NCA MWD SCOPE OF WORK (SOW)
Sod and Installation
JEFFERSON BARRACKS NATIONAL CEMETERY 2900 Sheridan Rd Saint Louis, MO 63125

May 20, 2026

NCA MISSION
NCA honors Veterans and their eligible family members with final resting places in national shrines and with lasting tributes that commemorate their service and sacrifice to our Nation.

SOW STANDARDS
National Cemeteries are National Shrines. The standards of maintenance, appearance and operational procedures performed by the Contractor at this cemetery shall reflect this nation's concern for those interred there. For this reason, the Contractor's strict adherence to the specifications shall be required and shall be essential.

PRODUCT
Sod delivery and installation.

PRICING

Pricing includes installation and delivery.

A. GENERAL REQUIREMENTS
It shall be the Contractor's responsibility to keep pace with the sod requirements of Jefferson Barracks National Cemetery, 2900 Sheridan Rd. St. Louis, MO 63125 by meeting the standards and measures of the National Cemetery Administration.
A.1. Sod Installation in First interment casketed area:

(a) Phasing and Work Sequencing: The establishment period for topsoil preparation, ground renovation and sod installation shall begin immediately in the spring, weather permitting with the approval of the contracting officer. The cemetery will grade and prep the area to be sodded. Contractor will be required to complete minor raking prior to sod installation. All sod installation work is to be accomplished in a sequential manner beginning with the oldest burials first continuing towards the newest burials. Work cannot begin in subsequent burial rows until such time that work has been completed in prior burial rows. Special Considerations: It is anticipated that a substantial number of grave sites will be filled during winter periods when sod is not available. These grave sites will be the first to be prepped by the cemetery for sod installation. The cemetery will order sod to be installed by square footage. The installation date will be agreed upon between the cemetery and the contractor, with fluid dates depending on weather.

(b) Turf grass Quality: Sod shall be tall fescue type turf, with allowable varieties listed in Appendix A. Equivalent sod blends may be accepted if they meet or exceed the performance criteria outlined herein. Vendors may propose substitutions, provided supporting documentation demonstrates equivalency in quality, color, and disease resistance.

(c) Completion Time: Contractor shall complete sod installation within 24 hours of delivery, unless delayed by weather or operational constraints. In such cases, the contractor must notify the COR and propose a revised schedule. Extensions may be granted for documented supply chain or weather-related delays

(d) The Contracting Officer's Representative (COR) shall reject any sod with (i) yellow leaves, (ii) signs of mold or mildew, (iii) is brown / straw like indicating sod has remained on pallets or has been stacked too long, or (iv) has reduced vigor and will establish poorly.

(e) Placement of Orders: The estimated quantity of square feet of sod indicated in the Price Schedule will not be needed all in one delivery.

(f) Sod Installation: The Cemetery Contracting Officer Representative (COR) will contact the awarded contractor by phone or email at various times throughout each contract period to schedule sod installation while providing the contractor with the square footage estimates of sod needed. Sod installation requests shall be placed on an "as-needed / as requested" basis in not less than 3,600 square feet increments or more as the cemetery continues to move through a particular burial section. The Contractor shall be ready to install sod as soon as the weather breaks in the spring. The contractor will be required to deliver sod to the cemetery on an agreed date. The contractor shall unload all delivered sod materials in appropriate locations determined by the COR.

(g) Sod Installation: The cemetery is responsible for the grading and prep work prior to the sod being installed. Light raking of graves may be required by contractor at the time of installation. Special care must be used to ensure control markers, headstones and irrigation heads are not damaged during sod installation. If a fork truck or heavy equipment is used in the installation process, contractor will be responsible for raking out tracks prior to sod installation. Sod needs to be installed tightly around headstones, control markers, irrigation heads and any other obstructions. All pieces of sod shall be cut and tightly fitted against one another without overlapping to eliminate any gaps or visible seams. Any floral arrangements and/or grave decorations moved during installation of sod shall be replaced on the appropriate gravesite before the contractor leaves the gravesite area. COR must inspect and approve the sod before installation. Installation will not be considered complete in its entirety, until sod has been accepted by the COR.

(h) Sod must be machine-cut at a uniform soil thickness of 1 to 1.5 inches (excluding top growth). Standard strips are typically 15 inches wide by minimum 4 or maximum 6 feet long. All sod will be cut and installed at the work site within 24 hours of installation.

