

## **STATEMENT OF WORK (SOW)**

### **Longfellow House Washington's Headquarters National Historic Site: Commercial Carpet**

#### **I. BACKGROUND INFORMATION**

This project is needed to enable the park to replace deteriorated floor coverings which have been in place for 42 years. It will allow visitors to experience the home more fully with original floor coverings accurately represented.

The historic furnished rooms of the Longfellow House are the primary interpretive media of the park's visitor program. This project contributes to the restoration and authenticity of all exhibit spaces in the house by fulfilling recommendations made in the park's Historic Furnishings Report, improving appearance and conditions, and it will promote an effective, desired visitor experience. Replacement of deteriorated floor coverings will substantially improve the visitor experience as the park prepares to celebrate its 50 anniversary and the 250th anniversary of the USA. The park sees approximately 60,000 visitors per year, with approximately 10,000 taking guided tours.

#### **II. PROJECT IDENTIFICATION & PLACE OF PERFORMANCE**

PMIS: 305518A

TITLE: USA 250- Replace Deteriorated Floor Coverings in Permanent Exhibit Spaces

PROJECT LOCATION: Longfellow House Washington's Headquarters NHS, Cambridge MA

#### **III. OBJECTIVES**

This project is to provide for procurement and installation of commercial carpet for one room and one staircase in the Longfellow House. Total area is approximately 500 sq ft. Additional floor covering projects in the building will follow and are dependent upon the completion of this project in a timely manner.

#### **IV. TASKS**

A. Contractor will manufacture and install commercial carpeting in the rooms listed below.

B. Carpet Location:

1) Gold Ring Room/Longfellow Bedroom (Room 205): brown wool wall-to-wall

2) Ell Staircase (Room 212): brown wool runner

C. Carpet Type: see Attachment A

Manufacturer: Shaw

Style: Sceptor II

Color: Puma #43193

Quantity: Contractor is responsible for obtaining their own measurements. A floorplan is included in this document in Attachment B.

- D. Installation: The contractor is to supply all the labor to remove existing carpeting and install new padding and carpeting. Padding choice is to be approved by NPS. Traditional method used for carpet installation has been the use of tacks along the edges, nailed directly into the floor. No adhesives were used. Proposed method for installation must be approved by NPS. The thresholds are to be left exposed. Upon completion of the installation, the contractor is to remove from the house and grounds all materials and debris created during this installation. Contractor is to check first with NPS before taking existing carpet away; Curator will decide if it should be kept and catalogued for collection.
- E. Delivery and Installation: The installation work is to be completed within 180 days of the receipt of the order to proceed.
- F. Guarantee: A written guarantee shall be furnished that the materials used are in strict accordance with these specifications, and that any and all repairs required due to defective materials or workmanship shall be made without cost to the National Park Service for a period of one year.

#### V. SELECTION CRITERIA

- A. References: As an integral part of these specifications, bidders are required to submit at least 3 references of past work. Such references should include names, addresses, telephone numbers and/or email addresses, and should pertain to work carried out for museums, historical houses, and other similar institutions.
- B. Quotes: All bidders should furnish in writing a complete breakdown of the material and installation costs, as well as of all the related services such as travel and disposal costs.

#### VI. SECURITY AND ACCESS

- A. A site visit can be arranged through the COR with the Park Curator to provide an opportunity to view the flooring before submitting proposals. Visitors to the site will be required to follow any Covid-19 precautionary measures provided by the Park Superintendent which are still in place at that time. Any questions on the project can then be further addressed.
- B. Access to interior spaces of the Longfellow House for the purposes of carrying out any photography and measurements are to be granted to contractor at agreed upon times and dates. Work hours for these visits are to be suggested first by Park Curator. Furnishings will be moved away from locations of flooring by park staff to provide contractor free access to subject floor coverings. Park staff will assist contractor in ensuring that all floor baseboards, walls, doors, etc. are sufficiently protected from damage during removal of existing and installation of final product.
- C. Hours and days for site access during removal of existing and installation of new carpeting is to be determined by Park Curator and staff. This will typically be Monday-Friday, 7AM – 4PM.

- D. Proof of liability insurance in the amount of \$1 million as well as standard insurance and bonding which covers the company and its employees against neglect, accident, theft and damage shall be provided to CO. During the installation of the carpeting, the contractor should carry insurance to cover injuries to his workmen and damage to the house and its furnishings caused by the workmen. Contractor shall be responsible for all damages to persons or property that occurs as a result of Contractor's fault or negligence. The contractor shall take proper safety and health precautions to protect work, workers, the public, and property of others.

#### VII. DELIVERY AND SUBMISSIONS

The work shall be completed following the timetable below.

Period of Performance: All work is to be completed within 180 days of notice to proceed date.

Contracting Officer's Representative (COR): Naomi Kroll, Naomi\_Kroll@nps.gov, 617-538-6779  
Park Curator: David Daly, 978-502-5491, David\_Daly@nps.gov

Task	Duration
Submission of proposed schedule for Contractor site visit for the purposes of carrying out measurements and any photography of existing floor coverings	Within 20 calendar days of award
Site Visit for photography & measurements	Within 45 calendar days of award
Installation of final flooring product	Within 170 calendar days of award

#### VIII. TRAVEL

- A. In accordance with P.L. 99-234, "Federal Civilian Employee and Contractor Travel Expense Act of 1985", travel-related expenditures for Contractor's personnel are restricted to the limits established for federal employees. This includes mileage for company-owned vehicles.
- B. The Contractor shall travel as required to support contract tasks. All travel arrangements are to be made by the Contractor. Payment for transportation, per diem, mileage, parking, and other fair and reasonable travel expenses will be paid in accordance with the effective Federal Travel Regulations as amended and supplemented by the Department of the Interior travel regulations where applicable. No Federal travel authorizations are to be issued. All travel expenses are to be submitted through the Contractor's invoice for reimbursement and should include receipts. The Contractor shall make every effort to keep travel costs to a minimum. No reimbursement will be made for parking at a Contractor's normal place of work. No profit, overhead or G&A will be paid on travel expenses.

#### IX. CONTRACT TYPE

- A. The NPS anticipates awarding a firm fixed price contract. Travel will be reimbursed on an actual cost basis.

#### X. INVOICING

- A. Invoicing will be done via the Department of the Treasury's Internet Payment Platform (IPP) system. This system can be accessed at the following address: <https://www.ipp.gov>. The Contractor may invoice for work performed and accepted. The invoice shall include the period of performance or deliverable payment period covered by the invoice and the CLIN

number and title. All costs shall be reported by CLIN and shall be provided for the current invoice and in total from project inception to date. The listing shall include separate columns and totals for the current invoice period and the project to date. Contractor must maintain an active registration in SAM.gov.

- B. Invoices for travel shall include actual travel costs, itemized invoice and all backup documentation to include copies of all receipts.