STATEMENT OF WORK

Carpet Removal and Vinyl Flooring Installation

Civilian Personnel Office

655 Vickers Avenue, Building 1105

Joint Base Pearl Harbor-Hickam, HI 96853

15th Wing

26 June 2026

Current as of 8 July 2026

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1.0 Scope

This Statement of Work defines the effort required to remove existing carpet and install new commercial-grade vinyl flooring in the Civilian Personnel Office located at 655 Vickers Avenue, Building 1105, Joint Base Pearl Harbor-Hickam, HI 96853.

The work area is 2,500 square feet. 50 square feet by 50 square feet.

The contractor shall provide all personnel, supervision, labor, materials, tools, equipment, transportation, disposal, and other items necessary to complete the flooring removal, subfloor preparation, vinyl flooring installation, site cleanup, and associated closeout requirements described in this SOW.

2.0 Background

The Civilian Personnel Office requires replacement of existing carpet with new commercial-grade vinyl flooring to improve facility appearance, durability, maintainability, and cleanliness. The work will occur inside an occupied Government facility. The contractor shall coordinate all work with the Contracting Officer, designated Government representative, and facility point of contact to minimize disruption to office operations.

The office area will be fully vacated for the duration of the project, which is estimated to take two weeks to complete.

Reason for Replacement: The current carpeting is severely degraded and has exceeded its useful life.

Operational Urgency: Immediate replacement with high-quality vinyl flooring is operationally urgent due to critical safety concerns. In multiple locations, the existing carpet is separating from the subfloor, creating significant trip hazards and an unsafe work environment. This project must be expedited to mitigate the risk of personnel injury and restore compliance with occupational safety standards.

There will be no mission impact. During the two-week performance period, employees will transition to a telework posture and rotate into shared office spaces within the same building to ensure continuous, uninterrupted in-person customer service.

3.0 Applicable Documents

N/A

4.0 Requirements

4.1 General Requirements

4.1.1 Unless otherwise stated in writing by the Contracting Officer, the Contracting Officer is the only person authorized to change, modify, deny, or approve any part of the contract, this SOW, contract changes, approvals, payments, or project changes.

4.1.2 The contractor shall provide all transportation, planning, labor, tools, equipment, materials, supervision, and incidental items necessary to accomplish the requirements of this SOW.

4.1.3 The contractor shall be responsible for all personnel and material transportation to and from the job site and any required accommodations for the duration of the project.

4.1.4 The contractor shall adhere to all applicable NFPA, OSHA, EPA, federal, state, local, DoD, Air Force, and installation regulations while performing work under this SOW.

4.1.5 The contractor shall protect all existing Government property, walls, doors, trim, utilities, fixtures, furniture, equipment, and adjacent flooring surfaces from damage during performance.

4.1.6 The contractor shall be liable for any damages to Government property resulting from carelessness, negligence, improper work practices, or failure to follow proper safety, engineering, or installation procedures and standards.

4.1.7 The contractor shall maintain a clean and safe worksite throughout performance. Walkways, exits, fire lanes, emergency equipment, and access routes shall remain clear unless otherwise approved by the Government.

4.1.8 The contractor shall remove and dispose of all demolished materials, scrap materials, packaging, excess materials, and construction debris from the installation at the contractor’s expense in accordance with federal, state, local, and installation requirements.

4.1.9 All work shall be completed within 60 calendar days after contract award. This duration fully reflects the mission needs of the Government and accounts for critical administrative, logistical, and construction phases.

The project timeline is structured around the following parameters:

- On-Site Construction Window: The active on-site work—including furniture disassembly, carpet removal, moisture/pH testing, subfloor preparation, vinyl installation, and furniture reconstruction—shall be completed within a concentrated window of 14 consecutive calendar days. The office will be fully vacated during this 2-week active phase.
- Material Lead Times & Submittals: The remaining days of the 60-day performance period are allocated for the contractor to submit product samples for Government approval, secure materials from manufacturers, coordinate facility access, and complete pre-work logistical scheduling.
- IT & Post-Work Logistics: This window allows ample time for the Government to coordinate the disconnection and reconnection of IT systems, facilitate employee transitions, and perform final inspections and acceptance of the completed work.

