

STATEMENT OF WORK (SOW)
Longfellow House Washington's Headquarters National Historic Site:
Reproduction 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. Specific rooms, hallways, and staircases require new reproduction carpet to replace existing. This project is to create that reproduction, remove old carpeting and padding, and install new reproduction.

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. TASKS

- A. Contractor will manufacture and install reproduction carpeting for staircases and landings of the Longfellow House. Existing carpet is to be used for imaging/design of the replacement carpeting.
- B. Carpet Location: Area includes two adjacent sets of staircases (3 floors) and the connecting landings.
- C. Carpet Style: 5 colors; 5 frame design; pattern repeat approximately 9 inches by 9 inches, worsted Brussels 27" body carpets.
- D. Materials and Construction: Images of the area flooring to be replicated are included in this document as Attachment A. Carpets shall be of 100% worsted or fine woolen yarns, folded double. It is to have looped (uncut) pile and should possess the following additional construction features:
 - 1) Pitch 216, 256, or an acceptable substitute,
 - 2) Beat up, 9 or 10 rows per inch, whichever number is best suited to an exact design copy,
 - 3) Pile height, .204 or an acceptable substitute.
- E. Production: Prior to the full-scale production of the carpet, the appointed supplier shall submit the following materials for approval:
 - 1) the design drawn on point paper,
 - 2) a woven trial sample, one full repeat in length, in the required colors,
 - 3) at least one additional trial sample to show adjustment of colors or design if needed.
- F. Quantity: Enough carpet must be supplied to cover the Longfellow House first floor front and side halls and stairways, second floor front and side halls and stairways, third floor stairway, all wall-to-wall. Contractor is responsible for obtaining their own measurements, but approximate number is 1,281 SF (or 142 SY). Floorplans are included in this document as Attachment B and a list of measurements as Attachment C.

- G. Installation: The contractor is to supply all the labor, padding, and other materials to install the described carpeting. Padding is to be 40 oz. hair and jute, or similar. The thresholds are to be left exposed. Baseboards are not to be removed; carpet will extend directly to the bottom edge of baseboards but not underneath. Edges of carpet are tacked directly into the floor following historic methods, without tacking strips. Furniture in the spaces to be carpeted will be moved through a separate contract, with 30 days advance notice from park curatorial staff.
- H. Delivery and Installation: The reproduction and installation work are to be completed within six (6) months of the receipt of the order to proceed. 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. Contractor is responsible for removal of all materials and debris from the house and grounds and disposing of said items properly on a daily basis.
- I. 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.

IV. GOVERNMENT FURNISHED PROPERTY

- A sample swatch of the existing carpet, showing one full repeat of the design

V. CODES, REGULATIONS AND STANDARDS

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.

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.
- 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. Contractor is to be escorted at all times while in Longfellow House. Access to spaces without escort is prohibited without express verbal permission from Longfellow House curatorial staff.
- 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

- A. Period of Performance: All work is to be completed within 180 days of notice to proceed date.
- B. Scheduling of work will require detailed coordination so that the execution of work to remove/install carpeting happens directly before/after the furniture moves. Once this schedule is established with Longfellow curatorial staff, it must be followed as closely as possible to preclude delays of contractual obligations.

Contracting Officer’s Representative (COR): Naomi Kroll
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Park Curator: David Daly
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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 10 calendar days of award
Site Visit	Within 30 calendar days of award
Submission of a proofing sample to COR and Curator for approval	Within 100 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.

X. INVOICING

- A. Contractor must have valid registration in SAM.gov. 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.