Statement of Work (SOW): Metal and Glass Door Reframing Installation Project for BIA Western Nevada Agency

1. Introduction

This Statement of Work (SOW) establishes the requirements and procedures for the reframing of metal and glass doors as part of the Bureau of Indian Affairs (BIA), Western Regional Office (WRO), Western Nevada Agency's Metal and Glass Door Reframing replacement and standardization project in Carson City, NV. This project involves the removal, modification, and reframing of an existing metal and glass door assembly to meet updated design, safety, and functional requirements. Work will ensure compliance with applicable building codes, manufacturer specifications, and architectural drawings. The existing doors are beyond repair and do not meet ADA compliance requirements.

2. Scope of Work

The contractor shall provide all necessary labor, supervision, materials, equipment, and expertise to perform the reframing of metal and glass doors throughout the designated office areas. The scope includes:

- Removal of existing metal and glass door frames as required.
- Modification of openings to accommodate new or reconfigured doors.
- Installation of new or refurbished metal and glass door frames, ensuring compatibility with adjacent office furniture and systems.
- Adjustment and alignment of doors for proper function, safety, and aesthetics.
- Coordination with other trades and project team members to ensure seamless integration with furniture, finishes, and building systems.

3. Contractor Responsibilities

The contractor shall:

- Furnish all labor, supervision, materials, supplies, tools, and equipment required for reframing tasks.
- Conduct a thorough site verification to assess existing conditions, accessibility, and potential restrictions (parking, loading docks, elevators, hours of access).
- Develop and maintain a detailed project schedule, including milestones and deadlines for reframing activities, in coordination with the client agency.
- Coordinate all work with BIA personnel, agency representatives, and other contractors involved in the installation.
- Provide a single point of contact (POC) with authority to oversee reframing operations and communicate with the client agency.

- Ensure installation personnel are identifiable and provide contact information to the Contracting Officer's Representative (COR) at least three weeks prior to commencement.

4. Compliance and Standards

All work must comply with:

- Federal, state, and local building codes, ordinances, and regulations.
- Technical specifications outlined in the Furniture Standards Technical Page and related documents.
- Uniform Federal Accessibility Standards (UFAS), ensuring accessible entryways and passageways.
- Applicable safety and environmental standards, including the use of non-toxic adhesives and materials where required.

The contractor is responsible for verifying compliance and obtaining necessary approvals prior to initiating work.

5. Installation Procedures

The contractor shall adhere to the following procedures:

1. Coordinate all deliveries and installation times with the agency COR to minimize disruption to office operations.
2. Protect building assets during reframing, including the use of runners, pads, and appropriate barriers for floors, walls, and elevators.
3. Remove all debris, old frames, and packaging materials from the site daily, disposing of waste in accordance with federal, state, and local regulations.
4. Conduct installation during regular business hours unless otherwise approved. If evening or weekend work is necessary, obtain prior authorization from the COR and Building Manager.
5. Verify all new door frames and doors are correctly installed, aligned, and functioning prior to final acceptance.

6. Project Management

The contractor shall:

- Identify and provide a single POC responsible for project management, supervision, and coordination throughout the reframing process.
- Submit a comprehensive project schedule to the agency representative, including delivery, installation, and inspection dates.
- Report any unexpected issues or conflicts to the client agency COR and BIA WRO Contracting Officer for prompt resolution.

- Maintain daily checklists documenting progress, existing building conditions, and any incidents affecting cost or schedule.

7. Post-Installation Services

Upon completion of reframing work, the contractor shall:

- Clean and dust metal and glass doors and frames using approved non-toxic cleaners.
- Coordinate disposal activities with the building owner and ensure all waste and packaging are removed from the job site.
- Protect all warranties by promptly correcting omissions, mistakes, or damage.
- Prepare and submit a punch list of outstanding items for review with the COR and correct all deficiencies within ten (10) working days.
- Submit a statement of acceptance, signed by the COR, noting any exceptions, and forward it to the WRO Contracting Officer.

8. Government and Contractor Roles

Government Responsibilities: The receiving agency will provide space for staging, assembly, and storage as required. The agency will cooperate with the contractor to facilitate access and coordinate schedules.

Contractor Responsibilities: Ensure a qualified project manager or superintendent is always on-site with full contractor authority. Ensure clear communication and coordination with all stakeholders.

9. Documentation and Change Management

- Submit preliminary and finalized installation plans, specifications, and samples for review and approval by the agency COR.
- Provide inventory documentation for all reframed doors and associated hardware.
- Any requests to modify design, installation documents, or pricing must be submitted in writing and approved by the WRO Contracting Officer. No change order work shall proceed without a signed modification.
- All project documentation, including schedules, acceptance statements, and punch lists, shall be maintained and made available to the client agency and BIA as required.

Conclusion

This SOW outlines the comprehensive requirements for metal and glass door reframing within the context of the BIA Western Nevada Agency's installation project. All contractors are expected to strictly adhere to the standards, procedures, and responsibilities described herein to ensure a successful, compliant, and professional outcome.