STATEMENT OF WORK
FOR
Lackland Technical Training Dormitory 6578
Mattresses Delivery, Installation, Removal, and Disposal

PROJECT DESCRIPTION: The Contractor shall provide 1258 dormitory twin mattresses for Joint Base San Antonio Lackland. The Contractor shall provide all transportation, personnel, labor, supervision, tools and incidentals for the delivery, and install and removal and disposal of all old 1258 twin mattresses, as instructed by the onsite listed Program Managers (PM). The Contractor shall consult with the PM for all project concerns.

SITE LOCATION: The facility site shall be at the following locations:

- Drop- Off Location: JBSA Lackland AFB
  Bldg.6578, 1780 Connally Street, JBSA Lackland,TX78236.

SITE DESCRIPTION: JBSA Lackland AFB has three floors, an elevator and staircases and two others accessible on side entrances and back entrances for this facility. Elevators will be accessible for contractors to utilize throughout the mattress installation and removal process during this project. Please note there are active tenants residing in the building.

SITE DELIVERY & INSTALLATION:
The contractor shall deliver and offload all the new mattresses in accordance with (IAW) this Statement of Work.

Quantity Install Removal and Disposal	Building 6578 Install/Removal/and Disposal	Delivery Address & Acceptance
1258	Blue Nylon Twin Dorm Innerspring Mattress, Contractors must remove 1,258 mattresses from building 6578 and replace them on a one-for-one basis, room-by-room, floor-by-floor during this project.	1780 Connally Street 6578 Bldg. JBSA Lackland, TX 78236

DRAFT

The contractor shall clean up and dispose of waste materials or rubbish in accordance with this paragraph and all applicable federal, state and local regulations, standards, codes and laws. Contractor shall unload and install all new mattresses, remove and dispose of all old mattresses that are currently in place and transport the old mattress to the contractor provided/supplied dumpster. The contractor is responsible for providing any roll-off dumpsters required on-site and responsible for removing as necessary to complete this project; the Government will not provide nor supply any dumpsters or Government sites for this project. The Contractor shall not dispose of or discard recyclables, packing materials or trash in any recycling or trash containers or dumpsters located on the installation. The Contractor must keep the area clean at the end of each work day.

PROJECT MANAGEMENT: The contractor shall identify and provide a single Point of Contact (POC) to provide overall management, supervision, and detailed communications throughout the term of this project. The contract POC will serve as a representative for the PM customer to ensure the delivery, install and removal of mattresses is successful and completely in accordance with this statement of work. All pertinent communications changes should be confirmed in writing.

The awarded contractor shall provide the Government/Program Manager (PM) a 7–14-day notification prior to delivery, a 72-hour notification prior to truck arrival. The contractor should also provide an email notification as to the date and time the trucks will be arriving to the Government Representative/PM installation facility, building 6578.

ACCEPTANCE/INSPECTION: The contractor shall manage ordering, shipment, delivery and installation of all new mattresses until final acceptance by the designated Government PMs. The Contractor and PM(s) shall verify and inspect all items to ensure that no damage has occurred to the mattresses during delivery and installation.

QUALITY ASSURANCE: The Government PM shall inspect all work performed by the contractor. The inspection shall be completed by the Government representative/PMs and reported to 502 CONS representative as soon as possible.

The contractor shall deliver all specified items. Deliverables shall be new, not used, or factory refurbished. The Government may require replacement of nonconforming supplies or performance of non-conforming services with no increase in the contract price. Any disputes in this area must be brought to the attention of the PM and the Contracting Officer immediately.

DRAFT

COMPLETION OF WORK: The contractor shall ensure that work for this project is performed IAW the criteria herein, and that all relevant materials, finishes, equipment, and systems shall be fully operational at the completion of work for this project. For the project to be considered completed, work performance shall be deemed satisfactory and acceptable to the government. Work performance should be deemed satisfactory and acceptable by the government when Mr. Vardaman and/or Ms. Holbrook declares the project satisfactory and complete. Thereafter, the contractor shall submit voucher for payment via the Wide Area Workflow processes.

HOURS OF OPERATION AND FURNISHINGS MOVEMENTS: The awarded contractor shall perform all work during the hours of 7:30 AM to 3:30 PM, Monday through Friday. Any related work required outside of normal business hours shall be requested from and approved by the Contracting Officer. The awarded contractor is not required to perform work during federal holidays such as the following, i.e., (New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, etc.).

WARRANTIES: Contractor shall provide all commercial warranties for a period of not less than one year from the date of installation/acceptance/delivery for all issued mattresses items.

ACCESSORIES AND INCIDENTALS: Contractor shall provide all incidentals necessary to perform as required in accordance with this SOW. Cost for these items shall be included as part and parcel of the finished installation

SUPPLY CHAIN AND LONG LEAD TIMES: The Contractor must notify the Program Manager (PM) and Contracting Officer (CO) in writing within 5 business days of contract award if supply chain issues or long lead times will impact the delivery schedule. If delays are expected, the Contractor must immediately submit a written mitigation plan for CO review.

DRAFT

INSTALLATION ACCESS AND CONTRACTOR SECURITY:

Base Access: The awarded contractor and all employees shall meet minimum security requirements to gain access on to Joint Base San Antonio (JBSA) Lackland, Texas. A ten (10) day advance notice is needed for a base access pass, and any person with unfavorable background history may not be able to enter the military installation. A base access pass for an employee without a U.S. Driver's License or US State issue ID card may take longer. The contractor shall obtain all required installation passes for contractor personnel by providing the employees full name, date of birth, Driver's License/ID information and Country born into the Government Representatives/PMs identified within this document. Contractor personnel shall be able to produce personal identification when required by current force protection conditions or special instructions. The Contractor is responsible for the conduct of its personnel and must ensure they adhere to all installation rules and regulations. Common Access Cards (CACs) will not be issued for this project. All contractor personnel will require escort by Government personnel or will be processed for temporary installation passes. Please Note that contractor personnel must always maintain a professional demeanor.

HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS

While performing work under this contract, the Contractor and its employees shall comply with all applicable federal, state, and local health and safety regulations, as well as all installation-specific safety requirements for JBSA Lackland. This includes, but is not limited to, fire prevention, traffic safety, and any procedures related to working in an occupied facility. The Contractor shall coordinate with the Government PM to ensure all safety precautions are in place to protect both contractor personnel and building residents. The Contractor is responsible for providing any required Personal Protective Equipment (PPE).

OMBUDSMAN

An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of an ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the party to another official who can resolve the concern. Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution.

The installation Ombudsman can be contacted for any unresolved issues. Contact information will be provided upon award.

GOVERNMENT REPRESENTATIVE / PROGRAM MANAGER: The primary Government Representative/Facility/PM shall be, Mr. Ronny Vardaman/ Charlene Holbrook and shall be contacted only during regular office hours at office.

END OF STATEMENT OF WORK

DRAFT