

**STATEMENT OF WORK**  
**SOLAR SHADES**  
**FOR**  
**JBSA-FORT SAM HOUSTON**

**1. General Information.** This requirement is for the purchase, delivery, and installation of new solar shades, to include the removal and disposal of existing shades (one-for-one swap) for individual dormitory rooms located at Joint Base San Antonio (JBSA) Fort Sam Houston, TX. The Contractor shall provide all management, tools, supplies, labor, equipment, transportation, storage necessary for the assembly and installation of all new solar shades into Bldg. 904 in accordance with this Statement of Work (SOW). Items shall be new and not used, or factory refurbished products. All materials and accessories shall be installed in accordance with industry standards and manufacturer's recommendations. The contractor shall provide all product data for specified/delivered products to include any additional accessories.

**2. Project Location:** 2745 Harney Path Rd, Bldg. 904, JBSA-Fort Sam Houston TX, 78234.

**3. Project Description.** Contractor shall deliver, unload, and install a total of (144) solar shades, 1 shade per room, within the facility identified in paragraph 2, and shall remove all (144) existing blinds as directed by the Government POC(s) and dispose of them off-site at contractor's expense.

**4. Salient Characteristics and Dimensions.**

- 3" Front Fascia
- Material: Conceal, 0% Open
- Stainless Steel Chain for Manual Shade Operation
- Chain Hold Down
- Heat Sealed Bottom Hem
- Inside Mount
- Color: Wheat (or comparable color)
- 26W x 54L

**5. Delivery and Installation.** Installation to occur in occupied rooms. All existing shades must be replaced with new shades the same day. Removal of existing blinds shall be performed by contractor and disposed of at contractor expense. All new items will be received and offloaded outside of building footprint where 53' truck can access site. The interior of the building will only allow box truck access and no items can remain in this courtyard area outside of working hours. Containers for staging shall be supplied by contractor and must be located outside of building perimeter as approved by the Government POC. The Dorm Managers will escort contractor personnel during the installation and removal process.

**NOTE:** Bldg. 904 is currently occupied and does not have an elevator; however, there are 3 Stairwell(s) to access floor(s).

**6. Project Management.** Contractor shall provide all management, tools, supplies, equipment, labor, and transportation necessary to perform this requirement in accordance with the statement of work. Contractor shall confirm delivery (15)-days prior to delivery date. The Vendor should be able to adjust without impact to the Government's critical mission training. Vendor shall provide the Government POC a 24-hour notification as to the date and time the trucks will be arriving. The Contractor shall provide email notification as to the date and time the trucks will be arriving to the designated Government POC(s) listed in para 8 at least 24 hours prior to scheduled arrival time.

**7. Quality Assurance.** The government shall inspect all work performed by the contractor. The inspection shall be completed by one of the below listed POC(s) and reported to 802 CES. Work performance shall be deemed satisfactory and acceptable by the government when the 802 CES/CEAH declares the project satisfactory. If repair or replacement of damaged items is required during delivery or installation, the contractor shall repair or coordinate replacement of damaged, defective, or missing items at no additional cost to the Government. Furthermore, the Government may require repair or replacement of nonconforming supplies or re-performance of non-conforming services at no additional cost to the Government. Any disputes in this area must be brought to the attention of the Government POC and the Contracting Officer immediately.

**8. Points of Contact (POCs):**

- Ms. Charlene Holbrook
- Mr. Ronny Vardaman

**9. Project Schedule.** The contractor shall provide the Government POCs a (15)-day notification prior to delivery and a 24-hour notification prior to truck arrival. The installation date shall be coordinated between the Contractor and Government POCs. In the event delivery shall fall on a Saturday, Sunday, or a federal holiday, the delivery date shall take place the following business day, during normal duty hours.

Delivery and Installation shall be performed during normal duty hours 7:30 A.M. to 4:00 P.M., Monday through Friday, unless otherwise requested in writing and approved by the Contracting Officer. The contractor is not required to provide scheduled installation on the following Federal holidays:

New Year's Day - 01 January  
Martin Luther King's Birthday - Third Monday in January  
Presidents Day - Third Monday in February  
Memorial Day - Last Monday in May  
Juneteenth - 19 June  
Independence Day - 04 July  
Labor Day - First Monday in September  
Columbus Day - Second Monday in October

Veteran's Day - 11 November  
Thanksgiving Day - Fourth Thursday in November  
Christmas Day - 25 December

**Note:** Any of the above holidays falling on a Saturday will be observed by the Government on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday.

**10. Warranties.** Contractor shall provide all commercial warranty information for a period of not less than one-year from the date of installation/acceptance/delivery.

**11. Workmanship.** The Contractor shall perform installation in a professional and expeditious manner. The work shall be in strict accordance with prevailing industry standards. The contractor shall ensure that work for this project is performed in accordance with the criteria herein, and that all items installed are operational at the completion of work for this project.

**12. Work Site.** The contractor shall collect all trash, debris, garbage, etc. generated and remove and properly dispose of all applicable materials from the work site. Trash and debris collection shall be coordinated by the contractor and disposed of off base at contractor expense. The contractor shall take precautions to prevent damage to government property. The contractor shall repair or replace damaged items or property at no additional cost to the government.

**13. Installations Access.** The contractor and its employees shall meet minimum-security requirements to gain access on to Joint Base San Antonio - Fort Sam Houston, Texas. A ten (10)-day advance notice is needed for a base access pass, and any person with recent arrest(s) will not be able to enter the post. A base access pass for an employee without a US Driver's License of US State issue ID card may take longer.

**13.1** The contractor shall obtain all required installation passes for contractor personnel by providing the employees full name, date of birth, Driver's License/ID information to the Technical Representatives identified in paragraph 8. Contractor personnel shall be able to produce personal identification when required by current force protection conditions or special instructions. All contractor vehicles must enter and depart through JBSA -Fort Sam Houston via the Jadwin Gate Access Control Point, which can be accessed via Interstate 35. Any questions regarding this route should be filtered through the Government POC(s) prior to delivery.

**END OF STATEMENT OF WORK**