



**STATEMENT OF WORK  
FOR  
ROOFING REPAIR AND MAINTENANCE SERVICES  
DEFENSE DISTRIBUTION DEPOT WARNER ROBINS, GA**

**Scope of Work**

1. **DESCRIPTION OF SERVICES.** The contractor shall provide all materials, labor, tools, equipment, transportation, and supervision, management and other services necessary to accomplish roofing maintenance and repair services at the Defense Distribution Depot Warner Robins, (DDWG) Robins AFB, GA. See attached map.
  
2. **BASIC SERVICES.** During the contract period DDWG will identify construction tasks required to complete each specific job and EMR will issue individual work orders to the Contractor to complete those jobs. The Contractor shall be required to furnish all materials, equipment, and personnel necessary to manage and accomplish the job. Individual jobs will vary in size with the majority expected to be in the range of small \$500 to large \$2,500. The jobs will include tasks to perform roofing repairs and includes, but is not limited to finish carpentry and sheet metal work as well as roofing materials in support the DDWG, Base Civil Engineer (BCE) requirement for maintaining roofs at various facilities at Robins AFB, GA. During the contract period, the EMR will identify estimated line item quantities required to complete each specific job, and DDWG will issue individual work orders to the contractor to complete those jobs. Roof type include, but are not limited to, Built-Up roof systems, EPDM systems, APP Modified Bitumen rolled roof systems, Polyurethane Foam systems, and Corrugated roof systems. Commencement of work shall be within five (5) business days of notice to proceed for each task order and the performance period shall be negotiated on individual task orders.
  - 2.1 **HAZARDOUS MATERIALS REPORTING AND INVENTORY.** In compliance with AFI 32-7086, Contractors are required to report the usage of all hazardous materials to the Government. The Contractor shall report the type and estimated usage of all Hazardous Materials and shall submit a copy of the Material Safety Data Sheet (MSDS) for each item to EMR, and DDWG not less than seven (7) calendar days prior to bringing the items on the installation. The Contractor shall submit to EMR the following information in report format, along with the Material Safety Data Sheet (MSDS) for each item within ten (10) days after award of the contract. This information will consist of the title of the project, the project number, project location (i.e. building number, street address, or if new construction, the general area), the Contractor company name, point-of-contact and telephone number, the name of the hazardous material, manufacturer of the material, the estimated quantity in gallons or pounds that may be used on the project, and the maximum amounts that will be stored on the job site at any given time. At the end of the work order, the Contractor shall provide EMR an update report reflecting the disposition of all hazardous materials not utilized. The Contractor shall maintain a MSDS on site



for each hazardous material in use at all times. Should the Contractor need to use additional hazardous materials at any time of the project that were not previously submitted, he shall submit a list of those items to the above offices as soon as he is aware of the need for the materials.

- 2.2 **LICENSING, CERTIFICATION AND PERMITS.** The Contractor shall have all licenses, certifications and permits required by state and Federal laws and regulations to accomplish the services described in the contract. All work performed shall be in accordance with federal, state, local laws, and installation regulations. Proof of certification shall be provided to EMR five days prior to the start of work.
- 2.3 **EQUIPMENT/MATERIAL STORAGE.** The Contractor is solely responsible for all lost/stolen/damaged materials/equipment at no additional cost to the Government. All hazardous materials (HAZMAT) shall be stored and identified IAW the most current Local, State, and Federal Regulations, and AFI 32-7086 Hazardous Material Management. All storage locations are subject to Government inspection, to include all Environmental, Safety, and Occupational Health Compliance Assessment Management Program (ESOH CAMP) Inspections. A work order equipment/materials storage location is not guaranteed to be directly at the work site, but will be located on Robins AFB, and any mobilization or travel between the designated storage location and the worksite is deemed local travel. Utilize best management practices at all material storage areas which may include practices like covered storage for hazardous materials or certain equipment, to prevent contaminated stormwater runoff.
- 2.4 **DAILY CLEANUP.** The Contractor shall maintain a worksite free from accumulation of debris. The Contractor shall empty trash receptacles on a regular basis throughout the day's activity to avoid overflow or spillage. The Contractor shall daily perform general sweeping/pick-up of debris prior to close of a day's worksite activity; empty all trash receptacles into worksite refuse containers; and shall comply with protection of existing Government property.

### 3. SCHEDULING OF WORK

- 3.1 Before any of the work is initiated under a work order, the Contractor shall coordinate with EMR and agree on a sequence of procedure; means of access to premises and building; space for storage of materials and equipment; tasks, materials and use of approaches; use of corridors, stairways, elevators, communications, the location of partitions, eating spaces, and restrooms for Contractor's employees and the like.
- 3.2 The Contractor shall obtain a burn permit from the Base Fire Chief each time prior to performing any open burning.
- 3.3 The Contractor shall maintain, on all construction sites with work in progress, approved and applicable copies of the following: EMR Work Order, BCE work clearance requests, and welding permits.



3.4 All temporary outages of any utility services required for the performance of work shall be scheduled with the CE Representative no less than ten (10) work days in advance of such outages.

3.5 **DAMAGE TO UTILITIES.** In the event of a Contractor caused utility failure/disruption, the Contractor will first make the area safe, then immediately contact Base Civil Engineer Service Call Desk, 926-5657, and EMR. If the damaged utilities are the fault of the Contractor, the utilities will be repaired by the Contractor in a timely manner at no cost to the Government. If the damaged utilities are not the fault of the Contractor, repairs will be accomplished by the Government or at Government expense.

4. **SECURITY REQUIREMENTS.** The Contractor shall comply with security regulations imposed by the installation commander and/or the agency occupying the space where work is to be performed, including any necessary security clearances. Prior to mobilization, the Contractor shall provide EMR, a list of personnel requiring authority to work on Robins AFB. The list shall be kept current and EMR shall be notified as to any changes in the list. The Contractor's employees shall be required to obtain and display employee identification as prescribed by Air Force Instruction 31-209 and supplements thereto. Whenever facility security is breached to perform work required under this contract, the Contractor shall be responsible for providing temporary measures in order to assure security is maintained at the level existing prior to construction. This may include such security items as fencing around a facility or closing all openings in a structure during non-work hours.

Attachments:

1. DDWG Facilities Map