

# **STATEMENT OF WORK**

## **NEW OPTIC FIBER CABLE INSTALLATION**

**Fort Sam Houston National Cemetery, 1520 Harry Wurzbach Road, San Antonio, TX 78209**

- A. The Contractor: Shall furnish all labor, material, equipment, and supervision to provide and install armored direct burial optic fiber cabling to connect two (2) cemetery buildings. The work requires the contractor to install new armored direct burial optic fiber cable, perform underground borings that will run under a roads, utilities and other structures to provide data/telecon connectivity between the two (2) buildings, new optic fiber patch panels, and full cable testing at Fort Sam Houston National Cemetery in accordance with the contract drawings, specifications, applicable standards and requirements, and as described herein.
- B. General Requirements and Conditions:
1. **BACKGROUND:** Install armored direct burial optic fiber cabling between the Administration on the east side of the cemetery to the Public Information Center (PIC) building on the west side of the cemetery for turn-key solution. This includes installing armored direct burial optic fiber cable, underground boring, conduit installation, terminating the cable, installing junction boxes as necessary, installing two (2) new optic fiber patch panels (one in each building), disposing of any old materials/conduit, and all testing and diagrams and all services described in the Statement of Work. Contractor shall provide a turn-key completed installation that is fully operational.
  2. The Contractor shall conduct a site survey and field-verify all site conditions and site access prior starting construction. The Contractor shall verify all configurations, locations, dimensions, and material quantities as indicated within the contract documents.
  3. The Contractor shall provide all material, parts, equipment, accessories, and other goods as described herein. The Contractor's response to the solicitation shall include any brand name equipment, part numbers and technical specifications to be used for this installation, and a list of miscellaneous items required with a description of the need/use for each item and the quantity. The items, miscellaneous materials, and supplies as listed herein shall be used to provide additional required goods to install armored direct burial optic fiber cabling, to assure compliance with all installation requirements, and to provide a turn-key project that is completed before leaving the site.
  4. **Construction Access Route:**
    - a. The construction access routes to the two buildings on cemetery property shall be via the main entrance from Harry Wurzbach Road. The inbound and outbound lanes of the two (2) entrances are to be maintained open at all times for visitors and funeral corteges.
  5. Contractor shall submit a project phasing plan with their schedule. The Contractor's plan shall incorporate the following restrictions:
    - a. During public visiting (i.e. business) hours (Sunday – Saturday, 7:00 am to 4:30 pm) two-way traffic shall be maintained at all times on the main entrance boulevard. The Contractor shall provide and place temporary signage and barriers in accordance with the MUTCD to direct and notify traffic of any new two-way conditions.
    - b. Weekend and after-hours closure may be considered for other areas by approval of the COR and engineer.

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6. The Contractor shall provide proof that the on-site supervisor has successfully completed the 30-hour OSHA Certified Construction Safety Course. The Contractor shall assume sole responsibility for safety of all persons on or about the construction site, in accordance with applicable laws and codes. Guard all materials in accordance with the safety provisions according to OSHA and Associated General Contractors of America (AGC). Prior to commencing work, general contractor shall provide proof that an OSHA “competent person” (CP) (29 CFR 1926.20(b)(2) will maintain a presence at the work site whenever the general or subcontractors are present.
7. Prior to starting work, locate all utility and irrigation system components and install barriers and/or protection devices to prevent damage and to restrict public access while performing the work.
8. Disposal of debris, trash, sediment, and other waste material generated shall be done at suitable disposal/recycling sites and in compliance with local, state, and federal waste regulations. Haul away & dump all debris, sediment, and waste to an approved disposal site.
9. Availability and use of utility services: Electrical services will be available at the data/telecom rooms in each building. No other utility services will be provided by the Government.
10. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site not to be removed and do not unreasonably interfere with the work required under this contract. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
11. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.
12. All utilities required for the continuous operation of all existing facilities shall be maintained in service at all times except when disruptions are needed. The Contractor shall inform the COR, Cemetery Director, and the Contracting Officer (CO) in writing for such disruptions and obtain approval from the CO in writing at least two (2) weeks prior to such need. When option exists, implement options to minimize interruption of services to the facilities.
13. The Contractor shall coordinate with the COR and Cemetery Director for parking, material storage, temporary portable restroom facilities, and any other needs for the work. Public access to the National Cemetery shall not be impaired. Do not store materials and equipment in other

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than assigned areas. The Contractor shall confine all operations (including storage of materials) on Government premises to approved areas.

