



**STATEMENT OF WORK
FOR
TERRAZZO FLOOR REPAIR SERVICES
AT
RONALD REAGAN WASHINGTON NATIONAL AIRPORT (DCA)
AND
WASHINGTON DULLES INTERNATIONAL AIRPORT (IAD)**

PREPARED BY: Metropolitan Washington Airports Authority

**Ronald Reagan Washington National Airport
Engineering and Maintenance Department (MA-120)
Maintenance Engineering Division (MA-126)**

**Washington Dulles International Airport
Engineering and Maintenance Department (MA-220)
Maintenance Engineering Division (MA-226)**

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SECTION II - INTRODUCTION

The Metropolitan Washington Airports Authority (the Airports Authority) is responsible for the operation, maintenance and repair of Ronald Reagan Washington National Airport (referred to herein as "DCA") and Washington Dulles International Airport (referred to herein as "IAD"). Collectively these Job Sites will jointly be referred to as the "Job Site" (**Appendix A**). The purpose of this Statement of Work (SOW) is to provide "as needed" terrazzo floor repairs and floor tile grout repairs at both airports.

The contractor shall furnish all labor, supervision, materials, equipment, tools, transportation and incidentals necessary to effectively and efficiently fulfill all the requirements of this contract at both DCA and IAD.

The term of this requirement is intended to consist of a two (2) year base period with three (3) additional one (1) year options.

SECTION III - DEFINITIONS

ACCEPTANCE - The act of an authorized representative of the Airports Authority by which the Airports Authority assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

AIRPORT – Shall refer to either Ronald Reagan Washington National Airport, aka, “DCA” or Washington Dulles International Airport, aka, “IAD” as described in the SOW.

AIRPORTS – Shall mean the DCA and IAD together.

AIRPORTS AUTHORITY - The Metropolitan Washington Airports Authority

AIRPORTS AUTHORITY BUSINESS OFFICE HOURS - The hours of 6:00 AM through 4:30 PM EST/DST, Monday through Friday, excluding weekends and Federal holidays.

AOA - Aircraft Operation Area - The portion of the Airport used or intended to be used for landing, takeoff or surface maneuvering of aircraft. This is a security area requiring security badging. Workers in this area are required to obtain and display an AOA photo ID credential. Drivers in this area are required to obtain an Aerodrome Vehicle Operator's Permit.

CLEAN - The absence of dirt, litter, debris, dust, surface marks, fingerprints, spills, oils, gum, grime, film, stains, streaks, spots, bag tags, blemishes, chemical residue, and/or any other foreign matter or chemical residue that cannot be removed without permanently damaging the underlying surface.

CONTRACTOR'S EMPLOYEES - Includes employees of the prime contractor and employees of any of the contractor's subcontractors performing work under this contract.

CO – Contracting Officer

COTR – Contracting Officers Technical Representative. DCA and IAD have separate and distinct COTR's and each are responsible for their respective job sites only.

CORRECTION - The elimination of a deficiency.

DCA - Ronald Reagan Washington National Airport

EPOXY GROUT- Grout made from epoxy resins that meet ANSI A118.3 standard.

HAZARDOUS MATERIALS - Any wastes, substances, radiation, or materials (whether solids, liquids or gases): (1) Which are hazardous, toxic, infectious, explosive, radioactive, carcinogenic, or mutagenic; (2) Which are or become defined as a "pollutants" "contaminants," "hazardous materials," "hazardous wastes," "hazardous sub-stances," "toxic substance," "radioactive materials," "solid wastes," or other similar designations in, or otherwise subject to regulation under any Laws; (3) The presence of which on the premises cause or threatens to cause a nuisance pursuant to applicable statutory or common law upon the premises or to adjacent properties; (4) Without limitation, which contain polychlorinated biphenyls (PCBs), asbestos, lead-based paints, urea formaldehyde foam insulation, and petroleum or petroleum products (including, without limitation, gasoline, crude oil or any fraction thereof) or (5) Which pose a hazard to human health, safety, natural resources, industrial hygiene, or the environment, or an impediment to working conditions.

HCS - Hazardous Communication Standard also known as “HAZCON”.

IAD – Washington Dulles International Airport.

JOB SITE - The area within the Airports Authority's property lines or portions of such area, which are defined within the Statement of Work.

LITTER - Debris, waste paper, beverage containers, dead birds, dead animals etc.

MA-126 - DCA, Engineering and Maintenance Department, Maintenance Engineering Division

MA-226 – IAD, Engineering and Maintenance Department, Maintenance Engineering Division

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY (the Airports Authority) - The public body responsible for the operation and management of both Ronald Reagan Washington National Airport (DCA) and Washington Dulles International Airport (IAD).

MSDS - Material Safety Data Sheet

OSHA - U. S. Occupational Safety and Health Administration. The Federal Government agency responsible for providing the rules and regulations on safety and health requirements in the work place.

PRIMARY TERMINAL OPERATING HOURS – Both DCA and IAD terminals are operational to the public 24 hours a day.

DCA: - The hours of 6:00 AM through 11:00 PM EST/DST, daily 365 days a year (includes weekends and holidays).

IAD: - 24-hours a day, 7 days a week, 365 days a year (includes weekend and holidays).

QUALITY CONTROL PROGRAM (QC) - A method used by the contractor to assure that quality services are provided to satisfy the contract requirements.

