DEPARTMENT OF THE INTERIOR

BUREAU OF INDIAN EDUCATION

1011 Indian School Road, NW, Suite 332
Albuquerque, New Mexico 87104

IE056 – HAVASUPAI ELEMENTARY SCHOOL
BLDG-1022

FIRE ALARM PULL STATION RELOCATION

Dec 5, 2025

Version 7.0

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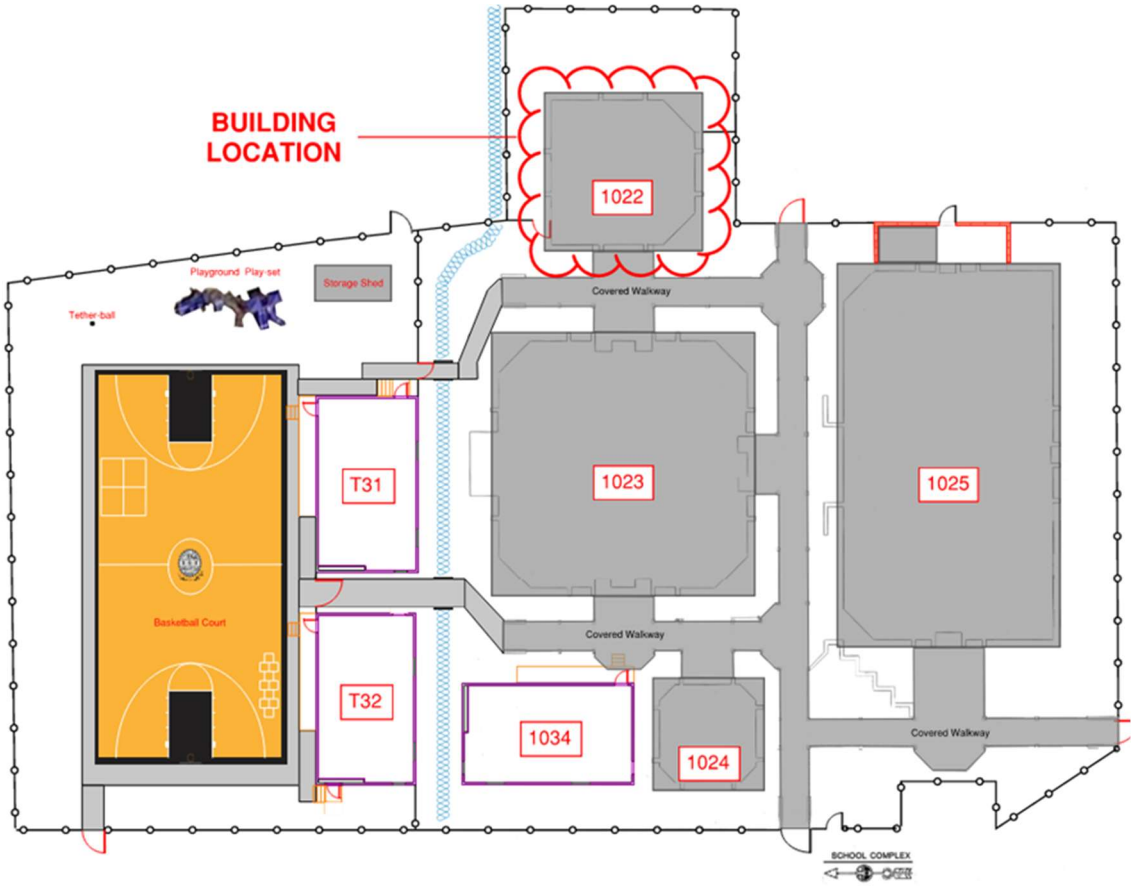
STATEMENT OF WORK

1. PROJECT INTRODUCTION

Project Name: Havasupai Elementary School BLDG-1022 Fire Alarm Pull Station Relocation.



The completed system shall comply with, at a minimum, NFPA 72 (2025) National Fire Alarm and Signaling Code; NFPA 101-2024/IBC means of egress requirements; the 2024 International Fire Code (IFC), including applicable fire alarm provisions; ADA/ICC A117.1 accessibility reach ranges; manufacturer installation instructions; and all Authority Having Jurisdiction (AHJ) requirements.

DSRM non-involvement for this project

- Pre-construction / design review
- DSRM pre-construction design review is not required for this project. The scope is limited to repair / replacement of existing manual pull stations in their current locations with functionally equivalent devices. No new fire alarm system design, reconfiguration of circuits/zones, or changes to sequence of operations are included. Accordingly, there are no construction design documents or fire/life safety shop design documents requiring DSRM review under 25 IAM 2.

- DSRM final inspection / Certificate of Occupancy

- A DSRM final inspection and Certificate of Occupancy are not required for this project. DSRM final inspections are intended for new systems or major rehabilitations where DSRM has reviewed and approved design documents in advance. This project consists of limited repair work on the existing system and does not constitute new construction or major rehabilitation.