4.1.10 Work shall be performed during normal duty hours of 0730 to 1630, Monday through Friday. Work outside normal duty hours shall be requested in advance and approved by the Contracting Officer.

4.1.11 The contractor shall provide a single point of contact for project coordination. The contractor's point of contact shall be available during normal duty hours and able to respond to Government concerns within one hour.

4.1.12 Prior to any digging, drilling, coring, or other activity that may disturb subsurface utilities or facility infrastructure, the contractor shall obtain all required work clearances, including AF Form 103, if applicable.

4.2 Specific Requirements

4.2.1 Site Verification

The contractor shall verify all field conditions, measurements, floor dimensions, existing flooring conditions, floor transitions, door clearances, furniture layout, and installation constraints prior to ordering materials or beginning work.

The approximate work area is 2,500 square feet. The contractor shall be responsible for confirming final measurements and material quantities.

Floor plan is attached.

4.2.2 Furniture and Equipment Movement

The contractor shall move furniture, equipment, and other obstacles necessary to perform the flooring work. The contractor shall protect all Government furniture and equipment during movement and storage.

Prior to moving or disassembling any furniture, the contractor shall submit a comprehensive, high-resolution photographic record documenting the exact layout of all workstations to the COR. Upon flooring completion, the contractor must reconstruct all modular furniture to the precise configuration shown in the pre-construction photos. The COR will utilize these photos during the final inspection to verify correct reassembly before contract sign-off.

The contractor shall return all furniture and equipment to its original location after flooring installation is complete unless otherwise directed by the Government.

The Government will remove personal items from desks, cabinets, shelves, and other furniture prior to the start of work.

The Government will coordinate with the 747th Communications Squadron to tag, remove, and organize all IT equipment and will return once the flooring installation is complete to return the IT equipment back to its original state.

The contractor shall coordinate furniture movement and phasing with the Government to minimize disruption to office operations.

The contractor shall be solely responsible for the complete lifecycle of furniture management required to facilitate the flooring installation. This includes the professional disassembly (breakdown), safe transport, secure storage, and complete reconstruction (reassembly) of all modular furniture and non modular furniture within the 2,500 square foot office space.

- Precision Reinstallation: The contractor must return all modular furniture to its exact original configuration and layout upon completion of the flooring installation.
- Government Responsibility: Government personnel will only be responsible for packing and clearing personal items, loose desktop equipment (such as IT peripherals), and sensitive documents prior to the contractor's mobilization.

4.2.3 Carpet Removal and Demolition

The contractor shall remove all existing carpet, carpet tile, underlying padding, tack strips, transition strips, adhesives, and other flooring-related materials from the designated work area unless otherwise directed by the Government.

The contractor shall perform demolition in a manner that prevents damage to the concrete subfloor, walls, baseboards, doors, trim, utilities, and adjacent surfaces.

The contractor shall remove demolished material from the facility and dispose of it off site in accordance with applicable laws, regulations, and installation requirements.

The existing flooring to be removed consists of approximately 2,500 square feet of glued-down carpet tiles (squares).

- Demolition Requirement: The contractor shall completely scrape, remove, and legally dispose of all carpet tiles and backing material.
- Subfloor Prep: The contractor must scrape and remediate all remaining glue/adhesive residue down to the bare concrete substrate in accordance with industry standards to prepare the surface for the new vinyl adhesive.

The contractor shall completely remove, discard, and replace all existing transition strips, wall base, and baseboards within the project area. No existing trim, base, or transition materials shall be reused.

- New Wall Base & Baseboards: The contractor shall provide and install new, commercial-grade 4-inch wall baseboards that aesthetically match the newly chosen vinyl flooring.
- New Transition Strips: The contractor shall provide and install new, heavy-duty, color-matching, ADA-compliant transition strips at all doorways and flooring junctions.
- Damage Liability: Any damage to surrounding drywall or paint during the removal of the old baseboards must be patched, sanded, and painted to match original conditions by the contractor at no additional cost to the Government.

4.2.4 Subfloor Preparation

The contractor shall clean and prepare the existing concrete subfloor for installation of new vinyl flooring.

Subfloor preparation shall include removal of residual adhesives, debris, loose material, high spots, contaminants, and other conditions that may affect flooring installation, performance, appearance, or warranty.