QUALITY ASSURANCE (QA) - A means by which the Airports Authority is able to confirm that the quantity and quality of services received conformed to contract requirements. These methods/procedures are not intended to aid The contractor in the performance of the contract requirements and shall not be a substitute for Contract quality control.

SERVICES - Includes services performed, workmanship, and material furnished or utilized in the performance of services.

SERVICES CALL ORDER – Contains a detailed description of the services, cost estimate, and schedule required from the contractor for all work under Supplemental Services. All Supplemental Services work requires an approved Services Call Order.

SOW - Statement of Work

STATE - The Commonwealth of Virginia

SUPERVISOR - Supervises individuals and/or groups/teams of employees/subcontractors.

VANDALISM - Willful or malicious abuse and/or destruction of property.

WORK CONTROL DESK – Unit where the contractor shall check-in and checkout when arriving or departing the job site.

DCA: (703) 417-8572

IAD: (703) 572-2813

WORK ORDER DESK - Unit that is primarily responsible for receiving, dispatching and tracking service requests.

DCA: (703) 417-8063

IAD: (703) 572-2813

SECTION IV - SCOPE OF WORK

The contractor shall furnish all supervision, labor, materials, tools, supplies, equipment and transportation required to accomplish "as needed" repairs to include removal, site preparation and installation for various types, sizes and colors of terrazzo floors and grout.

The airports have multiple types of terrazzo flooring:

DCA: 1) poured epoxy terrazzo, 2) poured cement based terrazzo, 3) 12 x 12 precast terrazzo tiles.

IAD: 1) poured epoxy terrazzo, 2) poured cement based terrazzo. Terrazzo floors are located in the Main Terminal, Pedestrian Walk back Tunnels (landside and airside), International Arrivals Building, and Concourses A, B, and Z.

01 REQUESTS FOR SERVICE

All work will be approved in advance by the CO or COTR using the "Services Call Order" form (**Appendix B**). This call order will contain a description of the services that are required from the contractor along with an estimated cost to perform the work. Unless otherwise approved in writing by the CO or COTR, the contractor shall not invoice the Airports Authority for work for an amount greater than the estimated cost provided in the approved services call order. The contractor shall not proceed with any work until written authorization is provided by the CO or COTR via a signed services call order.

02 TERRAZZO MIX DESIGNS

Mix designs are to be used as a starting point only. The contractor shall adjust mix to match existing surrounding areas. Due to the individual nature of the mixes and construction techniques used to place terrazzo in the floor grid, the mix designs must be confirmed with mock-up samples in the field at the location of construction. All mock-up samples must be polished to match the existing floor finish.

DCA Only - The following terrazzo mix designs have been approved by the Airports Authority for use within the Airport. The contractor is required to submit samples for approval prior to installation.

YELLOW: 33-1/3% China White #1, 33-1/3% Persian Cream #1, and 33-1/3% Persian Cream #0, Matrix is Morricitie MTT 1884 – Yellow Epoxy PM.

BLACK: 30% Raven Black #2, 30% Raven Black #1, 30% Raven Black #0, 4% Oxford Red #2, 4% Oxford Red #1, and 2% Oxford Red #0. Matrix is Kline & Company Custom Mix #1003 Black Epoxy PM (National Black).

GRAY: 40% Raven Black #2, 20% Raven Black #0, 25% Raven Black #1, 5% Old Yellow #2, 5% Old Yellow #1, and 5% Old Yellow #0. Matrix is Kline & Company Custom Mix #5382M Driftwood Epoxy PM (National Gray).

IAD Only - Depending on exact location of repairs, the terrazzo formula of the existing floor may not be available. In cases where it is necessary to cut and remove a mock-up sized sample, the void must be temporarily filled with plaster. The sample cut from the original floor must be returned to the COTR upon project completion.

03 Poured Terrazzo Repairs

For DCA only, while performing poured terrazzo repairs, the contractor shall replace the entire area of poured terrazzo between the metal bars. There shall be no isolated patches within the terrazzo.

04 GRINDING PROCESS

The contractor shall grind terrazzo floors using a multi-stage process:

- Step 1 Contractor shall begin grinding the floor with an 80-grit metal bond grinder (equal to 36 grit resin stones).
- Step 2 Contractor shall then grind with a 120-grit metal bond grinder (equal to 80 grit resin stones) to remove the previous grit grinding marks.
- Step 3 Contractor shall then grind with a 220-grit resin bond to remove the previous grinding marks.
- Step 4 Contractor shall then polish entire floor with Prime Grind "#2" by using a slow speed buffer and at #3 Steel wool pad.
- Step 5 Contractor shall then polish entire floor with Prime Grind #AM. This step will bring out the luster and color of the Terrazzo floor.

05 TERRAZZO FINISH

- A. The contractor shall match finish to the surrounding surface finish.
- B. The finished floor shall have a smooth, uniform, rich looking luster and color.
- C. For IAD only: The Contractor is responsible for the grinding and polishing process, but is not responsible for applying the sealer. For consistency reasons, the current custodial contractor will apply sealer as soon as the new terrazzo has had time to cure.

06 TILE GROUT

The contractor shall replace missing grout with colored grout that matches existing surrounding grout.

07 TERRAZZO FLOOR HOLE REPAIR

All holes shall be patched and finished materials should be matched to existing airport terrazzo floor colors. Coring can be used to obtain surface layer thicknesses and cores hole should be a maximum of 4 inches in diameter. Locations will be determined by the COTR. Standard materials tests will be used to match airport terrazzo floor colors.

