

SCOPE OF WORK

1. **GENERAL REQUIREMENTS:** The work consists of providing all labor, materials and equipment as required to install 28 key card locking mechanisms and a new key card programmer at the Unaccompanied Personnel Housing Barracks (UPH) located at USCG Yard, Curtis Bay MD.

2. **COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK:** Upon acceptance the contractor shall commence work NLT five (5) days after notice to proceed and work diligently to complete the entire work ready for use by 10 working days after contract award.

3. **SCOPE OF WORK:**

The UPH locks are malfunctioning negatively impacting the 68 personnel residing there. The key card programming system and locking mechanisms will need to be replaced and updated as soon as possible on all 28 doors. This will include removing the current Onity locking mechanisms on the doors, installing a new key card programmer in the UPH office space, and providing training on how the programmer works.

4. **SITE VISIT:** All bidders are strongly encouraged to visit the site to verify any/all quantities before submitting bids. Interested parties shall make arrangements for a site visit with LT Corinne Jacobson 443-691-5722

5. **DESIGNATED CONTRACTING OFFICER'S QA EVALUATOR (QAE)**

REPRESENTATIVE: The designated contracting officer's QAE representative and Point of Contact for this project is LT Corinne Jacobson 443-691-5722

Inquiries concerning any phase of the specification before or after award shall be made to LT Corinne Jacobson 443-691-5722

6. **CONDITIONS AFFECTING THE WORK:** The offeror should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, the general and local conditions which can affect the cost of the work thereof. Failure to do so will not relieve bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. The government will assume no responsibility for any understanding or misrepresentations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the request for quotes, the specification or related documents.

7. **AFTER AWARD OF THE CONTRACT:** The contractor must immediately notify the contracting officer's QAE representative of his intended start date. The work shall be done in accordance with the specification.

8. **ORAL MODIFICATION:** No oral statement of any person other than the contracting officer shall in any manner or degree, modifies or otherwise affect the terms of this contract.

9. **WORKMANSHIP:** All work shall be accomplished with the best standard practices, and by workmen thoroughly experienced in the required trades. The work shall be supervised by experienced personnel and shall be satisfactory to the Contracting Officer.

10. **PERMITS:** The contractor shall without additional expense to the government, obtain all appointments, licenses, and permits required for the prosecution of the work. The contractor shall comply with all applicable federal, state and local laws.

11. **CLEAN UP:** All trash and debris shall be removed from the site daily. The job site shall be left in a clean and neat manner.

12. **WORK OUTSIDE REGULAR HOURS:** If the contractor desires to carry on work on Saturday, Sunday, holidays or outside the unit's regular hours, must submit their request in writing to the Contracting Officer's QAE Representative for approval consideration. The contractor shall allow ample time to enable satisfactory arrangements to be made by the government for inspecting the work in progress.

13. **UPON COMPLETION OF WORK:** Contact the Contracting Officer's QAE Representative to arrange for inspection/acceptance of work.

14. **IDENTIFICATION OF CONTRACTOR PERSONNEL AND VEHICLES:** The contractor shall provide a detailed list of all employees to the QAE Representative five (5) days prior to commencing work. The employee list shall contain the employee's full name, date and place of birth, current address and last four (4) of SSN. The USCG Yard Security Officer will be given a copy of the employee list and a pass will be issued for entry. Each contractor provided vehicle or towed trailer shall show the contractor's name so that it is clearly visible on the vehicle. A valid state license plate and safety inspection sticker is required. All vehicles operated on government property shall be maintained in a good state of repair.

15. SAFETY REQUIREMENTS:

a. Responsibilities:

(1) All contractors working on CG USCG Yard shall abide by all federal safety regulations as published by the Occupational Health and Safety Administration, 29 CFR 1910 (series) and 29 CFR 1926 (series). Contractor written safety programs shall be reviewed by the Base Safety Officer prior to starting work.

(2) Written notification must be provided to the USCG Yard Safety Officer, Mr. Roger Taylor in their capacity as Fire Marshal of any activity that could potentially cause fire or explosion or that changes or reduces the capability of fighting a fire or explosion. Some examples of qualifying activities are: a fire hydrant or fire suppression system that must be taken out of service for any reason, electrical work that affects fire alarm systems, introduction of hazardous or flammable material onto the unit, and blocking of any egress routes or emergency vehicle routes. Inclusion of this information in the contract constitutes written notification as long as the outsource review sheet is signed by Base Safety Officer.

(3) Copies of the following must be provided to the YARD Safety Officer prior to starting work in affected areas: Confined Space Entry Permits, Hot Work Chits, and Dig Chits. Confined space clearance must be conducted by a certified marine chemist and permit required spaces will have a copy of the permit posted on site during work. Hot work will only be conducted with permission and a fire watch must be posted during work. A facility dig chit is required in addition to a Miss Utility dig chit.

(4) Lock Out/Tag Out requires notification and coordination with facilities and will not be conducted by a contractor on USCG Yard. A representative from USCG Yard is required for all contractor Lock Out/Tag Out needs.

b. Rights:

1. Every employee working on USCG Yard has the right to a safe and healthy work place. The contractor has the responsibility and right to stop unsafe work. QAE's and the Safety Officer may also institute a work stoppage relating to unsafe practices or immediate danger to life and health situations.

16. ENVIRONMENTAL PROTECTION REQUIREMENTS:

- a. All contractors working on USCG Yard shall abide by all federal environmental regulations as published by the Environmental Protection Agency, 40 CFR (series). Contractor written environmental management and pollution prevention programs shall be reviewed by the Environmental Protection Specialist LCDR Parker Bratman, prior to starting work and must be in accordance with the Unit Environmental Guide.
- b. Written notification must be provided to the Environmental Protection Specialist of any activity that could potentially cause a permit violation on USCG Yard. Some examples of qualifying activities are: any activity that could result in a spill or discharge into a waterway or introducing a hazardous material into the environment.
- c. Copies of the following must be provided to the Environmental Protection Specialist prior to starting work in affected areas: Material Safety Data Sheets, permits, and notices of intent.
- d. Hazardous materials used by a contractor are required to be disposed of by that contractor. Disposal must be in accordance with federal, state, and local guidelines.