DSRM involvement for this project

If the scope of work is revised to include any of the following, DSRM involvement (design review and final inspection) will be required in accordance with 25 IAM 2:

- Adding new manual pull stations where they did not previously exist to correct coverage or code deficiencies.
- Relocating manual pull stations or other devices in a manner that changes coverage or affects egress strategy.
- Reconfiguring circuits or zoning, adding new NACs or SLCs, or making panel programming changes that affect system performance or sequence of operations.
- Bundling this work into a larger fire alarm system upgrade or major rehabilitation project.

Site Preparation & Demolition

- Coordinate required fire alarm system impairments/outages with the Government, school staff, and AHJ prior to starting work.
- Implement impairment procedures per NFPA 72, including posting fire watch if required by the AHJ.
- Lockout/tagout affected fire alarm circuits at the fire alarm control panel (FACP) and/or power supplies prior to demolition work.
- Protect adjacent finishes, furnishings, and equipment in all work areas.
- Remove existing manual pull stations at locations identified for relocation, including associated surface trim rings and device plates.
- Remove or abandon-in-place existing conduit and wiring that cannot be reused; cap and secure abandoned raceways as approved by the Government.
- Patch wall penetrations and device openings left by removed pull stations; provide repair, texture, and paint to match adjacent surfaces to the greatest extent practicable.

System Design & Engineering

- Evaluate whether the building is protected throughout with a supervised automatic sprinkler system and whether a manual fire alarm pull station is provided at an approved central location (e.g., administration office). Coordinate with the AHJ to determine whether the exceptions in NFPA 101-2024 Section 15.3.4.2.3.2 and IFC-2024 Section 907.2.3 Exception 4 apply and whether relocation or additional manual pull stations are required for this project.
- Determine required locations of manual pull stations in accordance with NFPA 72-2025 and applicable building/life safety codes, including:
    - Proximity to exits and exit access doors, including locations within 5 ft of required exits or exit access doors where required by NFPA 72-2025 Section 17.17.10.4.

    - Maximum travel distance not exceeding 200 ft from any point in the building to a manual pull station, in accordance with NFPA 72-2025 Section 17.17.10.5.
    - Visibility and accessibility along the normal path of egress.
- Design mounting heights so that the operable part of each manual pull station is installed at a consistent height of 42 inches above finished floor (AFF), within an allowable range of 42–48 inches AFF, or as otherwise directed by the AHJ.
- Verify that all relocated pull stations are within ADA-compliant reach ranges, free of obstructions, and accessible from wheelchair-usable paths.
- Confirm raceway and wiring methods (conduit type, cable type, support spacing, and penetration sealing) comply with NFPA 70 (NEC), NFPA 72, and local requirements.
- Prepare and submit design documents (shop drawings, device layout, wiring diagrams, and product data) sealed by a qualified fire alarm designer where required by the AHJ.

Installation of New/Relocated Pull Stations

- Furnish and install new listed manual fire alarm pull stations compatible with the existing fire alarm control panel and system (including any addressable modules, if required).
- Provide new recessed or surface-mounted backboxes as appropriate for wall type and device style.
- Install raceways and conductors from each manual pull station to the nearest junction point, terminal cabinet, or fire alarm circuit as indicated on the approved design.
- Maintain conductor type, gauge, and insulation rating equal to or better than the existing system conductors, and maintain required circuit style and supervision.
- Work shall be neat and workmanlike, with plumb and level device mounting and securely supported raceways.
- Manual pull stations shall be:
    - Installed 42–48 inches AFF to the operable part, unless otherwise required by AHJ.
    - Located on the normal path of egress and, where required by code, within 5 ft of exits or exit access doors in accordance with NFPA 72-2025 Section 17.17.10.4.
    - Kept conspicuous and unobstructed (not behind doors when fully open, not hidden behind casework or equipment).

Electrical Integration and Fire Alarm Interface

- Tie each relocated manual pull station back into the existing fire alarm system on the appropriate IDC/SLC circuits, per the approved design.
- Maintain or improve circuit supervision, loop integrity, and device addressing consistent with the existing system architecture.
- Provide or re-use addressable monitor modules as needed; mount modules in accessible, listed enclosures.
- Update device addresses, labels, and loop configuration to match the final as-built layout.
- Verify that activation of each relocated manual pull station:
    - Transmits the proper alarm signal to the fire alarm control panel.
    - Activates required audible and visual notification appliances.

- Transmits alarm signals to any existing supervising station/remote monitoring (where applicable).

Commissioning & Functional Testing

- Coordinate testing with the Government and, where required, the AHJ. Provide advance notice per site procedures.
- Functionally test each relocated manual pull station, including:
- Activation from each device.
- Correct address/zone or textual description at the FACP and annunciators.
- Activation of notification appliances and any connected control functions.
- Proper restoration and reset of the system after alarm.
- Document all test results, noting device ID/address, location, test outcome, and any corrective actions taken.
- Provide updated as-built drawings, including:
  - Final pull station locations and mounting heights.
  - Circuit routing and device addressing.
  - Updated device schedules and panel programming printouts (where available from the FACP).
- Provide owner training on changes to device locations, system operation, and procedures for reporting future troubles/deficiencies.

