooms: Painted, level 5 finish. 50% wall height porcelain tile. 4 ¼ x 8 ½ Modern Dimensions by Dal Tile or equal. Provide bull nose top trim.
- Provide 2 coats of high quality latex paint in all areas. Eggshell in all areas except break room and toilets to be semi gloss.
- Provide high performance paint on 4 accent walls as (approx. 1000sf) Scuffmaster brand Smooth Pearl.

- Provide paintable white board on the N Conference Room Wall Idea Paint or equal.

1.0.2..3 Trim:

- Office, conference, lobby, and common space: Natural wood.
- Restroom: Porcelain Tile/Painted.
- Break room: Porcelain Tile/Painted.

1.0.2..4 Ceiling:

- Office, conference, lobby, break room, and common space: Tegular acoustic ceiling tile.
- Heights: 9'-6" in offices ,Maximum of 11'-0" in all other spaces.
- 9/16 grid Armstrong Ultima #1912 24 x 24 tegular tile or equal.
- Restroom: Painted, level 5 finish.

1.0.2..5 Doors:

- Exterior: Existing historic look and feel to be protected.
- Interior: Premium White Birch Solid.
- Conference Room Doors: Wall Mount Sliding Doors. Hardware: Johnson Hardware 200 WM series or equal.
- Main Entry Door: Remove existing canopy. Provide new aluminum storefront with an automatic swinging double door. Provide a new glass canopy.

1.0.2..6 Lighting:

- Interior: In Offices and main corridor in the suite: Linear pendant lights: Lite control Vertex, Alera Plank T8 or equal. All other areas use 2 x 4 lay in fixtures Columbia Transition or equal.
- Exterior: Lighting shall not detract from the historical nature of the building.
- LED lighting to be used where possible.

1.0.3 The Contractor shall provide all labor, materials, and equipment for the design, demolition, construction, inspection, commissioning, and post construction services needed to complete the project.

- 1.0.4 The Contractor shall provide the services of a professional interior decorator with experience in designing for commercial office environments.
- 1.0.5 Exterior and interior signage shall meet the Roseburg VA requirements. Exterior way-finding signage system shall be modified.
- 1.0.6 The Contractor shall locate all private utilities during the design and construction phases. Field verification of existing utilities is the sole responsibility of the Contractor. Information provided by VA staff shall be used for reference purposes only.
- 1.0.7 All design and construction work shall be performed in accordance with the other sections of this statement of work and VA design requirements.
- 1.0.8 Project Management: This project will require a high level of coordination with VA staff. Regularly scheduled project meetings shall be required to facilitate this communication.
- 1.0.9 Design: Design shall be in accordance with VA design requirements and is to incorporate project phasing to allow continued use of space adjacent to the active construction areas. Design shall include allowances for Contractor installed equipment and relocation of existing equipment to be reused in newly renovated space. The design shall incorporate all Roseburg VMAC safety requirements, infection control requirements, and the Rules of the Station (attached). If destructive reconnaissance is necessary during the design process the contractor shall repair the area affected so it can be usable by the VA until actual construction takes place.
- 1.0.10 Construction Inspection: The Contractor shall develop and implement a quality control plan that includes project inspection for the duration of the construction period of the project.
- 1.0.11 Construction: The Contractor shall provide all labor, materials, and equipment for demolition and remodeling construction of new area per the developed design. Construction shall not proceed until the VA has accepted the 100% design submittal and a notice to proceed with construction has been issued unless otherwise approved by the Contracting Officer.
- 1.0.12 Commissioning: The Contractor shall provide commissioning reports on all new, modified, and relocated equipment. The Contractor shall coordinate with the VA on VA provided equipment or relocated equipment.
- 1.0.13 Record Drawings: A complete set of record drawings shall be created at project completion.

1.1 DELIVERABLES

- 60% Schematic Design Submittal: **Due 30 days after NTP**
20 days for Government review.
- 90% Design Development Submittal: **Due 30 days after 60% submittal review**
15 days for Government review.
- 100% Construction Documents Submittal: **Due 10 days after 90% submittal review**

- Record Drawings and commissioning reports: **Due 30 days after final inspection**
- Project construction: **60 days**
- Project Total duration: **195 days from NTP**

1.2 **Life Safety:** When life safety is impacted, the Contractor shall design interim life safety measures as part of the construction documents.

