SCOPE OF WORK
U.S. COAST GUARD
STATION CAPE CHARLES
CAPE CHARLES, VA 23310

SECTION 1 – GENERAL INFORMATION

1.1 BACKGROUND

Lift Station is the main source for waste water from Station Cape Charles .

1.2 SCOPE

The contractor must provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to provide sewage lift station pump out service at USCG Station Cape Charles located at 1 Marina Road, Cape Charles, VA 23310.

1.2.1 Technical Representative:

Name: Matthew D. Bowman (EPO)
PH: 757-505-9326
E-mail: matthew.d.bowman@uscg.mil

SECTION 2 – SPECIFIC REQUIREMENTS/TASKS

2.1 GENERAL

Provide service to pump out approximately 2000GL per visit sewage offloads.

2.2 TASKS

- Pump out service requested on Monday, Wednesday, and Friday.
- Work shall commence between the hours of 8am to 12pm
- Each visit the sewage lift station will be pumped to its lowest level possible (up to 2000GL)
- In the event the contractor cannot service, the station Engineer Petty Officer (EPO) will be notified, and the service will commence as soon as possible.

2.3 CONTROL AND DISPOSAL OF WASTES

All wastes becomes the contractor's property and shall be removed from the job site daily in accordance with all local, state, and federal environmental regulations.

2.4 SAFETY

During the execution of this contract, the Contractor shall conform to the rules and regulations as set forth by the Occupational Health and Safety Administration, 29CFR 1910 (series).

2.4.1 Unforeseen Hazardous Materials/Environmental Discharge:

If hazardous material is found during operations, stop that portion of work and notify both parties immediately at their listed point of contact. Within 14 calendar days, the government will determine fiscal indemnity without liability. If the material is not hazardous or poses no danger, the government will direct the cleanup and proceed without change. If the material is hazardous and handling of the material is necessary to accomplish the work, the government will issue a contract modification.

2.5 CONDITIONS AFFECTING THE WORK

The Offeror should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, the general and local conditions which can affect the cost of the work thereof. Failure to do so will not relieve bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. The government will assume no responsibility for any understanding or misrepresentations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the request for quotes, the specification or related documents. All bidders are **strongly encouraged** to visit the site to verify any/all conditions before submitting bids. A site visited is scheduled for November 12 at 10:00 am Interested parties shall make arrangements with Matthew D. Bowman E-mail: matthew.d.bowman@uscg.mil

SECTION 3 – CONTRACTOR PERSONNEL

3.1 QUALIFIED PRESONNEL

3.1.1 Contract Manager

The Contractor shall provide a Project Manager who shall be responsible for all Contractor work performed under this SOW. The Project Manager shall be a single point of contact for the Contracting Officer and the Technical representative. The name of the Project Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project Manager, shall be provided to the Government as part of the Contractor's proposal. The Project Manager is further designated as *Key* by the Government. During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract. The Project Manager and all designated alternates shall be able to read, write, speak and understand English. Additionally, the Contractor shall not replace the Project Manager without prior approval from the Contracting Officer.

3.1.2 Contractor Employees

The contractor must not employ persons for work on this contract if such employee is considered by the Contracting Officer to be a potential threat to the health, safety, and security, general well –being, or operational mission of the installation and its population. Contractor personnel must present a neat appearance and be easily recognized as contractor employees. 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.

3.2 CONTINUITY OF SUPPORT

The Contractor shall ensure that the contractually required level of support for this requirement is maintained at all times. The Contractor shall ensure that all contract support personnel are present for all hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor shall provide e-mail notification to the EPO prior to employee absence. Otherwise, the Contractor shall provide a fully qualified replacement.

3.3 EMPLOYEE IDENTIFICATION

Contractor employees visiting Government facilities shall wear an identification badge that, at a minimum, displays the Contractor name, the employee’s photo, and name. Visiting Contractor

employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

3.4 EMPLOYEE CONDUCT

Contractor's employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

3.5 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS

The Government may, at its sole discretion (via the Technical representative), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

SECTION 4 – OTHER APPLICABLE CONDITIONS

4.1 PERIOD OF PERFORMANCE

The contract is structured with a Base period matching the provided quote, with option to extend pumping services up to six (6) additional months:

- **Base:** 18 Nov 2026 – 17 May 2027
- **Option 1:** 18 May 2027 – 17 NOV 2028

4.2 PLACE OF PERFORMANCE

UCGS STATION CAPE CHARLES
1 Marina Road
Cape Charles, VA 23310

4.3 HOURS OF OPERATION

Contractor employees shall generally perform all work between the hours of 0800 and 1200pm EST, Monday, Wednesday, Friday (except Federal holidays). However, there may be occasions when Contractor employees shall be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOW.

4.3.1 Special event, or adjusted work hours: If circumstances should arise wherein the contractor desires a different work schedule as required in section 4.3 above, the contractor must contract EPO at 757-505-9326 and schedule adjusted time to provide service as soon as possible.

4.4 APPLICABLE PUBLICATIONS

Publications and forms that apply to the SOW are listed below. The publications have been designated as mandatory. The contractor must be guided by those publications to the extent necessary to accomplish requirements in this SOW.

4.4.1 Mandatory Publications
OSHA Safety and Health Standards, 29 CFR 1910 (series)

4.5 INVOICING
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. Action to take instructions will be provided upon award.

SECTION 5 – GOVERNMENT FURNISHED RESOURCES
The Government will provide basic facilities and utilities for the off-site Contractor to use in performing work under this contract.

SECTION 6 – CONTRACTOR FURNISHED ITEMS AND SERVICES
The Contractor shall furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in section 5.