The contractor shall grind, scrape, patch, fill, prime, or level the subfloor as necessary to provide a smooth, flat, uniform, and manufacturer-approved surface suitable for installation of commercial-grade vinyl flooring.

The contractor shall apply self-leveling compound where required and in accordance with manufacturer instructions.

The contractor shall verify moisture, pH, surface condition, and other substrate requirements as required by the flooring manufacturer prior to installation. Asbestos Testing was completed during 2019/2020 carpet installation, but our office does not have the documentation showing completion.

Mandatory Substrate Testing: The contractor shall be fully responsible for conducting comprehensive substrate testing prior to the installation of any vinyl flooring.

Subfloor Condition & Leveling Requirements: There are no known cracks, severe unevenness, moisture issues, or previous flooring failures in the existing 2,500 square foot space. However, upon removal of the existing carpet, the contractor is responsible for verifying the subfloor's condition.

4.2.5 Vinyl Flooring Material

The contractor shall provide and install new Government-approved, commercial-grade vinyl flooring suitable for office use in a high-traffic administrative environment.

The contractor shall provide flooring product information, color options, pattern options, technical data, warranty information, and manufacturer installation instructions to the Government for review and approval prior to procurement and installation.

The vinyl flooring shall be luxury vinyl tile, Luxury vinyl tile based on Mohawk Hot and Heavy II Collection, Style: C2104 Secoya LVT, 5.0 mm, Glue Down, 10'W x 59"L Planks, 20 mil Wear Layer, Color: 842 Amber Maple. Cove Base based on 4" rubber cove base, 4' lengths, 1/8" Thick Color: to be selected.

4.2.6 Vinyl Flooring Installation

The contractor shall install the approved commercial-grade vinyl flooring in accordance with manufacturer installation instructions, warranty requirements, and industry standards.

The contractor shall ensure flooring is properly bonded, aligned, cut, rolled, finished, and installed free of bubbles, gaps, loose edges, uneven seams, excessive adhesive, visible defects, or trip hazards.

The contractor shall ensure edges are finished cleanly against walls, fixtures, doorways, and other surfaces.

The contractor shall install all required transitions, reducers, edge strips, and accessories necessary to provide a complete and professional installation.

The contractor shall ensure doors operate properly after flooring installation. Any required minor trimming or adjustment shall be coordinated with the Government prior to action.

The contractor shall provide and install commercial-grade, heavy-duty transition strips at all doorways and junctions where the new vinyl flooring meets different flooring materials (e.g., tile, carpet, or concrete) to ensure a smooth, ADA-compliant transition with zero trip hazards.

The contractor shall replace all existing thresholds within the project scope with new, color-matching, commercial-grade thresholds, as necessary.

The contractor shall inspect all doors within the project area upon completion of the flooring installation. If any door rubs, scrapes, or fails to swing/latch smoothly due to the new floor height, the contractor shall professionally trim/undercut the bottom of the door to restore proper operation.

The contractor shall execute this project as one single, continuous work effort to be completed within the designated 14-calendar-day active construction window.

4.2.7 Baseboards, Wall Base, and Transitions

The contractor shall remove and replace all existing wall baseboards within the 2,500 square foot project area with new, commercial-grade wall base.

Performance Requirements:

- Aesthetic Match: The new wall base product must aesthetically match and complement the color, texture, and style of the newly chosen high-quality vinyl flooring. The contractor shall submit color and material samples to the COR for approval prior to installation.
- Material Standard: The replacement wall base shall be a minimum of 4-inch high, commercial-grade rubber or vinyl cove base (thermoplastic vinyl or vulcanized rubber) to ensure long-term durability against vacuum cleaners and foot traffic.
- Adhesive Application: The contractor shall secure the new wall base using a high-quality, manufacturer-approved adhesive to prevent peeling, bubbling, or separation from the drywall.
- Corner Detailing: All inside and outside corners must be neatly mitered or wrapped seamlessly; pre-formed corners are acceptable if they match the style of the baseboard run.
- Damages: In the event that drywall paper tears, dents, holes, or significant paint peeling occurs above the line of the new 4-inch baseboard, the contractor shall be solely responsible for repairing the damage. This includes patching, sanding, priming, and color-matching/painting the affected wall surfaces to restore them to their original condition at no additional cost to the Government.

