



DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD

Sector San Francisco

Scope of Work for

Bldg 100 AHU-2 Compressor Replacement

**PSN:
Work Order:**

at

**1 Yerba Buena Island,
Yerba Buena Island Northgate Rd
San Francisco, CA. 94130**

Sector San Francisco	Initial	Date
Contracting Officer (KO)		
CWO Victor M. Regalado Sector Engineer Officer	VMR	

A. GENERAL INFORMATION

1. Title of Project: U.S. Coast Guard (USCG) **Bldg 100 AHU-2 Compressor Replacement**

- a. Best value criteria - Award of this requirement shall be made to the vendor whose proposal offers the greatest value to the government. Technical factors, past performance are more important than price.

Factor 1 – Past Performance

- Sub-Factor 1: Quality of Performance
- Sub-Factor 2: Schedule Performance
- Sub-Factor 3: Management Performance
- Sub-Factor 4: Cost Control

Factor 2 – Personnel Qualification

- Sub-Factor 1: Key Personnel
- Sub-Factor 2: Subcontractors

Factor 3 – Management Plan

- Sub-Factor 1: Management
- Sub-Factor 2: Initial Staffing
- Sub-Factor 3: Phase-in Transition
- Sub-Factor 4: Subcontracting Plan

Factor 4 – Cost

- Sub-Factor 1: Realism
- Sub-Factor 2: Reasonableness
- Sub-Factor 3: Completeness

- b. Scope of Work: To include, but not limited to providing all parts, labor, materials, tools, and supervision to remove and install new AHU-2 Compressor for Bldg 100. Ensure refrigerant is removed, disposed of and new refrigerant applied IAW with local, state, and federal regulations. Replace compressor oil as necessary. Replace any filters needed. Perform any tests to ensure new equipment is operating properly. Provide a minimum warranty for all materials installed. This shall include any material imperfections or abnormalities. The contractor is responsible for complying with drawings and specifications prescribed by the manufacturer, prescribe inspection and testing. Ensure AHU-2 Compressor components are in operating status IAW manufactures specifications.

2. Type of Contract Contemplated: This will be a firm-fixed priced purchase order.

3. General Requirement: Prior to contract issuance the prospective contractor **MUST HAVE** completed and/or current enrollment into System Award Management (SAM), enrollment

information for which can be found at: <https://sam.gov/content/entity-registration>, failure to do so WILL result in disqualification and reissuance of the contract. **All bids submitted by contractor shall include break down of cost for labor, materials, transportation, O/P, G/A, etc...** For any further enrollment assistance and/or questions, please contact CWO3 Jason Garris (415) 399-3488.

B. CONTRACTOR REQUIREMENTS

1. During the execution of this contract, the Contractor shall conform to the rules and regulations as set forth by EPA and OSHA Safety and Health Standards, 29 CFR Part 1926 - Safety and Health Regulations for Construction and California Code of Regulations, Title 8, Div. 1, Ch. 4, Subchapter 4 Construction Safety Orders, and EM 385-1. When the standards differ, the more restrictive standard shall apply. The contractor shall provide barriers, temporary fencing, trench covers, etc. wherever work could cause injury to workers, visitors, Coast Guard personnel, or dependents. An Accident Prevention Plan shall be submitted by the contractor prior to any commencement of work.
2. The Contractor and/or its personnel shall refrain from smoking while inside any federal buildings, within 50 feet of any entrance to the buildings, and within 50 feet of any flammables. A designated smoking area is available on-site.
3. The Contractor and/or its personnel are authorized to utilize government building's restroom facilities.
4. The Contractor shall provide all management, supervision, labor, materials, supplies, and equipment (except as otherwise noted herein).
5. Refuse, excess or waste materials resulting from construction operations shall become the property of the Contractor and shall be recycled and/or disposed of off Government property. All disposals shall be done in accordance with federal, state, and local laws and regulations.
6. The location or lay down area of materials will be available on base with location to be determined by COR and Facilities Engineer depending on size. The Contractor shall be responsible for protecting materials stockpiled against weather, damage, theft, and other risks of loss. The Coast Guard assumes no responsibility for material or equipment left in the storage area.
7. Limited water and standard 110v electricity are available. Cost of these utility connections and disconnections of machinery or equipment shall be the responsibility of the Contractor. Personnel using extension cords to bring power from another location for construction, maintenance, remodeling, etc., shall employ portable ground fault circuit interrupters (GFCIs), even if connecting to building wiring. Use of portable generators is authorized at contractor expense to power portable equipment.
8. The Contractor shall plan, schedule, coordinate and assure effective service to meet U.S. Coast Guard requirements.

9. Investigate the site per FAR 52.236-3 to ascertain the general and local conditions which can affect the work or its cost. Photographs provided below for reference; however, it is highly encouraged the contractor field verify to identify all factors or interferences concerning the job being sought.

