

TASK ORDER STATEMENT OF WORK (SOW)

***Work Order #B7NTYF Preparation and Paint Exterior of BEQ  
B/2304, NBK Bangor, Silverdale, WA.***

REVISION #1

DATED November 2, 2016

PART 1 GENERAL INFORMATION

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- 1.1. **General:** The United States Navy, Naval Facilities Engineering Command (NAVFAC) Northwest, Public Works Department (PWD) Bangor has a requirement for construction services to provide a Firm Fixed-Price (FFP) Construction Contract for Work Order (WO) #B7NTYF Preparation and Paint Exterior of Barracks Enlisted Quarters (BEQ) Building 2304, located at Naval Base Kitsap (NBK), Silverdale, WA.
- 1.2. **Description of Services/Introduction:** This is a new Firm Fixed Price (FFP) construction requirement. The contractor shall provide all labor, material, equipment, mobilization, demobilization, quality control services and ancillary items required to provide preparation and paint of Building 2304 located at NBK Bangor, Silverdale, WA in accordance with the terms and conditions established in FEAD Painting Indefinite Delivery Indefinite Quantity (IDIQ) and all other applicable clauses, provisions, special contract requirements, specifications and contained herein.
- 1.3. **Objectives:** NAVFAC Northwest seeks a painting contractor capable of providing exterior painting of one (1) existing building. To accomplish the painting of the BEQ the contractor will have to meet the following objectives.
- Clean and pressure-wash all eaves, and covered porch areas, sidewalks doors and trims for the building. Ensure proper water collection procedures are followed in accordance with NBK pressure washing policy (Attachment #1).
  - Remove any obstructions that prevent painting.
  - Scrape, sand, and prepare exterior surface to provide smooth finish.
  - Identify and caulk all joints, seams, and cracks with polyurethane caulk that remains permanently flexible.
  - Identify and set all nails that are not completely set.
  - Prepare and Paint all six (6) sides of exterior doors.
  - Prime all raw wood and metal surfaces in accordance with manufacturer's recommendations.
  - Prime all new and old walls, eaves, porches, window frames, awnings, covered porches and any other items previously painted to match existing facility paint colors.
  - Paint the exterior and trim with two coats satin exterior acrylic enamel paint. The eaves and trim will be an accent color.
  - Remove masking.
  - Clean up and wash all windows

- Replace any items removed for painting.

1.4. Period of performance: The period of performance for this task order is 90 calendar days from date of award.

1.5. General Information

1.5.1. Management / Quality Control Plan: The contractor shall develop and maintain an effective management plan to ensure services are performed in accordance with this SOW. The contractor's management plan shall provide assigned resources, contractor personnel, and how implementation of contractor resources will be utilized to accomplish the tasks within the SOW. The contractor shall develop and implement Quality Control (QC) procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control plan is the means by which the contractor assures that the work complies with the requirements of the contract. The contractor shall provide a management plan and a QC plan at the Pre-Construction Meeting for Government review and comment. The Contractor shall provide a final QC plan to the COR not later seven (7) days after the Pre-Construction Meeting. After acceptance of the quality control plan the contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to his QC system.

1.5.2. Quality Assurance: The government shall evaluate the contractor's performance under this task order through various Quality Assurance (QA) methods. In an effort to minimize the contract administration burden, simplified methods of surveillance techniques shall be used by the Government to evaluate contractor performance. The primary methods of surveillance are random checks, observations, inspections, complaints and review of those records and files that are required to be maintained and delivered under this statement of work. The Government will use appointed representatives, as well as required reports to monitor the contractor's performance.

1.5.3. Quality Control/Contractor Inspection: The contractor shall be responsible for all Quality Control (QC), all inspections and tests that are required. Approvals for painting submittal testing may be required. Contractor can anticipate inspections to occur during key milestones, completion of work, operation testing, and be witnessed by the COR.

1.5.4. Weekly Reports: Reports are to be prepared, signed and dated by the Contractor Project Manager assigned to the project. For this Task Order, the contractor shall provide a weekly report to the Contracting Officer's Representative (COR) via electronic mail. The COR/Contracting Officer will have five (5) business days to address any concerns raised in the weekly Progress Reports.

