MEMORANDUM FOR RECORD

FROM: 90 CES/CEX

SUBJECT: Building 327 & 328 Furniture Specifications

References: (a) DoDI 6500.17, 13 February 2017, *DoD Emergency Management (EM) Program*
(b) DAFI 10-2501, 29 October 2024, *Emergency Management Program*
(c) AFI 10-405, 27 August 2023, *Ready Airman Training*
(d) AFMAN 32-1007, *Readiness and Emergency Management (R&EM) Flight Operations*
(e) UFC 4-141-04, 15 July 2008, *Emergency Operations Center Planning and Design*

1. In order to comply with applicable regulatory guidance, changes to Operations Center, Staff Office Space, Rapid Response Operations, and Classroom furniture are required.

2. Furniture Specifications.

2.1. Building 327 & 328 Classroom Furniture Specifications. Furniture will be used in a classroom setting, and must be lightweight and portable, but able to withstand frequent heavy use and weights up to 300lbs. Furniture must also be capable of stacking/nesting in order to provide adequate space for physical activities requisite to the specific training to be conducted. Table construction should include a blow-molded plastic top with two (2) grommets for cable management (one at each end), that flips up 90 degrees for compact storage, can accommodate up to 250lbs; with a powder-coated steel frame, and two (2) locking swivel casters (wheels). Chair construction should include a nylon back that flexes with movement, upholstered seat that flips up to allow chairs to nest for storage and transport, arms/armrests, black frame and shell with steel tube welded to each backrest support for added strength, large 60mm diameter casters (wheels) for easy mobility, with a weight capacity rating of 300lbs (meeting/exceeding ANSI-BIFMA X5.1 standards of 275lbs of normal use, 40 hour work week). Additionally, two (2) full-height lecterns, engraved with the Department of the Air Force Seal, are required for instructional purposes.

CLIN 0001	Color	Quantity	Unit of Measure
Economy Training Tables Shape: Rectangle Capacity: 250lbs	Top: White Frame: Gray Casters (Wheels): Black	30	Each
Minimum Size: 71”L x 23”W x 28.5”H Maximum Size: 72”L x 24”W x 29.5”H			

CLIN 0002	Color	Quantity	Unit of Measure
Classroom Chairs Capacity: 300lbs (meeting/exceeding ANSI-BIFMA X5.1 standards of 275lbs of normal use, 40 hour work week)	Seat: Dark Blue Back: Black Frame: Black Casters (Wheels): Black	100	Each
Minimum Overall Height: 31.25” Maximum Overall Height: 32.25” Minimum Seat Size: 16.25”W x 17.5” D x 17”H Maximum Seat Size: 17.25”W x 18.5” D x 18”H Minimum Back Size: 17.25”W x 13”H Maximum Back Size: 18.25”W x 14”H			

CLIN 0003	Color	Quantity	Unit of Measure
Classroom Lectern with USAF Seal	Walnut (WN)	2	Each
Minimum Size: 23.5”W x 15.25”D x 46.25”H Maximum Size: 24.5”W x 16.25”D x 47.25”H			

2.2. Building 327 Response Operations Furniture Specifications. Furniture will be used to house emergency response operations equipment, and must be capable of being secured and have the ability to withstand frequent heavy use. Furniture will consist of closed/lockable bookshelf/kiosk, with hinged doors enclosing shelving, and full-height 6”W wardrobe with coat rod and separate lock; and cabinet/lateral files; complete with adjustable leveling glides. Furniture will be constructed of 18-22 gauge steel.

CLIN 0004	Color	Quantity	Unit of Measure
Closed Bookshelf Left-hand Door Kiosk / Wardrobe	Light Tone	15	Each
Minimum Size: 35”W x 23”D x 64 9/32”H Maximum Size: 36”W x 24”D x 65 9/32”H			

CLIN 0005	Color	Quantity	Unit of Measure
Cabinet/Lateral File	Black	8	Each
Minimum Size: 41”W x 17”D x 64 9/32”H Maximum Size: 42”W x 18”D x 65 9/32”H			

2.3. Building 328 Operations Center Furniture Specifications. Furniture will be used in an Emergency Operations Center setting, and must consist of reception-style left pedestal console stations/desks, with storage capability/built-in locking file drawer and pencil drawer with center finger tabs and adaptive rails and heavy-duty ball bearing drawer slides with full extension for documents/binders and personal protective equipment/gear, and a transaction counter with storage; with grommets/J-channels for cable management; able to support two (2) 36-inch monitors, one (1) laptop computer, mouse, keyboard, and one (1) desktop phone, with adjustable leveling guides. Construction should be of wood composite core, with a high pressure matte finish laminate, and 3mm PVC edge banding with a ribbed edge profile. Operations Center Chairs will be high-back with integrated headrest, mesh back and upholstered seat; slow-release, pneumatically assisted infinite tilt lock, synchronous GALILEO™ mechanism featuring an adjustable integrated dual-lever seat slider, pneumatic height adjustment and easy-to-use tension control; NEBULA™ non-see-through black mesh back allowing air circulation in all environments; back and seat that allow for dynamic movement and promotes good posture; 4D armrests that are height and width adjustable with lockable swivel, and forward/backward arm-pad adjustment; five-prong heavy-duty polished aluminum base; 3" hard carpet casters (wheels); meeting/exceeding ANSI-BIFMA X5.1 standards of 300lbs of normal use, 40 hour work week.