If new wall base is required, the contractor shall provide Government-approved commercial-grade wall base compatible with the new flooring.

The contractor shall provide and install all required transition strips between new vinyl flooring and adjacent flooring surfaces.

4.2.8 Worksite Cleanup

The contractor shall clean the work area daily and upon completion of the project.

The contractor shall remove all tools, equipment, packaging, excess materials, adhesive residue, dust, debris, and demolished materials from the facility prior to final inspection.

The contractor shall leave the completed work area clean, safe, and ready for Government use.

5.0 Submittals

5.1 General Submittal Requirements

All project submittals shall be provided to the Contracting Officer for review and approval prior to procurement, installation, or performance of work, as applicable.

All material-related submittals shall be accompanied by a completed AF Form 3000, Material Approval Submittal, if required by the Government.

Approval of an AF Form 3000 by the Contracting Officer or Government representative does not constitute approval of a contract change. Any change to the awarded scope, material, cost, schedule, or process shall be coordinated with the Contracting Officer prior to implementation.

5.2 Schedule

The contractor shall submit a project schedule within 15 calendar days after contract award. The schedule shall identify major project milestones, including but not limited to:

- Site verification.
- Material submittals.
- Material ordering.
- Material delivery.
- Furniture movement/phasing.
- Carpet removal.
- Subfloor preparation.
- Vinyl flooring installation.
- Cleanup.
- Final inspection.
- Project completion.

The contractor shall provide an updated schedule to the Contracting Officer and designated Government representative when changes shift the approved schedule by more than five business days.

5.3 Pre-Work Submittals

The contractor shall submit all required pre-work documentation at least 15 calendar days prior to the scheduled start of physical work, unless otherwise approved by the Contracting Officer. Required pre-work submittals include:

- Flooring product data.
- Flooring color and pattern samples.
- Adhesive, primer, patching, and self-leveling compound product data.
- Manufacturer installation instructions.
- Manufacturer warranty information.
- Contractor Lead-Installer Manufacturer Certifications
- Safety Data Sheets for all products used.
- Work Schedule plan
- Furniture movement plan.
- Disposal plan.
- Any Testing reports, as applicable
- Contractor Pre-Disassembly Furniture Photo/Layout Documentation
- Any required safety plan or activity hazard analysis, if required by the Government.
- Any other documentation required by the Contracting Officer.

Before work begins, the contractor shall submit the following deliverables to the COR for written approval:

- Physical Product Samples: A physical "chain-set" showing actual color, pattern, texture, and thickness options for the high-quality vinyl flooring and matching 4-inch wall base.
- Shop Drawings & Transition Details: A layout plan illustrating the direction of the vinyl planks/tiles, seam locations, and detailed cross-sections of transition strips where the new flooring meets hallways or other flooring materials.
- Detailed Work Schedule: A day-by-day project schedule outlining the tasks to be completed within the 14-day continuous vacancy window.

5.4 Progress Updates

The contractor shall provide project status updates as requested by the Contracting Officer or designated Government representative. Status updates shall include work completed, upcoming work, schedule concerns, delays, and any issues requiring Government coordination.

5.5 Closeout Documentation

The contractor shall submit all required project closeout documentation within 10 calendar days after project completion. Required closeout documentation shall include:

- Final completion notice.
- Manufacturer warranty documentation.
- Product maintenance and cleaning instructions.
- Final invoice.
- Any other documentation required by the Contracting Officer.

6.0 Government-Furnished Services and Information

6.1 The Government will provide access to the facility, subject to installation access requirements and coordination with the facility point of contact.

6.2 The Government will remove personal items from the work area prior to commencement of carpet removal.

6.3 The Government will provide available facility information, drawings, or known site constraints when available and applicable.

Points of Contact:

- Primary Project POC: Erica Santos | Duty Phone: (808) 789-7358 | Cell Phone: (707) 386-5525
- Facility Manager: Kevin Crane | Phone: (808) 789-7376 | Cell Phone: (808) 397-0973

Access & Escort Requirements:

Daily Facility Access: An authorized employee from the Civilian Personnel Office will grant facility access daily and will be solely responsible for unlocking the workspace in the morning and locking/securing the office at the conclusion of work each night.

