SCOPE OF WORK
U.S. COAST GUARD
US COAST GUARD STATION NEAH BAY
INSTALL COMPLETE HVAC SYSTEM FOR GYM

SECTION 1 – GENERAL INFORMATION

1.1 BACKGROUND

The purpose of this Statement of Work is to procure and install one (1) new heat pump and four (4) associated indoor mini-split units to provide independent and adequate temperature control for the gym at USCG Station Neah Bay,WA. The Contractor shall provide all necessary personnel, equipment, materials, and supervision to complete the work described herein.

1.1.1 Primary Point of Contact/Technical Representative:

Name: CWO Christopher Goolsby
Work: 321-576-5239
E-mail: christopher.j.goolsby@uscg.mil

1.1.2 Alternate Point of Contact

Name: MKC Nick Wall
Phone: **208-304-0771**
E-mail:nick.d.wall@uscg.mil

SECTION 2 – SPECIFIC REQUIREMENTS/TASKS

2.1 GENERAL

The contractor must provide all personnel, equipment, tools, materials, freight, and other items and services necessary to install a complete and operational HVAC system.

2.2 TASKS

- Equipment Sizing and Selection: Contractor shall perform a load calculation based on ACCA Manual J or equivalent to determine the appropriate size for the heat pump and four (4) mini-split heads. Equipment must meet or exceed an 18 SEER rating.
- Furnish and Install Equipment: Furnish and install one (1) multi-zone heat pump and four (4) wall-mounted mini-split units in the four rooms.
- Electrical Work: All electrical work shall be performed in accordance with the National Electrical Code (NFPA 70). The Contractor shall be responsible for verifying that the existing electrical panel and service in the Pease Building have sufficient capacity to support the additional load of the new HVAC system. This verification must be completed and documented prior to the procurement of equipment. If the existing system is found to be inadequate, the Contractor shall immediately notify the Government's technical point of contact and provide a proposal for any necessary upgrades. The baseline scope includes providing a new dedicated 240V circuit from the main panel to the outdoor unit, including a lockable service disconnect within line of sight of the unit.
- Refrigerant and Condensate Lines: Install all necessary refrigerant lines, protected by line-set covers where exposed on the exterior. Install gravity-fed condensate drain lines from each indoor unit to the building exterior, terminating at least 12 inches above grade.
- System Commissioning: Upon completion, the Contractor shall start up, test, and commission the system. This includes a full function test of each indoor unit in both heating and cooling

modes and verifying the refrigerant charge meets manufacturer specifications.

- Site Cleanup: The Contractor shall remove all project-related debris from the site daily and leave the premises in a clean and orderly condition upon project completion.

2.3 CONTROL AND DISPOSAL OF WASTES

With the exception of materials specifically indicated or specified to be salvaged for reuse in construction, or turned over to the Government, all wastes and demolished materials become the contractor's property and shall be removed from the job site daily in accordance with all local, state, and federal environmental regulations.

2.4 SAFETY

During the execution of this contract, the Contractor shall conform to the rules and regulations as set forth by OSHA Safety and Health Standards, 29 CFR Part 1926 – Safety and Health Regulations for Construction.

SECTION 3 – CONTRACTOR PERSONNEL

3.1 QUALIFIED PRESONNEL

3.1.1 Contract Manager

The Contractor shall provide a Project Manager who shall be responsible for all Contractor work performed under this SOW. The Project Manager shall be a single point of contact for the Contracting Officer and the Technical representative. The name of the Project Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project Manager, shall be provided to the Government as part of the Contractor's proposal. The Project Manager is further designated as *Key* by the Government. During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract. The Project Manager and all designated alternates shall be able to read, write, speak and understand English. Additionally, the Contractor shall not replace the Project Manager without prior approval from the Contracting Officer.

3.1.2 Contractor Employees

The contractor must not employ persons for work on this contract if such employee is considered by the Contracting Officer to be a potential threat to the health, safety, and security, general well –being, or operational mission of the installation and its population. Contractor personnel must present a neat appearance and be easily recognized as contractor employees. The contractor must not employ any person who is an employee of the U.S. Government if employing that person would create a conflict of interest. Additionally, the contractor must not employ any person who is an employee of the U.S. Coast Guard unless such person seeks and receives approval according to U.S. Coast Guard regulations.

3.2 CONTINUITY OF SUPPORT

The Contractor shall ensure that the contractually required level of support for this requirement is maintained at all times. The Contractor shall ensure that all contract support personnel are present for all hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor shall provide e-mail notification to the Contracting Officer's Representative (COR) prior to employee absence. Otherwise, the Contractor shall provide a fully qualified replacement.

3.3 EMPLOYEE CONDUCT

Contractor's employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

3.4 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS

The Government may, at its sole discretion (via the Technical representative), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

SECTION 4 – OTHER APPLICABLE CONDITIONS

4.1 PERIOD OF PERFORMANCE

The period of performance for this contract will be 60 calendar days from the date of award. All on-site work shall be completed within 30 calendar days of the project start date.

4.2 APPLICABLE PUBLICATIONS

Publications and forms that apply to the SOW are listed below. The publications have been designated as mandatory. The contractor must be guided by those publications to the extent necessary to accomplish requirements in this SOW.

4.2.1 Mandatory Publications

All work shall comply with the latest editions of the following codes and standards:

- International Mechanical Code (IMC)
- National Electrical Code (NFPA 70)
- ASHRAE Standard 62.1 - Ventilation for Acceptable Indoor Air Quality
- ASHRAE Standard 180 - Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems

4.3 INVOICING

Invoices will be submitted through the Invoice Processing Platform (IPP) at https://www.ipp.gov/. IPP is a secure web-based electronic invoicing system provided by the U.S. Department of the Treasury's Bureau of the Fiscal Service in partnership with the Federal Reserve Bank of St. Louis (FRSTL). IPP is available at no cost to any commercial vendor or independent contractor doing business with a participating government agency. Action to take instructions will be provided upon award.

4.4 ACCEPTANCE CRITERIA

Final acceptance of the work will be contingent upon:

- Successful completion and verification of all items listed in Section 2.2.
- A joint final inspection by the Contractor and the Government's technical point of contact, verifying that the installation is free of defects and meets all SOW requirements.
- Demonstration that each indoor unit can maintain a setpoint temperature between 68°F and 74°F.
- Receipt and approval of all deliverables specified in Section 5.0.

4.5 SPECIAL REQUIREMENTS

- Site Access: All contractor personnel will require security vetting. Personnel must enter through the main gate and present a valid, REAL ID-compliant government-issued photo ID for an access pass.
- Work Hours: Work shall be performed during normal duty hours, 0700-1600 Monday through Friday, excluding federal holidays.
- Security: All personnel must comply with installation security regulations. The sponsor/escort is responsible for all guests.
- Safety: The Contractor shall comply with all applicable OSHA safety standards. A site-specific safety plan must be submitted to the Government for review prior to the start of work.

5.0 DELIVERABLES

The Contractor shall provide the following deliverables:

- 5.1 A written report documenting the verification of the existing electrical system's capacity, to be submitted for government approval prior to equipment procurement.
- 5.2 Product data sheets and submittals for all major equipment (heat pump, mini-split units) for government approval prior to procurement.
- 5.3 A copy of the site-specific safety plan prior to the start of on-site work.
- 5.4 Two (2) complete sets of all equipment operating manuals, maintenance instructions, and warranty certificates upon project completion.
- 5.5 A final report detailing the system commissioning results, including a checklist of all tested functions, submitted upon project completion.