14. Thoroughly clean up the work area at the end of each day's work, and at completion of the project. Leave premises clean and free of waste, scrap, used equipment, or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel.
15. Upon completion of work, the Contractor Superintendent and the COR shall inspect the completed work for compliance with both the contract and the product manufacturer's requirements. COR shall report unsatisfactory conditions in writing to the Contracting Officer. The work shall not be accepted until all unsatisfactory conditions have been corrected to the satisfaction of the Contracting Officer and the COR.

C. **The Work**: The Work shall include, but shall not be limited to the following (not necessarily in the order indicated):

1. The Contractor shall provide all goods listed and described with the Statement of Work. The Contractor shall provide and install Armored Direct Burial Optic Fiber Cable which will be run from the Administration building to the PIC building and within each building to the existing network enclosure inside the data/telecom rooms. The optic fiber shall be an armored direct burial cable type and placed in conduit only where needed to complete the installation in accordance with VA NCA specifications and industry standards. Underground boring will be required at various locations along the cable route between the two (2) buildings to complete the installation. Boring locations, lengths, depths, and pit locations will be at the discretion of the Contractor. Termination will be required at each end with SC/ST optic fiber connectors. Contractor will provide and install two (2) optic fiber patch panels (each to be placed into the existing network room/enclosure in the Administration building and Public Information Center (PIC) building).
2. Contractor is responsible to restore all turfgrass disrupted by performing the direct burial, boring, and building entry work when installing the optic fiber cabling between the buildings. Coordinate new replacement turfgrass with the COR to ensure correct type and for information on the local supplier.
3. Installation work shall be coordinated and scheduled with the COR before onsite work begins to assure the least disruption to continuation of Cemetery services. Any after-hours work must be approved and coordinated in advance with the COR. Work will not occur on weekends or Federal holidays, except if approved by COR.
4. The Contractor shall perform installation work in accordance with the VA OI&T ITOPS, SO, IO, Network Operations, Network Cabling Specifications – "*National Cemetery Administration (NCA) Cabling Specifications document dated January 14 ,2016*". See Section 4. NOTE: The Government shall not provide any cables, connectors, or other supplies to complete work or that may be required by the NCA Cabling Specifications.

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5. All work and installed network equipment/enclosures shall be in compliant with applicable industry standards and those specified in this Performance Work Statement (Paragraph E) which includes Electronic Industries Alliance (EIA) and Telecommunications Industry Alliance (TIA) standards and specifications for data center and fiber cabling
6. The contractor is responsible for using own tools to perform the installation
7. **Installing Fiber Patch Panels and Tie-in to Fiber Cable:**
  - a. Install a total of two (2) new optic fiber patch panels. Install one new optic fiber patch panel into each of the existing racks/enclosures in the Administration and PIC buildings. Properly install in accord with all industry standards and other requirements (see Paragraph E). Perform any required grounding to conform with all related industry and safety standards.
  - b. Tie-in the optic fiber cable into the optic fiber patch panel using SC/ST fiber connectors. Perform fusion splicing for the 6-strand optic fiber cables at both building tie-in locations, as required.
  - c. The Contractor shall provide and install any cable management needed to keep cables in a safe, neat and orderly fashion.
8. **Boring/Conduit/Fiber Installation (Administration Building to PIC Building)**
  - a. Run armored direct burial optic fiber cable from the Administration building Data/Comm Room to the PIC building Electrical/Comm Room and tie it into the new fiber patch panels to be provided for each building as indicated in the reference drawings. NOTE: Contractor is to consider other optic fiber cable route(s) from what is shown in the contract documents if it is deemed more economical, safer, and/or more practical. Submit a final optic fiber cable route plan and any suggested changes to the Contracting Officer and the COR for approval prior to beginning any work.
  - b. **IMPORTANT:** Locate and mark all utilities in the bore pathway. Contractor shall coordinate a meeting with the Public Works Department of Joint Base San Antonio (JBSA) to review all existing JBSA utilities that encroach upon or cross cemetery property with the COR and Cemetery Director in attendance. Special attention is to be made when boring near and/or under the Nursery Road Bridge. Contractor is not to proceed with work until this meeting has been conducted and the results included in the final optic fiber cable routing plan to be submitted to the Contracting Officer and the COR for approval. Utilities shall be located and exposed if necessary before any excavation. All known utilities, roads, structures, irrigation components, and other obstructions have been identified and are shown in the reference drawings. The reference information provided is not all inclusive and it is the Contractor's responsibility to locate ALL utilities and underground obstructions not shown on the reference drawings.
  - c. Excavate entry and exit pits and conduit pathway. This may require retrieving conduit that is

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coming out of the Administration and PIC buildings due to some existing conduit that maybe compromised.

