PERFORMANCE WORK STATEMENT

Title: P20261017073_USDCSIT_ Minor Construction and FF&E
Description: IDIQ Facilities, FF&E, and Minor Construction

Period of Performance

The period of performance of this contract consists of a base year and four (4) option years.

Period of performance of this contract is 9/1/2026 to 8/31/2031

- Base Period: 9/1/2026 to 8/31/2027
- Option Period One: 9/1/2027 to 8/31/2028
- Option Period Two: 9/1/2028 to 8/31/2029
- Option Period Three: 9/1/2029 to 8/31/2030
- Option Period Four: 9/1/2030 to 8/31/2031

The total cumulative value of all task orders issued under this IDIQ shall not exceed $15,000,000 over the five-year period of performance.

The Government guarantees a minimum of $1000 to each awardee under this MATOC. The minimum guarantee will be satisfied through the issuance of one or more task orders during the ordering period.

SECTION 1 – BACKGROUND

The Government currently maintains separate facilities maintenance contracts for routine operations. However, recurring project-driven requirements—particularly those initiated by furniture (FF&E) installation and space reconfiguration as well as smaller construction related trades/ needs —require integrated support beyond routine maintenance capabilities.

These project-driven efforts frequently require a coordinated mix of services beyond standard maintenance, including but not limited to:

- Furniture installation, reconfiguration, relocation, and repair
- Electrical modifications and power/data integration
- Fire protection and life safety adjustments
- Patch, paint, drywall, framing, and finish work
- Flooring repair and replacement
- Cabinetry, countertops, shelving, and specialty fabrication

The Government requires flexible, on-demand contractor support to address small-scale, multi-disciplinary facility requirements across multiple locations. Work may occur in office, laboratory, and support spaces, including Biosafety Level (BSL-1) through (BSL-4) environments. Work inside active containment areas will be coordinated and controlled by the Government and may require additional access approvals, escorting, or training as defined at the task order level.

To address these requirements, the Government will establish a **Multiple Award Indefinite-Delivery, Indefinite-Quantity (MATOC) contract** designed to provide a flexible, scalable, and strategically balanced pool of contractors.

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The intent of this MATOC is not to award to identical generalist contractors, but rather to create a **balanced bench of capabilities** that includes both integration-focused firms and trade specialists.

These services support timely execution of mission needs while minimizing disruption to ongoing operations in occupied spaces.

SECTION 2 – PURPOSE / OBJECTIVE

The purpose of this contract is to provide responsive, flexible, and qualified contractor support to perform FF&E-related services, minor construction, and associated trade work required to support project-driven facility needs.

The objectives of this acquisition include:

- Rapid execution of furniture installations and space reconfigurations
- Integrated multi-trade coordination where required
- Standalone execution of specialized trade work
- Compliance with applicable codes, safety standards, and biosafety protocols
- Maintenance of operational continuity in occupied environments
- Efficient ordering and award of task orders under FAR 16.505.

SECTION 3 – SCOPE OF WORK

The Contractor(s) shall provide on-demand services in support of FF&E installations, minor construction, and associated facility modifications. Work may include single-discipline or multi-discipline tasks.

Work may occur in:

- Administrative office spaces
- Laboratory facilities (BSL-1 through BSL-4)
- Warehousing or storage environments
- Occupied facilities requiring phased or after-hours work

SECTION 4 – NATURE OF REQUIREMENTS, TASK ORDER TYPES, TASKS TO BE PERFORMED

4A – NATURE OF REQUIREMENTS CLARIFICATIONS (Primary Driver)

Although this IDIQ encompasses multiple trade disciplines, the **Primary Driver** for the majority of anticipated task orders is Furniture (FF&E) installation and reconfiguration.

Many (but not all) requirements are expected to originate as furniture-driven projects that subsequently generate associated "ripple effect" work such as:

- Electrical outlet relocation
- Systems furniture power integration
- Fire sprinkler head adjustments
- Fire alarm device relocation
- Patch and paint
- Minor framing or drywall repair
- Flooring modifications

Furniture represents the historical workload driver; however, all other trade categories remain **full-scope requirements** and may be ordered independently.

The Government reserves the right to issue task orders for any discipline or any combination of disciplines – which may also be completely exclusive of any FF&E needs at times.

