Statement of Work (SOW)

Bldg.2592 Install Window Tint & Vertical Blinds
USACE Mission Support Battalion
Alexandria, VA 22315
PR&C # W802Y961898207

A. General Overview

This Statement of Work (SOW) details the requirements to install new commercial-grade window tints and install commercial vertical blinds in Bldg.2592 located on USACE Mission Support Battalion. The project is to be executed in a professional manner, adhering to the highest industry standards, with a focus on environmental responsibility and compliance with Unified Facilities Guide Specifications (UFGS).

A.1 All work shall be performed during normal working hours while allowing the personnel in the facility the flexibility to maintain operations during project.

A.2 See below for required work actions. Technical point of contact for questions or project visit (recommended) is Rodney Roberts, 703-428-6644, room G3 in building 2593. The period of performance shall not exceed 90 days from date of award. A site visit is available for pricing of work to be performed.

1.0 Scope of Work

The Contractor shall provide all labor, supervision, tools, materials, equipment, and transportation necessary to remove existing window film, furnish and install new commercial-grade window tints, and install commercial vertical blinds. The Contractor is also responsible for safely moving and resetting lightweight office furniture to facilitate work execution at building 2592 CUDE 7701 Telegraph Road, Alexandria VA 22315.

Final Bid Price Must be on Attach Bid Sheet ONLY. Any other will be rejected and disqualified.

2.0 Location of Work

UMSB building 2592 CUDE 7701 Telegraph Road, Alexandria VA 22315

3.0 Specific Tasks

3.1 Existing Window Tint Removal

- **Quantity:** 20 windows.
- **Dimensions:** Each window measures 25’X12’(approx.300 square feet per window; 6,000 square feet total).
- **Requirements:**
    - The Contractor shall completely remove all existing peeling, bubbling, or degraded solar tint film.

    - The Contractor shall scrape and chemically clean the glass panes to eliminate all residual adhesives, ensuring zero glass scratching or damage.

3.2 New Commercial Window Tint Installation

- **Quantity:** 20 windows (approx.6,000 total square feet).
- **Dimensions:** Each window measures 25’x12’.
- **Requirements:**
    - The Contractor shall prepare glass surfaces immediately following film removal.
    - Film must be commercial-grade solar control/glare-reduction film applied with a clean, bubble-free finish.

3.3 Commercial Vertical Blinds Installation

- **Quantity:** 23 windows total (dual-track or split configuration requiring two sets of blinds per window line).
- **Dimensions:**
    - 23 blinds measuring 25’x8’.
    - 23 blinds measuring 25’x4’.
- **Requirements:**
    - The Contractor shall furnish and install heavy-duty commercial vertical blinds with fire-retardant vanes.
    - Supply all necessary mounting hardware, commercial-grade headrails, track systems, and control wands.

3.4 Office Furniture Relocation

- **Quantity:** 55 lightweight office furniture units (e.g., task chairs, mobile filing pedestals, small desks).
- **Requirements:**
    - The Contractor shall safely relocate and clear all 55 units away from the window lines to a designated temporary staging zone before window work begins.
    - Upon completion and inspection of window services, the Contractor shall return and reset all furniture to its exact original floor plan layout.

4.0 Period of Performance (PoP)

All work shall be completed within 90 business days from the date of award. Work shall occur during standard hours (Monday–Friday, 06:00 AM to 05:00 PM), unless after-hours execution is explicitly authorized by the Contracting Officer (CO).

5.0 Safety and Facility Protections

- The Contractor shall strictly adhere to OSHA safety standards, specifically regarding high-reach equipment (ladders/lifts) required for the 12'-high windows.

The Contractor shall use drop cloths to catch adhesive runoff, film scraps, and water during the removal and installation phases to fully protect the facility's

B. <u>General Security Requirements</u>

C.1. All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks or background investigation and to meet installation/facility access requirements to be accomplished by the HECSA Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA, and local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at this facility change, the Government may require changes in contractor security matters or processes.

C.2. All contract employees, including subcontractor employees who are not in possession of the appropriate security clearance or access privileges, will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.

C.3. The Contractor must pre-screen Candidates using the E-verify Program (http://www.dhs.gov/E-Verify) website to meet the established employment eligibility requirements. The Vendor must ensure that the employee candidate has two valid forms of government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible employee candidates must be provided to the COR no later than 3 business days after the initial contract award.

C.4 Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05 / AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative, as NCIC and TSDB are available), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

D. <u>Security Requirements</u>:

D.1 All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security

policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in contractor security matters or processes.

D.2 Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05 / AR 190-13), applicable installation, facility and area Commander installation/facility access and local security policies and procedures (provided by government representative, as NCIC and TSDB are available), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.

D.3 The Contractor must pre-screen Candidates using the E-verify Program (http://www.uscis.gov/e-verify) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible candidates must be provided to the COR no later than 3 business days after the initial contract award.

E. <u>Local Security Policy:</u>

E.1 All contractor employees who require physical access to government-controlled facilities or logical access to government information and or information systems are subject to a fitness determination and appropriate vetting. The Humphreys Engineer Center Support Activity (HECSA) utilizes the same OPM guidelines for fitness determinations that are used to determine suitability for federal employment under 5 CFR part 731.

E.2. To assist in the vetting process, the contractor must submit a notice of visit form for each employee who will perform work on the contract, including at the minimum, the name, social security number and date of birth of each employee performing work on the contract that need access. Documents containing personally identifiable information may only be submitted via encrypted email, by first class mail or it may be hand carried to the security office. Notice of visits must be submitted through the government contracting officer representative (COR) or technical representative who will deliver them to the security office. All notice of visits must be received five business days in advance of the contractor reporting for work unless an exception is requested by the COR and approved by the security office.