All holes shall be repaired within five (5) business days upon issuance of approved/signed Contract Service Call Order.

08 WORK AREA PROTECTION

- A. The contractor shall be responsible for the protection of all wall surfaces from the re-grinding process and any subsequent water damage.
- B. The contractor shall take measures to prevent water/slurry from going into the cracks of the expansion joints and leaking down to the floor/area below.

The contractor shall use wet floor signs and adequate barricades to provide sufficient notice of potential safety hazards prior to, during, and after the performance of the services.

09 WORK COORDINATION

The Contractor shall notify and coordinate with the existing Custodial Contractor who is providing the Authority floor care service, so that the Custodial Contractor can adjust work schedules around this work.

10 DOCUMENTATION AND REPORTING

The contractor shall provide the COTR with daily email reports documenting, along with time and date stamped digital photographs, all work performed during the previous night. Contractor shall include all relevant information in the email report that relates to work performed by the contractor. This report shall include lost and found property found if any and all comments necessary to explain work performed.

11 WARRANTY

The contractor shall warranty, for a period of 180 calendar days, all work, materials, and labor provided as part of this contract. The warranty period shall commence upon acceptance of work by the COTR.

SECTION V - GENERAL REQUIREMENTS**01 CONTRACTOR QUALIFICATIONS**

The contractor shall have at least five (5) years' experience in the business of installing, repairing and maintaining all types of terrazzo. If the contractor subcontracts any work, the sub-contractor and all employees who will respond to service calls and perform repair services shall have at least five (5) years' experience in the business also.

02 PROJECT MANAGER

- A. The contractor shall provide a fully qualified project manager. The project manager shall have full authority to act for the contractor and serve at all times to carry out all the provisions of the contract.
- B. The project manager shall have a minimum of three (3) years' experience in successfully managing contracts of the size and scope described in this statement of work
- C. The project manager shall be available for calls 24 hours a day, seven (7) days a week. The project manager shall meet as promptly as possible with the COTR at the COTR's request to discuss the performance of the work or other provisions of the contract.
- D. The project manager shall, as necessary, attend meetings with the COTR. The purpose of the meetings is to perform inspections, discuss contract issues, coordinate work, and/or review performance of services under this contract.

03 CONTRACTOR PERSONNEL

- A. The contractor's personnel shall be fully qualified and trained in the business of installing, repairing terrazzo.
- B. Contract employees shall, at all times while on the job site, be attired in a distinctive company uniform that is acceptable to the Airports Authority. Uniforms shall consist of shirts and full-length trousers or coveralls. Shorts, cut-offs, etc. are not acceptable. All contract employees shall wear safety shoes as part of the approved attire. The contractor shall supply the required employee attire at no additional cost to the Airports Authority.
- C. The contractor's employees shall at all times while on the job site, whether on or off duty, conduct themselves in a professional, orderly and safe manner. Rudeness, fighting, being under the influence of alcohol and/or drugs or bringing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on Airports Authority property (unless fulfilling the requirements of this contract), and any immoral or otherwise undesirable conduct shall not be permitted on the job site and shall result in immediate and permanent removal from the job site of any employee engaging in such conduct.
- D. The contractor agrees to transfer promptly from the Airport any employee that the Airports Authority advises is not satisfactory and to replace such personnel with an employee satisfactory to the Airports Authority; but in no event shall the Airports Authority be responsible for monitoring or assessing the suitability of any employee or agent of the contractor.

04 RESPONSE TIME

A response time of 2 business days upon notification from the Airports Authority of a need for a survey/estimate is required. After survey/estimate measurements have been completed, the contractor shall

produce an estimate to COTR within 2 business days. The contractor shall take necessary action as directed by the COTR within 10 business days after receiving a call order. A work order shall be provided that the contractor shall complete and return when the prescribed job is completed.

05 WORK AREA PROTECTION

The contractor shall, at all times, secure the work area (i.e., barricades, barriers, etc.) to ensure the safety of the public, airport employees, and/or airport facilities.

The Contractor shall be responsible for the protection of all wall surfaces from the grinding process and any subsequent water damage.

The Contractor shall take measures to prevent water/slurry from going into the cracks of the expansion joints and leaking down to the floor/area below.

The Contractor shall use wet floor signs and adequate barricades to provide sufficient notice of potential safety hazards prior to, during, and after the performance of the services.

06 WORK HOURS

All work shall be performed between the hours of 10 PM and 5AM, Monday through Saturday, unless otherwise dictated by the COTR. Any change in work hours would be at the approval of the COTR. All scheduled nightly work shall be completed in a timely manner to ensure the equipment is available for airline use by 5 AM each morning.

07 DAILY CLEAN-UP

The Contractor shall ensure that all trash, equipment, tools, and materials are removed from the job site at the conclusion of each workday.

Contractor shall ensure the work area is clean each workday by 5 a.m.

Contractor shall remove all debris resulting from the Contractor's work (including slurry from grinding) and will haul and dispose of debris off of Airports' property.

08 PUNCH LIST

The COTR and/or his representative shall perform inspections of all work performed under this contract. Results of these inspections shall constitute the contract Punch List. The contractor shall correct all punch list items daily as directed by the COTR. Final payment shall only be made after all items on the punch list have been corrected to the satisfaction of the COTR.

