Bureau of Land Management

Worland Field Office

Statement of Work

for

Technical Repair Services

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Statement of Work for Technical Repair Services

1.0 General

1.1 Introduction

The Bureau of Land Management (BLM) Wind River/Big Horn District Office requires HVAC system repairs to maintain a safe, efficient, and operational facility for employees and visitors. The HVAC system's degradation affects heating performance, damper functionality, and control system integration, necessitating corrective action to preserve mission capability and ensure compliance with BLM facility standards.

This Statement of Work (SOW) defines the services required to restore proper function to the facility's HVAC system through the replacement of core components, correction of installation deficiencies, and verification of system performance within the Metasys digital control interface.

1.2 Objectives

The objective of this requirement is to restore reliable operation of the HVAC system by ensuring:

A. Replacement of failed or inefficient mechanical components

B. Correction of deficient installations that affect system performance

C. Restoration of damper safety systems (fusible links, actuators)

D. Proper integration of all replaced components within the Metasys control system

E. Compliance with applicable mechanical, electrical, and safety codes

These actions support the BLM's mission by maintaining facility operability and ensuring a safe and comfortable work environment for occupants.

1.3 Scope of Work

The Contractor shall provide all personnel, equipment, materials, tools, supervision, transportation, and services necessary to complete the HVAC repair tasks outlined in this SOW. The work includes, but is not limited to:

A. Removal and replacement of the heating coil within the Trane air handling unit

B. Installation of new low limit thermostat and air bleed devices

C. Correction of recirculating pump installation deficiencies

D. Replacement or repair of fusible links on return air fire dampers

E. Replacement of damper actuator assembly serving the stairwell

F. Verification of proper operation via the Metasys control system interface

All work shall comply with the codes and standards identified in Section 1.8.

1.4 Period of Performance

The Contractor shall complete all work within 90 calendar days from contract award

1.5 Place of Performance

Work shall be performed at the following location:

Wind River/Bighorn Basin District
Worland Field Office
101 S. 23rd Street
Worland, Wyoming 82401

1.6 Hours of Operation

Standard working hours for this project are 7:45 a.m. to 4:30 p.m., Monday through Friday, excluding weekends and federal holidays.

Disruptive work may be performed between 7:00 a.m. and 7:00 p.m. with verbal approval from the on-site Government representative.

Work outside standard hours requires three (3) days advance written notice and Government approval.

Any utility interruption requires 48 hours prior notice, and no shutdown may occur without authorization.

1.7 Federal Holidays

The Contractor is not required to perform work on federal holidays. Refer to the U.S. Office of Personnel Management's website at https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/ for the current schedule.

1.8 Applicable Documents

Work shall conform to the latest applicable standards, including but not limited to:

A. NFPA 70 – National Electrical Code (2026 edition)

B. International Mechanical Code (2024 edition)

C. ASTM A653/A653M-20 – Standard Specification for Steel Sheet, Zinc-Coated or Zinc-Iron Alloy-Coated

2.0 Specific Requirements

2.1 General Requirements

The Contractor must provide all labor, supervision, materials, equipment, tools, transportation, and incidentals necessary to perform the HVAC repair work described in this section. All work must comply with Federal, State, and local codes, as well as the standards listed in Section 1.8.

All materials removed from the building become the property of the Contractor and must be removed from Government property and disposed of legally. Scrap value from the existing coil and associated materials must be credited back to the Government.

2.2 Heating Coil Replacement

The Contractor must remove and replace the existing heating coil located in the Trane air handling unit (AHU). The Contractor must field-verify all dimensions and performance

characteristics before fabrication. The replacement coil must meet or exceed the original equipment specifications for capacity, flow, materials, and configuration. Specifications may be obtained from Trane manufacturing.

2.3 Low Limit Thermostat Replacement

The Contractor must remove the existing low limit thermostat, install a new manual-reset low limit thermostat, and dispose of Government-owned removed components. Holes created during relocation must be properly plated off.

2.4 Automatic Air Bleed Installation

The Contractor must install four (4) high-spot automatic air bleeds on the inverted trap at the AHU. The installation must follow industry standards to ensure optimal system performance.