1.3 **Project Management**

- 1.3.1 Project meetings shall be held on a bi-weekly basis or more frequently if needed.
- 1.3.2 The contractor shall plan and coordinate the project meetings.
- 1.3.3 VA meeting room facilities may be utilized for project meetings. The Contractor shall coordinate with Facilities Management Service (Building 10) for use of VA facilities.
- 1.3.4 The Contractor shall have an authorized representative on site at all times during project construction. The authorized representative shall have the authority to receive instruction from the Government and direct the actions of Contractor employees and all subcontractors.
- 1.3.5 Establish an FTP site for use by the Contractor and the VA to review documents and assist in communication.

1.4 **Design Submittals:**

1.4.1 The marked boxes represent required design submittals for this project:

- ☐ Schematic Design (30%)
 - Conduct a study and prepare an investigative report verifying the project scope, analysis of infrastructure systems and recommendations defining the design approach, any existing conditions and/or design considerations unique to the project area.
 - Initial concept design that includes preliminary site plans, floor plans, exterior elevations, workflow, and space adjacency diagrams, derived from information collected through site visit(s) for field investigation and meetings with functional area end users and technical staff.
 - Level of detail:
 - Specifications consist of a table of contents indicating what specification sections will be required.
 - Drawings shall be general in nature with enough detail to convey the overall intent of the project.
- ☒ Design Development (60%)
 - Prepare drawings and specifications in preparation for full contract drawings and specification for the approved design based on the approved schematic design.
 - Provide preliminary cost estimate for project construction.

- Response to VA's 30% review comments as applicable.
- Level of detail:
 - Specifications shall be a complete set of required specification sections for the project. All specification sections shall be edited to a point where they clearly indicate the direction the designers have chosen. No specification writer notes or edit marks are expected to be remaining at this point.
 - Drawings shall consist of a complete set showing all of the major areas of work. All systems, components, connections, and details shall be shown. General notes and schedules shall be included for all sections. Standard details shall be modified to meet project needs.



Final Design Development (90%)

- Final drawings and specifications in preparation for full contract documents.
- Provide detailed cost estimate for project construction.
- Response to VA's 60% review comments as applicable.
- Level of detail: This submission shall be a complete set of drawings specifications. The intent of this submission is to provide opportunity for final design review. There should be little to no design changes at this point in the process.



Contract Drawings and Specifications (100%)

- Prepare contract drawings and specifications.
- Response to VA's 90% review comments as applicable.
- Provide final detailed cost estimate for project construction.



Construction Period Services

- The Contractor shall provide all necessary Construction Period Services to include but not limited to construction contractor submittal review, periodic construction inspections and reports, telephone consultation, review of change order proposal, and design changes as necessary.
- Preparation of one complete set of Record Drawings.

1.4.2 Submittal format requirements:

- The Contractor shall provide three (3) copies of all documents scheduled for review.
- 100% Submittal shall include:
 - Two (2) original, signed, stamped, printed sets of the drawings and or specifications.
 - Two (2) CD's each containing: 100% drawings and specifications in PDF format, 100% Specifications in MS Word Format, 100% Drawings in AutoCAD 2010 DWG format, and all referenced images, CTB files etc.
- Record Drawings shall conform to the format requirements for the 100% submittal.
- The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by the VA in accordance with standard professional practice, the Department of Veterans Affairs request for proposal(RFP), and prevailing codes.

1.4.3 Construction Estimates:

- Preliminary Construction Estimate: Estimate shall include all direct construction costs broken down by major specification divisions. Costs shall include line items for construction contractor profit, overhead, and risk.
- Detailed Construction Estimate: Estimate shall include all direct construction costs broken down by individual specification section. The estimate shall show all costs and level of effort associated with work items included in the contract. Costs shall include line items for construction contractor profit, overhead, and risk. All items over one thousand dollars (\$1,000.00) shall be broken down to the smallest unit practicable. This estimate will be used to create the Schedule of Values against which the Contractor will invoice for construction work performed.