09 CONTRACTOR CHECK-IN/CHECK-OUT PROCEDURE

DCA Specific:

The contractor shall, immediately upon arriving to the job site; check-in with the Airports Authority's Work Control Desk (417-8572) and immediately prior to their departure from the job site shall checkout with the Airports Authority's Work Control Desk. During callback check-in the contractor shall inform the Work Control Desk as to the purpose of the visit. During callback checkout the contractor shall apprise the Work Control Desk of the status of the unit(s) of which they responded. Check-in and checkout is defined as reporting in person or by utilizing an on-site Airports Authority owned non-cellular phone. **There shall be no exceptions to this requirement.**

IAD Specific:

The contractor personnel shall check-in and checkout with the COTR or his designated representative immediately upon arrival at the job site and prior to the end of each site visit respectively. Furthermore, at check-in the contractor shall inform the COTR of its work plan for each visit, and at checkout the contractor shall inform the COTR of the actual work performed and any special activities.

The Contractor shall call the Authority Airport Operations at (703) 572-2730 upon arrival to and departure from the job site. The Contractor shall provide the Airport Operations Office the name of the Contractor along with the number of employees the Contractor has on the job site. The Contractor shall provide the Airport Operations Office the job site location and contact phone number.

10 COMMUNICATION AND COORDINATION

- A. The contractor shall maintain an effective communication and coordination policy with the Airports Authority utilizing email, telephones, faxes, pagers, cameras etc. to ensure the Airports Authority is kept abreast of current equipment status, planned outages, and vandalism etc. for the term of the contract.
- B. The contractor shall identify and provide the COTR with a list of names and telephone numbers of its key personnel who shall be responsible for fulfilling all the requirements of this Statement of Work. Contractor's Key Personnel List shall be provided to the COTR fifteen (15) days prior to the contract start date and shall be updated when changes are made.
- C. The contractor shall cooperate in all respects with the Airlines and the Airports Authority and/or their representatives. Scheduled tasks shall be coordinated with and scheduled around the requirements of the user airline's operation.
- D. Initial communication and coordination between tenants and contractor shall be initiated by the COTR.
- E. The Contractor shall provide, at its own expense, mobile phones to its personnel performing services at the Airports.

11 SECURITY BADGING

- A. Contractor shall be responsible for, at no additional cost to the Airports Authority, ensuring that key personnel obtain an airport security badge no later than thirty (30) calendar days after award of the contract.
- B. The contractor shall ensure all its key personnel, while on the job site, visibly display at all times a valid Airports Authority Security badge.
- C. **IAD Specific:** In addition, contractor shall obtain the necessary custom seal required to access the immigration and custom areas of the airport.

The Contractor, its sub-contractors, and all their employees shall be subject to and shall at all times conform with all rules, regulations, policies, and procedures pertaining to security at the Airports. Any violations or disregard of the rules, regulations, policies, and procedures may be cause for immediate termination.

The Contractor shall be responsible for, at its own expense, obtaining the proper security clearance, training, and badges for its employees working unescorted in restricted areas of the airport.

The Contractor employees must undergo an identification procedure by the Airports Authority prior to commencement of work. A mandatory fingerprinting process for employees is required at a cost of approximately **\$40.00**.

Employees will be issued ID badges, which must be visibly worn at all times. Should an employee lose a badge the replacement cost currently is as follows:

1. \$50.00 – for the first lost badge
2. \$100.00 - for the second lost badge
3. \$200.00 - for the third lost badge

Note: In addition to the \$200.00, written permission from the Airport Manager is necessary for the reissuance of a third airport identification badge.

All airport ID badges remain the property of the Airports Authority and must be returned to the Airports Authority at the time of an employee's separation or termination from the Contractor. It shall be the responsibility of the Contractor to ensure badges are returned to the Airports Authority. The Contractor shall bear all expenses for these items.

The Contractor shall have identification decals or other approved identification on all vehicles entering the airport. Each employee of the Contractor and of its sub-contractors driving motor vehicles on the airport shall have a valid driver's license and each such motor vehicle shall have a current inspection sticker if required by the State of Registration. Only properly identified vehicles of the Contractor shall be allowed in the work area.

The Contractor employees driving motor vehicles on the AOA must obtain an AOA operator's permit. All vehicles which are required to be used on the AOA must be inspected by Airport Operations and obtain a decal. The operator's permit and the vehicle decal may be obtained through the COTR and the Airport Operations Department, after contract award, and at no expense to the Airports Authority.

Any and all personal packages brought onto and removed from Authority property may be subject to inspection by a security officer. Firearms and explosives shall **NOT** be brought onto the Authority's property. **VIOLATORS WILL BE PROSECUTED.**

The Contractor shall comply at all times with all security policies and safety procedures set forth by FAA and the MWAA while within the airport premises.

The Contractor's personnel shall provide escort for delivery vehicles transporting materials and supplies. During the badging process, two of the Contractor's personnel of its choice shall request escort status from the Pass and ID Office when applying for an Airports Authority ID. Instructions will be provided as to how to obtain the Escort status.

12 CONTRACTOR PROVIDED RESOURCES

- A. The contractor shall provide all safety equipment/devices, personal protective equipment and clothing as required by this contract.
- B. Cellular telephones shall be provided to all contract employees with e-mail and text capabilities. Contact information shall be provided to the COTR.
- C. The contractor shall provide and utilize on the job site a digital camera with date and time stamp capabilities to document all work performed under this contract.

