Statement of Work

SOUTHWESTERN INDIAN POLYTECH INSTITUTE

EMERGENCY HVAC HOT WATER SUPPLY LINE REPAIR.

May 12, 2026

Contents

A. GENERAL 3
B. CODES AND STANDARDS 4
C. SCOPE OF WORK 5
D. TASK DESCRIPTION 7
E. DELIVERABLES 8
F. PERIOD OF PERFORMANCE 11
G. BACKGROUND INVESTIGATIONS 11

A. GENERAL

1. Purpose:
   Southwestern Indian Polytechnic Institute is requesting services from a qualified general contractor to provide emergency repair services for water leaks on the HVAC hot water supply and return around campus. The Contractor shall provide all services including, engineering design services, materials, labor and supervision to accomplish the tasks in accordance with this Statement of Work, Contract Terms and Conditions, Specifications, concept drawings and any special requirements. Refer to Codes and Standards below.

2. Project Location:
   Southwestern Indian Polytechnic Institute located in Albuquerque, New Mexico. 9169 Coors Blvd, Albuquerque, NM 87120.

3. Definitions and Acronyms:
   The following specifications/guidelines shall be utilized work described.
   Definitions and Acronyms:

   "**ADAABAAG**" means "Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines".

   "**A/E"** refers to a qualified and licensed Architect and/or Engineer

   "AHJ" refers to the Authority Having Jurisdiction

   "BIA" refers to the Bureau of Indian Affairs.

   "BIE" refers to the Bureau of Indian Education.

   "CO" refers to the Contracting Officer.

   "COR" refers to the Contracting Officer's Representative.

   "Design Handbook" refers to the latest published edition of the IA Design Handbook for BIE School Facilities.

   "DOI" refers to the U.S. Dept. of the Interior.

   "DOR" refers to the Designer Of Records.

   "DSRM" refers to the Indian Affairs - "Division of Safety and Risk Management" which is the AHJ and located in Albuquerque, NM.

   "FM" refers to Factory Mutual approval standards.

   "SIPI" refers to Southwestern Indian Polytech Institute.

"Plan Review Procedure" refers to the May 2020 edition, "Safety, Health and Accessibility Design Guidelines for Architects, Engineers and Design Firms".

"SOW" refers to Statement of Work.

"UL" refers to Underwriters Laboratories.

B. CODES AND STANDARDS

The Contractor shall provide a multi-disciplined team to furnish services required to complete the work. Each responsible team member must be knowledgeable of and provide work in compliance with the latest published editions of all applicable codes, standards, design handbooks, plan review procedures, and guidelines as adopted by BIA /BIE which include but may not be limited to:

- NFPA 5000 Building Construction, Life Safety, and Fire Codes
- NFPA Codes for Occupancy Classification
- NFPA 1 Fire Code
- NFPA 70, National Electrical Code
- NFPA 13 Standard for the Installation of Sprinkler Systems
- NFPA 92A Std. for Installation of Air Conditioning and Ventilation Systems
- NFPA 92B Std. for Heating, Ventilation, and Air Conditioning Systems
- NFPA 101 Life Safety Code
- Uniform Plumbing and Mechanical Codes
- ASHRAE Standards, Handbooks, Journals and Publications.
- AHRI 340/360 Commercial and Industrial Unitary Air-Conditioning and Heat Pump Equipment.
- ANSI/AHRI 210/240 Performance Rating of Unitary Air Conditioning and Air-Source Heat Pump Equipment
- ASHRAE 90.1 Energy Standard for Buildings
- Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines (ADAABAAG)
- Occupational Safety Health Administration (OSHA) - Federal Regulations
- EPA - Tribal, State, Federal Regulations
- Value Engineering DOI OMB Circular A-131
- DOI – Guiding Principles for Sustainable Federal Buildings
- IA Design Handbook for BIE School Facilities dated September 18, 2025
- FEMA-428/BIPS-07/January 2012 Edition 2 - Buildings and Infrastructure Protection Series Primer to Design Safe School Projects in Case of Terrorist Attacks and School Shootings
- Final Inspection and Certificate of Occupancy Guidelines
- All other standards referenced in the project specifications file.