Permitted Work Areas: Contractor personnel are strictly limited to the Civilian Personnel Office suite, any adjacent offices specifically designated for material/furniture storage, and access to restrooms for personal use.

Restricted Areas: All other offices, suites, and secure areas within the building are strictly off-limits to contractor personnel. Unescorted wandering outside of the designated work areas and restrooms is prohibited.

Government-Furnished Support & Utilities

To facilitate the successful execution of this project, the Government will provide the following provisions to the contractor at no cost:

Staging and Storage: The Government will provide a designated on-site staging area for tools, materials, and debris bags, as well as secure adjacent office space within the facility for the temporary storage of flooring materials and disassembled modular furniture.

Parking and Loading: The contractor will be allocated two (2) dedicated parking spaces immediately adjacent to the building's loading/unloading zone for contractor work vehicles and material delivery.

Utilities and Restrooms: The Government will supply standard facility electrical access and water access as required for subfloor testing, prep work, and installation, as well as access to designated building restrooms for contractor personnel during scheduled work hours. Note: larger water procurement is only available on the far side of the building, so in the event the contractor needs access to water for installation purposes, this should be noted that there is no access to water directly from the Civilian Personnel Office.

7.0 Security

7.1 Installation Access

The contractor shall ensure all employees, subcontractors, and delivery personnel obtain all required passes, identification, sponsorship, and installation access credentials required for contract performance.

The contractor shall comply with all Joint Base Pearl Harbor-Hickam access control procedures.

The contractor personnel will require DBIDS access throughout the work schedule plan.

7.2 Traffic Laws

The contractor and contractor employees shall comply with all installation traffic regulations. This includes, but is not limited to:

- Wearing seatbelts when operating or riding in any vehicle on the installation.
- Adhering to all posted speed limits.
- Prohibiting the use of cell phones while driving unless using a 100 percent hands-free device.

7.3 Weapons, Firearms, and Ammunition

Contractor employees are prohibited from possessing weapons, firearms, or ammunition on themselves or within their vehicles while on Joint Base Pearl Harbor-Hickam unless specifically authorized in writing by the installation.

7.4 Physical Security

The contractor shall safeguard all Government property provided for contractor use. At the end of each workday, the contractor shall ensure Government facilities, equipment, materials, and work areas are secured.

The contractor will not be responsible for securing any rooms. The Government will ensure all work and storage areas used are secured at the end of the duty day.

8.0 Inspection and Acceptance

The Government will inspect work for compliance with this SOW, approved submittals, manufacturer installation instructions, and applicable safety and quality standards.

Project completion is defined as all work being completed in accordance with this SOW, all required submittals and closeout documentation being received and accepted by the Government, all debris being removed from the site, furniture and equipment being returned to the approved locations, and final inspection and acceptance being completed by the Government.

Work that does not conform to the requirements of this SOW shall be corrected by the contractor at no additional cost to the Government.

The Contracting Officer's Representative (COR) will officially inspect and accept all completed work, with direct assistance from the Primary Project POC (Erica Santos) and the Facility Manager (Kevin Crane). Any discrepancies, punch-list items, or damages identified during this joint inspection must be corrected by the contractor prior to final acceptance.

The contractor shall facilitate three milestone checkpoints with the Primary POC (Erica Santos) or Facility Manager (Kevin Crane) to ensure quality control:

Phase 1 (Post-Removal Verification): The contractor shall verify that the flooring slab is scraped clean of old carpet adhesive.

Phase 2 (Subfloor Flatness Verification): The contractor shall demonstrate that the concrete has been patched, smoothed, and meets the flat substrate requirements before laying any vinyl.

Phase 3 (Final Walkthrough): The Government POCs and the contractor will jointly walk the completed 2,500 square foot space to verify seamless vinyl installation, smooth door operation, secure baseboard adhesion, and correct modular furniture layout.

The contractor must obtain a signed milestone clearance from the Government POC before proceeding to each subsequent step.

9.0 Invoicing

The contractor shall submit the project invoice after final completion and acceptance in Wide Area Workflow through the Procurement Integrated Enterprise Environment portal within 30 calendar days after project completion, inspection, and acceptance, in accordance with DFARS Clause 252.232-7006 of the awarded contract.

10.0 Attachments

Floor plan, photos of existing carpet, and photos of transitions/doorways.