- At a minimum, the following information shall be included in each daily report:
- Progress this period
- Status of all tasks developed in the project management plan (with attachment copies of meeting notes, point and working papers).
- Indication that the delivery date is being met or if not, a description of new delivery dates. It must include the reasons for a change in the date and identify the impact of the change on the project.
- What is needed from Government in order to meet the delivery date.
- Activity planned for the next reporting period; planned supporting activities, as well as the status of all products/working papers, including planned delivery date and actual and/or anticipated delivery date.
- Problems encountered; identification of any problems, issues or delays and recommendations as to their resolution concerning the problems submitted during the interim, and any correction action that was taken to correct identified problems.
- Pictures of construction progress of key milestones or events on the project.

- 1.5.5. Place of Performance: The work to be performed under this contract will be performed at United States Navy, Naval Base Kitsap (NBK) Trident Base Bangor, Silverdale, WA 98315.
- 1.5.6. Type of Contract: The government will award a Firm Fixed Price Task Order.
- 1.5.7. Crane Services: Submittals required for any lifting provide from a crane service. Crane service may be required for this Task Order. The contractor is responsible for provide all crane services and operators. The contractor is required to provide the COR notice five (5) days prior to every scheduled evolution and with every subsequent crane lift plan in accordance with EM385-1-1 para 16.C.18 Contractors utilizing lifting and handling equipment including slings shall adhere to the 2010 P307 Contractor Crane Changes, as noted in section 1.7 of the P307, 2010 format.
- 1.5.8. Post Award Conference / Pre-Construction Meeting / Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

PART 2 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

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- 2.1. Services: The Government will furnish reasonable amounts of utilities for the project in accordance with NAVFAC 5252.236-9305.
- 2.2. Facilities: The Government will not furnish any facilities for the contractor's use.
- 2.3. Utilities: The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.
- 2.4. Equipment: The Government will not furnish any equipment for the contractor's use on this project.
- 2.5. Restrooms: The Government will not provide access to any restrooms. The contractor shall be responsible for providing restroom facilities for their employees

PART 3 CONTRACTOR FURNISHED PRODUCTS AND MATERIALS:

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3.1 General: All materials and products provided by the contractor in the performance of this contract shall be new, first quality, and products that meet the Buy American Act, and will meet or exceed the manufacturer's specifications.

The items herein, are not a complete list of materials and or products required for this project and its completion for proper operation.

3.2 Products:

- a) Low VOC, Exterior Satin Enamel designated as Paint and Primer on manufacturer's label
- b) Oil base/Alkyd primer
- c) Polyurethane caulking

PART 4 SPECIFIC TASKS:

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4.1. Basic Services. Prepare and paint the exterior of BEQ B/2304 located at NBK Bangor, Silverdale, WA.

4.2. Project Tasks:

4.2.1. General: This requirement is for the exterior painting of exterior surfaces. General descriptions pertaining to surface preparation, priming and application of finish coats are also provided here and, where called for, should be used along with shop priming and surface treatment specified in other procedures.

4.2.2. Notifications: The contractor is required to provide twenty-four (24) hour advanced notification to the COR of contractor personnel and vehicles requiring access to the Naval Installation. Notifications shall include at a minimum personnel and vehicles requiring access.

4.2.3. Record Keeping: All approved project packages. Will be kept on the job sites with all employees being made aware of the contents. Current up to date Accident Prevention Plans (APP) and Activity Hazard Analysis (AHA) will also be available for review if applicable. The contractor shall also inform each and every employee how to contact the Emergency Services of the base. The Government shall provide emergency services instructions and information at the PRECON.

4.2.4. Project / Site Conditions for painting: Contractor shall adhere to the environmental requirements for exterior painting as provide below:

- Apply solvent-thinned paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 45 F. (70C.) and 95 F. (350 C.).

- Do not apply paint in snow, rain, fog or mist when the relative humidity exceeds 85%, at temperatures less than 50 F. (30 C.) above the dew point, or to damp or wet surfaces.

- Painting may continue during inclement weather if surfaces and areas to be painted are enclosed and heated within temperature limits specified by the manufacturer during applications and drying periods.

- Do not apply paint when dust is present. Program surface preparation and painting so that dust and other contaminants from the surface preparation process and other work done will not fall or settle in wet, newly painted surfaces.

- Do not apply paint to interior surfaces until the area is enclosed. Paint surfaces which will be inaccessible for painting.

- Protect other work whether to be painted or not against defacement or damage by painting. Use masking materials to protect adjacent surfaces and materials.

- Comply with manufacturers' instructions for paint curing period temperatures, humidity and time periods.

