

Greenhouse Ridge Vent – SOW

A. General

Currently USDA is in the process of replacing several greenhouse vents along with their accessories.

There are a total of 17 rooms as noted below:

- There are a total of 17 rooms that requires vent project.
- Corridor 1: 1-1, 1-2, 1-3, 1-4, 1-5, and 1-6 = 6 Rooms
- Corridor 2: 2-1, 2-2, 2-3, 2-4, 2-5, and 2-6 = 6 Rooms
- Room: 3-1 and 3-2 = 2 Rooms
- Corridor 1: = 1 Room
- Corridor 2: = 1 Room
- Head House: = 1 Room
- Total Room: 17 Rooms

The project requires complete replacement of the ridge and wall vent systems. The quantities of items are noted above.

A pre-bid site visit will be scheduled for the bidders to have an opportunity to look at the site and verify the types and the quantity of items to be replaced.

B. Project Location:

UDSA-ARS-PWA
800 Buchanan Street
Albany, CA 94710

C. Required Services.

- Removal and Disposal of all vents and accessories including, but not limited to:
- Existing racks and pinions from each roof and wall vents
- All existing motors
- All drive shafts
- Framed Insect Screens panel with brushes
- Removal and then reinstallation of benches after the work is done
- Disconnection and reconnection of electrical
- Design and Installation heavy duty vent & wall vent racks and pinions (steel), drive shafts, and roof & wall vent motors with internal limit switch.
- Installation of Insect Screen

Contractor is responsible for any damage to adjacent equipment, fixtures, and miscellaneous objects that may become damaged during Installation. The Contractor is responsible for making repairs to meet or exceed conditions prior to damage.

A preliminary site assessment and the site survey conducted by USDA staffs are attached with this SOW. This information is just to assist the contractor. The assessment shall not be used a sole document to determine cost and work activities required under this project. In no way, it should be considered a direction given to the contractor.

Plan Developments Requirements:

- After award, but prior to the start of any field work, the contractor shall contact the COR to review proposed methods and plans for completion of work. Field work may not commence until these plans have been approved as detailed below.
- Contractor shall develop a plan showing how he/she is going to achieve the work without causing any interruption with the day-today activities of the research facility. The plan shall include minimum:

Installation Schedule:

- The Contractor shall also be required to establish a preliminary Installation schedule indicating the entire length of time estimated for the completion of Scope of Work measured in weeks. This schedule shall include pre-Installation activities (such as submittals and mobilization), specific Installation activities/events, special phasing requirements and final activation by the USDA users.

Drawings:

- After the completion of the work, the contractor shall provide as-built drawings, depicting the location of wiring, conduits, circuit, junction box, outlet's locations and any other pertinent items

Removal and Disposal of Existing Items:

- Contractor is responsible to disconnect, dispose all hazardous and non-hazardous waste materials generated in accordance with current Federal, State and local guidelines. Restore areas disturbed as nearly as possible to the original appearance and condition.
- Contractor is required to dismantle and dispose existing 38 roof vent motors, 12 wall vent motors, 490 vent racks and pinions, and drive shafts, all framed insect screens panel with brushes as determined during the preliminary survey conducted.
- Upon completion of the project, and prior to testing, the Contractor shall remove from the premises all unused material, trash, and debris resulting from the work to the satisfaction of the COR.
- The Contractor/Installer shall be required to remove waste materials and debris daily from the USDA properties and shall be disposed of in accordance with applicable local, State and Federal regulations.

Design, Installation, and Testing Requirement:

- The Contractor is required design purchase and install 38 Roof Vent Motors, 12 Wall Vent Motors, 490 Vent Racks and pinions and drive shafts, and all framed insect screens panel with brushes as determined during the preliminary Survey conducted.
- The contractor is to install all accessories in a manner that after the completion of the project, the project shall be fully successful and operate as intended as well as easier to maintain.

