

**STATEMENT OF WORK
REPLACE MAINTENANCE BUILDING AIR HANDLING UNIT
BEAUFORT NATIONAL CEMETERY
BEAUFORT, SOUTH CAROLINA**

A. Scope of Work. Furnish all labor, tools, materials, equipment, and testing to remove and replace existing air handling unit for the Maintenance Building. Contractor shall dispose of existing unit once removed.

B. Cemetery Location.
Beaufort National Cemetery
1601 Boundary Street
Beaufort, SC 29902-3947

C. Project Information.

- a. **Period of Performance.** The contractor shall complete all work within **30 CALENDAR DAYS AFTER ISSUANCE OF NOTICE TO PROCEED**. Time stated includes final cleanup of the premises.
- b. **Work Hours.** All work shall be performed between the normal business hours of 8:00 am to 3:30 pm, Monday thru Friday, excluding Federal Legal holidays.
- c. **Pre-bid Site Inspection.** A pre-bid site inspection is recommended.
- d. **Preconstruction Meeting.** The contractor shall not commence performance of work until the Contracting Officer has conducted a preconstruction meeting or has advised the contractor that a preconstruction meeting is not required.
- e. **Detailed Work Plan.** The contractor shall provide in writing a detailed work plan which presents the contractor's plan for completing the work. The contractor's plan shall be responsive with the scope of work and describe, in detail, the approach to be used for each task required. For each task, the contractor shall identify all necessary subtasks (if any), associated costs by task, and milestone dates. Four copies of the contractor's work plan shall be provided to the Contracting Officer prior to issuance of the Notice to Proceed.
- f. **Changes to the Scope of Work.** Any changes to the scope of work shall be authorized and approved only by the Contracting Officer. Any costs incurred by the contractor through directions of parties other than the Contracting Officer shall be borne by the contractor.

D. Standards of Conduct. The National Cemetery Administration honors veterans with a final resting place and lasting memorials that commemorate their service to our Nation. National Cemeteries are national shrines. The standards of work, appearance, and procedures performed by the contractor at the cemetery shall reflect this nation's concern for those interred there. Due to the sensitive mission of the cemetery, contractor personnel must exercise and exhibit absolute decorum, composure, and stability always.

1. The burial activities at a National Cemetery shall take precedence over construction activities. The Contractor shall cooperate and coordinate with the Cemetery Director in arranging construction schedule activities to cause the least possible interference with cemetery activities in actual burial areas. Construction noise during the interment services shall not disturb the service. Trucks and workmen shall not pass through the service area during this period.
2. The contractor shall cease work operations as necessary to ensure that no contract work causes any funeral, ceremony, procession or visitation be delayed, altered, or otherwise impacted in such a way that the dignity, serenity or security of the event is compromised.
3. The Contractor is required to discontinue his work sufficiently in advance of Easter Sunday, Mother's Day, Father's Day, Memorial Day, Veteran's Day and Federal holidays, to permit the contractor to clean up all areas of operation adjacent to existing burial plots before these dates. Cleaning up shall include the removal of all equipment, tools, materials and debris and leaving the areas in a clean, neat condition.
4. Workmen are subject to rules of the Cemetery applicable to their conduct. While on site at the National Cemetery, contractor personnel shall be required to adhere to the following standards of dress and conduct while performing work in the national cemetery. These standards and regulations are enforceable under Title 38, U.S.C., Section 218.
5. Contractor personnel appearance and conduct shall be professional and unobtrusive always. Shirts and full length pants must be worn always.
6. Smoking is not allowed in any building at the National Cemetery.
7. The playing of radios, cassette recorders, etc., is prohibited on site or in buildings. The contractor's work force is governed by the same rules governing cemetery employees. All individuals failing to comply will be removed from the site.
8. Sexual harassment will not be tolerated and the offending individual(s) will be removed from the site.
9. Contractor personnel shall not sleep on cemetery grounds, sit or stand on installed grave markers, or put, place or lean equipment or materials on grave markers.
10. Questions from cemetery visitors shall be politely referred or directed to cemetery personnel.
11. The contractor shall ensure that all employees behave with appropriate decorum, courtesy, and respect while within the cemetery or at its perimeter or entrances. Shouting, cursing, angry outbursts, sleeping, intoxication, unsafe driving of private or company vehicles, and violence or criminal acts of any kind will not be tolerated and is cause for immediate removal from the cemetery.

- 12.** The contractor and subcontractors will not fuel equipment in grass/turf areas. Petroleum based products will damage the grass/turf. Contractor shall bear all costs associated with removing any contaminated soil because of fueling in grass/turf areas and shall resod the area.