1.1. DISCLOSURE OF MAGNITUDE

In accordance with Federal Acquisition Regulation (FAR) 36.204(b), the magnitude of construction is estimated to be less than $25,000.00 and $100,000.

1.2. LOCATION

This project is located at Havasupai Elementary School, 40 Main Street, Supai, AZ 86435, within Supai Village on the Havasupai Reservation (*access via helicopter or 8-mile trail from Hualapai Hilltop*).

1.3. BACKGROUND

Havasupai Elementary School is a Bureau of Indian Education (BIE) K–8 day school serving the Havasupai community in Supai Village at the bottom of the Grand Canyon. Its extreme remoteness—accessible only by helicopter or an eight-mile trail from Hualapai Hilltop—creates persistent logistical challenges for staffing, materials, and continuity of services. Reliable life-safety systems are therefore critical to maintaining safe operation.

Unanticipated discoveries: if cultural materials are encountered, stop work, secure the area, and notify the COR immediately for direction.

1.4. DESCRIPTION

The project is limited to interior fire alarm work in BLDG-1022. Work consists of relocating existing manual pull stations to achieve code-compliant locations and mounting heights, with associated conduit/wiring adjustments and wall patching/painting.

1.5. SCHEDULE

Total performance time: 30 calendar days from Notice to Proceed (NTP).

Minimum milestones:

- Within 10 calendar days of NTP: Site visit and field verification of existing pull station locations, mounting heights, circuits, and egress paths.
- Submit product data and a simple layout sketch showing existing and proposed pull station locations.
- BIE/COR review: Up to 10 calendar days after receipt of the consolidated submittal. Contractor shall not begin physical relocation work until the submittal is accepted.
- Construction (demolition, relocation, programming, pre-testing): Complete within 10 calendar days after submittal acceptance, coordinated with school operations.
- Provide NFPA 72 acceptance test documentation and as-performed sketches for relocated pull stations.

A formal DSRM design review is not required for this small-scope pull station relocation. The COR may, at their discretion, forward design and test documentation to DSRM.

1.6. INFORMATION

BIE Points of Contact:

Contractual:

Contracting Officer (CO): Yui Hoptowit, yui.hoptowit@bie.edu

Technical:

Project Manager (PM) and Contracting Officer's Representative (COR):
Marvin L Charley,
Cell: (505) 362-8334
Email: marvin.charley@bie.edu
Division of Facilities and Safety Management, Central Office
Branch of Facilities Management
Phoenix Education Resource Center
2600 N. Central Ave, Suite 800
Phoenix, Arizona 85004

1.7. DATA AND MATERIALS TO BE PROVIDED BY THE BIE

BIE will provide, as available:

- Existing architectural floor plans for BLDG-1022.

- Existing fire alarm riser diagrams and/or device layout plans.
- Existing FACP point list, sequences, and monitoring information.
- Campus site map and utility information relevant to fire alarm work.
- Any existing environmental/cultural documentation (e.g., FONSI, CLRs).

Electronic files will be provided via SharePoint/email. No separate SWPPP or site civil design documents are required for this interior pull station relocation project.

1.8. DEFINITIONS

Definitions, as used in this Statement of Work are as follows:

"A-E" – Architectural-Engineering firm

"AHJ" – Authority Having Jurisdiction (*e.g., DSRM, local fire marshal, or other code official with approval authority over fire alarm work*)

"ADA" – Americans with Disabilities Act and implementing accessibility standards (*e.g., ADA Standards, ICC A117.1*)

"BIA" – Bureau of Indian Affairs

"BIE" – Bureau of Indian Education

"CA" – Construction Administration Services

"CI" – Construction Inspection Services

"CO" – Contracting Officer

"COR" – Contracting Officer's Representative

"Cx" – Building Commissioning Services

"DFMC" – Division of Facilities Management and Construction

"DSRM" – Division of Safety and Risk Management

"FACP" – Fire Alarm Control Panel serving BLDG-1022

"Manual Pull Station" – Manually operated fire alarm initiating device used to signal an alarm condition to the fire alarm system

"NEPA" – National Environmental Policy Act

"NFPA 72" – National Fire Alarm and Signaling Code, as adopted by IA/AHJ

"NHPA" – National Historic Preservation Act

"PCO" – Potential Change Order

"User" – School Administration and designated facility staff at the project location

1.9. REFERENCES

NFPA 72 (2025) National Fire Alarm and Signaling Code; NFPA 70 (NEC); NFPA 101 (Life Safety Code); 2024 International Fire Code (IFC); applicable ADA/ABA accessibility standards; BIA/DSRM safety guidance.