- D. The contractor shall purchase all materials.

13 QUALITY CONTROL PROGRAM

The contractor shall implement an effective quality control program. This program shall ensure the contractor fulfills all the requirements of this Statement of Work. The contractor's proposed quality control program shall be provided by the contractor to the Airports Authority no later than ten (10) days after contract start date.

14 AIRPORTS AUTHORITY'S QUALITY ASSURANCE SURVEILLANCE PROGRAM (QASP)

- A. All services rendered under this contract are subject to Airports Authority inspections, both during and after completion of work. The Airports Authority's QASP is NOT a substitute for adequate and consistent quality control by the contractor.
- B. The Airports Authority has the right, at all times, to inspect services performed, contractor's workmanship and materials furnished/utilized in the performance of such services to the extent practicable. The Airports Authority shall perform inspections, as it deems necessary, throughout the term of the contract. However, inspections and/or walk-through shall be conducted in a manner that will not unduly interrupt/delay the contractor's work.
- C. The Airports Authority has the right to arrange for a third party to conduct a condition assessment on the maintained equipment, to identify and analyze equipment failures.
- D. If any of the services do not conform to contract requirements, the Airports Authority may require the contractor to perform the services again in conformity with contract requirements, at no increase in contract amount.
- E. If, after having been directed by the Airports Authority to correct a quality deficiency, the contractor fails to promptly perform the services again or fails to take the necessary action to ensure future performance is in conformity with contract requirements, the Airports Authority may:
1. Perform the services (by contract or otherwise) and charge the contractor any cost incurred by the Airports Authority directly related to the performance of such service.
 2. Terminate the contract for default.

15 ACCIDENTS

The contractor shall be responsible for promptly notifying the Airport Police and the COTR of all accidents arising from the performance of this contract involving bodily injury to workers, building occupants, visitors, or other persons. The COTR will provide the necessary information concerning whom to contact and the specific form of the follow-up written notice.

16 DELIVERY OF SUPPLIES

The contractor shall schedule its own supply deliveries. The contractor shall arrange to have deliveries made during loading dock hours.

17 SECURITY REQUIREMENTS

- A. The contractor shall secure and safeguard all keys, key cards, and any other entry devices and codes provided by the Airports Authority. The contractor shall maintain a record of the key numbers issued to

its employees. These prohibitions and requirements shall also be applicable to all individuals with regard to access, removal, and/or possession of any information, confidential data, materials, supplies, or equipment. The contractor shall not duplicate and shall not allow any such issued items to be duplicated or removed from the job site. All keys and other entry devices used by the contractor's employees in the performance of the work shall be returned to the Airports Authority when the contract expires.

- B. The contractor shall immediately report to the Airports Authority all keys and/or security badges issued to it by the Airports Authority that are lost or stolen.
- C. The contractor shall ensure that, under no circumstances any of its employees shall enter an area not authorized for access by the contractor.
- D. Contractor employees shall be subject to, and shall at all times, conform with any and all rules, regulations, policies, and procedures pertaining to security at the airport. Any violations of the rules, regulations, policies, and procedures may be cause for immediate termination.
- E. The contractor shall be responsible for, at its own expense, compliance with the requirements and procedures to obtain approval of any motor vehicle required to operate in the Air Operations Area (AOA).
- F. Contractor personnel passing into the AOA must possess and display a proper and current airport identification badge, issued by the Pass and ID Office.

18 SAFETY

- A. All contract employees shall comply with all applicable OSHA and Airports Authority rules and practices, including directives issued by the Airport Manager, Airport Operations, MWAA Police and Fire Departments, Federal Aviation Administration, and Airports Authority Divisions while on the job site.
- B. The contractor shall ensure that all personnel at the work site wear the safety devices/apparel described below as required.
 - Approved back support and protective devices
 - Eye protection in compliance with ANSIZ87.1. -1968.
 - Hearing Protection
 - Safety Shoes
 - Hard hats
 - Reflective vests
 - Other safety devices/apparel as conditions warrant
- C. The Airports Authority reserves the right to inspect all areas for safety violations at its discretion, direct the contractor to make immediate improvement of necessary conditions and/or procedures, and/or stop the work if other hazards are deemed to exist.
- D. In the event that the Airports Authority should elect to stop work because of any type of existing safety hazards after the contractor has been notified and provided ample time to correct, the contractor shall bear all costs for eliminating the hazard(s) and shall not be granted compensation for the work stoppage. The contractor shall pay all additional expenses.
- E. Aisles, passageways, alleyways, entrances, exits or right-of-ways to fire protection equipment must be kept unobstructed at all times.

- F. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the contract. The contractor shall take all necessary precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to persons, properties, equipment and vehicles.
- G. Damage caused by the contractor to any properties shall be repaired and have any needed replacements made to the satisfaction of the Airports Authority at the expense of the contractor. The Airports Authority, at its sole direction, may elect to repair or replace the damaged property, and deduct such costs from monies due the contractor.
- H. The contractor shall, within ten (10) days of contract award, submit its own detailed safety and protection plan/program that shall comply with all safety, environmental protection, property protection and health provisions of the contract.
- I. Prior to use of any products or materials, the contractor shall provide the following submittals for review and approval by the COTR.
1. Manufacturer's product data and literature
 2. Samples, if required by the COTR
 3. Material Safety Data Sheets (MSDS)

19 FIRE PREVENTION AND PROTECTION

- A. Fire prevention and protection at Airports Authority facilities property is essential. The Airports Authority shall provide limited fire prevention equipment within the facilities. The availability of fire protection equipment provided by the Airports Authority shall not limit the contractor's responsibility or liability for maintaining a reliable fire prevention and protection program for its employees and the property serviced.
- B. The contractor shall be knowledgeable of and provide adequate and appropriate training for all employees in the proper method of reporting a fire. All pertinent information regarding fire-reporting procedures may be obtained from the COTR.

