



SCOPE OF WORK  
DEPOE BAY WOOD BURNING STOVE INSTALLATION SERVICES  
8/25/2022

- 1. General Information:** This work consists of providing the services necessary to remove an old chimney system and install a new chimney system located in Depoe Bay, OR.
- 2. Place(s) of Performance:** Unit: 230 SW South Point Street, Depoe Bay, OR
- 3. Work Hours:** The contractor shall commence work NLT five (5) business days after notice to proceed and work diligently to complete the work after contract award. The Contractor shall coordinate their work schedule with the USCG Project Manager prior to commencement of work. Hours of operation are Mondays through Fridays 0800 to 1700, with the exception to federal holidays in which the facilities will be closed and no work shall be performed.
- 4. Scope of Work:**

The Contractor shall complete the taking out the old and replacement of one chimney system at housing units located in both Depoe Bay, OR. This includes the following:

- Contractor shall demo entire existing wooden chase, & rebuild new wooden chase including new 2x4" framing, siding & flashing material.
- Contractor shall install new chimney flashing to prevent water penetration.
- Contractor shall replace interior stone work & rebuild hearth as necessary for fitment of new stove.
- Interior & exterior painting not required by contractor.
- Contractor shall provide and install F45 V2 Greenville Stove or stove of similar size & capability.

Contractor shall remove from the job site all wastes and materials, except for materials specified to be salvaged for reuse in construction, or turned over to the Government.

#### 5. Quality Control

The contractor is responsible for maintaining their own quality control program to ensure acceptable performance. The contractor must provide a contract manager who is responsible for the supervisor of



the work. The contract manager or alternate must have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

The contract manager and alternate or alternates must be able to read write, speak, and understand the English language. Contract personnel must present a neat appearance.

The contractor must not employ any person who is an employee of the U.S. Government if employing that person would create a conflict of interest. Additionally, the contractor must not employ any person who is an employee of the U.S. Coast Guard unless such person seeks and receives approval according to U.S. Coast Guard regulations.

**6. Safety:** During the execution of this contract, the Contractor shall ensure all work is done IAW with all applicable building codes, and shall conform to the rules and regulations as set forth by OSHA Safety and Health Standards, 29 CFR Part 1926 – Safety and Health Regulations for Construction. Hazardous materials used by a contractor are required to be disposed of by that contractor. Disposal must be in accordance with federal, state, and local guidelines.

## **7. Security**

Contractor employees shall wear identification badges which, at a minimum, contain contractors' business name, contractor employees' name and contractor employees' picture.

## **8. Invoicing**

For invoicing, see the attached Invoicing Instructions.

## **9. Government-furnished Resources**

The Government shall provide Electricity: 120 Volt, single phase

## **10. Contractor-furnished Resources**

Except for those resources identified above in Section 7.0, the Contractor shall furnish all items, services, equipment, personnel, and commodities needed to perform this contract.

## **11. Publications**

The Contractor shall follow: OSHA Safety and Health Standards, 29 CFR Part 1926 – Safety and Health Regulations for Construction.



## **INVOICE INSTRUCTIONS**

In conjunction with the subject award, proper invoices will be submitted through the Invoice Processing Platform (IPP) at <https://www.ipp.gov/>. IPP is a secure web-based electronic invoicing system provided by the U.S. Department of the Treasury's Bureau of the Fiscal Service in partnership with the Federal Reserve Bank of St. Louis (FRSTL). IPP is available at no cost to any commercial vendor or independent contractor doing business with a participating government agency.

### **Actions to take:**

#### **If you are already enrolled in IPP:**

If your company is already registered to use IPP, you will not be required to re-register and you do not need to contact IPP.

#### **If you are NOT already enrolled in IPP:**

The point of contact you provided in your SAM.gov registration will receive two emails from [ipp.noreply@mail.eroctwai.gov](mailto:ipp.noreply@mail.eroctwai.gov). Please note that emails from this email address may filter into your spam or junk folder:

1. The first email will have the IPP Logon ID and a link to the IPP application.
2. A second email, which will be sent within 24 hours of the first email, contains a temporary password.

Once your contact receives these emails, please ensure they log into IPP and complete the registration process.

Once registered to use IPP, your company may submit invoices electronically, receive e-mail notifications when requests are paid, view payment history, and access remittance downloads. The e-mail notification of payment is sent when a payment is distributed to your bank account and may include the following payment information: Date of payment, dollar amount, invoice number, paying agency, payee name, and ACH trace number.

Vendor training materials, including a first time login tutorial, are available on the <https://www.ipp.gov/> website. Once you have logged in to the IPP application, you will have access to user guides that provide step-by-step instructions for all IPP capabilities, ranging from creating and submitting an invoice to setting up email notifications. Live webinars are held monthly and provide a great opportunity to learn the basic of the system and to call in and ask the IPP team questions about the IPP application.

IPP Customer Support is available to assist users of the system and can answer your questions related to accessing IPP or completing the registration process.

- Toll-free number: 866-973-3131
- Email address: [IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov)
- Hours of operation: Monday through Friday (excluding bank holidays) from 8:00 am - 6:00 pm ET