CLIN 0006	Color	Quantity	Unit of Measure
Console Station/Desk Shape: Left Pedestal	Oak	24	Each
Minimum Size: 47"W x 29"D x 28.5"H Maximum Size: 48"W x 30"D x 29.5"H			

CLIN 0007	Color	Quantity	Unit of Measure
Transaction Counter	Oak	14	Each
Minimum Size: 59"W x 14"D x 14"H Maximum Size: 60"W x 15"D x 15"H			

CLIN 0008	Color	Quantity	Unit of Measure
High-Back Ergonomic Chairs with Built-in Headrest, with Mesh Back Weight Capacity: 300 lbs	Back/Headrest: Ebony/Black Seat: Ebony/Black Frame/base: Polished Aluminum Casters (Wheels): Black	24	Each
Minimum Overall Size: 25" – 27"W x 25"D x 44" – 51"H Maximum Overall Size: 26" – 28"W x 26"D x 45" – 52"H Minimum Seat Size: 18"W x 16" – 18" D x 15" – 20"H Maximum Seat Size: 19"W x 17" – 19" D x 16" – 21"H Minimum Back Size: 17.75"W x 28" – 30"H Maximum Back Size: 18.75"W x 29" – 31"H Minimum Inside Arm Size: 17.5" – 19.25" Maximum Inside Arm Size: 18.5" – 20.25"			

2.4. Building 328 Staff Office Space Furniture Specifications. Furniture will be used in a Staff Office setting, and must consist of a combination of right and left return U-shaped workstations and shared workstations with storage capability/built-in locking file drawer and pencil drawer with center finger tabs and adaptive rails and heavy-duty ball bearing drawer slides with full extension for documents/binders; a wardrobe tower cabinet with shelving for personal protective equipment/gear; a transaction counter with storage; with grommets/J-channels for cable management; able to support a "corner standing" sit-to-stand workspace measuring 37"W x 17"D x 4.5-20"H, two (2) 36-inch monitors, one (1) laptop computer, mouse, keyboard, and one (1) desktop phone, with adjustable leveling guides. Construction should be of wood composite core, with a high pressure matte finish laminate, and 3mm PVC edge banding with a ribbed edge profile. Each workstation will employ an anti-fatigue floor mat, and be equipped with two (2) 2-shelf bookcases of matching color, and a black metal 15"W x 22"D x 25"H pencil/box/file mobile pedestal/file cabinet. Staff Office Space workstation chairs will be high-back with integrated headrest, mesh back and upholstered seat; slow-release, pneumatically assisted infinite tilt lock, synchronous GALILEO™ mechanism featuring an adjustable integrated dual-lever seat slider, pneumatic height adjustment and easy-to-use tension control; NEBULA™ non-see-through black mesh back allowing air circulation in all environments; back and seat that allow for dynamic movement and promotes good posture; 4D armrests that are height and width adjustable with lockable swivel, and forward/backward arm-pad adjustment; five-prong heavy-duty polished aluminum base; 3" hard carpet casters (wheels); meeting/exceeding ANSI-BIFMA X5.1 standards of 300lbs of normal use, 40 hour work week. The Staff Office Space will also incorporate one (1) 144"W x 48"D panel-base conference table with PDC openings. Conference table chairs will be mid-back chairs (of the same make/model as the high-back chairs) with mesh back and upholstered seat; slow-release, pneumatically assisted infinite tilt lock, synchronous GALILEO™ mechanism featuring an adjustable integrated dual-lever seat slider, pneumatic height adjustment and easy-to-use tension control; NEBULA™ non-see-through black mesh back allowing air circulation in all environments; back and seat that allow for dynamic movement and promotes good posture; 4D armrests that are height and width adjustable with lockable swivel, and forward/backward arm-pad adjustment; five-prong heavy-duty polished aluminum base; 3" hard carpet casters (wheels); meeting/exceeding ANSI-BIFMA X5.1 standards of 300lbs of normal use, 40 hour work week. Staff Office Space also requires two (2) shared workstations that accommodate two (2) personnel each, which include a shell credenza, an upper credenza hutch, a conference end, and two (2) mobile pedestals per workstation. The shared workstations are to be constructed of a wood composite core, with high pressure matte finish laminate, with 3mm PVC edge banding with a ribbed edge profile; wire management grommets on all case goods, including adjustable leveling guides; with file drawers secured with a central lock; with mobile pedestals with two 12" locking drawers, each, with casters (wheels) that can be locked in place.