- d. Supply and install optic fiber raceway/conduit, approximately 6600 feet, from the Administration building to PIC building. Use armored direct burial optic fiber cable and conduit where needed in places where needed of the proper width and type to properly install 6-strand armored direct burial optic fiber cable underground. The total length from patch panel to patch panel will require approximately 7000 feet of fiber cable (slack included). Anticipate need for 1.25" Electrical Metallic Tubing (EMT) steel and possibly 2" High Density Polyethylene (HDPE) conduit, and other required conduit for running fiber inside buildings including vertical risers and fiber grippers, termination/junction boxes, interduct, brackets, and pull cable, to connect the optic fiber from the Administration building to the PIC building patch panels.
  - e. Contractor is required to ensure that the proper conduit and armored direct burial optic fiber is installed to meet industry standards and the NCA specifications (attached) for the proper installation of optic fiber raceways for fiber cable (see references to standards in Paragraph E). Contractor shall use proper type conduit for specific applications for each portion of the fiber run in accordance with all fiber installation standards and best practices, depending on whether it is used inside the building (horizontal versus vertical) and outdoors/underground. If appropriate, contractor may propose and use other width/type of conduit and/or interduct if specified in their proposal with information on the benefits.
  - f. Supply and install elbows/fiber connector boxes at both ends or at other places within building when necessary.
  - g. Supply and install armored direct burial optic fiber cable (900-micron tight buffered, multi-mode), approximately 7000 ft, in accordance with all required industry standards and the NCA specifications.
  - h. Penetrate into the Administration building and PIC building and seal.
  - i. Properly dispose of any old cabling/conduit and other discarded materials.
  - j. **Restore removed, disturbed, and damage turfgrass with new turfgrass sod of the species/type as specified by the COR.** Leaving the Cemetery grounds neat, well restored, and with good appearance. Correct any deficiencies as directed by the COR.
9. **Fiber Cabling:** The Contractor shall:
- a. Provide, install armored direct burial optic fiber cable (900-micron tight buffered, multi-mode) and as specified herein and in the NCA specifications Appendix A. Must use minimum of 6 strands. There is approximately 6600 feet between the Administration building and the PIC building which will require a combination of direct burial and conduit to complete the route. Full installation will require approximately 7000 feet of multi-mode

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fiber. The installation will require that the armored direct burial optic fiber cable be connected from new fiber panel placed in Administration building to the new fiber panel placed in the PIC building and pulled through the conduit. All fiber will be terminated within a fiber termination box (at both ends) with SC or ST connectors. All bends will be made with long radius conduit. The cabling provided shall be as specified herein and in accordance with the Attachment A Cabling Specifications and with all fiber and industry standards (See Paragraph E). Discard and haul away old conduit and/or cabling and other discarded materials.

- b. Pull fiber cable through conduit as needed and into each building to the area where the fiber panel is installed in the existing enclosures. Contractor shall install all termination boxes required for a proper fiber installation in accordance with all industry standards (including standards and specifications referred to in Paragraph E). Installation shall require the Contractor to determine the most effective optic fiber cable route into both buildings, provide the necessary conduit and fittings, equipment, boxes, and labor. Proper conduit and cable grippers shall be installed in accordance with all industry standards (see references to standards in section 2) for any required vertical fiber pathways.

### **10. Testing, Fiber Cable Run Drawings, and Job Completion:**

- a. The Contractor shall perform fiber cable testing as required by the cabling specification document (see NCA Cabling Specifications, Section 4) and industry testing standards for fiber as referred to in Paragraph E. Testing shall include 100% insertion loss testing of all terminated fiber with tests performed in both directions at 850nm for multimode cables, and other testing as specified in NCA Cabling Specifications, Section 4. Fiber shall be tested to identify loss between the building locations, remedy anything that does not meet testing standards and ensure that connectivity is fully operational.
- b. Tests shall also demonstrate that all installed fiber cabling, and fiber equipment is operational and meets VA installation specifications. The Contractor shall correct any installation issues and perform a retest to show any issues are resolved before leaving the site.
- c. The Contractor shall capture and provide the copy of the test results to the COR, Continental District Engineer, and “*NCANetwork@va.gov*”. Contractor shall also provide documents that show a configuration of equipment and table of losses for each core.
- d. Provide Fiber Cable Run Drawings for each building (cable run through interior of buildings) and diagram of fiber pathway running from the Administration building Data/Comm room to the PIC building Electrical/Data Room. Pre-existing diagram provided by site may be used (to include fire evacuation diagrams) for building diagrams. Cemetery grounds picture maybe used by Contractor to properly mark the location of the fiber run between the two buildings. The diagrams shall include cable type, route followed, pit locations where applicable, termination points, and fiber pathway.
- e. The job is considered complete after: (A) All newly installed equipment (fiber patch panels,