Where applicable, the Contractor shall adhere to all federal and state statutes pertaining to archaeological, historical, and environmental clearances which may affect this project. Strict adherence to the National Environmental Protection Act (NEPA) and the National Historic Preservation Act (NHPA), Section 106, will be mandatory.

SIPI utilizes an Environmental Management Policy to follow regulations concerning environmental laws. The Contractor shall follow all applicable environmental laws.

C. SCOPE OF WORK

1. Scope of work for the project is to supply all labor, materials, equipment, permitting and all other requirements to provide repair services for demolition and replacement of two (2) faulty valves on the 6" - 8" HVAC hot water supply and return lines and repair of 2" – 3" HVAC hot water supply valve for Bldg 105. Work to include all disciplines as outlined in section D of this Statement of Work.
2. At the discretion of the Contracting Officer, a mandatory Pre-Bid Proposal Conference may be scheduled. The Bidders shall attend this informational meeting on site at SIPI. The Contracting Officer will notify the Bidders via the Solicitation Amendment process, of the date and time of this meeting. Bidders shall bear all cost of preparing their proposal including any site visit, pre-bid conference or site investigations.
3. Bidders shall meet on-site with SIPI staff as directed by the Contracting Officer to discuss specific requirements.
4. Bidders and the awarded Contractor are responsible for verifying all dimensions, systems, existing conditions of all systems and facilities related to the work in this SOW, and all requirements of the new work to achieve a fully functional intended product of this project.
5. The Contractor shall request from the CO any existing facility drawings, records, reports, and other relevant building information that may be available. Existing building documentation provided is for informational purposes only. It is the responsibility of the bidders to field verify the completeness and accuracy of the information requested.
6. Contractor shall locate, inspect, and determine capacity of any site conditions, architectural, structural, mechanical, electrical, and plumbing that will be affected by construction operations. Verify all existing building conditions, utilities, finishes, dimensions, and clearances impacted by the work. Contractor shall notify COR of any deficiencies or suspected hazardous materials encountered.
7. The Contractor shall verify and provide the quantity of labor and materials required to complete the work.
8. All contractors, sub-contractors, and suppliers shall abide by all COVID protocols currently in effect while on campus.
9. Contractor to provide PPE and implement an OSHA compliant safety program as required.
10. Applicable life safety and accessibility components of the project, such as structural,

fire alarm, fire suppression, ADAABAAG requirements, etc. are subject to DSRM review to include confined space requirements.

11. All damages to SIPI facilities due to destructive investigation, demolition, construction, or staging operations shall be the Contractor's responsibility to repair.
12. The Contractor shall provide their own dumpster for removed materials and identify all removed materials that are suitable for recycling. In addition, the contractor shall provide their own portable toilets and hand washing stations on-site.
13. All waste materials shall be removed and disposed of in a manner in accordance with local, State, and Federal regulations. Disposal manifest to be submitted to document proper disposal.
14. The Contractor shall make areas safe during demolition and construction phases to keep students, staff, workers, and public safe. The Contractor Safety Plan shall address all safety concerns and solutions to perform the project in a safe manner. Submit location of staging areas to COR for review.
15. The facility(s) may be in use during the Period of Performance (POP). Schedule any utility outages and building closings with the COR and SIPI Facilities Department.
16. The building may be occupied during the construction period. Install protective temporary partitions, dust control measures, plastic sheeting, proper ventilation etc. as required to protect areas of the building not part of the work and maintain the normal facility operations.
17. Utilize low /zero VOC materials to minimize vapors. Any paints or coatings utilized in the project shall be no VOC content type.
18. All components and other materials utilized shall conform to all applicable testing standards, as well as fire rating per NFPA and other applicable code requirements for the occupancy of the space. Include all seismic mounting requirements per applicable code.
19. The Contractor shall provide a copy of the organization's safety plan to the COR after award of contract.
20. Contractor shall provide 1-year warranty for all construction work from the date of acceptance including materials and labor in addition to the standard manufacturer's warranty for all installed and supplied systems. This is the minimum warranty requirements unless otherwise additional requirements included elsewhere in the contract documents.
21. Additional Project Requirements:
    a. This work shall be performed by a qualified contractor with a minimum of 5 years of experience in commercial construction ~~and~~, preferably on University campus buildings.
    b. All materials utilized and work performed shall follow all applicable codes and standards. The installation shall be done in a quality workmanship-like manner.
    c. The Contractor shall be certified by the Equipment manufacturer as an authorized installer to perform such work.
    d. Salvage and reinstall all devices or equipment interfering with the new installation as required to complete the project. Notify COR of any damaged or non-