- BIA School Facilities Design Handbook, dated March 30, 2007.
- BIA Structural Fire Protection Program, dated October 1, 2008.
- DSRM Safety and Occupational Health Program Evaluation Guide – Bureau of Indian Affairs, Division of Safety and Risk Management.
- DSRM Final Inspection and Certificate of Occupancy Guidelines – Establishes protocols for project closeout and occupancy certification.
- Indian Affairs Manual (IAM), Part 25 – Safety and Risk Management Program, Chapter 2: Design Review, Final Inspection, and Certificate of Occupancy Program, dated June 16, 2020
- Indian Affairs Fire Protection and Life Safety Systems Inspection, Testing, and Maintenance Guidelines.

Safety and Accessibility References

- OSHA – Occupational Safety and Health Act of 1970 (Public Law 91-596) and associated regulations under 29 CFR 1910 (General Industry) and 29 CFR 1926 (Construction).
- Indian Affairs Manual and Safety and Risk Management (DSRM) policies governing worker and occupant safety.

Building and Fire Codes References

- NFPA 72 – National Fire Alarm and Signaling Code.
- NFPA 70 – National Electrical Code.
- NFPA 101 – Life Safety Code.
- International Fire Code (IFC), as adopted by the AHJ.
- Applicable ADA/ABA accessibility standards.

Additional Codes and References

- All other adopted federal, tribal, or local codes and standards in effect at the time of design and construction shall apply, as required by the Authority Having Jurisdiction (*AHJ*).
- When discrepancies occur between codes or standards, the more stringent or safety-protective requirement shall govern.

2. PROJECT REQUIREMENTS

2.1.GENERAL REQUIREMENTS

2.1.1. SCOPE OF WORK AND PROJECT SUMMARY/REQUIREMENTS

The project consists of the fire alarm design/shop drawings, construction, testing, and closeout needed to relocate existing manual fire alarm pull stations in BLDG-1022 to code-compliant locations and mounting heights, including associated raceway and wiring modifications, programming, and finish repairs.

Work includes:

- Removal and proper disposal of existing manual pull stations and related accessories to be replaced.
- Installation of new or relocated listed manual pull stations.
- Extension or re-routing of fire alarm wiring and conduit as required.
- Updating FACP programming and annunciation text.
- Functional testing, NFPA 72 Record of Completion, and closeout documentation.

A qualified fire alarm designer (licensed professional engineer or NICET-certified fire alarm designer, as required by the AHJ) will perform a field site visit and prepare device layout drawings, wiring diagrams, and address/zone lists.

Replacement of the FACP is not included in this project. If FACP replacement is undertaken under a separate contract, coordination with that work will be by others.

2.1.2. DEFINITION OF CONTRACT LINE ITEMS

CONTRACT LINE-ITEM NO. 1 – DESIGN.

This item includes:

- Field verification of existing conditions, pull station locations, mounting heights, circuit routing, and egress paths.
- Preparation of a single consolidated design/shop drawing package including:
- Pull station device layout showing existing and proposed locations and mounting heights.
- Egress/accessibility confirmation (on normal path of egress; within reach ranges).
- Fire alarm riser and wiring/schematic diagrams showing any new conduit, junction boxes, and connections.
- Address/zone list and annunciation text identifying each pull station.
- Product data for manual pull stations, backboxes, modules, and accessories.
- NFPA 72 acceptance testing plan (methods, sequences, and witnessing).
- Drawings prepared under the responsible charge of a qualified fire alarm designer (PE or NICET, as required by AHJ).

CONTRACT LINE-ITEM NO. 2 – CONSTRUCTION:

This item includes all work necessary to implement the approved design, including:

- Demolition and removal/abandonment of existing pull stations and associated raceways as required.
- Installation of new/relocated pull stations, conduit, wiring, and associated equipment.
- Programming, labeling, and integration with the existing FACP and monitoring.
- Wall patching, texture, and paint at former device locations to match adjacent surfaces as practicable.
- NFPA 72 acceptance testing and documentation.
- As-built documentation and owner training.

Construction-phase administrative requirements (schedule, QC, meetings) shall be commensurate with the limited size of this project, as described in this SOW.

2.1.3. PROJECT MEETINGS

Kickoff / Preconstruction Meeting

- Hold a combined kickoff/preconstruction meeting (in-person or virtual) after award and prior to on-site work.

Agenda at a minimum:

- Scope and schedule review.
- Fire alarm impairment procedures and coordination.
- Safety and background check requirements.
- Access, staging, and material handling (including helicopter/trail logistics).
- Submittal and communication procedures.

2.1.3.1. Progress Check-Ins

During active on-site work, participate in brief weekly check-ins (phone or email) with the COR and school to:

- Confirm current status and upcoming work
- Coordinate outages and testing
- Address any issues or RFIs

Formal meeting minutes are not required; email summaries are acceptable.

2.1.3.2. PROJECT SCHEDULE

Use a simple bar-chart schedule (Microsoft Project, Excel, or similar).

- Update the schedule at least monthly or when significant deviations occur.
- A fully resource-loaded CPM schedule, formal Time Impact Analyses, and float management language from large DB projects are not required.

Government Holidays.