- The contractor is required to test and commission all equipment installed

D. Pre-Installation Phase:

After the award of the project, a Pre-Installation meeting (Kick Off) meeting shall be held. The purpose of the meeting is to resolve of pending issues, clarification of any questionable items, outlining the Government expectation from the contractor, introduction of key personnel, roles and responsibilities, Submission of Pre-con documents. The pre-Installation submittals shall include:

- Contract Quality Plan (CQC)
- Submittal Register:
- Resume of the Contractor Key personnel
- Environmental Assessment Requirement if the Site assessment warrants such requirement.
- Environmental Control Plan if the Site assessment warrants such requirement.
- Safety Plan and Safety Hazardous Analysis.
- Drawings
- Specifications
- Schedule
- Payment and performance bond, if warranted.
- Staging Plan - Staging for Installation material, truck routing, Fencing, survey, site layout, site Preparation etc.
- Phasing Plan – Assessment/inspection/ cleanup and removal of infrastructure components/replacement of the components
- Permits if required
- License/Certificates of the personnel, if required
- Any other documents if needed

E. Contractor Quality Control (CQC):

Contractor is responsible for assuring the contract documents clearly define the quality of materials and workmanship required for a project and the Contractor complies with the contract documents and produce the required product, responsible for the professional quality, technical accuracy, and coordination of all documents and other services

The Contractor is responsible for quality control and shall establish and maintain an effective quality control system in compliance with contract. The site project superintendent shall always maintain a physical presence at the site, except as otherwise acceptable to the Contracting Officer, and shall be responsible for all Installation and Installation related activities at the site.

The work performed under this contract shall be subject to continuous audit by the COR. Quality control is the exclusive responsibility of the Contractor.

F. Schedule:

The period of performance will be 120 days.

The Contractor shall prepare a Bar Chart Schedule. Duration shall be in calendar days. During the Pre-Installation meeting, the contractor will provide the COR a schedule showing the major milestones for performance of the project.

G. Qualification

The contractor shall have at least 5 years of experience as part of their qualification.

Contractor staffs shall possess the general knowledge, skills and be fully experienced in all aspects of works required to complete this project successfully. Electrician(s) as well as plumber (s) shall have state trade licenses. Contractor shall present all required certification upon submittal of their proposal to the COR. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. Example: Wearing of distinctive clothing such as uniform, badges, patches, etc.

H. Documentations:

The Contractor shall submit required documents to the COR. All calculations, criteria, design references, general project parameters, design objectives, assumptions, and design values should be presented.

The Government reserves the right to make on-board reviews for each design discipline.

Review of contractor provide documents by the Government is not to be interpreted as resulting in an approval of the contractor's apparent progress toward meeting contract requirements but are intended to discover any information which can be brought to the contractor's attention which might prevent costly errors and misdirection.

In cases other than unqualified adoption, the contractor shall provide a statement as to why the reviewer's objection and/or recommendation is inappropriate. Design review comments shall not relieve the contractor from compliance with terms and conditions of this contract. Contractor's comment resolution shall be transmitted to the Government within ten (10) calendar days of comment receipt.

I. Coordination:

Throughout the work activities, the contractor will maintain close liaison with the COR. If there is any unexpected risk identified during the contract, the Contractor shall coordinate with the COR immediately.

J. Storage Of Equipment & Materials:

The contractor shall arrange with the COR for allocation of required workspace and for the storage of equipment and material to be used for this project. There are no exclusive areas within the campus that can be given to the contractor for their storage needs. Additionally, no space will be made available for the placement of a contractor trailer for this project. The Contractor should schedule delivery of materials to limit the amount of storage space and time.

K. Safety:

The contractor shall enforce safety rules and regulations on Installation sites - accident report forms, medical surveillance program, fall protection, electric work, hazardous materials, trench and excavation requirements, personnel protection equipment, ladders, and heavy equipment; provide an effective response to changing work conditions and activities; The contractor shall advise the Government of any accidents occurring on job site.

L. Site Utilities:

The contractor shall note any obstruction, utility, or condition that may hinder or interfere with the execution of this contract and the contractor shall make provisions in their contract price to resolve such interferences and other conditions that may hinder the proper completion of the work. All proposed utility relocations, reallocations, and shutdowns shall be approved by the COR prior to commencing such work. The contractor shall verify all existing utility installations and take appropriate action prior to working around any potential utility installation.

In the event a shutdown, restriction, or interruption of any utility services is required, a written request must be submitted (at least 2 weeks in advance) and approved by the COR. All utility shutdowns must be subject review and approval by the COR.