1.5 Design Submittal Review:

- 1.5.1 The review submission packages will incorporate the comments from the previous review. If any package is not complete for the required stage a post review may be required the cost of which will be borne by the DB Team.
- 1.5.2 Each review submission package shall be submitted in electronic format. It shall include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The packages will be submitted to the VA Contracting Officer.
- 1.5.3 The VA will review the design submission package according to the timelines set forth in Section 1.10 Deliverables and provide comments/approvals, either electronically, by fax, or by hard copy delivery.
- 1.5.4 Professional Licensing: The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the state in which the design work is completed.
- 1.5.5 The professional seal indicating such license by the state shall appear on the final construction documents. The architect whose seal is shown will be known as the Architect of Record. The DB A/E shall certify compliance with the VA RFP and all applicable codes.
- 1.5.6 Incomplete design submittals will result in an adjustment to the payment schedule commensurate with the level of service provided.

1.6 Drawings

- 1.6.1 All original drawings and specifications shall be based on standard Department of Veterans Affairs guidelines, Program Guide PG-18-3 Design & Construction Procedures and Program Guide PG-18-15 Contractor Submission Instructions for Minor & NRM Construction Programs, and all supplements listed herein. The VA will provide the Contractor with AutoCAD drawings for use as background information.
- 1.6.2 Drawings shall be done in plan view at a minimum scale of 1/8" = 1'-0", where necessary, and, generally, 1/4" = 1'-0" or larger. Details will be done in minimum scale of 1/4" = 1'-

0" or larger. Drawings shall be independent for architectural, electrical, mechanical, etc., design and shall denote, on separate views, the required demolition and reconstruction details on the same sheet for each function, where possible. Drawings shall be provided to the Government in 2007 .dwg format and layouts shall be 24" X 36" plan sheets. All drawings in project set shall be on same type and size sheets.

- 1.6.3 All views, elevations, sections, details, nomenclatures, etc, shall be complete to ensure Contractor compliance without fault to misunderstanding of incomplete or improper views, elevations, sections, details, nomenclatures, etc.
- 1.6.4 All drawings shall contain an engineer's stamp with professional seal along with name and address of firm when necessary.
- 1.6.5 All correspondence with Contracting Officer shall be signed by the Official of the firm with whom contract was negotiated and may not be re-delegated to another person in the same firm.
- 1.6.6 The use of VA furnished drawings and specifications does not preclude responsibility and are available to increase productivity and maintain architectural and interior design integrity. The Contractor shall verify all typical drawings for re-use and is to take full responsibility.
- 1.6.7 All drawings for 100% submission must be stamped by a licensed architect and/or engineer.

1.7 Specifications

- 1.7.1 Specifications shall be based on the Department of Veterans Affairs Master Construction Specifications with Contractor revisions, additions, deletions, etc. as required to assure all phases and facets of work are specifically covered without omission.
- 1.7.2 The Contractor will be responsible for reviewing the specification sections used and to revise, add, delete, etc. prior to providing the finished specification package to the Department of Veterans Affairs. Unnecessary items shall be deleted in entirety. The intent is to provide a complete set of construction documents for the project.
- 1.7.3 Where multiplicity is referenced in the provided specifications, the Contractor shall consult Facilities Management Service to eliminate such multiplicity. The construction contractor shall not be given alternatives or choices, but must provide specific items as detailed in the specifications.
- 1.7.4 The Contractor, during his visit with Facilities Management Service, shall obtain the name and type of materials currently used and necessary for use on the contract for which he is responsible. In the specifications, the items shall be named specifically with an add-on statement such as: "or approved equal." The only variation wherein that may occur is when an item cannot be substituted due to maintenance requirements. Information on such items shall be provided to the Contractor by the Department of Veterans Affairs.
- 1.7.5 Included in each Construction Section of the specifications should be a paragraph entitled "Submittal of Samples and Shop Drawings." Under that Section, the Contractor shall list all

of the items within that particular section of the specifications for which samples and shop drawings are required, with the added words "but not limited to."

- 1.7.6 All VA master specifications, design manuals, and other relevant information can be accessed at internet site <http://www.cfm.va.gov/TIL/>. Compliance to all known applicable codes will be reflected in the completed design and construction documents. The VA follows the most current ICC federal codes along with applicable local jurisdiction codes.
- 1.7.7 A list of the master specification sections is attached to this statement of work. This list may not be all inclusive. Custom specification may need to be developed for this project. All custom specifications shall be produced in the same format as the master specification and shall be written in accordance with VA requirements.
- 1.7.8 Project Phasing: The Contractor shall prepare an independent specifications section "SR - SPECIAL REQUIREMENTS," wherein detailed phasing of work to be accomplished will be described in sequential order. Section shall be prepared using standard format of other specification sections.