20 SMOKE FREE ENVIRONMENT

The Airports Authority's facilities are smoke free. The contractor and its employees shall adhere to the rules and regulations in regard to this facilities maintenance of a smoke free environment.

21 PARKING

There is no parking within 300 feet of a terminal building unless specifically authorized by Airport Operations.

22 LOST AND FOUND PROPERTY

The contractor shall turn in to the Airports Authority Police Department all property found on the property immediately, any violations or disregard of the rules, regulations and/or policies may be cause for immediate termination. The contractor shall notify COTR in the Daily Morning Report of Lost and Found Property.

SECTION VI - SPECIAL REQUIREMENTS**01 PERMITS AND RESPONSIBILITIES**

- A. The contractor shall, without additional expense to the Airports Authority, be responsible for obtaining all necessary licenses and permits, including permits required by MA-38 (2004 Building Codes Manual, construction permit, (Para 1.3.2.3) The contractor shall also be responsible for all damages to persons or property that occur as a result of the contractor's negligence and shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. In addition, the contractor shall be responsible for all materials delivered and work performed until completion and acceptance of the entire work.
- B. The contractor shall comply with all applicable revisions, additions, changes and/or upgrades to any Federal, state, and municipal laws, codes, and regulations which are in effect on the date of contract and which affect the performance of the work. The contractor shall also obtain and pay the costs of any royalties and licenses for any patented or copyrighted items used in the performance of the work.
- C. It shall be the responsibility of the contractor to promptly notify the COTR if an official in charge of compliance with the Occupational Safety and Health Act visits the work site.

02 AOA APPROVED VEHICLES

The Contractor shall have as many Aircraft Operations Area (AOA) approved vehicles as needed to fulfill the requirements in this SOW. The contractor shall follow the procedure outlined in the Airports Authority's Orders & Instructions, IAD and DCA.

03 REGULATION REQUIREMENTS

- A. The contractor shall comply with all applicable Federal, state, local, Airports Authority and the Airports regulatory, code and procedural requirements. This shall include but not be limited to the contractor complying with the following Airports Authority requirements:
1. The Airports Authority's:
 - Construction Safety Manual
 - Orders and Instructions
 - Design Manual
 2. The Airport's:
 - Advisories
 - Orders and Instructions
 - Security, Traffic and Parking Requirements
 - Safety Procedures including Lockout/Tagout, Confined Space Entry, Hazardous Materials, Material Safety Data Sheets etc.
- B. The contractor shall report all incidents and accidents immediately to the Airports Authority in accordance with Federal and State laws and regulations and Airports Authority Orders and Regulations.

04 ASBESTOS CONTAINING MATERIALS/LEAD BASED PAINT

- A. Most facilities at the Airports except for current CDP construction were constructed prior to 1981. Therefore, these facilities should be presumed to have both Asbestos Containing Materials (ACM) and paint containing lead in their construction.

- B. Prior to undertaking any activities that could disturb these materials the Contractor shall obtain prior written approval from the Airports Authority to proceed with such activities.

05 HAZARDOUS/CARCINOGENIC MATERIALS

- A. The contractor shall not bring, produce, use, or store on the job site any hazardous or carcinogenic products without prior written approval by the Airports Authority. All hazardous and/or carcinogenic waste transported or generated on-site at the Airport by the contractor must be properly disposed off the Airport site by the contractor as required by law and at no additional cost to the Airports Authority.
- B. The contractor shall provide the Airports Authority with complete, legible copies of all regulatory notices, violations, citations, etc. received by the contractor that pertain directly or indirectly to the fulfillment of this Statement of Work.

06 VOC REQUIREMENT

- A. The contractor shall use on the job site only chemicals and cleaning products that do not exceed the national Volatile Organic Chemical (VOC) limitations rule(s) published by the U.S. Environmental Protection Agency (EPA).

07 HAZARDOUS WASTE

- A. The contractor shall initiate a Hazardous Waste Management training program for its employees and subcontractors on the proper disposal of hazardous materials. Contractor shall ensure employees are aware that the domestic drains, and storm drains shall not be used to dispose of gasoline, paint, thinners, oils, solvents, concentrated cleaning agents and other toxic material.
- B. The contractor is responsible for collecting, accumulating, recycling, and/or off site disposal of its hazardous and toxic waste off the Airport in compliance with Federal, state and local laws governing hazardous waste storage and disposal.
- C. The contractor shall provide the Contracting Officer and the COTR with documentation of hazardous materials or wastes that are accumulated, handled, generated, or disposed of by the Contractor's operations. The documentation shall demonstrate the adequacy of the handling and disposal operations used by the contractor and will demonstrate that the contractor activities will not result in contamination of Airport property. The Airports Authority shall provide this documentation upon request during periodic environmental inspections of the contractor's premises. The Airports Authority shall be copied on all correspondence with regulatory agencies concerning the contractor's compliance with environmental regulations.
- D. If the contractor generates hazardous waste in an amount that makes it subject to state and EPA hazardous waste requirements, the contractor shall apply for a Hazardous Waste Generator Identification Number. Hazardous waste shall be shipped off the Airport using the contractor's Hazardous Waste Generator Identification Number documented on a complete and properly signed Uniform Hazardous Waste Manifest. The contractor shall be required to submit an Annual Hazardous Waste Report to the State of Virginia Department of Environmental Quality.
- E. The contractor shall be responsible for developing a Resource and Conservation Act Contingent (RCRA) Plan if the amount of hazardous waste generated places it into a category that requires a plan.
- F. The contractor shall be responsible for notification and reporting required under SARA, Title III regulations.

