



**STATEMENT OF WORK
REPLACE WASHER
FCI SAFFORD- B&F PROJECT # 23Z6AJ2**

1. SPECIFICATIONS:

A. INTRODUCTION

The Federal Bureau of Prisons (FBOP), Federal Correctional Institution in Safford, Arizona intends to make a single award to a responsible entity to provide all necessary equipment, labor, materials, and incidentals to remove and replace an industrial Washer located at the Federal Correctional Institution (FCI), Safford located at 1529 W. Hwy 366 Safford AZ 85546.

B. SCOPE OF WORK

The contractor shall be responsible for removing and replacing one Unimac Institutional high performance hardmount washer/extractor. New washer shall be model Unimac UWT130N2 or equivalent that meets the following requirements:

1. 130lb Load Capacity
2. 10 HP motor
3. 208V 3 Phase power
4. Maximum 200 G-Force Extraction
5. Maximum Security Package: Security screws with tool and bit, lockable control box, locking doors, lockable control cover, mesh covered gauges,
6. New plumbing needs to connect to existing plumbing

All equipment specified in this statement must be brand name or an equal product. Should your firm choose to submit an equal product, you must submit all technical specification of the equal product to be analyzed and a technical determination issued with acceptance/non-acceptance. The government retains the right to determine technical acceptance for all submitted equal products. Contractor shall include all materials, removal of old washer, and installation of new washer. Washer is inside Federal Correctional Institution.

FCI Safford staff will ensure a representative is present to allow access to all areas requested by the Contractor. It shall be the Contractors responsibility to obtain all measurements, and manufactures installation recommendations.

The FBOP will occupy the site during the entire construction period. Contractor shall perform the work so as to not interfere with the FBOP's operations as minimal as possible.

C. QUALITY ASSURANCE/INSTALLATION REQUIREMENTS

All installers/technicians shall be qualified and certified by the manufacturer to install the new washing machine.

Services and materials provided will be consistent with current industry standards and National Fire Protection Association (NFPA), Underwriters Laboratories (UL), General and the National Electric Code (NEC).

D. UTILITIES

The FBOP will provide minimal electricity service (120V), for battery chargers, radios, small hand tools, etc. In addition, provide restroom services, and water. The contractor will provide all other supplies and materials needed to complete this project.

E. TESTING AND ACCEPTANCE

The Contractor shall be responsible for testing the washing machine in the presence of the contracting officer representative.



The contractor awarded the contract will be responsible to ensure the premises are kept clean and free from accumulations of waste materials and rubbish at all times. The contractor will remove all debris, scrap, and rubbish from the work area daily. Surplus materials and all equipment shall be promptly removed from the site upon completion of the work. The Contractor shall be responsible to remove all debris and waste materials from the job site at FCI Safford upon conclusion and acceptance of the project. These items must be disposed of in accordance with all Federal, State, and local laws.

F. SUBMITTALS & TRAINING

Submittals:

1. All security clearance paperwork/documentation shall be submitted to the COR, a minimum of fourteen working days prior to the start of work.
2. An installation schedule must be submitted for approval to the Contracting Officer and COR 10 days prior to the contractor mobilizing to the site. The schedule must detail a work sequence/schedule that demonstrates minimal interruption of the existing institution laundry operations.
3. The Contractor shall provide to the COR (3) copies of the Material Safety Data Sheets (MSDS) on all materials and substances that may be used during the project. In the event the material is not approved by the Safety Manager, it shall be the responsibility of the Contractor to locate and procure an alternative product.

Training:

The contractor shall furnish training to two (2) Bureau of Prisons employees, thus enabling them to operate and repair the new washer.

II. CONTRACTOR SECURITY/WORKING REGULATIONS

A. Work Hours:

Work Hours for the contractor are **7:30 AM – 2:30 PM**, Monday - Friday, excluding weekends and federal holidays. Any work required to be completed at any other time than noted above must be requested in writing to the COR five (5) working days prior to the start of the work and must be approved by the Warden. In the event of any equipment being replaced that would result in downtime of the normal orderly running of the institution, alternate work hours may be authorized in accordance with the time frame stated above.

Access to the site will be available during normal working hours except during emergencies. It shall be the responsibility of the Contractor to familiarize himself, his employees, and his subcontractors of the working hours and conditions in the correctional facility, as working hours may not constitute a full eight-hour work day. The Government assumes no responsibility to the Contractor nor to any of his subcontractors for shorter hours due to institutional emergencies or entry and/or exit of workers necessitated by normal institution routines.

Contractors should plan for a certain amount of time accrued for security considerations, i.e., check-in screening, delay due to inmate movements, institution lock-down, institution emergencies, etc. In the event of an institution emergency, the Contractor will be instructed to secure all work, secure and stow all tools, equipment and materials, and the Contractor will be escorted out of the institution. Work will resume once the institution emergency passes.