1.8 Construction Submittals

- 1.8.1 Contractor shall develop a "Submittal Register" based on the included specification sections. After submittals are reviewed for compliance, the Contractor shall log them in the submittal register. A copy of the submittal register will be returned with the submittals.
 - Submittals shall be submitted ten (10) working days, excluding federal holidays, prior to proceeding with that portion of the contract work that requires submittal approval. Delays attributable to untimely and rejected submittals will not serve as a basis for extending contract time for completion.
 - Submittals shall be made as a complete package for each specification section. Partial submittals will not be accepted unless authorized by the Contracting Officer or contracting officer's technical representative (COTR).
 - The Contractor shall retain copies of everything submitted. The intent of this requirement is to save time, whereby many questions can be resolved by telephone and to ensure that true copies are available in the event of loss or damage during the reproduction cycle. It will further assist in the consummation of contract awards in the event potential bidders uncover problems wherein Contractor prepared amendments may be necessary.
 - All submittals shall be submitted in PDF format electronic files.
- 1.8.2 Quality Control: The contractor shall design and implement a quality control plan to ensure that construction is performed in accordance with the specifications. The quality control plan shall include a minimum of one construction inspection per week at the job site and at critical junctures to ensure compliance with the specifications. Copies of all inspection reports, commissioning reports, materials testing reports, and safety inspections shall be provided to the COTR on a weekly basis at a minimum.
- 1.8.3 Background Information: Information, including drawings and other documentation provided to the Contractor, shall be used for reference only. The Contractor shall field check

everything and shall not use any drawings provided for plan or elevation views. The final drawings submitted by the Contractor shall be originals and shall be the result of his field check, and shall not be take-offs or tracings, for any drawings or other information provided.

1.9 Design Site Visits

- 1.9.1 All Contractor and subcontractor owners and employees shall adhere to the Roseburg VAMC security and safety requirements while on site.
- 1.9.2 The Contractor shall visit the site to obtain details of the specific areas covered by this contract to fully complete the drawings and specifications without omission.
- 1.9.3 Contractor shall conduct a thorough inspection of normally enclosed or inaccessible areas. Where necessary, Contractor shall arrange with the COTR to perform destructive reconnaissance or have excavations made to physically determine existing conditions.

1.10 References

The following criteria will be used to develop the design (including but not limited to):

Technical Information Library	http://www.cfm.va.gov/TIL/
Master Construction Specifications	PG-18-1
Design & Construction Procedures	PG-18-3
VAMC Interior Design Standards	
Standard Details	PG-18-4
Equipment Guide List	H-7610
Hardware (Equipment) Symbols	H-08-6
VAMC Approved Hardware Locking Standards	H-08-6
Seismic Design Requirements	H-18-8
Space Planning Criteria	H-7610
(All related Chapters)	
http://www.cfm.va.gov/TIL/planning.asp	
VA HVAC Design Criteria	
VA Signage Standards	M-00-2
VA Interior Finish Standards	Mem. 138.13
VA Industrial Hygienist Requirements	
Uniform Federal Accessibility Standards	
Joint Commission Criteria	
NFPA Criteria and VA Fire Safety Criteria	
Barrier Free Design Guide	PG-18-13
Environmental compliance Manual	PG-18-17
A/E Submission Instructions	PG-18-15, vol. C
Sustainable Design & Energy Reduction Manual latest edition.	
AFGE Master Agreement	

- 1.11 **Construction Costs:** The Contractor shall prepare a construction cost estimate. The estimate will be broken down by major areas of work and will be comprehensive in nature, identifying all areas of cost related to the construction. The Contractor, with input from and final approval by the VA, shall create a schedule of values based on specification sections developed during design phases. This schedule of values shall be used during the construction period to monitor progress and as the work is completed the Contractor shall invoice against this schedule.

The schedule of values shall not be confused with the preliminary and detailed construction estimates that are due as part of the design submittals.