10. Contractor shall field verify all information provided.

C. GOVERNMENT RESPONSIBILITIES

1. The government will provide Contractor personnel access to all spaces necessary for any component associated with this project during normal business hours. Office building hours are as follows: Monday through Friday 1000 through 1700 (10am – 5 pm) due to watchstander late sleepers. Any scheduled working times outside normal business hours by Contractor personnel shall be coordinated with the Engineer Officer CWO Victor M. Regalado victor.m.regalado@uscg.mil prior to the commencement of said work. At any time scheduled work needs to go beyond normal business hours, the Contractor shall immediately notify CWO Victor Regalado. No work shall be scheduled during Federal Holidays or Weekends, unless prior approval has been coordinated with the Engineer Officer CWO Victor M. Regalado victor.m.regalado@uscg.mil.

2. All Contractor access to designated restricted and/or controlled access spaces will be coordinated with the Command Security Officer prior to accessing these spaces. Once in these spaces, Contractor personnel will be monitored by Coast Guard personnel with appropriate access and clearance to be inside these designated restricted and/or controlled access spaces throughout the performance of work in these spaces. ***At no time shall the entry points of these spaces remain unlocked to facilitate ease of installation.***

D. REPORTING REQUIREMENTS

1. The contractor is required to provide ***verbal progress reports daily*** for the period of project duration. The progress report shall cover all work completed during the day and shall present the work to be accomplished during the subsequent period. This report shall also identify any problems that arose and a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved and provide an explanation.

2. All verbal progress reports shall be provided to the Engineer Officer CWO Victor M. Regalado victor.m.regalado@uscg.mil prior to Contractor departing the premises of Sector San Francisco Area of Responsibility and where the work is being performed.

Notice to Offerors: All information and data related to this project that the contractor gathers or obtains shall be both protected from unauthorized release and considered the property of the government. The contracting officer will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this contract. Press releases, marketing material, or any other printed or electronic documentation related to this project, must not be publicized without the written approval of the contracting officer.

E. CONTRACTOR EXPERIENCE

1. The Contractor shall provide a Certificate of Insurance to indicate the liability, property, and accident coverage held by the Contractor, as well as any optional insurance recommended by the Contractor. The United States Coast Guard (USCG) shall be listed as “Additional Insured” on all Certificates of Insurances.
2. The Contractor and its personnel shall conform with the same high standards of behavior applicable to the maintenance of government equipment. All individuals performing any portion of maintenance and/or installation associated with this project shall be properly trained and qualified for the work to which that is assigned.

F. SECURITY REQUIREMENTS

1. The Contractor and its personnel performing work under this project shall be escorted at all times whenever work is to be performed in designated restricted and/or controlled access spaces. At no time shall the Contractor and its personnel be left unattended while working in designated restricted and/or controlled access spaces. Escorts shall be Coast Guard members currently assigned to the designated facility complex with appropriate clearance levels and access to be in the specific designated restricted and/or controlled access space at the time work is to be performed.
2. The Contractor shall provide employee information for all foreign nationals (defined as those employees not currently designated a U.S. Citizen as determined by applicable U.S. law, regulation, or policy) prior to the commencement of any on-site work related to this project and entry onto the premises of the U.S. Coast Guard owned facilities. Individuals determined to meet the criteria to be considered a foreign national will be allowed access to U.S. Coast Guard owned facilities; however, these individuals will be **prohibited** from accessing the designated restricted and/or controlled access spaces, even when under escort, unless otherwise approved by the Command Security Officer.
3. The Contractor shall provide a personnel alphabetical roster of all individuals assigned to perform work under this project, listing the dates work is to be performed by the individual – daily rosters may be provided for ease of facilitating the next day’s work. Daily rosters shall be provided to the Command Security Officer CWO Isaac Mejia at isaac.mejia@uscg.mil no later than 1500 the day before work is to be performed.
4. The Contractor and its personnel shall provide a valid non-expired state or federal issued photo identification card or credential upon accessing U.S. Coast Guard owned facilities and whenever entering the main entrance. Identification card or credential shall be handed to the sentry and front desk watch-stander for visual inspection and validation. Failure to provide a valid non-expired state or federal issued photo identification card or credential will prevent your access to U.S. Coast Guard owned facilities, even if under escort.
5. Any U.S. Coast Guard facilities credentials issued to the Contractor and its personnel shall clearly indicate an expiration date no later than the period of this project. Each

credential issued will be tracked and surrendered upon request by the Coast Guard or upon completion of this project, whichever occurs first. All issued credentials shall be worn and visible at all times. Whenever actively working, the credential may be removed as a safety precaution, but shall be immediately returned to a visible location on person when no longer a safety concern.

6. Contractors shall provide the COR with 24 hours of advance notice of every delivery to the site (e.g., concrete, lumber, parts, etc.) and provide the company name, delivery person, and phone number of the firm(s) making deliveries. All vehicle access to government property requires vehicle registration and proof of liability insurance. Otherwise access to the Coast Guard facility may be denied.

G. PLACE AND PERIOD OF PERFORMANCE

1. Place of Performance – All work related to the components of this project shall be performed at the U.S Coast Guard 1 Yerba Buena Island, Yerba Buena Island Northgate Rd. San Francisco, CA. 94130; in building 24.
2. Period of Performance -
 - a. The installation of all associated components in this project shall be completed within thirty (30) calendar days after award date.
 - b. This project shall be *completed* within five (5) calendar days after start date.
 - c. Work shall not begin until authorization is received from the Contracting Officer (KO). Notify the KO (in writing) one week prior to beginning work. Work shall not commence until all Submittals have been approved.