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The weighting of furniture during evaluation reflects anticipated volume but does not guarantee that every task order will include a furniture component.

4B – TASK ORDER TYPES

Task orders under this MATOC may generally fall into one of four types. Offerors may propose capabilities across one or more task order types:

Type 1 – Multi-Discipline (Furniture-Led Integration)

Furniture-driven projects requiring integrated electrical, fire protection, finish, and related trades.
This type is anticipated to represent the majority of annual workload.

Type 2 – Standalone Specialist

Single-discipline task orders such as:

- Electrical upgrades
- Fire protection inspections or modifications
- Multi-room painting projects
- Flooring replacement
- Cabinetry installation

Type 3 – Multi-Discipline (Non-Furniture Led)

Projects led by a trade specialist (e.g., electrical modernization w/ minor paint touch-up work) with limited supporting trades.

Type 4 – Emergency / Minor Repair

Rapid-response or short-duration tasks in any discipline.

Proposal Expectations

Offerors may identify more than one task order type they are proposing on. Offerors shall clearly describe in their proposals:

- Which task order types align with their core strengths
- What work will be self-performed
- What work will be subcontracted
- Existing subcontractor relationships
- Whether they are willing to and anticipate leveraging other IDIQ awardees

4C – TASKS TO BE PERFORMED (Information provided below is minimum required guidance for the Contractor, more specific requirements may be provided at the Task Order level)

Task 1: FF&E Repair and Installation Services

1. The Contractor shall provide FF&E installation, reconfiguration, repair, and removal services.

   a. Install, relocate, and reconfigure modular and systems furniture.
   b. Repair or replace damaged furniture components.
   c. Coordinate furniture installations with associated facility modifications.

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2. The Contractor shall ensure all furniture installations meet manufacturer specifications and facility requirements.
   a. Verify site conditions prior to installation.
   b. Correct installation deficiencies identified by the Government.
   c. Perform work with qualified individuals in order to maintain any existing warranties.

Task 2: Electrical and Low-Voltage Support Services

1. The Contractor shall perform minor electrical work associated with FF&E installations and other minor space modifications.

   a. Install, relocate, or modify power outlets and connections.
   b. Support furniture systems power and data integration; low-voltage
   c. Perform troubleshooting and minor electrical repairs.

2. All electrical work shall comply with applicable codes and facility standards.

   a. Ensure work is performed by appropriately licensed personnel.
   b. Coordinate electrical outages with the Government as required.

Task 3: Minor Repair, Improvement, and Finish Work

1. The Contractor shall perform small-scale repair and improvement (R&I) work. Work needs include but are not limited to:

   a. Patch, repair, and paint walls and ceilings.
   b. Repair or replace carpet and other flooring finishes.
   c. Perform minor drywall, framing, and architectural repairs.

2. Work shall be coordinated to minimize disruption to facility operations.

Task 4: Fire Protection and Life Safety Modifications

1. The Contractor shall support minor modifications/inspection/testing to fire protection and life safety systems related to FF&E installations or space/ space use changes.
   a. Adjust sprinkler heads and coverage as required.
   b. Modify or relocate life safety devices in coordination with facility requirements.

2. All work shall comply with applicable fire codes and facility safety standards.

Task 5: Cabinetry, Countertop, and Specialty Fabrication Support

1. The Contractor shall provide cabinetry, countertop, shelving, and related repair or installation services.
   a. Repair or replace casework components.
   b. Install specialty cabinetry and shelving systems.
   c. Perform work in office and laboratory environments as required.

2. The Contractor shall comply with all biosafety, access, and work control procedures applicable to BSL-1 through BSL-4 spaces.

Task 6: Task Order Management and Coordination (Lead Integrator and Prime Responsibility)

1. The Contractor shall:
   a. Respond timely to task order requests

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b. Clearly identify self-performed versus subcontracted work
c. Provide integrated project schedules
d. Support multiple concurrent task orders
e. Identify surge capacity
f. Communicate risks or delays promptly
g. All contractor personnel must:
   1. Meet CDC campus access/security requirements
   2. Pass required background investigations
   3. Comply with Government security and access requirements
   4. Complete any Government required training required

2. The Contractor shall manage task orders issued under this contract and shall serve as the Lead Integrator for each awarded task order.

   a. Provide overall project management
   b. Clearly identify work to be self-performed versus subcontracted.
   c. Coordinate subcontractors and all supporting trades when required.
   d. Serve as the single point of contact for the Government for all contractual and technical matters related to each task order.