E.3. The COR or technical representative for each contract is the liaison between the security office and the contractor. Contractor employees who are not sponsored by a government employee will not be granted access to any facilities under HECSA control nor will HECSA

security approve logical access to information systems if the COR does not provide the notice of visit containing either the DOD ID number (back of the CAC) or the social security number to the security office.

E.4. The type of investigation a contracted employee is subject to depends on the type of work being performed and the duration of access required. The minimum requirement for vetting personnel who do not require a common access card is the NCIC III. Contractors who need a common access card must have the minimum of a current favorably adjudicated NACI on file. If no investigation is on file the CAC will not be issued until a favorable FBI fingerprints check is received by the security office and the NACI has been initiated in PSIP.

E.5. If an employee has been the subject of a previous favorably adjudicated investigation, it may be reciprocally accepted if there has not been a two year break in service and there is no presence of new and potentially unfavorable information that casts doubt about the subject's suitability. When a background check is reciprocally accepted but is more than 5 years old, the security office may initiate an NCIC III check to ensure no new unfavorable information exists.

E.6. Contractor employees whose access to classified information has been suspended or revoked will not be authorized logical access to information systems IAW AR 25-2 paragraph 4-14 b (2) until that investigation is favorably adjudicated. These personnel will also not be allowed unescorted access to government facilities until the investigation has been favorably adjudicated by the Command Security Manager. The contractor must provide employees who can be cleared to perform work and must immediately provide replacement employees for those who cannot be cleared.

F. <u>Accident Prevention</u>:

F.1. In performing this contract, the contractor shall provide for protecting the lives and health of employees and other persons; preventing damage to property, materials, supplies and equipment; and avoiding work interruptions. For these purposes, the Contractor shall:

(1) Comply with all pertinent provisions of the most recent version of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of the solicitation and available at: http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1_2008Sep_Consolidated_2011Aug.pdf ;

(2) Provide appropriate safety personal protection equipment (steel toe safety boots, eye protection, hearing protection, reflective vests, etc) as required by the Position Hazard Analysis;

(3) Comply with the standards issued by the Secretary of Labor in 29 CFR Part 1910 and or 29 CFR Part 1926;

(4) Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities;

(5) Avoid interruptions of Government operations and delays in project completion dates, and;

(6) Control costs in the performance of this contract.

F.2. Additionally, for these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor shall also –

(1) Provide appropriate safety barricades, signs, and signal lights, and;
(2) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.

Whenever the Contracting Officer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or Government personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any Stop-Work Order issued under this clause.

The Contractor shall require any/all subcontractors to comply with these safety requirements.

F.4. After receipt of a notice of award, the Contractor will:

(1) Submit in writing (within 10 working days) a proposal for effectuating this provision for accident prevention. The plan shall include an analysis of the significant hazards to life, limb, and property inherent in the contract work performance and a plan for controlling these hazards.

(2) The plan, which will be reviewed by the Humphreys Engineer Center Support Activity, Safety and Occupational Health Office shall include but not be limited to the following:

(a) Identification and signature of on-site contractor safety officer.
(b) Identification and telephone numbers of medical emergency facilities.
(c) Medical emergency response procedures (what to do in a medical emergency).
(d) Plans for initial safety indoctrination and continuing safety training for employees.

(e) Hazard analysis and abatement.
(f) Personal protective equipment.
(g) Procedures to be used for accident reporting and investigating.
(h) Criteria for reprimand due to willful negligence towards safety standards.

(3) Meet in conference with representatives of the Contracting Officer to discuss and develop mutual understanding relative to administration of the overall safety program.

G. <u>Contracting Officer Representative (COR):</u>

G.1. The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel.

G.2. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

H. **<u>Quality Control:</u>**

H.1. The Contractor shall develop a Task/Delivery Order QCP and maintain an effective quality control program to ensure services are performed in accordance with the IDIQ contract and this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractors QCP is the means by which he assures himself that his work complies with the requirement of the contract. The finalized QCP will be accepted by the Government at the time of the award of the Task/Delivery Order. The Contracting Officer may notify the Contractor of required modifications to the plan during the period of performance.

H.2. The Contractor then shall coordinate suggested modifications and obtain acceptance of the plan by the Contracting Officer. Any modifications to the program during the period of performance shall be provided to the Contracting Officer for review no later than 10 working days prior to effective date of the change. The QCP shall be subject to the Governments review and approval. The Government may find the QCP "unacceptable" whenever the Contractors procedures do not accomplish quality control objective(s). The Contractor shall revise the QCP within 10 working days from receipt of notice that QCP is found "unacceptable."

I. <u>Deduction</u>.

I.1. In the event the contractor fails to provide any of the services specified in this Performance Work Statement, the contractor will not be reimbursed for services that were not performed.

Item Description	QTY	Units	Unit Cost	Material Costs	Equipment Costs	Labor Costs	Total Costs
Project Management		WK					
Old Tint Film Removal & Surface Prep		SQFT					
New Commercial Window Tint Installation		SQFT					
Vertical Blinds 25x8		Unit					
Vertical Blinds 25x4		Unit					
Furniture Relocation & Resetting Labor		Unit					
Scaffolding / Lift Equipment Rental		Job					
Waste Disposal		Job					
G&A and Fees XX%	1	JA					
Bond Fees XX%	1	JA					

	SOIH 0%	1	JA						
	TOTAL PRICE	1	EA						