

Brookhaven Science Associates, LLC

Statement of Work

**Glass Storefront Installation/Replacement,
Window Removal and Repair/Replacement Services**

Services:

- The Contractor shall supply and install various storefronts and windows including glass removal and replacement at various locations at Brookhaven National Laboratory, Upton, New York (BNL) on an as-needed basis as requested by Brookhaven Science Associates, LLC (BSA) and its authorized representatives. The Contractor agrees to provide all necessary labor, materials, equipment, tools and required personal protective equipment on a 24/7/365 basis.
- For new projects, the Contractor agrees to visit each work site at BNL within forty-eight (48) hours after telephone or email notification by BSA.
- The Contractor shall field measure all proposed projects and review site conditions prior to submitting proposals for services.
- For services calls associated with previous projects and/or work performed at BNL, the Contractor shall respond to all service calls at BNL within twenty-four (24) hours notification by BSA. The Contractor must be able to respond to all emergencies Monday through Friday within four (4) hours notification to the Contractor.
- Crews and equipment supplied to BSA shall be made available within two (2) working days of the date of request therefore, unless otherwise mutually agreed upon.
- Services shall be conducted during normal working hours, Monday-Friday, 8 A.M. 4:00 P.M. excluding national holidays incorporated herein as Exhibit (1).
- Upon completion of each Work Order performed under this SOW, the Contractor shall leave all work areas including all window repairs, replacement and/or installations clean and free of debris.
- Travel time is not allowable or billable.
- Contractor will be required to meet with BSA personnel to discuss issues as needed.

Contractor Qualifications:

All personnel furnished by the Contractor to perform work at the BNL site shall be professional, fully-qualified trades people whose individual qualifications shall include a minimum of five (5) years combined experience in glazing and glass storefront installation and replacement of glass frames in a variety of styles and configurations as may be required by BSA.

The Contractor shall be responsible for maintaining standards of performance, in competency and conduct of its employees assigned to work at BNL and shall take such disciplinary action with respect to such employees as may be necessary. BSA reserves the right to require the Contractor to remove from BNL property, any employee whom BSA deems incompetent, careless, or insubordinate.

Subcontractors:

Subcontracting any work resulting from this Scope of Work is not permitted except upon prior written approval by BSA.

Safety:

The Contractor shall, in performing work at BNL, comply with all applicable federal, state and local environment, safety and health laws and regulations and prior to performing onsite work, is required submit to BSA for acceptance a Phase Hazard Analysis, Job Safety Analysis or Safe Work Plan as may be required.

BSA Training Requirements:

BSA requires that each employee of the Contractor that will be working on BNL property fulfill certain onsite training based on their Trade.

- Contractor Vendor Orientation Training (CVO) to obtain BNL Access Badges.
- If the Contractor is required to use an aerial lift onsite and does not have an approved HASP, all Contractors must follow Aerial Lift Safety procedures and requirements delineated in BSA Facilities & Operations Procedure No.DF-ESH-701, Revision 5, dated 3/25/13 incorporated herein as Exhibit (2).
- The required training from the BSA Web-Based Training.
 - a. Ladder Safety (TQ-LADDER)

There may other training requirements specific to certain jobs and/or BNL buildings. Such training will be provided by BSA as applicable.

Payment:

An authorized BSA representative must review, sign and date all invoices upon receipt. The invoice and field work ticket must reflect the applicable contract number, Field Work/Work Order number(s), quantity and description of all materials, including manufacturer and part number(s) and total labor hours.

The price for parts shall be the contractor's actual cost, shipping and handling included (FOB BNL) to be invoiced to BSA. Documentation is required for verification of price paid by Contractor for all parts. A copy of the contractors paid invoice for the parts must be attached for verification by BSA.

The Contractor shall submit an invoice for each Field Work Ticket/Work Order (packing slip delivery/installation/repair) upon job completion and a monthly statement for all work completed during the prior month. Original invoices and monthly statements must reference the Field Work Ticket/Work Order for ease of identification and to expedite payment. These items are to be emailed as a PDF file to the Technical Representative(s) assigned to the contract.

The Packing List which accompanies the invoice must include the following:

- The BSA Contract Number (TBD)
- The Contractors reference number per item installed and/or repaired that will be used on all invoices and statements.
- BSA F&O Field Work Ticket/Work Order Number
- The name of the individual requesting the installation and/or repair including materials and total number of labor hours.
- The items and quantities requested.
- The items and quantities delivered.
- Unit pricing.

Attachment (A)

- A reference number to identify parts in the supplier's price listing and the listing used when more than one listing is supplied.

During any subsequent review of list pricing of paid invoices in which it is determined that there is incorrect pricing, an adjustment to future invoices will be made and notification of reason for said adjustment will be supplied. If a pattern of consistent errors is found, future invoices will be held for verification which may delay future payments.