APPROVED
By CERS at 9:26 am, Mar 26, 2026

STATEMENT OF WORK/SPECIFICATIONS
B&F Project 26Z2BC3
REPLACE ROOFTOP HVAC UNITS

Federal Correctional Institution Elkton
8730 Scroggs Road
Lisbon, OH 44432

March 24th, 2026

United States Department of Justice
Federal Bureau of Prisons

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1.0 Intent

Introduction

The Federal Bureau of Prisons (FBOP), Field Acquisition Office in Grand Prairie, Texas, intends to make a single award to a responsible entity that will provide eleven (11) commercial HVAC heating and/or cooling units, in new condition, to Correctional Institution - Elkton located at 8730 Scroggs Road in Lisbon, OH. The contract type is a requirements contract with firm-fixed prices. The Contracting Officer holds the rights for the dismissal of the awarded party and dissolution of the contract if contract goals and schedules are not met, or excessive damages have been accrued. The contract shall consist of a one-phase process to procure and deliver equipment meeting the specified qualifications. The operation will be completed in an authorized manner to limit disruption to the institution(s) and provide isolated avenues to prevent unnecessary costs to the facility. The contractor is responsible for the safe operation of equipment during this contracted period ensuring a safe delivery and schedule requirements are met and maintained throughout the term of the contract. The contractor must be reputable, and duly licensed. If required, personnel must provide certifications or documented proof of experience, demonstrating competency in executing the project. Proof must be provided to the Contracting Officer (CO) or Contracting Officer's Representative (COR) upon request.

2.0 SCOPE OF WORK

A. Description of Service

Project Work Description

The contractor must provide the desired equipment as specified by FCI Elkton to ensure compatibility and ultimately the effective function of the HVAC unit(s). Corresponding data sheets must accompany procured units and be submitted within the submission response to this FCI Elkton solicitation. The table below reflects the current (in-use) assets and their characteristics within their perspective building and asset identification number. Materials warranty requirement is minimum five (5) years from date of substantial completion.

The following specifications outline the heating/cooling unit characteristics. Replacement units must be the similar, up to date models regarding British Thermal Unit requirements, manufacturer, cooling capacity, weight, and vent type.

The following specifications outline the quantity and original HVAC unit characteristics during activation in 1995, and which are currently in service. Proposed replacements must be direct replacements and or equal to the below data:

Heat Exchanger Designation	Manufacturer/Model No.	Vent Type	BTU Requirement	Cooling Capacity	Weight (lbs)
5HV1-ELK	Sterling/ EIART80A3J01H61U5NA7B3	Natural	800,000	N/A	1,968
5HV2-ELK	Sterling/ EIART80A3J01H61U5NA7B3	Natural	800,000	N/A	1,968
5HV5-ELK	Sterling/ RT40A2JO1H6155NA283	Natural	400,000	N/A	1,495
5HV6-ELK	Sterling/ RT40A2JO1H6155NA283	Natural	400,000	N/A	1,495
15HV1-ELK	Sterling/ EIART40A2J01H61R5NA7B3	Natural	250,000	N/A	1,480
15HV2-ELK	Sterling/ EIART40A2J01H61R5NA7B3	Natural	250,000	N/A	1,480
11HV1-ELK	Sterling/ EIART25A2C01H61E5NA7B3	Natural	250,000	N/A	932
11HV2-ELK	Sterling/ EIART25A2C01H61E5NA7B3	Natural	250,000	N/A	932
11HV3-ELK	Sterling/ EIART25A2C01H61E5NA7B3	Natural	250,000	N/A	932
11RTU1-ELK	TRANE/ YCD075C4L0BD	Natural	97,000	6.25 Ton	750
11RTU2-ELK	TRANE/ YCD075C4L0BD	Natural	72,000	5.0 Ton	660

Required Product or Equal

A brand name or equal product will be accepted. Should a quotation be issued by a contractor for equal products, the contractor shall submit all product information/specification for the equal products in the contractor's bid/proposal. Failure to submit the product information/specifications with your bid/proposal will be considered non-responsive and the contractor's bid/proposal will not be considered.

- The contractor shall meet the standards of the contract and comply with all local, state, and federal regulations.
- The contractor will be responsible for all licenses, permits, and fees associated with the obtainment of the required equipment.
- The contractor shall remain responsible for all equipment and property until the material/equipment is verified as having been received by FBOP representatives.
- The vendor's price must include all equipment of brand name or equal of eleven (11) rooftop heating units located on the rooftops of the institution's Building No. 5 over the UNICOR (4 units) area, Building No. 11 over the Warehouse (5 units) area, and Building No.15 over the Gymnasium (2 units) area departments per spec and shipping to FCI Elkton warehouse.

Repair/Maintenance

It will be the responsibility of the contractor to maintain all components of the new equipment both internally and externally. This includes the monetary cost of all material, equipment, and labor required and provided to repair, replace, or upgrade any defect and nonperforming part associated. If any part of this system requires replacement, it will be the responsibility of the contractor to provide it within 30 days, or duration set by the Contracting Officer or Contracting Officer's Representative. Correspondence acknowledging any issue presented by FCI Elkton needs must be recognized within 24 hours of written, digital, or verbal notice from the Contracting Officer and or Contracting Officer's Representative.

Reporting

Upon initiating shipping of all required equipment (or split shipments), the contractor's supervision will notify the Contracting Officer's Representative through a designated email of this development. All reports and documentation will be provided to the Bureau of Prisons Facility Manager no later than 30 days after processing the material.