- G. The contractor shall, at start of Contract, implement a written hazardous waste spill contingent plan listing materials used, spill prevention procedures, containment equipment and procedures to be used in the event of spill, personnel protective equipment requirements, notification procedures, in accordance with the Resource Conservation and Recovery Act (RCRA) and the Occupational Safety and Health Administration (OSHA) regulations.
- H. In the event of the spill, the contractor shall notify the airport fire department (703) 417-8250. The contractor shall be responsible for all cleanups, site remediation and disposal costs including hazardous waste response teams that may be required at the site. All procedures shall be in accordance with applicable Federal, state and local environmental and OSHA regulations. The contractor shall remove all hazardous waste materials from the Airport at the end of each workday. Hazardous materials that are temporarily stored at the job site shall be placed in containment devices that are capable of containing 110 percent of the volume of the substance in the event of a spill.

SECTION VII - DELIVERIABLES

The Contractor shall be required to submit the following deliverables to the Airports Authority's COTR for this Contract.

FIFTEEN (15) DAYS PRIOR TO CONTRACT START DATE

01 NAMES AND CONTACT NUMBERS OF ALL KEY PERSONNEL

TEN (10) DAYS AFTER CONTRACT AWARD DATE

02 QUALITY CONTROL PROGRAM

03 SAFETY AND PROTECTION PLAN

DAILY

04 WORK REPORTS

AS REQUIRED

05 MSDS

06 MIX SAMPLES

07 ACCIDENT REPORTS

08 PRODUCT DATA, LITERATURE, SAMPLES

SECTION VIII - METHOD OF PAYMENT

The contractor shall submit a separate invoice for both DCA and IAD on a monthly basis for all services completed to the satisfaction of the respective COTR at the end of the month in which the services were performed. The Airports Authority shall incur no obligation for out of scope work that is not authorized in advance, in writing. The line item rates contained in the contractor's price proposal shall be fully loaded rates inclusive of all labor, materials, parts, and supplies.

The contract unit prices shall include all equipment, profit, overhead, supervision, and all incidental expenses necessary to fulfill the requirements of the contract documents. Payment shall be made for actual quantities of service performed and may not exceed the specified rate defined in the Price Schedule.

The Contractor shall submit an invoice for work accomplished complete with all the necessary document to support the work accomplished like signed and dated call order, invoice attachment form, photograph and accomplishment report. Such invoice shall be verified and certified by the COTR. Incomplete invoice may be sent back to the contractor and may cause delay on payment process. The quantity of work to be paid for shall be the actual quantity accomplished in accordance with the specified SOW and accepted by the COTR.

The Airports Authority shall have the right to deduct from the Contractor's invoice such amount as may be necessary to cover third party liabilities, as well as uncorrected discovered defects in the project.