3. The Contractor shall be fully responsible for the performance of each awarded task order.

   a. Coordinate and manage schedules to ensure timely completion.
   b. Implement and maintain quality control for all work performed.
   c. Ensure compliance with all applicable safety requirements.
   c. Manage and oversee all subcontractors and supporting trades.
   e. Ensure final deliverables meet all task order requirements.

   Even when a task order is predominantly furniture-related, the Prime Contractor remains fully responsible for all supporting trades and associated work necessary to complete the requirement. Subcontractor disputes, performance issues, or delays shall not relieve the Contractor of responsibility for successful performance.

4. The Contractor shall demonstrate the ability to support multiple concurrent task orders.

   a. Identify staffing availability and surge capacity.
   b. Manage schedules across multiple Atlanta-area locations.
   c. Promptly communicate risks, delays, or conflicts to the Government.

5. The Contractor shall ensure all personnel assigned to perform work under this contract meet security and access requirements.
   a. Due to security and facility access requirements at CDC-controlled campuses, contractor personnel must meet U.S. citizenship and suitability requirements as determined by the Government.
   b. All personnel shall be capable of successfully passing U.S. Government background investigations as required for access to Government campuses and facilities.
   c. Personnel who do not meet access or suitability requirements shall not be permitted to perform work under this contract.

Task 7: Collaboration Among IDIQ Awardees

For task orders requiring specialized services that the Prime Contractor cannot self-perform and for which no pre-existing subcontractor relationship exists, the Government encourages consultation with other awardees under this MATOC. This does not change prime responsilibity.

The Government may provide a list of awardees and primary points of contact to facilitate collaboration.

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The Prime Contractor:

- Is not required to use another awardee
- May subcontract externally in accordance with FAR 52.244-5

Regardless of subcontracting arrangements, the Prime Contractor retains full responsibility for performance.

Contractors may establish teaming agreements; however, each task order shall have a single Prime Contractor.

SECTION 5 – GOVERNMENT FURNISHED PROPERTY

Government Furnished Property (GFP) is not anticipated, but may be provided at the task order level when available (e.g., Government inventory furniture from the CDC warehouse).

SECTION 6 – PLACE OF PERFORMANCE AND CONTRACT SUPPORT HOURS

SUBSECTION A – PLACE OF PERFORMANCE

Services may be required at Government-owned or Government-leased facilities throughout the United States but primarily focused in the Atlanta, Georgia metropolitan area. Specific locations will be identified at the task order level. Contractors shall demonstrate the ability to respond to Atlanta metropolitan area locations within timeframes defined at the task order level.

Specific performance locations and addresses will be provided in individual task orders and may vary throughout the period of performance. Locations may include administrative, laboratory, and support spaces, including **BSL-1 through BSL-4 environments**.

All work performed on Government campuses is subject to Government security, access control, and badging requirements.

Occasionally, work may be required outside the Atlanta metropolitan area; such requirements will be identified at the task order level.

SUBSECTION B – CONTRACT SUPPORT HOURS

Work is generally expected to be performed during normal Government business hours. However, Night or weekend work may be required to minimize operational impact and will be coordinated in advance with the Government. Business hours will be further defined at the Task Order Level based on specific location of performance.

SECTION 7 – TRAVEL

Travel (if required outside of metropolitan Atlanta areas) shall be in accordance with Federal Travel Regulation rates and must be approved in advance by the Contracting Officer (or as delegated). Travel is not expected to include conferences.

Travel for this IDIQ should be rare and will be addressed at the Task Order Level.

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SECTION 8 – DELIVERABLES / REPORTING SCHEDULE

Task	Deliverable	Qty / Format	Due Date	Deliver To
All Tasks	Task Order Proposal	Electronic	As requested	OAS
All Tasks	Task Order Close-Out Documentation	Electronic	Within 10 business days of completion (unless otherwise defined at the task order level)	COR/ OAS
All Tasks	Status Report as defined In individual task order	Electronic (MS Word)	By the 10th calendar day of each month (unless otherwise defined at the task order level)	COR/ OAS

**Other Deliverables and Reporting may be defined at the Task Order Level based on Scope of Work.

SUBSECTION A – PERFORMANCE MATRIX (Sample)

Performance Objective	Standard	Performance Threshold (AQL)	Method of Surveillance
Timely task order response	Contractor shall respond within timeframes specified by the COR	95% compliance	Periodic Inspection
Quality of work	Work completed in accordance with task order requirements	95% of deliverables accepted without rework	Random Sampling or Observations
Capacity management	Contractor shall support concurrent task orders	No more than one missed milestone per year	Customer Feedback/ COR Observations

Task orders will generally be Firm-Fixed-Price.

