Statement of Work
Holloman Chapel Pew and Wall Panel Reupholstery Project
15 July 2026

1. Project Objective: The purpose of this Statement of Work is to outline the scope, requirements, and deliverables for the professional reupholstery of wooden pews and privacy wall panels located at Holloman AFB Chapel, 661 New Mexico Ave.

2. Summary of Requirements:

2.1. Description of Services. The contractor shall provide all necessary labor, tools, equipment, transportation, cleaning supplies, personnel, and expertise to complete the reupholstery of 40 main chapel pew seats, 3 choir pew seats and 10 wall panels. Coordination with Chapel representative will be established no later than two weeks prior to project start date—this is to ensure access to base is coordinated and granted. Other logistical information will be detailed in a separate section. The contractor is responsible for any damage that may take place to any government property associated with this project. Pricing shall be provided for the tasks and requirements to accomplish the pews' reupholstery.

- Pew measurements:
  - 1 - Single Pew: L-4'2" W-1'5" D-3 ½"
  - 42 - Pews: L-14' W-1'5" D-3 ½"
  - 123 - Kneelers: L-4'7 ¾" W-5 ½" D-1 3/4"
- Wall panel measurements:
  - 8 - L-8 1/2' W- 1 7/16' H-2'4"
  - 2 - L-4' W-1'1" H-2'4"

2.2. Task Description:

The contractor shall provide the following requirements:

- **Removal of Existing Materials:** Carefully strip and remove the existing fabric, foam, batting, and hardware from the seats and backs (if applicable) of all pews and all upholstered sides of wall panels.

- **Surface Preparation:** Inspect the wooden frames for any minor damage or loose joints. Perform minor touch-ups and ensure the surface is clean and prepped for the new materials. (Note: Major structural repairs are out of scope unless negotiated separately).

- **Padding and Foam Installation:** Install new high-density, commercial-grade foam and protective batting on the pew seats, backs/kneelers and wall panels, to ensure comfort and longevity.

- **Fabric Upholstery:** Measure, cut, and install the selected fabric tightly and seamlessly, ensuring patterns (if any) are aligned properly and all edges are securely fastened and finished with appropriate trim or gimp.

- **Clean-up and Disposal:** Disposal of all old materials, fabric, foam, and project-related debris off-site, at a local solid waste transfer station. The work area must be left clean at the end of each workday. Unless approved by Chapel leadership, base dumpsters will not be used to dispose of any work-related items.

3. Materials:

- **Fabric:** The fabric will be all new fabric material specifically made for pews and kneeler pads, like Olefin, polyester, or crypton—preferably Olefin. Material must be long lasting, commercial-grade/contract-grade, and stain, moisture, mildew, sunlight, and rip resistant. The color shall be "rhubarb," burgundy, or a similar color tone.

- **Foam:** 3-inch high-density polyurethane foam, w/1-inch topper.

- **Trim:** Matching or complementary trim/gimp to conceal staples and unfinished edges.

- **Kneeler pads**: These already exist—the only item needed is fabric replacement.

4. Location and Logistics:

- **Work Location:** The work will be performed on-site at the Holloman AFB Chapel, Bldg. 784.

- **Base Access:** The contractor shall be responsible for submitting all required documents for members completing this project. Members must be able to pass a background screening and must not have any of the following disqualifying criteria: active warrants, registered sex offenders, terrorist watchlists, and recent felony convictions.

- The contractors will be granted access to the building between the hours of 0600-1800 on Monday to Friday.

- **Lodging:** The contractor is responsible for providing lodging accommodation for the respective contractors.

5. Milestones:

- Completion of first 10 pews and 1 wall panel for quality inspection
- Completion of remaining pews and wall panels

6. Acceptance Criteria

The project will be considered complete when:

- All 43 pews, kneelers and wall panels have been fully reupholstered according to the specifications in this SOW.

- The fabric is taut, free of wrinkles, and securely fastened.
- The work area is fully cleaned, and all waste has been removed.
- A final walkthrough has been conducted and approved by the Chapel project manager.