

SCOPE OF WORK

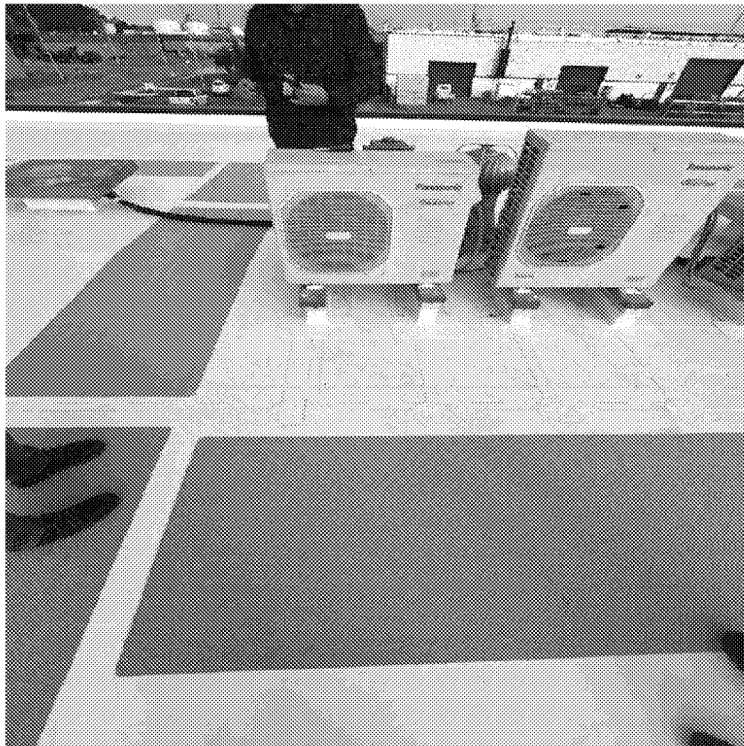
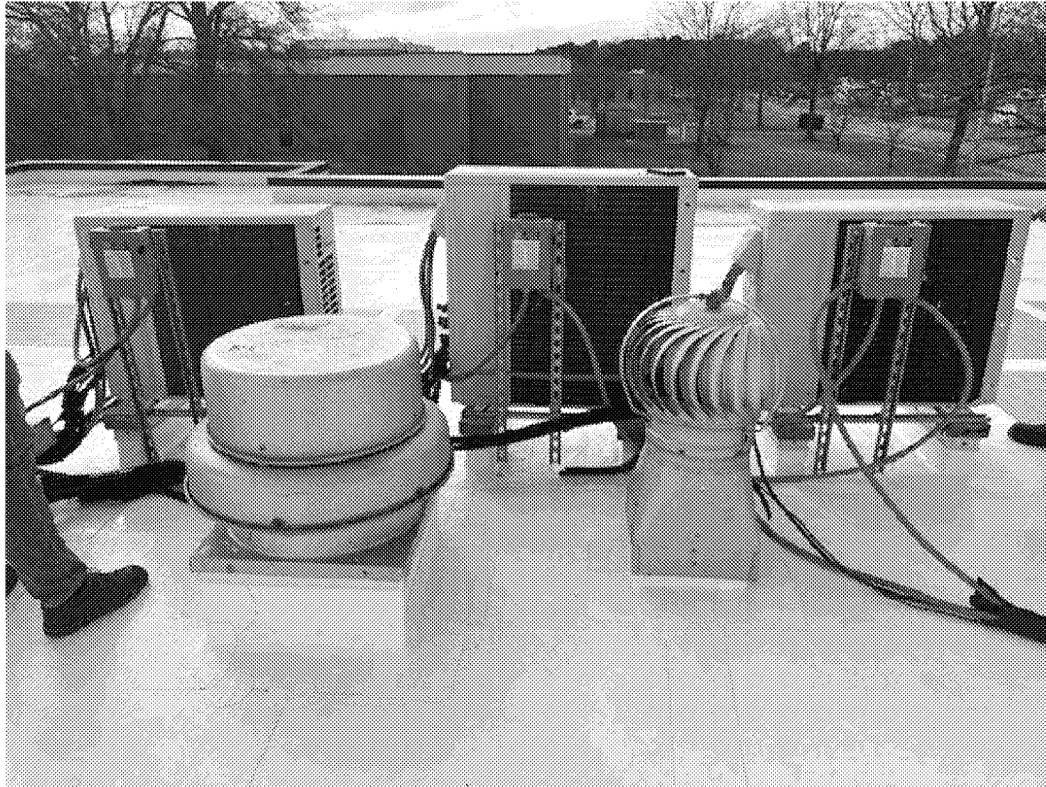
1. GENERAL REQUIREMENTS: The work consists of providing all labor, materials and equipment as required to install 24,000 BTU mini split ductless heat pump system for Base FED building 13. System will comprise of one 24,000 BTU ductless heat pump with mount, one indoor ceiling mount air handling unit, reusing existing line sets. Remove and dispose one indoor wall mount air handling unit. The system will be installed at **USCG Base Portsmouth, 4000 Coast Guard Blvd., Portsmouth, VA 23703.**