Deliverables shall also include pricing structure. Offerors shall provide in their proposals a transparent pricing structure that clearly explains how prices for services described in this PWS will be developed for future task orders. The pricing methodology proposed at the IDIQ level shall establish the framework for pricing future task orders; however, final pricing shall be negotiated at the task order level in accordance with FAR 16.505.

Offerors shall identify standard labor rate structures by labor category, including identification of labor that will be self-performed versus subcontracted, and any premium rates applicable to night, weekend, or emergency work – or other potential price drivers that may be realized in the future task orders.

While task orders will be firm fixed price awards the contractors proposal shall describe how materials, FF&E, equipment, and specialty items will be priced, including any standard markups applied. Offerors shall also explain how subcontractor pricing will be obtained, evaluated, and incorporated.

Offerors shall explain their typical pricing approach for single-trade tasks, multi-trade tasks, and small-dollar or short duration work. Pricing assumptions and methodologies shall be consistent between the IDIQ proposal and future task order proposals.

Offerors shall provide (summary):

- Pre-negotiated fully burdened labor rates by category
- Identification of self-performed vs subcontracted labor
- Night/weekend/emergency premium rates
- Transparent pricing methodology

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- Standard material and equipment markups
- Subcontractor pricing incorporation methodology

SECTION 9 – REFERENCE MATERIALS

Applicable building codes, fire codes, safety standards, CDC facility requirements and standards, biosafety protocols, and manufacturer installation specifications.

SECTION 10 – MINIMUM VENDOR QUALIFICATIONS & BALANCED POOL AWARD STRATEGY

MINIMUM VENDOR QUALIFICATIONS:

- Appropriate state and local licenses for electrical and construction work
- Demonstrated experience performing work in occupied facilities
- Experience performing work in laboratory environments; experience in BSL-3 and BSL-4 environments is highly desirable
- Demonstrated ability to self-perform one or more primary task areas identified in Section 4; Offereors shall demonstrate the ability to self-perform one or more primary task areas and/or maintain established relationships with manufacturer-certified FF&E installers to preserve warranties. Clearly identify in proposal what can be self performed, what will need to be sub-contracted, (what work & installations can be self-performed vs sub-contracted vs sub-sub-contracted.)

BALANCED POOL AWARD STRATEGY:

The Government intends to award to a pool of Contractors (final quantity of awards is unknown until award) providing the best overall coverage of all PWS categories. *The Government reserves the right to adjust the number of awards based on proposal quality and coverage of required disciplines.*

The Government reserves the right to award to a mix of firms, including:

Track A – Integrators (1–2 firms anticipated but not guaranteed*)
- Significant furniture capacity
- Demonstrated multi-trade integration capability

Track B – Trade Specialists (1–4 firms anticipated but not guaranteed*)
- Deep self-performance in electrical, fire protection, paint, general construction, flooring, or related trades
- Suitable for standalone or trade-focused task orders
- Suitable for sub-contracting on task orders outside Contractor's overall capability.

The Government is not seeking identical contractors but a strategically balanced mix of capabilities.

SECTION 11 – ADDITIONAL REQUIREMENTS

Part A - EVALUATION FACTORS include:

Technical Evaluation Criteria
This solicitation will be awarded to the Offeror(s) whose proposal represents the best value to the Government, price and other factors considered.

Technical evaluation factors also include:
- Technical approach and understanding of the requirements
- Ability to self-perform a majority of work versus manage and subcontract work
- Staffing capacity and ability to address multiple concurrent projects
- Experience performing similar work, including laboratory environments
- Management approach, responsiveness, and schedule control

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Part B – 508 Compliance Requirements:

(Standard HHS language for Information Security, Human Subjects Protections, PRA, Printing, and Section 508 Compliance to be inserted as provided by clearance officials.) To be added

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