M. Security, Identification, Check-in, Parking, and Smoking Regulations:

All contractor personnel shall obtain a short-term identification issued by the USDA. Such badge shall be used by the individual and prominently always displayed while on the facility. No employee of the contractor shall enter the project site without a valid identification badge issued by the USDA. To obtain a short-term identification badge, contractor personnel shall present to the COR a valid (non-expired) photo identification issued by a US federal, state, or local government agency.

Contractor's Service Personnel shall be required to sign in once on campus at the Main Building. Contractor's Service Personnel shall always report to COR once on campus and before the start of any work.

The Contractor's Service Personnel shall park vehicles in appropriate designated parking areas. Smoking is prohibited on the properties.

Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Violations of regulations may result in citation answerable in the United States (Federal) District Court, not a local district, state, or municipal court.

N. Work Location and Restrictions:

The Project site is an active research facility and has full occupancy. The Contractor shall not interfere or hinder the daily operations of the facility while performing services. In the event of an emergency, contractor services may be stopped and rescheduled at no additional cost to the

Government. If contractor anticipates any such interruption, he must coordinate with the COR in advance. All requests for outages must be submitted in writing to and approved by the COR

All work shall be done between the hours of 8:00AM to 4:30PM Monday through Friday, or weekends, holidays excepted, unless other times are arranged in advance and approved in writing by the COR. When the contractor's work interferes with facility functions, such as when work produces excessive noise, odors, dust, utility service interruptions, or other interferences with normal facility operations that cannot be contained within the area of work, the contractor

O. Compliance:

The contractor shall establish safe working conditions through effective education, engineering and administrative controls, use of fall protection systems and equipment, and enforcement of the program - use of scaffolds, portable ladders, or personnel lifts (i.e., elevated work platforms, man lifts, powered platforms, and aerial lifts) for which other programs must be referenced.

It shall be the responsibility of the Contractor to complete work in accordance with Federal, State, and Local Code Standards.

All work shall be accomplished in strict compliance with 2021 NFPA-70E, 2021 Edition (Standard for Electrical Safety in the Workplace); and IEEE 242-2001, Recommended Practice for Protection and Coordination of Industrial and Commercial Power Systems.

All requests for outages/shutdown must be submitted in writing to and approved by the Facility Engineer.

Appropriate personal protective equipment (PPE) shall be used where it is necessary to remove covers/open equipment thereby exposing live buses or other energized components.

The contractor shall follow all OSHA requirement applicable to this project – Fall protection, trench and excavation, confined space requirement, ladder use, crane lift.

If any item specified herein conflicts with the applicable codes and recommendations, the Contractor shall bring it to the attention of the Contracting Officer Representative for immediate resolution.

Where governing regulations and imposed codes and standards require notices, permits, licenses, inspections, tests, and similar items or actions to lawfully proceed with the required work, the Contractor shall obtain items and take those actions in accordance with the regulations of the governing authority. The costs of such permits, licenses, inspections, etc., are the obligation of the Contractor.

P. Notification of Noncompliance

The Contracting Officer will notify the Contractor of any detected noncompliance with the foregoing requirements. The Contractor shall take immediate corrective action after receipt of such

notice. Such notice, when delivered to the Contractor at the site, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuse to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time or excess costs or damages by the Contractor.

Q. Warranties

Submit data concerning the standard one-year warranty for workmanship, including the warranty periods, and warranty contacts with names, addresses and telephone numbers.

Extended Equipment/Product Warranties: Obtain and furnish to the COR all written warranties for equipment/products that have extended warranties (warranty periods exceeding the standard one-year warranty) furnished under the contract.

The warranty period shall begin on the same date as project acceptance and shall continue for the full/product warranty period. The warranties shall be fully executed and delivered to the Contracting Officer prior to final acceptance of the facility.

R. Invoices and Payment.

The Contractor's payment of services rendered under this contract shall be made in arrears and upon completion. The Government shall not authorize payment until such time that all documentation is submitted, accepted, and validated by the COR.

Failure to provide a correctly prepared request for payment shall be a basis for return of the request without payment. Payment will be withheld until a proper request is received.

S. Attachments:

1. Project Location Photo
2. Greenhouse Vent Survey
3. Typical Greenhouse Photo