It will be the Contractors responsibility to prepare and submit reports of significant accidents at the site and anywhere on the institution property. A significant accident is defined to include events that pose a security breech, damage to Government Property and/or any injury. Record and document date and actions.

Schedule

The approved access for the scheduling of deliveries throughout the duration of this project, as designated by the Contracting Officer, will be the following weekly schedule:

- Sunday: No access granted
- Monday: 7:30 A.M. – 2:30 P.M.
- Tuesday: 7:30 A.M. – 2:30 P.M.
- Wednesday: 7:30 A.M. - 2:30 P.M.
- Thursday: 7:30 A.M. – 2:30 P.M.
- Friday: 7:30 A.M – 2:30 P.M.
- Saturday: No access granted

This schedule does not account for Federal holidays or when the institution/facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor is required to work after hours or weekends for scheduled shutdowns to make utility service connections in the event disruption to the daily operations of the institution will occur due to incomplete milestones. The Federal Bureau of Prisons will therefore not absorb financial costs for this additional work. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this statement of work when the government facilities are not disrupted for the above reasons. When hiring personnel, the Contractor should keep in mind that the stability and continuity of the workforce are essential.

Inclement Weather Schedule
In cases of severe weather, the contracting office may authorize exceptions. When exceptions are granted, the contractor shall make all postponed collections within 24 hours after the severe weather has terminated, unless the contracting officer authorizes additional time.

Observed Holidays
Contractor is not required to perform services on holidays listed below:
perform services on holidays listed below.

New Year's Day	Independence Day
Labor Day	Columbus Day
Martin Luther King Jr.'s Birthday	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day

B. General Conditions

Rights to Project Data
The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

C. Project Management

Contractor Quality Assurance
The contractor shall provide a Job Superintendent/manager or equivalent who speaks and writes fluent English and is always accessible when contractor personnel are on the premises. The Superintendent will: a) review and approve submittals, b) inspect the quality of work performed, and c) certify the completed work for payment and other purposes.

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this statement of work. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The Contractor shall submit QCP on or before the scheduled preconstruction meeting. Three copies of a comprehensive written QCP shall be submitted to the KO and COR within 5 working days when changes are made thereafter. After acceptance of the quality control plan, the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

If any defects are discovered during the warranty period, the FBOP shall notify the Vendor in writing. The Vendor will respond promptly and take necessary actions to correct the defects within a reasonable timeframe

The equipment shall be free from any defects in materials and workmanship for a period of at least one (1) year from the date of final acceptance. During this warranty period, the Supply Vendor shall, at no additional cost to the FBOP, correct any defects in the work that are identified.

Contractor Requirements
It is the contractor's responsibility to survey the work site and carry out all work in compliance with OSHA, EPA, and NEC national codes and regulations.

Performance Evaluation
In accordance with FAR 42.1502 & 42.1503: Agencies shall prepare an evaluation of Contractor Performance and submit to Federal Past Performance Information Retrieval System (PPIRS). The Department of Justice, Federal Bureau of Prisons utilizes the Department of Defense (DOD) web-based Contractor Performance Assessment Reporting System (CPARs) to provide contractor performance evaluations. Contractor shall provide and maintain a current e-mail address throughout the life of the contract. The Contractor shall register with DOD within 30 days of receiving an e-mail from the Focal Point. The e-mail will contain a "USER ID" to complete the registration. The Contractor must be registered to access and review its evaluation and/or provide a response. If assistance is required when registering, please contact the institutional Contracting Staff/Focal Point for assistance, guidance, and instructions.

Contracting Officer's Representative
The COR is responsible for the technical aspects of the project and serves as the technical liaison for the contractor. The COR is also responsible for final inspection and acceptance of all reports and other responsibilities as specified by the contract. The COR is not authorized to make any commitments, obligate the government, or authorize any changes, which affect the price, terms, or conditions of this project. All changes shall be made through the authorization of the Contracting Officer. The COR may designate an assistant COR(s) to act for the COR by naming such assistant(s) n writing and sending a written, formal document, to both the Contracting Officer and contractor prior to them assuming that duty.

D. Project Completion

Additional Considerations
Delivery personnel will NOT be allowed to take pictures of the Institution, especially where inmates are present during delivery at FCI Elkton. Delivery personnel will be permitted to wear jeans in the Institution; however, the Institution will specify which colors of clothing shall not be allowed. The clothes shall be proper and suitable for the services that are being provided. Smoking including e-cigarettes and vaping devices is prohibited on Federal property. There are some exceptions and additional restrictions for Institutions that have designated smoking areas.

Completion Criteria
The Contracting Officer reserves the right to implement a deficiency list to ensure standards and conditions are met prior to the closeout and final payment of the contract. The contractor shall provide all service manuals and troubleshooting manuals to institution staff at completion of the installation.

System for Award Management
Contractors intending on submitting formal bids for this work must be registered on the System for Award Management website at www.sam.gov. Only those vendors registered will be considered.

Submission of Invoices
The contractor shall submit an invoice with detailed additional documents citing material/equipment that has been delivered. No invoice will be considered for payment unless accompanied by the relevant documentation.

All invoices should be on an official company letterhead including that organization's name, address, bank number, and this project title.

Submit invoices to both the COR and Contracting Officer for review and approval.

Additional Information

- **Time of Completion:** 90-Calander Days
- **Submittals After Award:** Submit samples, cut sheets, and shop drawings to the Contracting Officer's Representative for review.