functional equipment encountered.

e. If mechanical, electrical, plumbing, or other system serving the building is interrupted for an extended period greater than 48 hours, then the Contractor shall provide temporary service to the building for the duration of the interruption.
f. The Contractor shall furnish all equipment, tools, scaffolding, lifts, crane, shoring, safety gear, etc. as required to perform the work.
g. Work may be performed in confined space, confined space permit will be required.

D. TASK DESCRIPTION

The following item numbers shall be priced separately and as a total. The Government reserves the right to accept any or all contract line-item numbers. See other sections of this Statement of Work (SOW) for additional requirements.

NOTE: No work may proceed without approval by the Contracting Officer.

CLIN #001:

Contractor to provide repair services for the HVAC hot water supply and return with the SOW, Contractor's approved Drawings and specifications and all applicable codes and guidelines. The job includes all disciplines included in the Contract. This is to include all required civil, structural, mechanical, electrical, plumbing, controls and any other required to provide a fully functional systems in accordance with the detailed requirements below and the applicable codes.

1. The contractor shall identify all equipment to be selectively demoed and removed from the campus vault and Bldg.105 this includes field verifying the size of the new valves.
2. The contractor shall replace the leaking HVAC hot water valves with new valves and install according to manufacturer specifications and pluming codes. See attachment 01 for valves locations.
    a. Remove and replace two (2) faulty valves on the 6" HVAC hot water supply and return lines. Butterfly shutoff valves at the vault.
    b. Remove and replace 3" HVAC hot water supply butterfly shutoff valve for Bldg 105.
3. The contractor shall remove all deconstructed materials offsite in its entirety unless the COR has identified reusable items that should be consolidated and stored onsite.
4. The contractor shall have all parties punch lists finalized between the designer, constructor, and end-user.
5. Contractor is responsible for providing all PPE, as required for construction project.
6. Damages to Southwestern Indian Polytechnic Institute facilities due to construction activities or staging operations shall be the Contractor's

responsibility to repair. The contractor shall ensure protection measures are in place prior to commencing work efforts for all government personnel, equipment and property.

E. DELIVERABLES

The following deliverables are required when checked.

Project Deliverables							
Item	**Submittal**	**Check as required**	**For Approval**	**FIO**	**Required**	**Review Period**	**Remarks**
1	Performance Bond	☐	☐	☐	10 Days from Award	15 days	NTP Issuance requirement
2	Insurance	☒	☒	☐	10 Days from Award	15 days	NTP Issuance requirement
3	Superintendent Information	☒	☒	☐	After award	4-6 weeks	Assume 4-6 weeks for Background check. NTP issuance requirement.
4	Project Schedule	☒	☒	☐	10 Days from NTP	15 days	Submit Monthly update. Submit narrative report with the update.
5	Site Health and Safety Plan	☒	☒	☐	After NTP Prior to start any work	15 days	
6	QC Plan	☐	☐	☐	10 days after NTP	15 days	
7	Phasing plan	☐	☐	☐	10 Days from NTP	15 days	
8	Other preconstruction submittals	☒	☐	☐	Prior to the Preconstruction meeting	15 days	Reference the specifications for required submittals.
9	Design submittals	☐	☐	☐	30-60 days after NTP	20 days	Part 2 of IA Design Handbook for BIE School Facilities dated