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switch, fiber patch cords and fiber cabling) are fully operational and operational between the two (2) buildings, and (B) the Cable Installation Test Report and Fiber Cabling Drawings are submitted to the COR, Continental District Engineer, and "NCANetwork@va.gov". The report and drawing(s) shall be submitted no later than one (1) week after completing the on-site installation work.

11. **Fiber Patch Panels:** Rack Mount, 1RU, Multi-Mode (with connectors and pig tails to fusion splice fiber to each panel), and to meet all NCA IT specification requirements per the Statement of Work.
12. **Armored Direct Burial Optic Fiber Cable:** Multi-Mode, 6-strand fiber count, 62.5/125, OM1, 900-micron tight buffered, and to meet all NCA IT specification requirements per the Statement of Work. Require approximately 7000 feet of which approximately 6600 feet is the underground run between the two (2) buildings.
13. Miscellaneous materials and supplies required to complete turn-key/fully completed and operational fiber cabling in accordance with the Statement of Work. This line may include, but is not limited to, additional optic fiber optic cable required to complete job, conduit/optic fiber raceway (for outdoor, indoor and vertical, as required ), couplers, bushings, termination/junction box(s), grounding buss(es), SC-ST connectors, cable trays/ladder racks, I-hooks, bridle rings, split wire mesh grips for vertical fiber cabling, equipment/rental, patch panel mounting racks, tray system, etc.
14. Thoroughly clean up the work area(s) at the end of each day's work, and at completion of the project. Leave premises clean and free of waste, scrap, used equipment, or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel.
15. Upon completion of work, the Contractor Superintendent and the COR shall inspect the completed work for compliance with the contract. COR shall report unsatisfactory conditions in writing to the Contracting Officer. The work shall not be accepted until all unsatisfactory conditions have been corrected to the satisfaction of the Contracting Officer and the COR.

### **D. STANDARDS OF EMPLOYEE CONDUCT ON NATIONAL CEMETERIES:**

1. 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 this 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 at all times.
2. Contractor personnel shall be required to adhere to the following standards of dress and conduct, as briefly mentioned here, while performing work in the National Cemetery. These standards and regulations are enforceable under Title 38, U.S.C., Part I, Chapter 9, Section 5901.
3. Clothing shall be presentable and suitable to the work while maintaining proper appearance and decorum indicative for a National Shrine. Uniform shirts and hats are preferred. Clothing shall be clean and cleanliness and personal hygiene are imperative. T-shirts and/or tank tops as outer

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garments are prohibited. Protective/safety clothing and shoes shall meet or exceed OSHA and state requirements.

4. Behavior and language must be appropriate, reverent, and respectful at all times.
5. Eating and drinking (except water) is prohibited in the work areas and within sight of a committal shelter during a service.
6. Use of intoxicating beverages, any tobacco products, and illegal drugs on the Cemetery premises is strictly prohibited.
7. Contractor personnel shall not lean, sit, or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.
8. The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor is expected to remove any employees from the Cemetery for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or conduct contrary to the best interests of the Government. If the Contractor fails to act in this regard, or the reason for a removal is immediately required to protect the interests of the Government, the COR may direct the removal of an employee from the premises. Contractor objections to any such action will be referred to the Contracting Officer (CO) for final resolution; however, the Contractor will first immediately comply with COR direction pending any CO final resolution at a later time or date. The Contractor will not be due any type of compensation for their costs incurred as a result of an employee being removed for cause; unless the removal is directed by the COR and is later found invalid and/or unreasonable by the Contracting Officer.