2.5 Coil Recirculating Pump Correction

The Contractor must correct all deficiencies in the coil recirculating pump installation. At a minimum, the corrected installation must:

A. Reinstall the pump in the proper orientation per manufacturer requirements (the existing pump is installed inverted).

B. Correct piping arrangements that are causing air entrapment and unstable flow, including adding high-point venting or check valves as needed.

C. Ensure proper flow direction, support, vibration isolation, and code-compliant electrical and control wiring.

2.6 Fire Damper Fusible Link Replacement

The Contractor must repair or replace fusible links on the first-floor return air fire dampers using only original equipment manufacturer (OEM) parts. The work must ensure the dampers function safely and effectively.

2.7 Damper Actuator Replacement

The Contractor must remove and replace the failed actuator assembly that controls the damper feeding the stairway. The new actuator must match or exceed the performance characteristics of the original equipment.

2.8 Metasys System Verification

The Contractor must verify that all replaced and repaired components operate correctly within the Metasys Control System's graphical user interface. This includes confirming that system status, alarms, and operational values are accurately represented.

2.8.1 Metasys System Access and Coordination

The Government will provide and coordinate all required access to the Metasys Building Automation System for verification activities. The Contractor must notify the Government at least two (2) working days in advance of any testing or commissioning steps that require Metasys interface access. The Contractor shall not attempt to access the system without Government authorization.

System login credentials, workstation availability, and any required IT support will be arranged by the Government. If scheduled access is delayed due to Government IT or network issues, the period of performance may be adjusted at the discretion of the Contracting Officer.

3.0 Deliverables

3.1 Submittals – General Requirements

The Contractor must submit all documentation required to demonstrate compliance with this Statement of Work. Submittals must include equipment data, methods, schedules, and all supporting materials identified in this section.

The Government requires a minimum of five (5) working days to review each submittal. The review period begins on the first full working day after the submittal is received. If revisions are required, the Contractor shall resubmit the corrected materials, and a new five-day review period will apply. The Contractor must not proceed with work requiring Government approval until written acceptance of the associated submittal is provided.

The Contractor must submit all materials electronically in PDF format unless otherwise directed by the Government. Hard copies are not required; however, the Government may request printed copies for specific submittals when necessary.

3.2 Required Technical Submittals

The Contractor must provide the following items:

3.2.1 Heating Coil Documentation

A. Drawings, dimensions, and performance calculations for the replacement coil.

B. Evidence that the coil meets or exceeds original equipment performance.

3.2.2 Copper Piping and Fittings Information

A. Specifications for all copper piping, fittings, and associated materials.

3.2.3 Fusible Links Specifications

A. OEM product data demonstrating compliance with damper system requirements.

3.2.4 Actuator Product Data

A. Specifications for the replacement actuator assembly installed in the stairwell damper.

3.3 Licensing Documentation

The Contractor must submit documentation verifying that the company, personnel, and all subcontractors are trained, licensed, and certified as required. This includes certification through Johnson Controls Inc. for Metasys system work and any mechanical, electrical, or plumbing licensing required by Washakie County or the State of Wyoming.

3.4 Safety and Fire Plans

The Contractor must submit a Safety Plan and a Fire Plan no later than the Pre-Work Conference. These plans must identify procedures, hazards, mitigation strategies, and compliance methods applicable to the tasks described in this SOW. The Government will review

the submitted plans in accordance with the general submittal requirements in Section 3.1. No on-site work may begin until the Government has reviewed and accepted these plans.

4.0 Meetings

4.1 Pre-Work Conference

Before beginning any work, the Contractor must attend a Pre-Work Conference. The Government will notify the Contractor in advance of the meeting's time, date, and location. The purpose of this meeting is to review the required work, materials, maintenance schedules, payroll and payment procedures, and all administrative provisions of the contract.

The Contractor must be prepared to summarize and explain all planned procedures for completing the tasks identified in this SOW. The Contractor must also present any required submittals listed in Section 3 during this meeting.

All subcontractors and any personnel responsible for coordinating work activities must attend this conference.