- On wood, do not apply paint when the moisture content of the wood exceeds 12% as measured by an electronic moisture meter.

- Lighting: Work under this section shall not proceed unless adequate lighting is available.

- Ventilation: Assure that there is adequate ventilation for the type of coating and cleaning materials used. If necessary, consult paint manufacturer for recommendations.

- Paint pots shall not be cleaned at sinks or other drainage facilities nor shall any debris be allowed

to run into drainage lines of the building.

4.2.5. Protection/Preparation: Contractor shall ensure the following protections are adhered to during performance.

- Do all preparation and cleaning procedures in strict accordance with the paint manufacturer's instructions and as herein specified, for each particular substrate condition.
- Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items in place that are not to be painted, or provide surface-applied protection before surface preparation and painting.
- Remove these items if necessary for complete painting of the items and adjacent surfaces.
- Following completion of painting operations in each space or area, have items reinstalled by workers skilled in the trades involved.
- Adjacent surfaces shall be protected against spatters, stains, or soiling. Each coat of primer or paint shall be evenly spread without skips, runs, sags, and clogging, and allowed to dry before next coat is applied.
- Examine areas and conditions where painting is to be done and correct any defects before beginning paint application
- Surface Preparation:
- Clean and prepare new surfaces to be painted according to the manufacturer's instruction for each particular substrate condition.
- Clean surfaces before applying paint or surface treatments.
- Schedule cleaning and painting so that dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- Sand to create smooth surface materials.
- Remove dust from surfaces after sanding with tack cloths.
- Materials Preparation:
- Carefully mix and prepare paint materials according to manufacturers' directions.
- Maintain containers used in mixing and application of paint in a clean condition, free of foreign materials and residue.
- Stir material before application to produce a mixture of uniform density; stir as required during application. Do not stir surface film into material. Remove film and, if necessary, strain material before using.
- Use only thinners approved by the paint manufacturer, and only within recommended limits.
- The gutters and downspouts will not be painted. The downspouts will be removed for the painting of the building and then replaced. Downspouts must be removed the day before or the day of painting, and replaced 24 hours after to prevent water damage to the paint or surrounding area in the event of unexpected rain.

4.2.6. Approved Applications: The contractor shall use the appropriate application for the surface being painted. Application methods identified below. All other methods shall be approved in advance by the COR.

- a) Brush Application: Nylon or Natural bristle brushes: No preconditioning required. Brush-out and work brush coats in both directions onto the surfaces in a uniform film. Use brushes best suited for the type of material being applied. Neatly draw all glass and color break lines.
- b) Roller Application: Pipe rollers. Roll-out and work roller coats in both directions onto the surfaces in a uniform film. Sleeves used on the rollers to be clean, full clipped pile, or as recommended by paint manufacturer for material and texture required. Use brush at corners, fasteners, irregular surfaces or items, and other like conditions.
- c) Mechanical Application: Hot-air spray, Cold-air spray (automatic or hand), Electrostatic air spray (powder or fluid). Spray painting, should be accomplished using pressure settings, application technique, spray tip, mesh filter screens, and mesh tip strainer as recommended by the coating manufacturer. Do not double back with spray equipment to build up film thickness of two coats in one pass.
- d) Minimum Coating Thickness: Apply materials at not less than the manufacturer's recommended spreading rate. Provide a total dry film thickness of the entire system as recommended by the manufacturer. The number of coats and film thickness required is the same, despite the application method. Do not apply succeeding coats until the previous coat has cured as recommended by the manufacturer. Sand between applications where sanding is required to produce an even smooth surface according to the manufacturer's directions.

Additional Application Instructions:

- Provide finish coats that are compatible with primers used.
- Where different colors meet, provide a clear line of natural juncture.
- Apply additional coats when undercoats, stains, or other conditions show through the final coat of paint until paint film is of uniform finish, color, and appearance. Give special attention to ensure that surfaces, including edges, corners, crevices, welds, and exposed fasteners, receive a dry film thickness equivalent to that of flat surfaces.
- Finish doors on tops, bottoms and side edges, the same as the exterior faces.
- Paint the back sides of access panels, removable or hinged covers to match the exposed surfaces.
- The term "exposed surfaces" includes area visible when permanent or built-in fixtures, grilles, and similar components are in place.
- Extend coatings in these areas as required to maintain the system integrity and provide desired protection.
- Paint surfaces behind movable equipment are the same as similar exposed surfaces.
- Paint surfaces behind permanently fixed equipment with prime coat only before final installation of equipment.