E. **APPLICABLE DOCUMENTS:** The Contractor shall comply with the following requirements:

1. Applicable National Electric Code (NEC) Standards, National Fire Protection Association (NFPA) 70 and 76 and Underwriters Laboratory 2024 and 2024A, Standard for Cable Routing Assemblies and Communications Raceways, dated January 9, 2015 (standards for safety optical fiber cable raceway) and UL-1666 standards safety test for flame propagation height of electrical and optical fiber cables installed vertically in shafts
2. Applicable Telecommunications Industries Association (TIA) Standards, including ANSI/TIA-568, Revision D, Commercial building cabling for telecommunications products and services. This includes: ANSI/TIA-568.3-D, Optical Fiber Cabling and Components Standard, Ed. D, 10-2016; Standards that define commercial pathways and spaces (TIA-569-C-1, February 2013); Grounding and bonding (TIA-607-C, November 2015); and outside plant cabling (TIA-758-B, April 2012).
3. VA, OI&T, Enterprise Operations, Quantico Information Technology Center, Network Cabling Specifications for the National Cemetery Administration (NCA), dated January 14, 2016. (ATTACHMENT A, Cabling Specifications). See Attachment A, Section 4.0 Optical Fiber Cable, which describes the Fiber Network configuration constraints, installation constraints, testing and required documentation for NCA Cemetery fiber installations.
4. Code Compliance: All work shall be performed in accordance with applicable compliance standards and NCA Cabling Specifications. It shall be the Contractor's responsibility to comply



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with all the applicable local, state and federal laws and regulations. The Contractor shall apply and obtain all applicable permits to comply with local, State and Federal regulations and requirements.

### **F. Contractor Quality Control:**

1. The Contractor Supervisor shall review and approve submittals, ensure all contract requirements are being met, inspect the quality of work performed, ensure contract work does not conflict with ceremonies and funerals, ensure employees are adequately supervised and proper conduct maintained, and certify the completed work for payment and other purposes.
2. A competent and experienced English-speaking Contractor Supervisor/Superintendent shall be provided by the Contractor whenever work is being performed, other than trash and debris pick-up. The Contractor Supervisor shall review and approve submittals, ensure all specifications are being met, inspect the quality of work performed, ensure contract work does not conflict with ceremonies and funerals, ensure employees are is adequately supervised and proper conduct maintained, and certify the completed work for payment and other purposes.
3. Upon completion of work, the Contractor Superintendent and the COR shall inspect the completed work for compliance with the contract. COR shall report unsatisfactory conditions in writing to the Contracting Officer. The work shall not be accepted until all unsatisfactory conditions have been corrected to the satisfaction of the Contracting Officer and the COR

### **G. Submittals/Deliverables After Award:**

1. Fiber Cable Installation Test Report.
2. Fiber Cable Run Drawings.
3. Progress Reports, electronically every week.

### **H. Reporting Requirements:**

1. The Contractor shall provide the on-site Contracting Officer's Representative (COR), Cemetery Director, and Continental District Engineer with Progress Reports in electronic form via email throughout the period of performance. The Progress Reports shall be submitted every week during the period of performance (POP) and the first one is due 14 days after the contract is awarded and then every week thereafter. The second and subsequent progress reports shall reflect data as of the last day of the preceding report due date.
2. The Progress Reports shall include detail on the work completed for the completed reporting period, and work planned for the subsequent reporting period. The reports shall also describe pending or unresolved issues and include a resolution plan and timeframe for resolving the issue. It is expected that the Contractor will keep in communication with VA throughout the POP so that issues that arise are transparent to both parties to prevent escalation of outstanding issues.
3. If it is anticipated that work cannot be fully completed before the end of the award's POP (shown in the award document), the Contractor shall provide the on-site POC, PM and COR with notice

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seven (7) business days before the end of the POP shown in the award document, this includes any work delays or stoppages caused by either the vendor or the Government

**I. Plans/Specifications:**

1. Site Plans and Reference Drawings: *"Ft Sam Houston Optic Fiber Cable – Reference Drawings"*
2. Specifications and Requirements: *Ft Sam Houston Optic Fiber Cable – NCA Cabling Specifications 2016"*

**J. TIME OF COMPLETION:**

1. The project shall be completed within 60 calendar days after Notice to Proceed. Work outside of the Cemetery's normal operating hours of 7 am to 4:30 pm CT, Monday through Friday, may be permitted only by prior approval of the COR. Requests shall be submitted at least three (3) working days in advance.

**K. POC: Information on conducting pre-bid site visits and the Contracting Officer's Representative (COR) for this project will be provided by the Contracting Officer.**

**L. Project Location and Pre-bid Site Inspection: A pre-bid site inspection shall be arranged with the Contracting Officer. Cemetery Location:**

Fort Sam Houston National Cemetery  
1520 Harry Wurzbach Road  
San Antonio, TX 78209  
Natchez, MS 39120  
Phone: (210) 820-3891

**M. Project completion: The project site shall be protected and/or restored to a condition equal to that existing prior to the commencement of work. Upon completion of contract, deliver work complete and undamaged. Existing work disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.**

**END OF STATEMENT OF WORK**