<u>Federal Holidays.</u>
New Year's Day – January 1
Martin Luther King Jr. Day – 3rd Monday in January
Presidents' Day – 3rd Monday in February
Memorial Day – last Monday in May
Juneteenth National Independence Day – June 19
Independence Day – July 4
Labor Day – 1st Monday in September
Indigenous Peoples' (*Columbus*) Day – 2nd Monday in October

Veterans Day – November 11
Thanksgiving Day – 4th Thursday in November
Christmas Day – December 25

2.1.4. INVOICE SUBMITTAL

Payments shall be made via the Government's Invoice Processing Platform (IPP).

- Submit a pencil copy of each invoice (AIA G702/G703 format or similar) to the COR by email for review/approval prior to submission in IPP.
- Include at least:
- Unique invoice number and contract/PO number
- Period of performance covered
- Line item breakdown consistent with the Schedule of Values
- Percent complete this period and to date
- Certified payrolls for the period, as applicable

Improperly prepared invoices may be returned, delaying payment.

2.1.5. BACKGROUND CLEARANCE AND SAFETY ORIENTATION

All Contractor and Subcontractor personnel shall complete required DOI Access/eQIP background clearance (coordinated with the COR).

- Escorts are required until written clearance approval is received.
- Safety orientation provided by the school or facilities staff is required prior to starting work on site.
- All personnel shall sign in/out daily and carry visible identification.

Contractor/Employee Identification and Sign-In/Out.

- All personnel (*Contractor and Subcontractor*) shall sign in and out daily at the Facilities Department and/or in the project binder, as directed.
- All personnel shall wear identification at all times on site: a name tag and company-logo apparel, or a Facilities Department–issued badge.

2.1.6. HOURS OF OPERATION

Contractor work hours at the Owner's facility shall begin no earlier than 7:00 a.m. Mountain Standard Time Zone (*MST*) and end no later than 4:00 p.m. Mountain Standard Time Zone (*MST*), Monday through Friday. With prior approval from the COR and the Principal, the Contractor may work until 6:00 p.m. Mountain Standard Time Zone (*MST*).

Work outside these hours (including weekends/holidays) requires prior approval by the COR and the Principal.

Requests for extended work hours shall be identified in the Three-Week Look-Ahead discussed during Progress Meetings.

2.1.7. TRAVEL AUTHORIZATION

The Contractor shall include all travel costs in its proposal, including helicopter or trail access as needed to Supai Village.

Plan logistics to minimize mobilizations while maintaining safety and schedule.

2.1.8. USE OF IA-FMS/DWP (*"MAXIMO"*)

IA-FMS/Maximo is the BIE system of record.

Uploading or input of documents into Maximo shall be performed at the direction of the CO/COR.

The Contractor shall provide electronic deliverables in formats suitable for Maximo attachment (PDF, CAD, etc.).

2.2. DESIGN / SHOP DRAWING REQUIREMENTS

This project is limited to repair / replacement of existing manual fire alarm pull stations and does not require new fire alarm system design or full shop drawing packages. The following minimum submittals are required:

- Manufacturer's product data sheets for the replacement pull stations, demonstrating compatibility with the existing fire alarm control unit and circuits.
- Confirmation from the Contractor that device mounting heights and locations will remain as existing, unless otherwise directed in writing by the COR.
- If any device locations are modified at the direction of the COR, the Contractor shall provide a simple marked-up floor plan or sketch showing final pull station locations for the school's fire alarm record documents.

2.2.1. CONSTRUCTION SUBMITTALS AND RECORD DOCUMENTS

This project is limited to repair / replacement of existing manual fire alarm pull stations and does not require new fire alarm system design or full construction drawing packages. The Contractor shall provide the following minimum documentation:

- Product Data: Manufacturer's data sheets for the replacement manual pull stations, demonstrating compatibility with the existing fire alarm control unit and circuits.
- Field Markups / Sketches (if locations change): If any pull station locations are modified at the direction of the COR, the Contractor shall provide a simple marked-up floor plan or sketch showing final pull station locations for the school's fire alarm record documents.
- Test Documentation: Documentation of functional testing performed after replacement (e.g., device test results confirming proper operation and reporting to the existing fire alarm system).

* The recipient of the electronic files is BIE.

2.3. CONSTRUCTION REQUIREMENTS

2.3.1. ENVIRONMENTAL AND SUSTAINABILITY REQUIREMENTS

This project is limited to repair / replacement of existing manual fire alarm pull stations and does not involve site disturbance or new building systems. No project-specific environmental or sustainability performance targets apply. The Contractor shall:

- Properly manage and dispose of all packaging, removed devices, and associated debris in accordance with applicable federal, state, tribal, and local regulations.
- Recycle cardboard and other materials where practicable.
- Immediately stop work and notify the COR if any suspect hazardous materials (e.g., friable insulation, suspect asbestos-containing materials, or peeling lead-based paint) are encountered in the work area.

