**STATEMENT OF WORK (SOW)**
**FOR**
***Roof replacement Chiefs Mess Building***

## 1.0 GENERAL

### 1.1 BACKGROUND

While conducting inspections of the roof it was found to have several soft spots, and the shingles are starting to deteriorate. The roof currently has 10 skylights that will need to be removed and solar panels that were installed for hot water heater system that is no longer in service and will need to be demolished.

### 1.2 SCOPE

Remove the existing roof shingles, skylights, solar panels, dispose of all waste and provide and install all labor and materials necessary to replace the sheathing and fill in all removed areas to match existing, renew underlayment, install roofing shingles I.A.W. manufactures instruction.

### 2.1 TASK ONE. Removal of shingles,Skylights and Solar Panels.

**2.1.1** Remove all existing shingles, underlayment, flashing, and other roofing materials down to the roof deck., to include the removal of skylights, solar panels, and air vents, and dispose of properly.

**2.1.2** Contractors shall dispose of all waste materials in accordance with local, state, and federal regulations.

### 2.2 TASK TWO. Replace Plywood underlayment

**2.2.1** Contractor will Furnish and replace all damaged underlayment and sections of sheathing were the skylights were removed.

**2.2.2** Thoroughly inspect the roof deck for any signs of rot, water damage, or structural weakness**.**

**2.2.3** Replace any damaged or deteriorated sheathing (plywood or OSB) with new sheathing of the same thickness and grade. Replace sheating in areas were the skylights were removed. Install new underlayment according to manufacturer specifications and local building codes.

**2.2.2** Contractors shall dispose of all waste materials in accordance with local, state, and federal regulations.

**2.3 TASK THREE. Install of New Shingles Flashing and roof vent.**

**2.3.1** Install synthetic underlayment over entire roof area.

**2.3.2** Install new flashing at all critical areas, including:

- Drip edge along eaves and rakes.
- Valleys (using open or closed valley method - specify which).
- Walls (step flashing).
- Vents and pipes (pipe boots and flashing).

**2.3.3** Furnish and replace two 2' air vents with new vents.

**2.3.4** Seal all flashing with appropriate sealant.

**2.3.2** Install new shingles according to manufacturer's specifications, including proper nailing patterns, offset, and exposure.

**2.3.3** Remove all debris from the property, including nails, scrap materials, and packaging.

**3.1 QUALIFIED PERSONNEL**
The Contractor must provide qualified personnel to perform all requirements specified in this SOW.

**2.0 KEY Personnel**
Project Manager

**2.1 PROJECT MANAGER**

**2.1.1** The Project Manager must be available to the QAE via telephone between the hours of 0700 and 1530 EST, Monday through Friday, and must respond to a request for discussion or resolution of technical problems within 24 hours of notification.

**3.0 EMPLOYEE IDENTIFICATION**

**3.0.1** The contractor shall provide a detailed list of all employees to the QAE Representative five (5) days prior to commencing work. The employee list shall contain the employee's full name, date and place of birth, current address and last four (4) of SSN. The USCG Base Portsmouth Security Office will be given a copy of the employee list, and a pass will be issued for entry. Each contractor provided vehicle, or towed trailer shall show the contractor's name so that it is clearly visible on the vehicle. A valid state license plate and safety inspection sticker is required. All vehicles operated on government property shall be maintained in a good state of repair.

**3.0.2** Contractor employees working on-site at Government facilities must wear a Government issued identification badge. All Contractor employees must identify themselves as Contractors

when their status is not readily apparent (in meetings, when answering Government telephones, in e-mail messages, etc.) and display the Government issued badge in plain view above the waist at all times.

**3.1 EMPLOYEE CONDUCT**

Contractor's employees must 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 must ensure Contractor employees present a professional appearance at all times and that their conduct must not reflect discredit on the United States or the Department of Homeland Security. The Project Manager must ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

**3.2REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS**
The Government may, at its sole discretion (via the Contracting Officer), 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.

**3.3 DESIGNATED CONTRACTING OFFICER'S QA EVALUATOR (QAE) REPRESENTATIVE**

**Nathan Chappell**. **757-483-8792** **Nathan.C.Chappell@uscg.mil**.

**3.3.1 CONDITIONS AFFECTING THE WORK**
The Offeror should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, the general and local conditions which can affect the cost of the work thereof. Failure to do so will not relieve bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. The government will assume no responsibility for any understanding or misrepresentations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the request for quotes, the specification or related documents. All contractors that require Base access will have to be pre-vetted for entry prior to commencement of work. All work that exceeds a completion time greater than 10 days, may be subject presenting RapidGate as a method of Base entry.

**3.4 SECURITY**
Coordinate with the CSO Office upon arrival for your scheduled site visit.

Contractor access to classified information is not currently required under this SOW. However, the Government at a later date may require all Contractor personnel to have Secret clearances. Accordingly, all Contractor employees provided for this requirement must be eligible for a Secret Clearance.

