KEY INVENTORY AT DAVIS, HOOVER & PARKER DAMS

STATEMENT OF WORK

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1. Background

Lower Colorado Dams Office (LCDO) is comprised of three Dams, Hoover, Parker and Davis. LCDO is currently using Assa Abloy/Medeco's SimpleK software to manage doors and locks. LCDO has a requirement for a complete inventory/documentation of all access and lock points within LCDO, to maintain security of the facilities.

Hoover Dam
Hoover Dam Access Rd.
Boulder City, NV 89005

Parker Dam
Parker Dam Rd.
Parker, CA 92267

David Dam
8 Davis Dam Rd.
Bullhead City, AZ 86429

2. Scope

The LCDO Key Inventory Project aims to perform a comprehensive inventory of all doors, gates, and specialty access points across Hoover, Parker, and Davis Dams. This effort supports accurate planning and cost estimation for a full rekeying initiative, ensuring continued security and operational efficiency. This inventory will provide:

- Documentation of door opening deficiencies related to proper installation and operation of hardware;
- Recording of lock types for intent to upgrade key system;
- An inventory limited to documentation of installed locking/latching devices, controlling hardware (closers and operators), and access control components;
- Excludes documentation of installed hardware, physical dimensions and locations.

All details will be loaded and available via the Openings Studio desktop software. This software will also connect to LCDO's existing SimpleK software Assa Abloy, which is used for key issues within LCDO. This software is needed to allow LCDO to look up all details for a repair request and ensure the correct parts are in hand before being dispatched for service work. All door openings will be QR tagged to allow for LCDO maintenance personnel to ensure the correct locations are being addressed.

3. Objectives

The contractor will perform onsite inventories, document hardware details, apply QR tags, and upload data into Openings Studio™ integrated with SimpleK software. This requirement excludes physical dimensions and exact hardware locations.

- Perform onsite inventory of all opening doors/gates/specialty access openings.
- Validate SimpleK operation as it relates to interfacing with Openings Studio Desktop software.
- Catalog all details to include but not limited to photos/cutsheets for each opening.
- Train LCDO personnel on use and access to system.
- Be able to provide a complete and usable estimate for a re-key request.

4. Tasks

- Set up the Openings Studio and get it connected/attached to existing SimpleK software.
- Train onsite personnel on software and allow access to system at all times.
- Perform onsite inventory of Hoover Dam, to include gathering all required photos/documents for input to software. Ensure QR Tags are installed at each opening before processing the next opening.
- Perform onsite inventory of Davis Dam, to include gathering all required photos/documents for input to software. Ensure QR Tags are installed at each opening before processing the next opening.
- Perform onsite inventory of Parker Dam, to include gathering all required photos/documents for input to software. Ensure QR Tags are installed at each opening before processing the next opening.

5. Delivery

Hoover Dam:

1. Onsite inventory and documentation of approximately (921) existing door openings detailing the installed door, frame and hardware components.
2. A detailed PDF inventory report.

Parker Dam:

3. Onsite inventory and documentation of approximately (100) existing door openings detailing the installed door, frame and hardware components.
4. A detailed PDF inventory report.

Davis Dam:

5. Onsite inventory and documentation of approximately (117) existing door openings detailing the installed door, frame and hardware components.
6. A detailed PDF inventory report.

LCDO Overall:

7. Openings Studio™ desktop project, completely loaded and fully functional.
8. Gantt chart showing timeline and milestones.

6. Government-Furnished Property

The Government will furnish access to software for installation and programing of the Openings Studio Desktop. The Government will also provide any ladders or equipment needed to perform this inventory/documentation.

7. Security

Contractor personnel will be provided with detailed information on where they can park at each of the sites while in performance of this requirement.

- A contractor badge will always be issued and worn by personnel while on site.
- Badges will be issued and collected daily by LCDO personnel.
- A Government escort is always required.
- If more than one escort is needed by the contractor, advance notice must be given so the Government can plan for additional personnel to be available.

8. Place of Performance

All work will be performed at Hoover Dam, Parker Dam and Davis Dam. Contractors are responsible for their own travel and lodging.

9. Period of Performance

The period of performance will be 90 days upon award of contract.

10. Acceptance Criteria & Quality Standards

For each deliverable, the following acceptance criteria and quality standards apply:

1. Site Reports (Hoover, Parker, Davis Dams):
   - Shall include complete inventory of all openings with accurate descriptions of doors, frames, and hardware.
   - Photos and QR tags must be verified for each opening.
   - PDF reports must be clear, organized, and free of errors.
   - Quality Standard: 100% of openings documented; reports reviewed and approved by LCDO representative.

2. Openings Studio™ Integration:
   - System shall be fully functional and linked to SimpleK software.
   - All data shall be uploaded accurately without missing fields.
   - Quality Standard: Successful validation test by LCDO IT team.

3. Training Completion:
   - Training sessions shall cover all required functionalities.
   - Attendance documented; training materials provided.
   - Quality Standard: LCDO personnel can demonstrate proficiency in system use.

4. Gantt Chart and Timeline:
   - Shall include all major milestones and realistic timelines.
   - Quality Standard: Reviewed and approved by LCDO project manager.

General Quality Assurance:
- All deliverables shall meet professional formatting standards.
- No incomplete not inaccurate data entries.
- Compliance with LCDO security and operational requirements.

11. Assumptions and Constraints

The following assumptions and constraints apply to this project:

ASSUMPTIONS:
1. LCDO will provide timely access to Hoover, Parker, and Davis Dams during normal working hours.
2. Escorts and security badges will be available as scheduled.
3. LCDO will provide valid licenses for Openings Studio™ and SimpleK software.
4. Adequate workspace and power will be available for contractor personnel.
5. Existing doors and hardware will remain in place during inventory.
6. LCDO will review and approve deliverables within agreed timelines.

CONSTRAINTS:
1. All Contractor personnel shall comply with LCDO security protocols (badges, escorts).
2. Work is limited to designated areas; no access to restricted zones without prior approval.
3. Project must be completed within 90 calendar days from award.
4. Work must stay within the allocated contract budget.
5. Environmental conditions may impact work; no work during hazardous conditions.
6. Openings Studio™ must integrate with SimpleK without replacing existing systems.