2.3.2. CONSTRUCTION SUPPORT

This project is limited to repair / replacement of existing manual fire alarm pull stations and does not require extensive construction support services (e.g., temporary facilities, laydown yards, or staging areas). The Contractor shall:

- Coordinate work hours, access, and fire alarm system impairments with the COR and school administration to minimize disruption to school operations.
- Maintain safe and clear egress paths at all times and protect existing finishes, furnishings, and equipment in the work areas.
- Provide daily housekeeping in affected areas, removing debris and waste materials generated by the work.
- Coordinate any required fire alarm system disabling/enabling and notification with the school's designated representative and monitoring service (as applicable) during testing and device replacement.

2.3.3. SUBMITTALS DURING CONSTRUCTION

This project is limited to repair / replacement of existing manual fire alarm pull stations and does not require phased design submittals or full construction document packages. During construction, the Contractor shall submit the following:

- Product Data: Manufacturer's data sheets for the replacement manual pull stations, demonstrating compatibility with the existing fire alarm control unit and circuits.
- Impairment / Coordination Notices: Any planned fire alarm impairments or testing windows, for COR/school coordination (email notice is acceptable).
- Test Documentation: Results of functional testing performed after replacement (e.g., confirmation that each replaced pull station activates the system and reports correctly at the panel and to the monitoring service, if applicable).
- As-Performed Information (if locations change): If any pull station locations are modified at the direction of the COR, a simple marked-up floor plan or sketch showing final pull station locations for the school's fire alarm record documents.

No additional construction-phase submittals are anticipated for this limited repair scope unless specifically requested by the COR or Contracting Officer.

2.3.4. CONSTRUCTION COORDINATION AND ACCESS

This project will be performed in an occupied school facility. The Contractor shall:

- Coordinate all on-site work with the COR and school administration, including proposed work hours, areas of work, and any anticipated fire alarm system impairments or testing.
- Provide at least 3 business days' notice before mobilizing to the site or scheduling any testing that will activate audible/visual notification appliances.
- Check in and out at the school's designated office or entry point each day, follow all visitor sign-in procedures, and comply with school safety and security rules (e.g., ID badges, escort requirements, restricted areas).
- Limit work to the specific areas authorized by the COR and avoid disrupting classroom instruction and school operations to the maximum extent practicable.
- Maintain clear and code-compliant egress routes and avoid blocking corridors, exits, or fire lanes with tools, ladders, or materials.
- Coordinate any temporary disabling/enabling of fire alarm circuits and final functional testing with the school's designated representative and monitoring service (as applicable) to avoid unnecessary emergency responses.

2.3.5. DIGITAL IMAGES

Provide digital photos documenting key stages of the work, including at least:

- Existing pull stations and wall conditions before demolition.
- Rough-in of new conduit and backboxes.
- Terminations at devices and any junction or module boxes.
- FACP and annunciator screens during testing.
- Final installed pull stations and repaired surfaces.

Submit photos electronically (email or SharePoint) at substantial completion.

2.3.6. QUALITY CONTROL

Designate a single individual (who may also be the superintendent) as the Quality Control (QC) lead.

At a minimum, QC responsibilities include:

- Verifying existing conditions prior to demolition.
- Inspecting installed conduit, wiring, and devices for compliance with approved submittals and code.
- Witnessing NFPA 72 functional tests and verifying documentation is complete.
- Maintain brief QC notes with dates and observations for the project file.
- A formal written CQC plan, daily QC reports, and independent testing laboratory services are not required unless specifically requested by the CO.

Enforcement

The Contractor shall stop work on any item or feature pending satisfactory correction of any deficiency noted by the quality control staff or the Contracting Officer.

2.3.7. WORKING HOUR RESTRICTIONS

All work and deliveries shall be limited to the weekday hours of 7:00 am to 4:00 pm (*Mountain Standard Time Zone*) unless otherwise approved by the Contracting Officer. No work shall occur on BIE holidays or weekends without prior approval.

2.3.8. TEMPORARY SERVICES, SAFETY, AND PROTECTION

This project is limited to repair / replacement of existing manual fire alarm pull stations and does not require dedicated temporary utilities or large-scale site protections. The Contractor shall:

- Use existing building electrical power and lighting for tools and work activities, as approved by the COR and school staff.
- Comply with all applicable OSHA regulations and site-specific safety rules while working in an occupied school facility.
- Implement appropriate lockout/tagout procedures when working on fire alarm circuits, and coordinate any fire alarm impairments with the COR and school administration.
- Provide temporary barriers, cones, tape, or signage as needed to protect building occupants from work areas, ladders, and tools, and to keep egress routes safe and unobstructed.
- Protect existing walls, ceilings, finishes, and furnishings from damage during the work and promptly repair any damage caused by the Contractor.
- Restore the fire alarm system to normal service at the end of each workday unless a specific impairment period has been approved in writing by the COR and school administration.