4.2 Ongoing Coordination Meetings

During the performance period, the Government may conduct coordination meetings as needed to review progress and upcoming work. When meetings are requested, the Contractor must ensure the availability of personnel knowledgeable about current work activities, issues, and upcoming tasks. The Contractor must provide concise updates on schedule, work completed, planned work, and any impacts requiring Government coordination (such as system interruptions or access needs). Meetings may be held in person or virtually, as determined by the Government.

4.3 Post-Work Review

After work is completed, the Government may perform a post-work review to confirm that all tasks meet contract requirements. If deficiencies are found, the Contractor must correct them before final acceptance.

5.0 Special Instructions

5.1 Key Personnel

The Contractor must identify and submit to the Government the names of all key management, technical, and instructor personnel who will perform work under this contract. This information must be provided within ten (10) days of contract award. All individuals listed as key personnel must sign in and out at the facility's front desk each time they enter or exit the building.

The Contractor must ensure that all personnel performing mechanical, electrical, plumbing, or digital controls work are properly trained, qualified, and experienced in the required tasks. Supervision must be provided by individuals knowledgeable in the applicable disciplines.

No substitution of proposed Metasys controls personnel is permitted without CO approval.

5.2 On-Site Conduct and Security Requirements

While performing work at the Wind River/Big Horn District Office, the Contractor must conduct operations in a manner that minimizes disruptions to Government personnel and visitors. The Contractor must comply with all on-site rules and procedures, including facility access requirements, working hours, and safety practices outlined in this SOW.

The Contractor must follow all sign-in/sign-out procedures for each employee entering the building. The Government reserves the right to deny site access to any contractor personnel who fail to follow required procedures or who pose a risk to safe or orderly operations.

5.3 Safety, Fire Protection, and Worksite Cleanliness

The Contractor must take all necessary precautions to ensure the safety of personnel and safeguard Government property throughout the contract period. Before beginning work, the Contractor must submit a Safety Plan and a Fire Plan, as required in Section 3.4.

At the completion of daily work, the Contractor must ensure the worksite is clean, orderly, and free of hazards. At the end of the project, the Contractor must ensure that all dust and debris have been removed. If the post-work conditions are not acceptable to the Government, the Contractor must correct deficiencies at no additional cost.

5.4 Disposal and Environmental Compliance

All waste materials generated during performance must be removed from the Government site and disposed of in a legal and environmentally compliant manner. The Contractor is responsible for any disposal fees and must not leave materials or debris on-site overnight, unless properly secured and protected.

6.0 Quality Assurance

6.1 Qualifications of Personnel

All individuals performing mechanical, electrical, plumbing, or digital controls tasks must be properly trained, qualified, and experienced in the work assigned. The Contractor must ensure that work is performed by competent personnel or supervised by qualified individuals knowledgeable in the tasks required.

6.2 Materials and Equipment Compliance

All materials and equipment used for this project must comply with the manufacturer’s performance standards and applicable codes. The Contractor must provide product data or certificates upon request to verify that all materials meet required specifications.

6.3 Workmanship and Conduct of Work

The Contractor must perform all work using accepted industry practices and ensure that the work meets or exceeds the standards outlined in this SOW. Work must be executed safely, efficiently, and with the level of care expected of professionals in the HVAC and building systems industry.

6.4 Performance Requirements

This contract is performance-based. The Contractor must meet or exceed all standards defined in this Statement of Work. Failure to meet required outcomes may result in corrective actions, withholding of payment, or other remedies available to the Government.

6.5 Warranty Requirements

The Contractor must warrant all workmanship, materials, and installed equipment for a period of not less than one (1) year from the date of Government acceptance of the completed work. During this warranty period, the Contractor shall, at no additional cost to the Government, correct any defects in materials, equipment installation, programming, integration, or workmanship that result in improper operation, safety hazards, or failure to meet the performance requirements of this Statement of Work.

Manufacturer warranties for all supplied equipment shall be provided to the Government at project closeout and shall not limit or reduce the Contractor’s obligations under this section. Warranty repairs must be completed within a timeframe acceptable to the Government, and all associated labor, materials, travel, and administrative costs must be borne by the Contractor.