Each contractor that does not have Real ID on their Driver licenses will need to present one of the following credentials:
. U.S. Department of Defense ID, including IDs issued to Active Duty,

Reserve, National Guard, retirees and dependents.
. RAPIDGate Credential
. HSPD-12 PIV card
. State-issued Enhanced Driver's License
. U.S. passport
. U.S. passport card
. DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
. Permanent resident card
. Border crossing card
. Federally recognized Tribal Nation/Indian Tribe, including Enhanced Tribal Cards (ETCs)
. Foreign government-issued passport
. Canadian provincial driver's license or Indian and Northern Affairs Canada card
. Transportation worker identification credential . U.S. Citizenship and Immigration Services Employment Authorization Card (I-766)
. U.S. Merchant Mariner Credential
. Veteran Health Identification Card (VHIC)

**5.0 AWARD OF THE CONTRACT:** The contractor must immediately notify the contracting officer's QAE representative of his intended start date. The work shall be done in accordance with the specification.

**4.0 PERIOD OF PERFORMANCE**

The period of performance for this contract must not exceed 30 working days after contract award or as negotiated with Contracting Officer and Facilities Engineering.

**4.1 PLACE OF PERFORMANCE**

The primary place of performance will be at 4000 Coast Guard Blvd, Portsmouth, VA 23703. Custom manufacturing will be conducted at Contractor's facility and installation will be conducted at the USCG Base Portsmouth.

**4.2 HOURS OF OPERATION**

Contractor employees must generally perform all work between the hours of 0700 and 1530 EST, Monday through Friday (except Federal holidays). However, there may be occasions when Contractor employees must be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOW. If the contractor desires to carry on work on Saturday, Sunday, holidays or outside the station's regular hours, he may submit his request in writing to the Contracting Officer's QAE Representative for approval consideration. The contractor shall allow ample time to enable satisfactory arrangements to be made by the government to inspect the work in progress.

**4.3 TRAVEL**

Travel shall not be included as an additional/separate line item. Travel is required for delivery and installation purposes and shall be included as part of the overall cost.

**4.4 GENERAL REPORT REQUIREMENTS**
The Contractor must provide all written reports in electronic format with read/write capability using applications that are compatible with DHS workstations (Microsoft Office Applications).

**4.5 CONTRACTOR FURNISHED PROPERTY**
The Contractor must furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract.

**4.6 GOVERNMENT ACCEPTANCE PERIOD**
Upon completion of work, contact the Contracting Officer QAE Representative to arrange for inspection/acceptance of work.

**4.6.1** The QAE will conduct an inspection of the work conducted by the Contractor and will have the right to reject or require correction of any deficiencies found that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the QAE of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.

**5.0 OTHER APPLICABLE CONDITIONS**

**5.1 SECURITY/SAFETY**

All contractors working on CG Base Portsmouth shall abide by all federal safety regulations as published by the Occupational Health and Safety Administration, 29 CFR 1910 (series) and 29 CFR 1926 (series). Contractor written safety programs shall be reviewed by the Base Safety Officer prior to starting work.

Written notification must be provided to the **Base Safety Officer;** in their capacity as Base Fire Marshal of any activity that could potentially cause fire or explosion or that changes or reduces the capability of fighting a fire or explosion. Some examples of qualifying activities are: a fire hydrant or fire suppression system that must be taken out of service for any reason, electrical work that affects fire alarm systems, introduction of hazardous or flammable material onto the Base, and blocking of any egress routes or emergency vehicle routes. Inclusion of this information in the contract constitutes written notification as long as the outsource review sheet is signed by Base Safety Officer.

Lock Out/Tag Out requires notification and coordination with facilities and will not be conducted by a contractor on Base Portsmouth. A Facilities Division representative is required for all contractors Lock Out/Tag Out needs.

Every employee working on Base Portsmouth has the right to a safe and healthy work place. The contractor has the responsibility and right to stop unsafe work. QAE's and the Safety Officer may also institute a work stoppage relating to unsafe practices or immediate danger to life and health situations.

**5.2 ENVIRONMENTAL PROTECTION REQUIREMENTS:**

All contractors working on CG Base Portsmouth shall abide by all federal environmental regulations as published by the Environmental Protection Agency, 40 CFR (series). Contractors

written environmental management and pollution prevention programs shall be reviewed by the **Environmental Protection Specialist** prior to starting work and must be in accordance with ICSPORTSVA INSTM5090.2, the Unit Environmental Guide.

Written notification must be provided to the Environmental Protection Specialist of any activity that could potentially cause a permit violation on Base Portsmouth. Some examples of qualifying activities are: any activity that could result in a spill or discharge into a waterway or introducing a hazardous material into the environment.

Copies of the following must be provided to the Environmental Protection Specialist prior to starting work in affected areas: Material Safety Data Sheets, permits, and notices of intent.

Hazardous materials used by a contractor are required to be disposed of by that contractor. Disposal must be in accordance with federal, state, and local guidelines.

**5.3 PERMITS:** The contractor shall, without additional expense to the government, obtain all appointments, licenses, and permits required for the prosecution of the work. The contractor shall comply with all applicable federal, state and local laws.

**5.4 WORKMANSHIP:** All work shall be accomplished with the best standard practices, and by workmen thoroughly experienced in the required trades. The work shall be supervised by experienced personnel and shall be satisfactory for the Contracting Officer.

**5.5 ORAL MODIFICATION:** No oral statement of any person other than the contracting officer shall in any manner or degree, modify or otherwise affect the terms of this contract.