1.12 Construction period services

- 1.12.1 Construction period services for the Contractor shall occur throughout this contract and shall include attendance at the preconstruction conference, reviewing submittals/shop drawings, site visits, and resolution of unexpected construction problems.
- 1.12.2 The Contractor will be responsible for submittal review for accuracy with the regulations, proposed specifications, and drawings. The reviewed and revised copy will be stamped by the Contractor and the Contractor prior to sending to the VA for final review and approval.
- 1.12.3 Submittals must be reviewed by the VA.

1.13 Payment

- 1.13.1 Design: Payment for preparing construction drawings and specifications will be at the Contract lump sum amount for the pay item "Design." Payment for a design submittal will be authorized upon acceptance of the submittal. Payment will be according to the following schedule:

Project Milestone	% of design fee paid at completion.
30% Design Submission	N/A
60% Design Submission	60%
90% Design Submission	25%
100% construction documents	5%
Construction period services	*10%

* Construction period services shall be billed based on actual work performed.

- 1.13.2 Construction: Payment for construction work shall be billed for as work is completed. Work shall be billed against the schedule of values generated by the detailed construction estimate.

1.14 Definitions

- 1.14.1 Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm or joint venture (JV) for both design and construction services for a specific project.
- 1.14.2 Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control, and approval of the Contracting Officer.
- 1.14.3 Resident Engineer/COTR: The Contracting Officer's authorized representative at the construction site. When more than one Resident Engineer is assigned to a construction

project one is designated as being in charge and is called the "Senior Resident Engineer." The Resident Engineer is responsible for protecting the Government's interest in the execution of the construction contract work. His duties include surveillance of all construction work to assure compliance with the contract documents, interpretation of the contract documents, approval of changed work, approval of all submittals, samples, shop drawings, etc.

- 1.14.4 Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
- 1.14.5 Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.
- 1.14.6 AE: This term, as used herein, refers to the Architect Engineer firm(s) that is a part of the DB team, also referred to as DB/AE.

1.5 **CONTRACT ADMINISTRATION**

1. Project Location

Department of Veterans Affairs
VA Roseburg Healthcare System
913 NW Garden Valley Blvd
Roseburg, OR 97470

3. Contracting Officer

The Contracting Officer has the overall responsibility for the administration of this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details, and/or delivery schedules make final decisions on disputed deductions from contract payments for nonperformance, or unsatisfactory performance; terminate the contract for convenience or default; and issue final decisions regarding contract questions or matters under dispute. However, the CO may delegate certain other responsibilities to the Contracting Officer's Technical Representatives (COTR). All delegated duties will be specified in writing by a COTR Appointment and Delegation Notice.

4. Key Personnel

The Contractor shall assign to this contract the following key personnel:

- i) Project Manager dedicated to this project
- ii) (Architect of Record) Principle Architect/Architect Project Manager dedicated to this project
- iii) (Architect) Design Project Manager dedicated to this project
- iv) Construction Project Manager dedicated to this project
- iii) Construction Superintendant dedicated to this project
- iv) Construction Quality Control Manager dedicated to this project

The Project Manager will be the primary technical point of contact with VA. Personnel proposed through the associated solicitation shall be those who actually work on the project. Request for exemption to this shall be made to and authorized by the Contracting Officer.

At any time during performance of this contract, the Contractor shall make no substitutions of key personnel proposed in unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the CO within fourteen (14) calendar days after the occurrence of any of these events. The contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutions shall have comparable qualifications to those of the persons being replaced. The contract will be modified to reflect any approved changes in key personnel. Final approval of any such changes can only be authorized by the Contracting Officer

5. Contractor Personnel

The contractor is fully responsible for the performance and conduct of his employees at all times while on post performing under this contract. The contractor shall not allow any employee to perform work under this contract while under the influence of alcohol, drugs, or any other incapacitating agent. VA security have the right to deny entry or remove from the clinic grounds any contractor employee for misconduct that endangers the health or safety of people or property or for reasons of security.

6. Legal Holiday

(a)The Federal Government observes the following days as holidays.

New Year's Day	January 1 st *
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th *
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th *

If the date falls on a Saturday, the Government holiday is the preceding Friday. If the date falls on a Sunday, the Government holiday is the following Monday.

(b) In addition to the days designated as holidays, the Government observes the following days:

Any other day designated by Federal Statute

Any other day designated by Executive Order

Any other day designated by the President's Proclamation