2.3.9. ACCESS

The Contractor's access to the facility will be limited to the areas and times authorized by the COR and school administration. The Contractor shall:

- Obtain building access, keys, badges, or escort arrangements through the COR and shall not duplicate keys or share access credentials.
- Use only designated entrances and routes to reach work areas and avoid unauthorized or restricted spaces (e.g., administrative offices, records rooms, or any area identified by school staff).
- Comply with all school visitor and security procedures, including sign-in/sign-out requirements and wearing visible identification while on site.
- Schedule any required after-hours, weekend, or holiday access with the COR and school administration in advance.
- Ensure that all Contractor personnel comply with any background check or clearance requirements that may be imposed by the school or IA policy before working in occupied student areas.

2.3.10. ACCIDENT PREVENTION

The Contractor is responsible for the safety of its employees and the protection of building occupants and property during the work. The Contractor shall:

- **Accident Prevention Plan / JHA**
  Before any on-site work begins, provide a brief written Accident Prevention Plan or Job Hazard Analysis (JHA) specific to this project. The plan shall:
  - Identify the tasks to be performed (e.g., device replacement, testing).
  - Identify associated hazards (e.g., work on ladders, energized low-voltage circuits, work in occupied corridors/classrooms).
  - Describe the methods and controls to protect workers, students, staff, and property.
  - Include basic emergency procedures and contact information for emergency services and the school's designated point of contact.

- **Regulatory Compliance**
  Comply with all applicable OSHA regulations (29 CFR 1910 and 1926) and site-specific safety rules while working in the occupied school facility. Ensure that all employees are physically capable of performing their assigned duties safely and are not permitted to work while impaired.

- **Incident Reporting**
  Immediately notify the COR of any injuries, near-miss incidents, fires, or property damage occurring during the work. Provide a written incident report to the COR and Contracting Officer within 24 hours for any recordable injury or significant property damage. Report any fatality or hospitalization to OSHA and the Contracting Officer in accordance with OSHA requirements.

- **Minimum Safety Provisions**
  At a minimum, the Contractor shall:
  - Provide appropriate first aid supplies at the work area.
  - Provide and enforce the use of required personal protective equipment (PPE), including eye protection, gloves, and head protection where required by OSHA or site conditions.
  - Maintain clear and adequate egress at all times; do not block exits or corridors with tools, ladders, or materials.
  - Post temporary warning signs or barriers as needed to protect building occupants from work areas and ladders.
  - Maintain Safety Data Sheets (SDS) on site for any hazardous materials used as part of the work.

2.3.11. TEMPORARY CONTROLS

This project is limited to repair / replacement of existing manual fire alarm pull stations and does not involve removal of roofing, siding, windows, doors, or other building envelope components. The Contractor shall:

- Keep work areas neat, orderly, and in a safe condition at all times, including regular removal of debris, packing materials, and discarded devices.
- Maintain floors and corridors free of tripping hazards (e.g., tools, cords, wire scraps, packaging).
- Protect adjacent finishes, furnishings, and equipment from dust and damage during the work and promptly clean any dust or debris created by device replacement.
- If any temporary openings or penetrations are created, provide appropriate temporary protection to maintain weather-tightness and security until the building is fully restored.

2.3.12. CONSTRUCTION DELIVERABLES AND CLOSEOUT

At or prior to final inspection by the COR, the Contractor shall provide the following closeout documentation for this limited repair project:

1. **Test and Inspection Documentation**
   - A brief fire alarm test report summarizing the work performed and testing completed on the affected pull stations, including:
     - Date(s) of testing.
     - Name of the technician performing the work.
     - Identification of each pull station replaced and confirmation that activation:
       - Initiates an alarm at the fire alarm control panel; and
       - Reports correctly to any remote annunciators/monitoring service, if applicable.
     - Any deficiencies found and corrective actions taken.
   - If requested by the COR or AHJ, a completed NFPA 72 Record of Completion or service/inspection form covering the work performed.

2. **Product Data and Warranty**
   - Manufacturer's data sheets and installation instructions for the replacement manual pull stations and any associated accessories.
   - A written warranty for labor and materials for the fire alarm repair work, consistent with the contract (typically one year from the date of acceptance).

3. **As-Performed Information**
   - If all pull stations are replaced in their existing locations and at existing mounting heights, a simple statement confirming this (e.g., "All pull stations were replaced like-for-like in their existing locations and at existing mounting heights").
   - If any pull station locations or mounting heights are modified at the direction of the COR:
     - A simple marked-up floor plan or sketch showing final pull station locations and identifiers for the affected areas.

4. **O&M Information and Staff Orientation**
   - A brief on-site or virtual walkthrough with designated school/facilities staff covering:
     - Which pull stations were replaced.
     - Any changes that may affect alarm indication or annunciation behavior (if applicable).
     - Basic fire alarm control panel actions relevant to pull-station activations (acknowledge, silence, reset) within the scope of the work performed.
   - Provide any simple handouts or notes used for this orientation to the COR for future reference.

5. **Housekeeping and Restoration**
   - Remove all tools, equipment, packaging, and waste materials from the site.
   - Clean all work areas and restore ceilings, walls, and finishes affected by the work to a neat, finished condition acceptable to the COR.