(i) The Contractor shall make all necessary arrangements to protect sod from excessive drying and wind damage from the time it is harvested at the sod farm until it is delivered to the cemetery.

(j) The first row of turfgrass sod shall be laid in a straight line, with subsequent rows placed parallel to and tightly against each other. Lateral joints shall be staggered to promote more uniform growth and strength. Care shall be exercised to ensure the pieces are not stretched or overlapped and that all joints are butted tightly to prevent voids that would cause air drying of the roots. To stabilize sod during the rooting process and to eliminate the chances of erosion, the Contractor will use sod pins in adequate amounts during sod installation on any steep slopes if needed.

(k) Debris & Waste Removal: The cemetery shall not provide receptacle(s) for disposal of debris related to this contract. Removal of all debris / waste away and off cemetery grounds is the Contractor's responsibility. Any debris left after the sod installation shall be cleaned up thoroughly and removed from the cemetery at the end of each day. The Contractor shall always ensure that debris and waste generated by the Contractor is kept clear of vehicle and pedestrian traffic throughout the site.

(l) COR or CO will dictate when and how much sod will be installed in first interment sections.

B. SPECIFICATIONS (estimated supply/installed per year)

CLIN	Material/Product	EST.QTY	UNIT
001	Sod (1st Interments)	40,000	Sq. Ft.

1. Sod: Type Tall Fescue Sod shall be a blend of three or four elite seed varieties, chosen for year-long green color, medium-to-fine texture, and resistance to summer diseases. The seed make up should include 10% Kentucky Bluegrass. Sod cultivars must meet and comply as required with all regulations set forth with State of Missouri Department of Agriculture (MDA), Bureau of Feed and Seed and State of Missouri Seed Laws for distributions of Turf Type Tall Fescue seed. Sod must typically be strongly rooted, field-grown in similar regional climate conditions, and between 1 to 2 years old. Sod to be virtually free of noxious weeds and objectionable native grasses. The following standards apply to the sod purchased, delivered, and installed:

a. Sod will be delivered in 6 square foot measurements, consistent in size

b. Sod must be machine-cut at a uniform soil thickness of 1 to 1.5 inches (excluding top growth). Standard strips are typically 15 inches wide by minimum 4 feet long to maximum 6 feet long.

c. Sod will be healthy, thriving, tolerant for transplanting, showing consistency, fertilization, and maturity at time of harvest.

d. Sod will be weed free, insect free and disease free.

e. The COR will review and sign off on sod delivery within 24 hours of delivery.

g. The cemetery will provide at least 14 days' notice for sod delivery, with flexibility for mutually agreed adjustments based on weather or operational needs.

h. Sod will be delivered to Jefferson Barracks National Cemetery.

Acceptance Criteria for Sod

1. Color Consistency: The sod supplied and installed shall exhibit a uniform green color consistent with tall fescue cultivars of the region in which the cemetery is located/

2. Contrast: There shall be no visually distinct patches or stripes, defined as areas greater than 10 square feet with a clearly different hue or value from the surrounding sod.

3. Growth Habit and Density: Installed sod shall display a uniform, tight-knit canopy with a minimum of 90% ground coverage Off-type grasses and weeds may not exceed 1% of any 100 square-foot sample.

4. Composition (Variety): Sod shall be Tall Fescue variety, as verified by supplier certificate(s) and spot-check visual inspection. No more than 1% of any delivered sod shall contain non-specified turf varieties (tested by visual sampling 10 rolls per 1000 sqft delivered).

5. Health: Sod must have:

- No more than 5% yellowing (chlorosis) per 100 square feet, as assessed by visual inspection.
- Zero visible evidence of mold, significant drying, harmful insects, or disease.
- Turgidity test: Sufficient internal moisture so that a sod piece, when bent, does not crack or break.

6. Maturity: Sod roots must be sufficiently developed so that when gently tugged upward, roots remain attached and carry underlying soil. Measure by randomly lifting 5 pieces per 1000 sqft and documenting root/soil cohesion.

7. Thriving and Transplant Tolerance: Sod must have been cut and delivered within 24 hours of installation; a supplier certificate showing harvest time must accompany delivery. Any sod with dried, curled, or brittle edges representative of more than 5% of the total delivered will be deemed nonconforming.

8. Evidence and Inspection: COR or authorized inspector shall use the above measurable criteria to inspect prior to acceptance.

