

**Statement of Work**  
**Purchase of Equipment**  
**Revision – February 23, 2023**

**1.0 Background**

Per IHS's direction regarding emergency management and violence in the workplace, IHS offices are to ensure that their employees are safeguarded.

**2.0 Scope**

The purchase of enhanced door locks and replacement of exterior doors with glass windows has been identified as improving personnel security in the Tucson Area Office.

**3.0 Objectives**

Six buildings on the San Xavier campus – 7900 South J Stock Rd., Tucson, AZ 85746 need upgrades or replacements to eleven of their existing doors. Five doors will need replacement. Installation of weatherproof electronic commercial door locks with keypads on each of the eleven doors (new and existing) will also be required. All doors used for replacement must have an 8" to 12" square, wired glass vision light window.

**4.0 Minimum Requirements**

a. Door Requirements:

- 5 metal exit commercial doors, or in the event metal doors are not available in a size that is needed, external weatherproof wooden solid core doors, or commercial fiberglass doors can be used instead (dimensions of doors to be determined during site visit).
- Installation of 5 exit doors within existing door frames.
- Removal and disposal of 5 doors being replaced.

b. Lock Requirements:

- 11 x Trilogy T2 DL2700 (or equivalent) weatherproof commercial door locks with keypad, a lever for entry as well as exit, and battery-powered
- Installation of 11 weatherproof commercial door locks with internal and external levers

c. Warranty/Maintenance Requirements:

Installation company's standard warranty and maintenance for installing doors and locks are assumed. The manufacturer's limited warranty for equipment is assumed. No extra warranty period is requested. No extended maintenance period is requested.

**5.0 Item Ship-to Location:**

Indian Health Service  
Tucson Area Office  
Attn: Bernard Howell  
7900 South J Stock Road  
Tucson, AZ 85746

## **6.0 Contracting Officer Representative:**

Name: Bernard Howell

Email: [Bernard.howel@ihs.gov](mailto:Bernard.howel@ihs.gov)

Phone: 520-295-2502

## **7.0 Method of Payment/Invoice Submission**

### **a. Payment shall be made:**

In compliance with the Office of Management and Budget (OMB) M-15-19 memorandum "Improving Government Efficiency and Saving Taxpayer Dollars through Electronic Invoicing" directing Federal agencies to adopt electronic invoicing as the primary means to disburse payment to vendors.

Invoices submitted under any award resulting from this solicitation will be required to utilize the Invoice Processing Platform (IPP) in accordance with HHSAR 352.232-71, Electronic Submission and Processing of Payment Requests"

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). Respondents to this solicitation are encouraged to register an account with IPP if they have not already done so. If your organization is already registered to use IPP, you will not be required to re-register, however, we encourage you make sure your organization and designated IPP user accounts are valid and up to date.

The IPP website address is <https://www.ipp.gov>

If you require assistance registering or IPP account access, please contact the IPP Helpdesk at (866) 973-3131 (M-F 8AM to 6PM ET), or [IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov)

### **b. Improperly prepared invoices will be returned to the Contractor resulting in delayed payment.**

The following shall constitute a "proper" invoice.

- Name of Vendor
- Invoice Date
- Government Contract Number
- Description, price, and quantity of goods and services rendered
- Shipping and payment terms
- Taxpayer Identification Number (TIN), EIN or Social Security Number
- Unique Entity ID (UEI) number (to ensure payment is made to the correct bank account) and vendor mailing address, as provided in the System for Award Management (SAM).
- Vendor contact name, title and telephone number