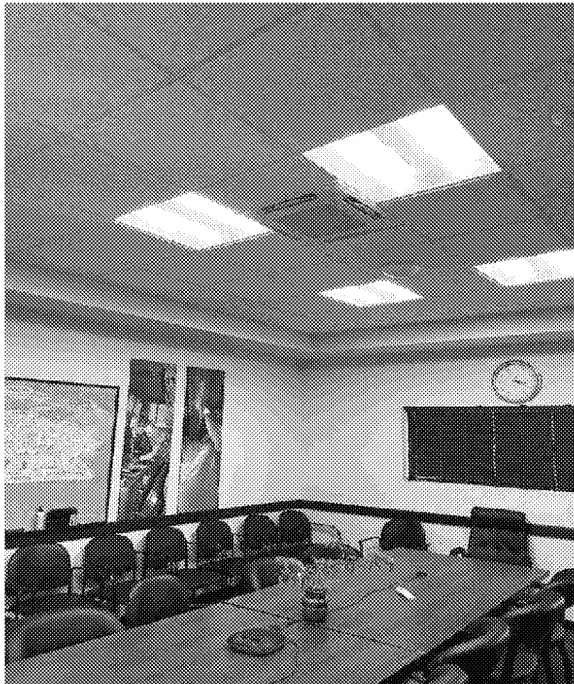
2. COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK: Upon acceptance the contractor shall commence work NLT five (5) days after notice to proceed and work diligently to complete the entire work ready for use by 10 working days after contract award or as negotiated during the preconstruction / award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

3. SCOPE OF WORK:

- (a) That the work be factored for regular hours- 0700-1600.
- (b) System will provide year-round temperature control and provide effective space conditioning to compensate for seasonal extremes.
- (c) Contractor shall mount outdoor unit with sufficient clearance to meet manufactures recommendations for air flow.
- (d) The protection of all furnishings, fixtures, floors, walls and ceiling areas.
- (e) Provide and install equipment and mounting hardware.
- (f) Contractor will direct FED where to provide main electrical connections.
- (g) Outside unit to be mounted on FED building's roof. Indoor unit to be mounted in the FED building conference room, contractor will drill and seal all penetrations to service disconnects.
- (h) Outdoor unit removal will require disconnecting the refrigerant lines connecting the outdoor unit to the indoor unit located in the FED conference room. Disconnect the electrical wiring connecting the outdoor unit to the power supply. Unscrew and remove the mounting brackets securing the outdoor unit to its base.
- (i) Indoor unit removal will require disconnecting the electrical wiring connecting the indoor unit to the power supply. Detach and remove the inside unit from its mounting plate. Carefully remove the mounting plate from the ceiling.
- (j) Indoor unit located in the FED building entry hallway will be removed and disposed. there will not be an indoor unit installed in its place.
- (k) Properly dispose both indoor units and the outdoor mini split unit along with any hazardous materials (like refrigerant) according to local regulations and guidelines.
- (l) Provide a 7-year compressor warranty, 5-year parts warranty and a 1-year labor warranty in writing as per negotiation upon completion of job.

This Scope of Work is intended to be a general overview of the project requirements. The Contractor is responsible for reviewing all drawings and specifications and requesting clarification on any unclear or ambiguous information.





4. SITE VISIT: All bidders are strongly encouraged to visit the site to field verify any/all quantities before submitting bids. Interested parties shall make arrangements for a site visit with [REDACTED]. All site visits are to be prearranged a minimum of (3) days in advance. To arrange a site visit, the following information is to be provided Full name, date of birth, and last 4 of SSN.

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

REPRESENTATIVE: The designated contracting officer's QAE representative and Point of Contact for this project [REDACTED]

Inquiries concerning any phase of the specification before or after award shall be made to [REDACTED]

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.

All contractors that require Base access will have to be pre-vetted for entry prior to commencement of work. All work that exceeds a completion time greater than 10 days, may be subject presenting RapidGate as a method of Base entry.

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, modify 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 station's regular hours, he may submit his 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 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 Base Portsmouth 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:

1. Responsibilities:

- a. All contractors working on CG Base Portsmouth 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.
- b. Written notification must be provided to the **Base Safety Officer;** [REDACTED] in their capacity as Base 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 Base, 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.
- c. Copies of the following must be provided to the Base 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. The systems on Base Portsmouth are not limited to what the City of Portsmouth has on file. In order to ensure electrical safety and integrity of systems, a facility chit is required.
- d. Lock Out/Tag Out requires notification and coordination with facilities and will not be conducted by a contractor on Base Portsmouth. A Facilities Division representative is required for all contractor Lock Out/Tag Out needs.

2. Rights:

- a. Every employee working on Base Portsmouth 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 CG Base Portsmouth 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;** [REDACTED], prior to starting work and must be in accordance with ICSPORTSVA INSTM5090.2, 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 Base Portsmouth. 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.

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