- Inspection to be completed within 4 hours of sod delivery.
- Any non-conformance must be documented in writing, specifying criterion failed and sample(s) inspected.
- Accepted sod shall be signed off in writing by the COR.

9. Replacement and Cure:
Contractor shall replace nonconforming sod within 7 business days, contingent on supplier availability. Extensions may be granted for documented supply chain delays. The COR will coordinate with the contractor to ensure timely replacement.

C. DAMAGES CAUSED BY CONTRACTOR'S NEGLECT

In the event damages result to the units and/or gravesites (cave-in's), surrounding areas, headstones, or to third parties due to neglect by the contractor, restitution will be required at no cost to the agency. Changes in schedules or delays may occur due to unforeseen circumstances. Contractor must notify the COR promptly and coordinate to minimize operational impact.
. The contractor will repair any turf damaged; by back-filling with clean dirt, compacting, seed and straw matting. Contractor will be allowed to use cemetery material for this task.

D. SCHEDULE FOR DELIVERABLES

a) If for any reason any deliverable cannot be delivered within the scheduled time frame the contractor is required to explain why in writing to the contracting officer, including a firm commitment of when the work shall be completed. This notice to the contracting officer shall cite the reasons for the delay, and the impact on the overall project. The contracting officer will then review the facts and issue a response in accordance with applicable regulations.

b) Contract period will consist of a base period, with four one-year options, if exercised, to extend the term of the contract. Units and services to be in accordance with Statement of Work, attached technical specifications, and the terms and conditions contained in this solicitation.

E. STORAGE

a) Contractor is responsible for safeguarding equipment and supplies. The Government will not be liable for loss or damage except in cases of documented negligence.
b) . Contractor shall be responsible for acceptable standards of housekeeping and custodial maintenance of Cemetery facilities used by Contractor's employees.

c) The Government will not furnish a storage building at the cemetery site for use by the Contractor to store supplies and equipment for the sod contract. The Government will not be responsible for any damage to or loss of the Contractor's equipment and supplies stored on the Government's premises. The Contractor shall be responsible for maintaining fire extinguishers and other safety equipment.

d) The Contractor will be responsible for safely storing any chemicals, pesticides, herbicides, cleaning solutions, etc. in accordance with manufacturers recommendations. An SDS (Safety Data Sheet) is required for all chemicals, with a copy provided to the COR, pesticides, herbicides and cleaning solutions. Additionally, copies of pesticide applicators license (if required) will be provided to the COR.

e) Electricity and phone service will NOT be furnished by the Government for the contractor's work area. However, government will provide all electricity and water used on and for the cemetery facility.

f) Contractor employees will not be allowed to use cemetery staff or public restrooms. Contractor must provide restroom facilities for their employees.

F. OPERATIONAL IMPACT

Contractor and COR will hold coordination meetings as needed to review progress and address operational concerns. Work activity and noise shall not disturb burial services. The contractor shall not operate equipment, machinery, or otherwise perform contract work within 250 feet of any ongoing interment service. The Cemetery Director may coordinate with contractor's performance in specific areas of the cemetery to ensure smooth cemetery operations.

FEDERAL HOLIDAYS (Holidays observed by the Federal Government)

New Year's Day	1st day of January
Martin Luther King's Birthday President's Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	19th day of June
Independence Day	4th day in July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11th day in November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25th day of December

If a holiday falls on Sunday, the following Monday will be observed as the legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a legal holiday by U.S. Government agencies. Also included would be any day specifically declared by the President of the United States of America as a National holiday.

H. PERFORMANCE OF WORK ON CEMETERY GROUNDS
Conduct:
JEFFERSON BARRACKS NATIONAL CEMETERY is a National Shrine. The National Cemetery Administration (NCA) are national shrines that honors Veterans with a final resting place and lasting memorials that commemorate their service to our Nation. The standards of work, appearance, and procedures performed by Contractors at National Cemeteries shall reflect this nation's concern for those interred there. Due to the sensitive mission of the cemetery, Contractor's personnel must exercise and exhibit absolute decorum, composure, and stability at all times.