							September 18, 2025
10	Shop drawings	☒	☒	☐	15 Days prior to start work	15 days	
11	Materials / equipment submittals	☒	☒	☐	15 Days prior to start work	15 days	
12	Method statement / work plan	☐	☐	☐	15 Days prior to start work	15 days	
13	Performance / QC Report	☒	☐	☒	Weekly	7 days	
14	QC Inspections	☒	☐	☒	Daily	15 days	Per DOR's generated specifications
15	Special Inspections Submittals	☐	☐	☐	Frequency according to the Special Inspections Documents		To be developed by the SI contractor
16	Test Reports	☒	☒	☐	3 days from receiving the report	15 days	
17	Submittal Log	☒	☐	☒	15 days from NTP or with QC Plan if any	15 days	Update Weekly
18	Meeting Minutes	☒	☐	☒	3 days after the meeting date	7 days	
19	RFI	☒	☐	☐	For differing site conditions or any clarification required by the contractor.	10 days	As needed.
20	Contractor / subcontractor qualifications	☒	☒	☐	10 days from Award	10 days	
21	As-built Drawings	☒	☒	☐	20 days prior to work completion	15 days	
22	O&M Manuals	☒	☒	☐	20 days prior to work completion	15 days	
23	Prefinal Inspection	☒	☒	☐	At the work completion	7 days	Joint inspection

24	Final Inspection	☒	☐	☐	After punch list is cleared out		Government Inspection

1. Design materials (if any) to be submitted as 3 hard copies with the 2 copies of the design CAD files on compacted disk or an encrypted thumb drive with the encryption information provided to the COR. Coordinate with the COR for the desire method in compliance with the BIA cyber security compliance rules.
2. If design is required, as part of the design, submit red marked edited specifications using the standard specifications site referenced in SIPI School Facilities Design Guidebook.
3. All for information only (FIO) submittals do not require the Government response unless the COR finds that the submittal is not in compliance with the contract. In this case, the COR will return the submittal for the proper corrective action required by the Contractor.
4. The Contractor shall submit for review samples, product data, and other submittals with the COR regarding details, materials, and equipment that will be used as part of the project.
5. Approval of any submittal by the Government must not relief the contractor from the responsibility to comply with the contract and to comply to the respective submittal codes and standards. Approval of any submittal does not represent any approval for a deviation from the contract requirements. Deviations, changes shall be processed formally through the Contracting Officer as it is the authority of the Contracting Officer only.
6. Submit manufacturer's standard warranty documents and contractor 1-year warranty documents 30 days prior to the final inspection for review. Submit O&M Manuals for every system supplied and provide digital copy, bookmarked with the as-built drawings.
7. The Contractor shall provide samples, color cards, etc. related to finishes for selection and approval by the COR.
8. The Contractor shall perform its own inspection prior to call the Government for a prefinal inspection. The Government shall perform a joint prefinal inspection with the contractor upon work completion, the Government will issue a punch list and then the contractor will submit a request for final inspection with the supporting documents that the punch list was cleared by the contractor.
9. Submit a request for inspection 5 days prior to the intended inspection.
10. The Contractor shall provide all close out documents, including, but not limited to, construction documents, reports, record ("as built") drawings, training, O&M manuals, warranty documents, ...etc. as required by the contract.
11. Submit deliverables to:
    Contracting Officer Representative (COR):

    Garrick Harlan
    Southwestern Indian Polytech Institute
    garrick.harlan@bie.edu

and Contracting Officer (CO): TBD

F. PERIOD OF PERFORMANCE

The Contractor shall complete this work within **30 days** from Notice to Proceed as issued by the Contracting Officer.

G. BACKGROUND INVESTIGATIONS

The Contractor shall be required to submit to a background investigation. The background check process will include, but may not be limited to, filling out hard copy forms, online forms, fingerprinting, and submitting documentation in a timely manner. Contractor will not be paid for any time associated with this process outside this contract but should include estimated costs in their bid to meet this requirement. It can take 2-5 weeks for clearance, so it is imperative to start this process as soon as possible. Typically, the Project Manager and the alternate is to submit paperwork (daily, payroll, testing, and weekly reports). The "Notice to Proceed" will not be issued until the background checks have cleared.

End of SOW