**NOTE: DO NOT PAINT OVER DIRT, RUST, SCALE, GREASE, MOISTURE, SCUFFED SURFACES, OR CONDITIONS DETRIMENTAL TO FORMATION OF A DURABLE SMOOTH PAINT FILM.**

4.2.7. Tie Off System: In addition a single point tie off system shall be installed in accordance with an approved engineering plan and all manufacturers' specifications for building 2304. Approved single point tie off anchors are to be installed at appropriate locations of the roofs surface to allow personal to work on or within six feet of the parapet walls (perimeter of the building) and have full range of the roof while tied off. The system is to be in compliance with all applicable fall protection guidelines of the EM-385-1-1.

Provide fall protection anchors that meet the following criteria:

- 1) ANSI 359.1 standards.
- 2) Minimum capacity for fall arrest 310 lbs.
- 3) Manufactured by Guardian or similar.
- 4) Install per manufacturers specifications.

4.2.8. Identification of Hazards: Prior to construction activities the COR shall provide the contractor with known hazards on the site.

4.2.9. Material Quality: All painting components shall be new, first quality as specified below. Means and methods for the exterior painting shall be in accordance with the manufacturer written guidelines.

4.2.10. Material Disposal: Disposal of any material resulting from demolition shall be in accordance with applicable Environmental regulations, including all documentation (Waste Designation Tables, WIS sheets, WGR, etc.) For Naval Base Kitsap, Bangor. All excess and/or discarded materials shall become property of the Contractor and shall be removed from Government property. Title to the materials resulting from demolition is vested in the Contractor upon authorization of the Contracting Officer to begin demolition. Recycling is preferred and recommended.

4.2.11. Construction Lay-Down Area: All areas of impact (lay down areas, buffer zone areas, roof loading and unloading area, etc.) shall be approved by the COR in writing prior to mobilization. Submittal for laydown areas, this should be accompanied with scheduling reflecting the times needed for each impacted area. The Government shall provide the Contractor with Lay-Down areas at the PRECON.

4.2.12. Daily Clean-up: The jobsite shall be left clean, free of excessive debris by the end of each shift. The contractor will be responsible for all dust and debris generated during the roofing process for both the interior and exterior of the building. Demo debris and all other building materials shall be secured daily when the contractors secure from work activities to prevent the possibility of material presenting a hazard around the site and on the roof top.

4.2.13. Water Protection of Project Site: At the end of each work day the contractor shall protect the work site from water penetration. Painted surfaces shall be protected from water by whatever temporary means the contractor deems sufficient. The contractor shall be liable for any and all damage caused by water infiltration throughout all phases of the project.

4.2.14. Field Verification: The contractor shall conduct field verification of any quantities or measurements provided within the technical requirements of this RFP prior to commencement of work.

4.2.15. Substantial Completion and Punchlist: The project will not be accepted as complete until all project documentation, and punch list items, have either been submitted or amended, in their entirety. The contractor is responsible for scheduling the punchlist with the COR. The Contractor has two (2) weeks after any discrepancy is identified in the punchlist walk to correct issues for inspection of the COR.

4.2.16. Manuals: The contractor shall prepare and submit three (3) hard copies and three (3) DVD's of the O & M manuals to in a three ring binder. The binders shall have the project contracting number, prime contractor letterhead, project title and building number and they shall include all product data, installation and maintenance manuals to the government representative before final payment will be approved and provide any necessary training required on new systems.

## PART 5

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5. Submittals: The contractor shall provide all required submittals in accordance with the Task Order SOW. Submit proposed equipment specifications to PM prior to commitment to purchase. The Contractor shall provide the COR all equipment or material submittals for Government inspection and approval prior to purchase and delivery to the project site.

5.1 Product Submittals: Submit to product data to the COR or designated representative for approval. The contractor shall provide the following product submittals for Government review prior to performance.

- Provide manufacturers' technical information, label analysis, and application instructions for each material proposed for use.
- List each material and cross-reference the specific coating and finish system and application. Identify each material by the manufacturer's catalog number and general classification.
- Samples: Provide samples of each color and material to be applied, with texture to simulate actual conditions, on representative samples of the actual substrate. Define each separate coat, including block fillers and primers. Use representative colors when preparing samples for review. Resubmit until required sheen, color, and texture is achieved.
- Provide a list of materials and application for each coat of each sample. Label each sample as to location and application.

