**Statement of Work (SOW)**
**for**
**Official Postal Center**
**Mailbox removal and Installation**

**10 July 2026**

## BACKGROUND

The dormitory mailboxes need to be replaced as many of them no longer function correctly. New replacement boxes are needed so that the Postal Service Center can properly deliver letter mail and dormitory residents can access their letter mail during non-customer service hours.

## 1. PROJECT LOCATION

Work for this contract must be performed at Building 1355,1353, 1352, 1334, 1309, 1308, 1305 & 1304. Work at the site must be accomplished between the hours of 0800a.m. and 4:30 p.m., Monday through Friday.

## 2. SCOPE

### 2.1. General

This statement of work encompasses the detailed requirements for the removal and installation of USPS approved mailboxes. The Contractor must provide all labor, materials, and specialized equipment as necessary to perform the work described herein as well as disposal of the removed items.

### 2.2. Description of Work

The contractor must disassemble, disconnect, remove and dispose (off-base) of the existing mailboxes. The contractor will be responsible to offload, uncrate new mailboxes, and install new mailboxes. Each mailbox must have one master key and 2 keys per mailbox compartment.

## 3. INSTALLATION REQUIREMENTS

Contractor must supply all parts, labor, and equipment necessary to permanently install new mailboxes. The opening and closing of all regular and master locks must function smoothly and not require excessive force to open. The Contractor must effectively collaborate with Official Mail Center as well as the Facility Manager by providing information about the location, design, dimensions, and all aspects of the project throughout the install process. All mailboxes will be swapped one for one and there will be no retrofitting or alterations of the current support structure.

## 4. COMMISSIONING

A walk-through will take place within 5 days of completion with the Official Postal Manager, Postal Service Center and Resource Advisor. The contractor must demonstrate functionality and compliance acceptable to all safety standards. All deficiencies must be rectified by the Contractor at no extra charge to the Government in a later specified amount of time if/when any defects are noted.

## 5. JOB CONDITIONS

### 5.1. Delivery/Storage/Handling

Work and storage space is limited at the site. The contractor will be responsible for coordinating delivery, removal, and installation of mailboxes with Government listed point of contract.

### 5.2. Cleanup

The Contractor must remove all debris resulting from their work from the premises at the site and dispose of properly daily. Also, a final cleanup must be conducted when the work is complete and prior to final inspection.

### 5.3. Power

Electrical power required for the project work will be made available to the Contractor at no cost. The Contractor, at their expense, must provide all temporary connections, fittings, etc., from the source to the point of use. Arrangements for use of these facilities must be coordinated with Dorm Management.

## 6. GENERAL

### 6.1. Pre-Work Site Meeting

A site visit or teleconference must be made by the Contractor's key personnel who will be performing the on-site work to discuss disposal areas for any removed materials, procedures for working around the operating facility, etc. The Contractor must comply with the latest OSHA regulations Title 29 Code of Federal Regulations (CFR) regarding safety in the work area. The Contractor must also comply with applicable Federal and State laws and regulations concerning human health and environmental protection, including those pertaining to air and water pollution, and the disposal of solid and hazardous wastes, substances, and materials. The Contractor must consult the latest referenced OSHA, Environmental Protection Agency (EPA), State, and local documents for pertinent regulations. In the event of an emergency or drill the contractor employees must follow diagrammed exit procedures which are posted in numerous locations in the area.

### 6.2. Contractor Personnel

All labor must be in strict conformance with rules, regulations, and recommendations of OSHA, National Electric Code (NEC), municipal and State codes, National Building Code, or any other authorities having local jurisdiction pertaining to the work. An effort must also be made to use the objectionable product outside of peak operational hours.

### 6.3. Vendor Responsibilities

Vendor technicians will maintain control of all vendor tools and equipment at the jobsite. At no time will the government be responsible for lost, damaged, or missing tools, equipment, or parts that are property of the vendor on the jobsite. Any debris or trash created by the vendor on the job site will

be disposed of by the vendor. Contractor personnel are only to be in their assigned areas and are not allowed in other areas without section supervision approval and/or escort.

### 6.4. Vendor Checkout

After completing the work that is outlined in this SOW, the vendor must check out with the Official Postal Manager (OPM). OPM will inspect all work performed and will ensure work has been accomplished IAW this SOW and meets requirements necessary for the government.

**6.4.1.** Any dust, dirt, and debris on the ground that is caused by the contract will be swept up and cleaned before the contract leaves and will be disposed of. The areas will be checked by the OPM and contractor will not be released until area is clean.

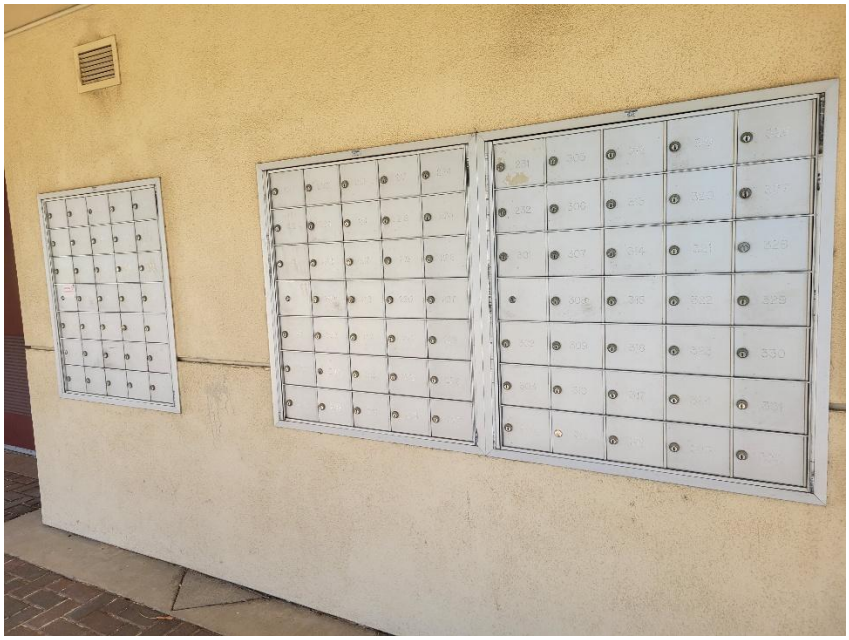
**6.4.2.** Any work accomplished that is not according to this SOW or items that require rework due to workmanship or neglect will be corrected at no additional cost to the Government at the discretion of the Contracting Officer.

**DORMITORY MAILBOXES**

Bldg 1304/1309

Bldg 1352 & 1353

Bldg 1305, 1308, 1334



Bldg 1355

Dormitory Locations