As the work being performed is at a National Cemetery all Contractor's employee must always look professional and neat in appearance; and be fully clothed to include upper garment to cover the body from the waist to neck and long pants or slacks. The Contractor shall require its employees, including subcontractors, to wear distinctive visible identification at all times for easy identification while on NCA premises. Contractor and Contractor's personnel (including subcontractor and their employees) shall be required to adhere to the standards of dress and conduct while performing work on the National Cemetery. These standards and regulations are enforceable under Title 38, U.S.C. Section 218.
Contractor's personnel shall:

a. be fully clothed at all times, to include long slacks or pants and shirt, buttoned up from neck to waist. Clothing will be clean each day. Any soiled clothing should be Cemetery work-related that day. Tank tops as outer garments are prohibited. Tee shirts will have the company logo visibly displayed. Shoes/boots will have no holes or loose soles. Steel-toed shoes shall be required in accordance with OSHA. Contractor employees shall maintain personal hygiene.
b. not engage in loud or boisterous behavior or use profane or abusive language. Shall show proper reverence during committal service.
c. not eat or drink beverages except water or non-alcoholic drinks while in work area or in sight of committal service area during a service. Use of intoxicating beverages and/or drugs is strictly prohibited.
d. not lean, sit or stand on or against headstones, markers, or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments at any time. Contractor personnel shall not drive over headstones, markers, or monuments.
e. only smoke in smoking areas, as designated by the COR. All other areas are designated as **NO SMOKING**.

Contractor must discuss the guidance in this paragraph with its employees and all subcontractors. Any doubts as to proper procedures shall be brought to the attention of the COR and Contracting Officer for guidance or resolution. Contractor and subcontractor employee shall sign a Statement of Compliance (if applicable); and shall deliver the signed statements to the COR before work may begin or before any new employee is allowed to work on Cemetery grounds.

Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. Contractor is expected to remove any employees from the Cemetery for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or conduct contrary to the best interests of the Government. If the Contractor fails to act in this regard, or the reason for a removal is immediately required to protect the interests of the Government, the COR may communicate the removal of an employee from the premises. Contractor's objections to any such action will be referred to the Contacting Officer for final resolution; however, the Contractor will first immediately comply with the COR's communication pending the Contacting Officer final resolution at a later time or date. The Contractor will not be due any type of compensation for their costs incurred as a result of an employee being removed for cause; unless the removal is communicated by the COR and is later found invalid and/or unreasonable by the Contracting Officer.

J. CONTRACT MANAGEMENT

(a) Representatives of the Contracting Officer: The VA Contracting Officer will designate one (or more) representatives to serve as the Contracting Officer's Representative (COR) to act for him/her in furnishing technical guidance and advice or providing general guidance the work to be performed under the contract. Such designation will be in writing and will define the scope and limitations of the COR's authority. A copy of the designation(s) shall be furnished to the Contractor at time of award.

(b) The COR may communicate and arrange the Contractor's work schedule in specific areas of the cemetery to coordinate with daily cemetery activities and operations. Duties and responsibilities of the COR include day-to-day monitoring of the contract as follows:

(i) Providing contract oversight and technical guidance to the Contractor.
(ii) Placing orders for services.

(iii) Verification / certification of payments to the Contractor for services rendered.

(iv) Assuring that any changes effecting work involved, price, terms and/or conditions under the contract are not implemented before written authorization is issued by the Contracting Officer

All administrative contract functions are the responsibility of the VA Contracting Officer. Any modifications to the contract, including those involving no-cost changes, increases and decreases in cost or level of services provided, termination or extension of the contract (in part or in whole) and decisions concerning claims or disputes, must be provided in writing by the Government Contracting Officer.

(c) Site Manager: Site Manager must be identified by the contractor and must be on site throughout the installation of sod. The Site Manager shall be responsible for the following:

(i) Communicating, overseeing and coordinating the work involved.

(ii) Staying abreast of all upcoming cemetery functions including special holiday events and interment activities.

(iii) Ensuring that contract work does not cause any committal service, ceremony, procession or visitation to be delayed, altered, or otherwise impacted in such a way that the dignity, security, or safety of the event or visit is compromised.

(e) Communication & Coordination of Work with COR: Communication with the COR (or designee) is strongly encouraged. Burial activities at NCA shall take precedence over contract work activities. Work activity and noise shall not disturb burial services. Trucks and workmen shall be prohibited from passing through the service area during this period.

a. Site Manager shall be fluent English speaking and with a strong ability in communication and basic math.

(f) Notwithstanding the Contractors responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The Government will provide, at the time of contract award, a list of Government personnel to act as COR.

END OF SOW