B. Delivery of Materials:

All construction materials/equipment required for work on this project is required to be processed by the Contractor and coordinated with the institution COR for temporary storage.



Any construction related deliveries which are directly shipped to the contractor can be received between the hours of 7:30 a.m. to 2:30 p.m., Monday through Friday, excluding Federal Holidays. At no point will a Bureau of Prisons (BOP) staff member receive or sign for a delivery if the contractor or his representative is not present to verify and accept the delivery.

Under no circumstances will FCI Safford or its staff be responsible for the acceptance of any Contractor or company deliveries. The contractor shall be responsible for providing their own means of loading and unloading contractor material or equipment.

The contractor shall not use the institution entry/driveway for the loading, unloading, or storage of any materials and equipment. The contractor will not impede/block the driveway at any time during or after the work shift.

C. Storage of Materials and Equipment:

All construction materials/tools shall be stored in a designated area mutually agreed upon between the COR and the contractor. The storage area will be a secure lockable gang box or similar, size to be determined by the contractor and the COR. If required, the contractor shall provide a securable, single point access storage container, such as a Job or Gang Box that will be left in the agreed upon storage area for the duration of the project. Size of the storage container will be determined by the contractor and the COR. The container will be secured using a padlock protocol with two locks to secure it. One shall be a contractor lock and the other lock provided by the institution. If necessary, a heavy-duty chain provided by the contractor may be used to facilitate the locking requirement. All materials and equipment stored within the container will be maintained in a safe and orderly fashion

All tools will be inventoried prior to entering the institution and will be inventoried back in to ensure accurate accountability when exiting the institution at the end of each workday.

Materials cannot be stored at a height that would create a fall hazard. All tools will be inventoried prior to entering the Institution. At the start of each workday all tools will be inventoried out on a daily tool inventory sheet and at the end of the workday all tools will be inventoried back in to ensure accurate accountability of all tools at the end of each workday.

All contractor owned extension cords that will be used during the project, regardless of length, shall be in good condition with no broken outer insulation. Extension cords are considered a "high risk" tool having a Federal Bureau of Prisons' tool classification of Double A. All contractor owned extension cords used for this project will be required to exit the institution at the end of every workday for the duration of the project.

All contractor owned ladders approved for use within the institution, regardless of the size, shall be stored in a pre-determined area and secured to a stationary fixture with a heavy link chain and lock which would prevent removal.

D. Security Clearance/Contractor Badges:

The contractor shall provide the COR with all the necessary security clearance documents for all contractors and subcontractor employees accessing the institution and be security cleared for badging within 14 days of receiving the Notice to Proceed, as stated above. Security clearance documents will only be accepted from the prime contractor. If submitted by a sub-contractor, they will be rejected. It is the prime contractor's responsibility to review security clearance submissions to ensure they are complete.

In the event a contractor or subcontractor employee cannot pass the security clearance process, it will be the contractor's responsibility to provide another candidate. By law the BOP cannot, and will not, release any information to the contractor concerning the nature of why a contractor or subcontractor employee was not able to pass the security clearance process.

All contractors/subcontractors working at FCI Safford will be issued and required to wear a picture ID/contractor badge provided by the institution. For security reasons, the badge will be worn in a visible manner as directed by the COR.



All contractors and subcontractor employees will provide a check list of all employees on site each day to the COR, verifying the number of workers on site each day and that all workers are approved to be on site.

E. Safety and Personal Protective Equipment:

All contractors and employees shall have and wear the required personal protective equipment (PPE) prescribed by industry standards at all times while on the job site. It is the responsibility of the contractor to provide all PPE equipment. All ladders regardless of the size shall be stored, and secured to a stationary fixture with a chain and lock in a predetermined area, in a way that they cannot be removed. If ladders are required, immediately consult with the COR to ensure the COR can make timely notification to appropriate institution staff. All extension cords regardless of length shall be in good condition with no broken outer insulation and will be secured in a locked construction gang box. Should a system require Lock-out/Tag-out, the system will be required to have both Contractor and FCI Safford locks on the isolation point to prevent shock. All Lock-out/Tag-out procedures will be in compliance with the institution Lock-out program.

F. Additional Considerations:

1. Contractors will NOT be allowed to bring cell phones, cameras or two way pagers into FCI Safford. The Facilities Department maintains a digital camera that will be utilized by BOP staff to document the project work. The Contractor may request copies of these documentation photos for record keeping.
2. Contractor will be permitted to wear jeans in the institution, however, green or khaki-color clothing will not be allowed. The clothes will be proper and suitable for the services that are being provided.
3. Lunches will be consumed at the work site. Contractor shall ensure they have everything they need for their lunch when they check-in first thing in the morning.
4. Federal smoking policy on Federal property states that smoking is only allowed in designated areas. This policy will be strictly enforced.