STATEMENT OF WORK (SOW)

Project Title: Replacement of CGDNW Regional Information Center (RIC) Carpet – Jackson Federal Building, 35th Floor Command Center

Prepared By: USCG Northwest District

Date: July 22, 2026

1.0 Project Overview & Background

This Statement of Work (SOW) outlines the scope of services and requirements for the replacement of existing carpet squares and baseboards in the Coast Guard District Northwest (CGDNW) Regional Information Center (RIC).

The existing flooring materials in the Command Center are worn, have reached the end of their serviceable life, and currently present a safety hazard. This project will rectify these hazards, improve tile alignment, and restore a professional standard to the operational environment.

2.0 Place of Performance

The work shall be performed at the following location:

Feature	Details
Building	Jackson Federal Building
Address	915 2nd Avenue, Seattle, WA 98174
Floor/Room	35th Floor, Room 3544
Area Served	Command Center RIC

2.1 Period of Performance

08/24/2026 – 09/04/2026

This an estimated period of performance and subject to change closer to award.

3.0 Scope of Work

The Contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, and supervision necessary to remove old flooring and baseboards, prepare the sub-surface, and install approximately 760 square feet of new commercial carpet tile and 160 linear feet of new cove base board. Contractor shall provide Coast Guard North West District with carpet samples of appropriate pattern/color that can be selected.

4.0 Specific Tasks / Requirements

4.1 Removal and Disposal

- **Flooring:** Remove all existing carpet tiles within the designated work area (approx. 760 sq ft).
- **Baseboard:** Remove all existing baseboards within the designated work area.
- **Disposition:** Execute the removal and off-site disposition of all old floor material, baseboards, adhesive waste, and associated debris in accordance with local and federal environmental disposal regulations.

4.2 Surface Preparation

- Scrape and prepare the existing Vinyl Composition Tile (VCT) flooring surface after the removal of the old carpet tiles.
- Remove all loose adhesive residue to properly prepare the substrate for the new carpet tile installation.
- Perform minor floor patching and smoothing as needed to meet the new carpet manufacturer's installation requirements and ensure a level, safe walking surface.

4.3 Supply and Installation

- **Carpet Tiles:** Supply and install approx. 760 sq ft of new, glue-down commercial carpet tiles. Each carpet tile shall be glued individually to cover one (1) raised floor tile in a manner that allows future access to the area below the raised floor. Installation includes layout, adhesive application, cutting, and fitting to manufacturer specifications.
- **Cove Base:** Supply and install approx. 160 LF of 4" black commercial rubber cove base in designated work areas. Includes materials, adhesive, cuts, fitting, and installation to manufacturer specifications.
- **Execution:** All installation work must be executed strictly according to the manufacturer's specifications to ensure durability in a Command Center environment.

5.0 Security and Access Requirements

- As the work is taking place within a Federal Building and a Command Center (RIC), all Contractor personnel must comply with building security requirements and USCG physical security and access protocols.

- The Contractor shall coordinate with the local Point of Contact (POC) for facility access, physical screening and security background checks, and scheduling to minimize disruption to Command Center operations.
    - Local POC: OS1 Morgan Custer (Morgan.D.Custer@USCG.mil) Phone: 1-866-498-0713
    - All contractor personnel shall be escorted at all times in accordance with COMDTINST M5510.23B Coast Guard Information Management Program Instruction.
    - All Portable Electronic Devices (PEDS) must be left outside of the Command Center. The Command Security Officer (CSO) shall be notified of any video or photo requests.
    - Escorts will ensure contractors are signed into the visitor log with date and time annotated.
    - Ensure the Command Center is sanitized of all CNSI (i.e.; SIPRNET, hard copy form, discussion, etc.)