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May 6, 2003

**STATEMENT OF WORK
TWFN RECORD CENTER INTO OFFICE SPACE**

BACKGROUND

The U.S. Nuclear Regulatory Commission, located at 11545 Rockville Pike, Rockville, Maryland, 20852-2738 has a requirement in the Two White Flint North Building to change the record center into office space.

SCOPE OF WORK

The scope of work for this project includes, but is not limited to: remove drywall partition, doors and door frames, light fixtures, repair ceiling grid, electrical work, painting and installing carpet tiles.

TASKS AND/OR SPECIFICATIONS

The Contractor shall furnish all necessary labor, equipment, materials and supervision required to accomplish the alterations described above in accordance with the specifications, drawings and other referenced materials provided by the Government.

SCHEDULE:

All requirements in the Statement of Work will be completed by the Contractor within (30) calendar days after the contract has been awarded, unless an extension has been granted by the Contracting Officer.

NOTE: In the case of any discrepancies in the specifications, the matter will be immediately submitted to the Project Officer/Contracting Officer's Technical Representative, without whose decision said discrepancy will not be adjusted by the Contractor.

Carpet Tiles Installed:

Install 18" x 18" Lee's Carpet Tile's Furnished By NRC.
 The contractor shall furnish the carpet glue.

5480 sq. ft.

Ceiling Tiles:

Furnish and install Armstrong Painted Nubby #3201
 2' x 2' Tile in Armstrong Surpafine 9/16" T-Bar Grid
 Where the 1' x 4' surface mounted fixtures were removed..
 Approximate tiles

315 ea

GENERAL CONDITIONS

Standards of Conduct:

The Contractor will be responsible for maintaining satisfactory standards of employee conduct and integrity during the performance of this contract. The Contractor will also be responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, files or cabinets and shall not use Government telephones, except as authorized.

Accessibility and Recording Presence:

The facility may be occupied during the performance of the work. The Contractor will be expected to coordinate his work with others using the premises and other contractors.

Contractor access badges shall be worn in such a manner that is clearly visible at all times when workers are within the building. The Government shall have the right to deny access to the building and terminate access to the Contractor's employees as it deems appropriate for the best interest of the Government.

Site Investigation and Conditions at the Work Site:

It will be the responsibility of the Contractor to inspect the site, determine the quantity of work involved, compare the specifications and inform themselves as to all conditions, including other work, if any, being performed. The Contractor will field verify all information shown on the drawings, if necessary, at no additional cost to the Government. Failure to do so will in no way relieve the Contractor from the necessity of furnishing any materials or performing any work that may be required to carry out the work order in accordance with the specifications of the work order at no additional cost to the Government.

Work Schedule:

All work shall be performed during business hours, between 7:00 a.m. and 4:00 p.m., Monday through Friday, or Saturday and Sunday between 7:00 a.m. and 4:00 p.m. The above working hours for Saturday and Sunday may be adjusted with the approval of the NRC Project Officer.

Liability:

The Contractor shall, without additional cost to the Government, be responsible for obtaining insurance that is currently in force throughout the duration of this contract. The insurer and Contractor will save, keep harmless and indemnify the Government against any and all liability claims and/or loss of whatsoever kind and nature for injury or death to a person or persons, loss or damage to property, Government or otherwise, occurring in connection with or incidental to, or arising out of the occupancy, use, service, operation of equipment, etc., or performance of work in connection with this contract from the omissions or from negligent acts of the Contractor.

Contractor Inspection:

The Contractor shall inspect the quality of work being performed to assure that the scope of services requested in the contract is being accomplished in the manner as described in the objectives and specifications of the contract.

Government Inspection and Acceptance of Services:

The Government will inspect all services requested in the contract at various times. These inspections will be performed in such a manner that will not duly interfere or delay the work that is being performed by the Contractor. If any of the requirements of the contract do not conform with the terms and conditions, the Government may require the Contractor to correct such deficiencies at no additional cost to the Government. If such deficiencies cannot be corrected by the Contractor, the Government may correct the deficiencies and deduct the costs from the amount of the contract and/or terminate the contract for default.

Housekeeping:

At the end of each work day, the Contractor shall vacuum an and/or sweep the flooring. All debris and dirt shall be removed from the work area daily and disposed of off-site in the Contractor's furnished containers.

Contractor Supervision:

The Contractor shall arrange for satisfactory supervision of the work described in this contract. The Contractor or his supervisor shall be available at all times when the contract work is in process, to receive notices, reports, or requests from the Contracting Officer or his or her representatives. It is the policy of the Nuclear Regulatory Commission not to directly or indirectly exercise direction or supervision of the Contractor's employees or subcontractors.

The Nuclear Regulatory Commission is not responsible for tools or equipment, etc., left on the job site.**Government Furnished Property:**

Markup drawings showing the area on the 5th floor. The drawings are not to scale.

Workmanship:

The Contractor shall furnish all supplies, materials, and equipment necessary for the performance of the work included in this work order unless otherwise specified. Materials and supplies to be used will be commercially available products of reputable manufacturers or suppliers. Upon request, the Contractor will submit to the contracting officer a list giving the name of the manufacturer, the brand name and the intended use of each of the materials that he or she proposes to use in the performance of the work. The Contractor will not use any material which the Contracting Officer determines would be unsuitable for the purpose or harmful to the surfaces to which applied or to any other part of the building, its contents or equipment.

All work under this contract will be performed in a skillful and professional manner. Except as otherwise provided in the work order, no charge for extra work or materials will be allowed unless the same has been ordered in writing by the Contracting Officer and the price stated in such order.

Unless otherwise specified in the work order, the Contractor guarantees all work to be in accordance with contract requirements and free from defective or inferior materials, equipment and workmanship.

The Contracting Officer may require, in writing, that the Contractor remove from work any employee the Contracting Officer deems incompetent, careless or otherwise objectionable. The Contractor will promptly repair all damages caused to adjacent area which resulted from negligence on the part of the Contractor.

Safety and Hazardous Material Handling:

Delivery and storage of materials and equipment and accomplishment of all work will be made with a minimum of interference to Government operations and personnel.

The Contractor shall take every precaution to prevent fires during the performance of this work order. Smoking in the buildings and/or at the loading docks is prohibited. The Contractor shall remove all combustible material, such as oily rags, waste, etc., used in the performance of the work from the site daily.

The Contractor shall exercise every precaution to prevent accidents of all kinds from occurring during the performance of all work specified in this contract. The Contractor shall comply with all OSHA regulations as they may apply to all the work requested by the Government.

Parking: No on site parking.

DELIVERABLES:

Material Safety Data Sheets: The Contractor shall provide Material Safety Data Sheets (MSDS) to the Government's Project Officer for review and approval by NRC's Safety and Health Representatives prior to starting any work on this project. The contractor will be aware that use of certain substances may require the ventilation of areas, which may impact his schedule.

Proposed Work Schedule: The Contractor shall submit a work schedule to the Government's Representative which provides a detailed sequence of the overall project operations, including a proposed start-up date for the project and a projected completion date for all work. In order to allow for project coordination, this report will be provided to the Government at least 72 hours prior to commencing any work on this project. The NRC must be notified immediately if any usage of certain substances will impact the project schedule. Changes to update the schedule must be made accordingly.