ROOF REPAIRS

National Center for Cool and Cold-Water Aquaculture (NCCCWA)
11861 Leetown Road, Kearneysville, WV 25430

STATEMENT OF WORK

April 20, 2026

1.0 SCOPE

The United State Department of Agriculture (USDA), Agricultural Research Service (ARS) proposes to replace existing roofs at the National Center for Cool and Cold-Water Aquaculture in Kearneysville, WV.

Prospective bidders shall submit a cost proposal to complete all tasks described in the attached Construction Drawings and Specifications. Show cost breakdown per building. Dimensions described in this Statement of Work must be verified by the Contractor prior to submitting a proposal.

1.1 WORK

The contractor shall provide all labor, insurance, tools, material, equipment, and travel to complete the work listed. All work shall be completed by properly trained and licensed personnel or subcontractors in accordance with the terms, conditions, and specifications contained in this document. The contractor shall keep the work premises clean, free of accumulations of waste and rubbish, as well as construction material, to the extent possible and practical, during the period of performance and at the time of final inspection and acceptance.

The USDA, ARS, National Center for Cool and Cold-Water (NCCCWA) is a single-story building constructed in 2001. Roof sections include standing seam metal roof systems over a metal deck. Contractor shall submit a base bid proposal with one bid option as shown on the attached construction drawings and contract specifications. Award will be based on offers received and funds available.

Improvements include but are not limited to:

Base bid: *Tank/Aquaria Bldg. Roof* existing standing seam metal roof shall be left in place and new standing seam metal roof to be installed over top.

Bid option 1: *Main Bldg. Roof* existing standing seam metal roof and insulation shall be removed down to structural deck and installing new standing seam metal roof system.

2.0 SITE LOGISTICS AND SCHEDULING

The Contractor shall ensure the work does not negatively affect the operation of any research or security activities. The Contractor shall schedule the work with the Location Coordinator (LC) to avoid any impact to ongoing research activities. Onsite parking, staging and laydown areas are extremely limited and must be coordinated in advance with the LC.

2.1 PERMITS AND CODE COMPLIANCE

The contractor is responsible for obtaining all required City and State permits prior to construction. All construction shall conform to the International Building Code (IBC).

2.2 SUBMITTALS DISTRIBUTION AND FORMAT

Provide submittals for all materials and tests required by the Construction Specifications. Follow the specified formats.

Submit to the Contracting Officer (CO), the Contracting Officer's Representative (COR), Architect-Engineer (A-E) and the Location Coordinator (LC) for review and approval. Distribute product submittals as follows:

2.2.1 CO, COR, A-E, and LC: Submittals in pdf format via email.

2.2.2 Comments and approval of the submittals by the Government shall not be construed as releasing the Contractor from compliance with the specified requirements herein or any applicable Codes.

2.3 PERIOD OF PERFORMANCE

The Period of Performance (PoP) of this work shall be two hundred forty (240) days from the Notice to Proceed (NTP).

3.0 LOCATION

All work will be at 11861 Leetown Road, Kearneysville, WV 25430

3.1 PHYSICAL SECURITY

The contractor shall be responsible for the safe delivery of all items. The contractor will repair or replace any item that is defective, does not meet specifications, or is damaged during transport.

3.2 DELIVERY COORDINATION

The Station does not have equipment or staff to handle material deliveries. Therefore, the Contractor, Transporter, and the Station will have to communicate clearly, and coordinate the date and time of the delivery.

3.3 No Government furnished property, equipment or services will be provided.

4.0 KEY PERSONNEL

	Name	Phone	E-Mail Address
Contract Specialist (CS)	Angela Wingert	301-504-1181	angela.wingert@usda.gov
Contracting Officer's Representative (COR)	Trisha Vigil	240-200-5258	Trisha.Vigil@usda.gov
Administrative Officer, Acting (AO)	Doris Hagin	607-255-5487	Doris.Hagin@usda.gov
Location Coordinator (LC)/Facility Operations Specialist	Shawn Thomas	304-725-3451 x344	Shawn.Thomas@usda.gov

4.1 WORKING HOURS

Normal work hours are from 6:30 a.m. to 3:30 p.m., Monday through Friday, excluding Federal holidays. All work shall be scheduled and approved in advance with the location coordinator.

4.2 INSPECTIONS

The Contractor shall notify the Contracting Officer that they are ready for a substantial completion inspection ten (10) days before the end of the contract period. The Contractor shall submit a written request to the Contracting Officer for a final inspection in writing at least seven (7) days prior to completion of the project.

4.3 SAFETY

NCCCWA is an OSHA compliant facility for all staff and Contractors working at the location. This compliance requires that all work is conducted in a safe manner, hazardous conditions are recognized and reported, and the Contractor is complying with local, state, federal and installation regulations, and laws. Contractor safety and security efforts must guarantee all work is alignment with USDA and OSHA regulations and requirements.

4.3.1 Contractor personnel must adhere to all location safety and security requirements when entering, exiting work areas and when working at the facility the requirement extends to obtaining any required permits.

4.3.2 Contractor shall coordinate site access with the LC, and:

1. Perform OSHA mandated safety training for all employees contracted to work at the location prior to the start of work.
2. Obtain and use USDA identification cards as required when present at the worksite.
3. Coordinate additional required measures with the LC.

4.4 SITE ENTRY

4.4.1 The foreman or superintendent must sign in all workers at the Location office daily and before work starts.

4.4.2 Government engineers and contracting personnel shall be allowed access to the site always. Others may visit the site with the permission of the Contracting Officer. The Contracting Officer shall be informed of all suspected unauthorized visitors.

ATTACHMENTS:

Attachment 1: Drawings dated April 7, 2026

Attachment 2: Specifications dated April 7, 2026

END