

STATEMENT OF WORK

A. GENERAL INFORMATION

1. Title of Project: **Operable Partition Replacement**

2. Scope of Work: The contractor shall provide all resources necessary to furnish and install (1) 3MC24E11 Operable Partition to the 12th floor conference room located at the Region IX Office located at 1111 Broadway, Suite 1100, Oakland, California, 94607.

3. Performance Period: The contractor shall complete the work required under this SOW in 60 days or less from date of award, unless otherwise directed by the Contracting Officer (CO).

All scheduling of services shall be mutually agreed upon between the Government and the Contractor prior to the start of services. The contractor shall be given 24-hour notice for when work is required and requested.

Work performed is expected to be within and outside of regular business hours, depending on specific tasking. Regular business hours are Monday through Friday, 8am to 4pm. Any work performed outside the regular business hours shall be approved by the CO and coordinated with the on-site point of contact.

5. Type of Contract: Firm-Fixed-Price

B. GENERAL

Work shall proceed expeditiously and during schedule timeframes as coordinated with the on-site point of contact. After-hours work may be approved for this project to limit the impact to the Government.

C. STATEMENT OF WORK

1. Conference Room Operable Partition Replacement

- a. Dismantle and dispose of existing Operable Partition and ceiling track.
- b. Furnish and install one (1) 3MC24E11 AEC Operable Partition row and all necessary components to match other existing AEC operable partition in same room; Measurements 29'-2" wide x 8'-10" tall, Panel Finish: Manufacturer's Stratus Fabric in color #39-23 Cornsilk STC: 53.
- c. Repair ceiling grid, above-ceiling sound barrier, patch & paint, and touch-up baseboard as result of removing existing unit.
- d. Confirm functionality with Project Officer (PO) following installation of new unit.
- e. Dispose of all waste and debris via off-site recycling or land fill.

2. Additional Specifications

- a. Panels: 16-gauge sheet steel panel faces fusion welded to 16-gauge steel channel frame with 14-gauge top channel. Inner core of panel to be filled with fiberglass insulation. Sigma Series – “E” Panel Construction – 53 S.T.C. – Incombustible.
 - b. Aluminum: 6063-T5 and 6063-T6 alloy
 - c. Track Finish: Clear Satin Anodized
 - d. Panel Trim Finish: Clear Satin Anodized
 - e. Hardware:
 - i. Exposed Hardware: Powder coated to match aluminum extrusions.
 - ii. Concealed Hardware: One coat shop prime
 - iii. Flush Pulls: Powder coated to match aluminum extrusions
3. Wallcovering
- a. Fabric to occur on panel faces
 - i. Manufacturing – HYTEX; Pattern – Stratus

D. PERMITS, ROYALTIES, AND LICENSES

The contractor shall, without additional an expense to the Authority, be responsible for obtaining all licenses, certifications and permits which are necessary to fulfill the requirements of the Statement of Work.

The contractor shall also obtain and pay the costs of any royalties and licenses for any patented or copyrighted items used in the performance of work.

Insurance requirements for successful vendor (proof required and submitted before work to begin).

- a. Workers compensation Insurance as required by state law.
- b. Commercial general liability insurance in the minimum amount of one million dollars to include a general aggregate in the minimum amount of two million dollars
- c. Employer’s liability insurance in the minimum amount of one million dollars.
- d. Business automobile insurance in the minimum amount of one million dollars.
- e. Umbrella liability insurance in the minimum amount of five million dollars

E. Safety

The contractor shall perform all its activities pursuant to this contract in a safe manner.

The contractor shall assume responsibility on the job site for the actions of all its personnel and subcontractor(s) who are associated with performance on this contract. The contractor shall take adequate measures to prevent injury to the public or Authority property on the job site.

SECURITY: All personnel require access to information up to the sensitive but unclassified, for official use only (FOUO) levels. Contractor must ensure contractor employees receive a favorably adjudicated public trust suitability prior to entry on duty (EOD). All individuals will be U.S. citizens. The contractor shall follow the standards established within DHS and FEMA policy.

Certificate of training is required for all cleared contractor employees who are working with classified or unclassified information. All certificates must be sent to the assigned FEMA Contracting Officer Representative (COR), before the contractor or subcontractor is granted access to classified or unclassified information but no later than 30 calendar days after awarded contract. Send certificates of completion for Unauthorized Disclosure, OPSEC, and Insider Threat to the FEMA COR no later than 30 calendar days after awarded contract. New employees entering the contract must receive the briefing within ten (10) business days of joining the contract.

Unauthorized Disclosure of Classified or Unclassified Information

Contractors and subcontractors who are working on this contract shall receive Unauthorized Disclosure of Classified or Unclassified Information training.

Access to the training can be obtained at:

<https://securityawareness.usalearning.gov/disclosure/index.html>

OPSEC Training

Contractors and subcontractors who are working on this contract shall receive the OPSEC Awareness Brief.

Access to the briefing can be obtained

at <https://securityawareness.usalearning.gov/opsec/index.htm>

Insider Threat Training

Insider Threat training for contractors can be found at:

<https://securityawareness.usalearning.gov/itawareness/index.htm#>

For Official Use Only (FOUO) Information

In accordance with DHS Management Directive 11042.1 contractors, consultants and others to whom access is granted will abide by 11042.1; DHS policy regarding the identification and safeguarding of sensitive but unclassified information originated within DHS. It also applies to other sensitive but unclassified information received by DHS from other government and non-governmental activities.

The contractor shall:

1. Be aware of and comply with the safeguarding requirements for “For Official Use Only” (FOUO) information as outlined in this directive.
2. Participate in formal classroom or computer-based training sessions presented to communicate the requirements for safeguarding FOUO and other sensitive but unclassified information.
3. Be aware that divulging information without proper authority could result in administrative or disciplinary action.

Contractors and consultants shall *execute a DHS Form 11000-6, Sensitive but Unclassified Information Non Disclosure Agreement (NDA)*, as a condition of access to such information. Other individuals not assigned to or contractually obligated to DHS, but to whom access to information will be granted, may be requested to execute an NDA as determined by the applicable program manager. Execution of the NDA shall be effective upon date of the DHS Policy and not applied retroactively.

FEMA does not intend to share PII with this contractor, however it is possible during the course of their duties that they may come into contact with documents containing PII. Privacy and cyber security clauses are in place to ensure contractor compliance with proper PII handling procedures.

1. **APPLICABLE DOCUMENTS:** Employee Identification - Contractor personnel working on this requirement shall wear an identification badge that, at minimum, displays the contractor's name, the employee's photo, and the employee's name. Contractor employees shall comply with all Government escort rules and requirements. Provide manufacturer documentation for maintenance performance schedule.