5.2 Required Submittals:

The following submittals are required for the Work Order (WO) #B7NTYF Preparation and Paint Exterior of Barracks Enlisted Quarters (BEQ) BLDG. 2304, located at Naval Base Kitsap (NBK), Silverdale, WA. Instructions on delivery of submittals such as when the submittals are required and the appropriate government representative to provide the documents to are located in Technical Exhibit 1.

- Safety Plan
- Task Order Specific Accident Prevention Plan.
- Activity Hazard Analysis (AHA).
- Waste Information Sheets (WIS).
- Product/ Material Submittals.
- Submittal required for all metal flashing.
- Fall Protection and Prevention (FP&P) Plan (per EM385).
- Schedule of Values (SOV).
- Construction Wage Rate Payroll.
- SF-1413 Sub-Contractor Reporting .
- Daily QC/production Report.

TECHNICAL EXHIBIT 1

DELIVERABLES SCHEDULE

Task Order Submittals and Deliverables				
<u>Spec Item</u>	<u>Deliverable Title</u>	<u>Method of Delivery</u>	<u>Submit To</u>	<u>Due Date</u>
6.11	Construction Schedule / Schedule of Values (SOV)	MS Project-electronic	Contracting Officer and COR	7 calendar days after award
<b>6.17</b>	<b>Pre-construction Meeting</b>	<b>IN PERSON</b>	<b>Contractor will send calendar request to COR and Contracting Officer</b>	<b>10 working days after award</b>
6.22	Construction Wage Rate Requirements Statute Weekly Payroll Report	electronic with hard copy to follow	COR and Payroll POC designated in each TO	weekly upon start of work
6.22	Construction Wage Rate Requirements Statute Act subcontractor reporting SF 1413	electronic with hard copy to follow	COR and Payroll POC designated in each TO	prior to start of work on each TO
3.7	Universal Outage Request	electronic	COR	20 working days prior to proposed outage date
5.9	Task Order Specific Accident Prevention Plan	electronic	Contracting Officer and COR	7 calendar days after award- <i>must be included as a milestone on schedule</i>
5.20	Weight Handling Equipment (WHE) Accident Report	electronic	COR & Contracting Officer	immediately following any weight handling equipment accident (including rigging accidents)
5.19	Crane Operator's Qualifications, Crane Certifications, Critical Lift Plan; as required	electronic	COR	as applicable, 5 days prior to every scheduled evolution and with every subsequent crane lift plan in accordance with EM385-1-1 para 16.C.18
5.22	Hot Work permit from Fire Division	hard copy available at the fire station-available on-site for government review/inspection	COR	14 working days
5.10	Activity Hazard Analysis per EM385	electronic	Contracting Officer and COR	7 calendar days prior to each phase, <i>must be included as a milestone on schedule</i>

Task Order Submittals and Deliverables Continued				
5.13	Navy Contractor Significant Incident Report (CSIR)	electronic	COR & Contracting Officer	immediately following any recordable injuries and illnesses and property damage accidents resulting in at least \$20,000 in damages
5.13	Recordable Injuries or Illnesses or High Visibility Accidents, WHE Accident or property damage equal to or greater than \$2,000.	Phone call	COR & Contracting Officer	as soon as practical, but not later than 4 hours after the incident
5.13	Monthly work-hour reports (for ESAMS)	electronic with invoice	Contracting Officer and COR	monthly and/or with the invoice
5.16	Fall Protection and Prevention (FP&P) Plan (per EM385)	electronic	Contracting Officer and COR	7 calendar days after award
5.26	Daily QC/production Report	electronic	COR	every day after task order award
TASK ORDER SOW	Weekly Report	electronic	COR	Every Monday morning following the previous work week
5.26	Task Order Specific Construction Quality Control Plan	electronic	Contracting Officer and COR	7 calendar days after award
5.31	Waste information sheet (WIS)	electronic	COR	8 working days after task order award or 21 calendar days before waste generation if a change to the waste management plan is necessary
5.28	Contractor Hazardous Material Inventory (CHMI)	electronic	COR	Prior to the pre-con
5.35	Task Order Waste Management Plan	electronic, IF REQUIRED	COR	15 calendar days after task order award, prior to initiating any site preparation work.
5.36	Solid Waste Tracking Sheet (SWTS)	electronically	COR	as required, after disposal; added monthly to
5.36	Contractors Monthly Project Waste Summary Report (CMPWSR)	electronically	COR	monthly on the 5th