Substantial Completion and Final Inspection

When the Contractor determines that the work is substantially complete, they shall submit written notice to the CO/COR requesting final inspection and confirming that:

- All specified pull stations have been replaced, tested, and are operational.
- Required testing documentation and product data are ready for review.
- Any required as-performed sketches or notes are complete.

The CO/COR will conduct a final inspection and may issue a punch list of remaining items, if any. The Contractor shall complete punch list items within a reasonable period agreed upon with the COR. Acceptance of the work will be documented in writing by the CO/COR in

Submit one copy each of the above items to the address indicated below or as directed by the CO.

Retain one copy of the above on the project site until completion of construction. Distribute these copies as directed by the COR.

Submit all deliverables electronically to the CO: Yui Hoptowit, yui.hoptowit@bie.edu

Submit all deliverables to the following address:

Marvin L. Charley, Contracting Officer's Representative
BIE Division of Facilities and Safety Management Central Office
Branch of Facilities Management
Phoenix Education Resource Center

2600 N. Central Ave, Suite 800
Phoenix, Arizona 85004
Cell: (505) 362-8334
Marvin.Charley@BIE.edu

2.4 FORMS

For this small repair project, no project-specific Indian Affairs or BIE forms are anticipated beyond standard contract invoicing and any NFPA 72 documentation required by the COR or AHJ. If any additional IA, BIE, or federal forms (e.g., IA forms, SF forms) are required for invoicing or project documentation, they will be provided to the Contractor upon award.

3. PERFORMANCE REQUIREMENTS

3.1. GENERAL

The Contractor shall perform all work so that the existing fire alarm system remains code-compliant, fully functional, and free of nuisance conditions. Replacement manual pull stations shall be compatible with the existing fire alarm control panel and associated circuits, and shall not degrade system performance or reliability.

3.2. FIRE ALARM SYSTEM PERFORMANCE

- All replacement manual pull stations shall, when operated:
  - Initiate a fire alarm condition at the existing fire alarm control panel.
  - Annunciate correctly at any existing remote annunciators or graphics (where applicable).
  - Transmit signals correctly to any existing supervising/monitoring station (where applicable).
- The work shall not introduce ground faults, troubles, or abnormal conditions into the existing fire alarm system.

- Device mounting heights, locations, and clearances shall remain as existing unless otherwise directed in writing by the COR. Any changed locations shall comply with applicable code and accessibility requirements.

3.3. TESTING AND ACCEPTANCE

- After installation, each affected pull station shall be functionally tested in accordance with NFPA 72 and the manufacturer's recommendations.
- All tests shall be coordinated with the COR, school administration, and any supervising station, as applicable, to avoid unnecessary emergency response.
- The Contractor shall correct any deficiencies identified during testing at no additional cost to the Government and retest until acceptable performance is achieved.
- The work will be considered acceptable when all replaced pull stations operate as intended, no new system troubles or faults are present, and required test documentation has been submitted and accepted by the COR.

3.4. WARRANTY

- All labor, materials, and workmanship associated with the fire alarm repair work shall be warranted against defects for a period consistent with the contract (typically one year) from the date of acceptance by the CO/COR.
- During the warranty period, the Contractor shall, at no additional cost to the Government, correct defects attributable to the work performed under this project.

3.5. TIME FRAMES AND DELIVERABLES

Overall Performance Period:

The total performance period for this project shall be 30 calendar days from Notice to Proceed (NTP), unless otherwise modified by the Contracting Officer.

Submittals, Logistics, and Pre-Work Coordination:

Within 10 calendar days of NTP, the Contractor shall submit:

- Product data for the replacement manual pull stations.
- A brief Accident Prevention Plan / Job Hazard Analysis (JHA) specific to this work.
- A proposed work schedule (including proposed travel dates, on-site work dates, and testing windows).

Because Havasupai is only accessible by helicopter or pack animal, the Contractor shall:

- Coordinate transportation (helicopter or mule/pack train) with the COR and the Havasupai authorities or designated service providers.
- Pre-stage tools and materials at the designated staging area (e.g., Hilltop) as required by the transportation provider.
- Account for transport weight/volume limits and packaging requirements in the proposed schedule and logistics plan.

On-Site Work (Installation and Testing):

On-site work at the school (removal and replacement of pull stations, functional testing, and minor patch/repair associated with the work) shall be completed within a single mobilization not to exceed 3 consecutive calendar days on site, unless otherwise approved by the COR. This duration does not include travel days to and from the village via helicopter or pack train.

All functional testing shall be coordinated with the COR, school administration, and any supervising station (if applicable) to avoid unnecessary emergency response.

Closeout Documentation and Final Acceptance:

Within 10 calendar days after completion of on-site work, the Contractor shall submit required closeout items, including:

- Test/inspection documentation for the replaced pull stations.
- Product data and warranty information.
- Any required as-performed sketch or note if device locations were changed at the direction of the COR.

Upon receipt and acceptance of the closeout documentation, and satisfactory completion of any punch-list items identified by the COR, the work will be considered complete in accordance with the contract.

---END OF SOW---