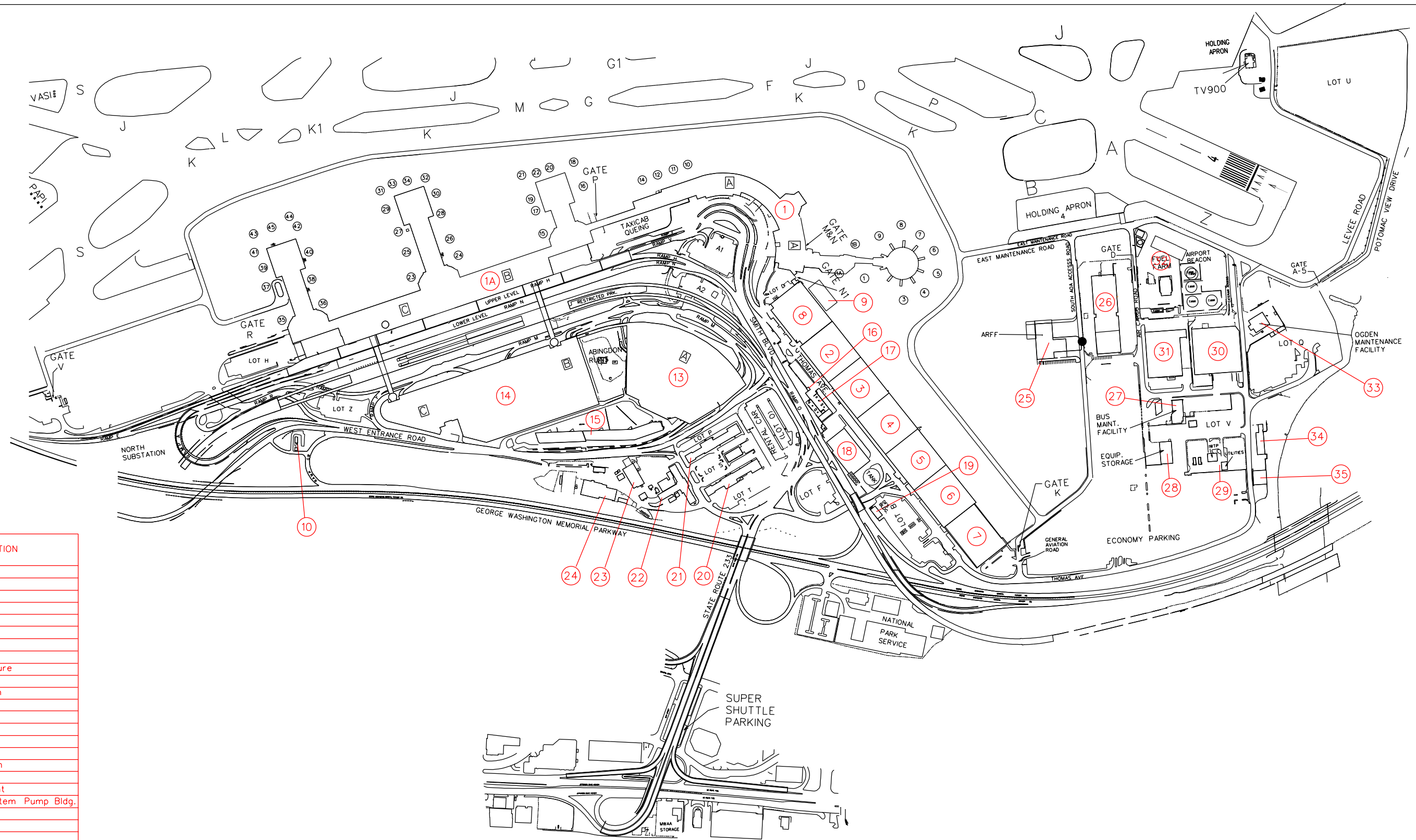
Payment shall be made for actual quantities of service performed and may not exceed the specified rate defined in the Price Schedule.

SECTION IX - APPENDICES

APPENDIX A

SITE PLANS

**Ronald Reagan Washington National Airport (DCA) and
Washington Dulles International Airport (IAD)**



| BUILDING NUMBERS | DESCRIPTION |
|------------------|----------------------------------|
| 1 | Terminal A |
| 1A | Terminal B & C |
| 2 | Hangar 2 |
| 3 | Hangar 3 |
| 4 | Hangar 4 |
| 5 | Hangar 5 |
| 6 | Hangar 6 |
| 7 | Hangar 7 |
| 8 | Taxi Parking Structure |
| 9 | Baggage Bldg |
| 10 | North Pump Station |
| 11 | |
| 12 | |
| 13 | Garage A |
| 14 | Garage B & C |
| 15 | QTA Rental |
| 16 | South Pump Station |
| 17 | South Substation |
| 18 | Boiler & Chiller Plant |
| 19 | Dedicated Fire System Pump Bldg. |
| 20 | West Building |
| 21 | East Building |
| 22 | Shops Building |
| 23 | Old Boiler House |
| 24 | DCA Warehouse |
| 25 | Airport Rescue - Fire Fighting |
| 26 | Air Cargo Building |
| 27 | Bus Maintenance Facility |
| 28 | Equipment Storage |
| 29 | IWTP |
| 30 | TSA Building |
| 31 | Flight Kitchen |
| 32 | Fuel Farm |
| 33 | Ogden Maintenance Building |
| 34 | Equipment Storage Building |
| 35 | Sand Storage Building |
| 36 | South Boat House |
| 37 | North Boat House |

Appendix A Airport Map - IAD



APPENDIX B

SERVICES CALL ORDER FORM

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
Terrazzo Repair Services, IAD and DCA

SERVICE CALL ORDER FORM

| | |
|-------------------------------------|---------------------------------|
| Prepared: _____ | Date Prepared: _____ |
| Type of Work: _____ | Requested By: _____ |
| Contractor: _____ | Contract #: _____ |
| Address: _____ | Contractor POC: _____ |
| _____ | Office Telephone : _____ |
| _____ | Emergency Phone _____ |
| Schedule of Completion _____ | Contractor Fax: _____ |

Location (Name, [Account Code]) and Description of Work _____

NOTE: Services or Work shall be performed in accordance with the terms and conditions of the Contract documents.

| | |
|--------------------|---------------------|
| COST: _____ | Notes: _____ |
|--------------------|---------------------|

APPROVALS / ACCEPTANCE OF SERVICE CALL ORDER

NOTE: By signing this Service Call Order, the Contractor acknowledges that he/she will only preform the work described herein after this Service Call Order is approved in writing up to \$10,000 by the COTR. Service Call Orders exceeding \$10,000 require both the COTR and CO's signatures. Furthermore, the cost to the Authority for this work shall not exceed the Call Order amount.

| | | |
|---|---------------------------|------------------------------|
| | Call Order # _____ | |
| COTR: _____ | Date: _____ | Date Completed: _____ |
| <small>(Approval authority up to \$10,000)</small> | | |
| Contractor: _____ | Date: _____ | Invoice Amount: _____ |
| CO: _____ | Date: _____ | |
| <small>(CO's approval required over \$10,000)</small> | | |

Remarks: _____