CLIN 0009	Color	Quantity	Unit of Measure
U-Shaped Workstation Left Return Assembly Required	Oak	4	Each
Single Pedestal Desk Minimum Size: 71”W x 29”D x 28.5”H Maximum Size: 72”W x 30”D x 29.5”H			
“U” Bridge Minimum Size: 47”W x 23”D x 28.5”H Maximum Size: 48”W x 24”D x 29.5”H			
Shell Credenza Minimum Size: 65.25”W x 23”D x 28.5”H Maximum Size: 66.25”W x 24”D x 29.5”H			
Mobile Pedestal Minimum Size: 14”W x 20 5/8”D x 26 9/16”H Maximum Size: 15”W x 21 5/8”D x 27 9/16”H			

CLIN 0010	Color	Quantity	Unit of Measure
U-Shaped Workstation Right Return Assembly Required	Oak	3	Each
Single Pedestal Desk Minimum Size: 71”W x 29”D x 28.5”H Maximum Size: 72”W x 30”D x 29.5”H			
“U” Bridge Minimum Size: 47”W x 23”D x 28.5”H Maximum Size: 48”W x 24”D x 29.5”H			
Shell Credenza Minimum Size: 65.25”W x 23”D x 28.5”H Maximum Size: 66.25”W x 24”D x 29.5”H			
Mobile Pedestal Minimum Size: 14”W x 20 5/8”D x 26 9/16”H Maximum Size: 15”W x 21 5/8”D x 27 9/16”H			

CLIN 0011	Color	Quantity	Unit of Measure
Transaction Counter	Oak	7	Each
Minimum Size: 59”W x 14”D x 14”H Maximum Size: 60”W x 15”D x 15”H			

CLIN 0012	Color	Quantity	Unit of Measure
Shared Workstation & Twin Pedestals	Oak	2	Each
Shell Credenza (2) Minimum Size: 71.25”W x 23”D x 28.5”H Maximum Size: 72.25”W x 24”D x 29.5”H			
Upper Credenza Hutch (2) Minimum Size: 71.25”W x 14.25”D x 38.5”H Maximum Size: 72.25”W x 15.25”D x 39.5”H			
Conference End Minimum Size: 47”W x 29”D x 28.5”H Maximum Size: 48”W x 30”D x 29.5”H			
Mobile Pedestal (2) Minimum Size: 14”W x 20 5/8”D x 26 9/16”H Maximum Size: 15”W x 21 5/8”D x 27 9/16”H			

CLIN 0013	Color	Quantity	Unit of Measure
U-Shaped Workstation Left Return with Freestanding Conference End and Overhead Storage	Oak	1	Each
Shell Desk Minimum Size: 71”W x 29”D x 28.5”H Maximum Size: 72”W x 30”D x 29.5”H			
Upper Hutch Minimum Size: 71”W x 14.25”D x 38.5”H Maximum Size: 72”W x 15.25”D x 39.5”H			
“U” Bridge Minimum Size: 47”W x 23”D x 28.5”H Maximum Size: 48”W x 24”D x 29.5”H Conference End Minimum Size: 71”W x 29”D x 28.5”H Maximum Size: 72”W x 30”D x 29.5”H			
Mobile Pedestal Minimum Size: 14”W x 20 5/8”D x 26 9/16”H Maximum Size: 15”W x 21 5/8”D x 27 9/16”H			

CLIN 0014	Color	Quantity	Unit of Measure
U-Shaped Workstation Right Return with Freestanding Conference End and Overhead Storage	Oak	1	Each
Shell Desk Minimum Size: 71”W x 29”D x 28.5”H Maximum Size: 72”W x 30”D x 29.5”H			
Upper Hutch Minimum Size: 71”W x 14.25”D x 38.5”H Maximum Size: 72”W x 15.25”D x 39.5”H			
“U” Bridge Minimum Size: 47”W x 23”D x 28.5”H Maximum Size: 48”W x 24”D x 29.5”H Conference End Minimum Size: 71”W x 29”D x 28.5”H Maximum Size: 72”W x 30”D x 29.5”H			
Mobile Pedestal Minimum Size: 14”W x 20 5/8”D x 26 9/16”H Maximum Size: 15”W x 21 5/8”D x 27 9/16”H			

CLIN 0015	Color	Quantity	Unit of Measure
U-Shaped Workstation Left Return with 33”W Tower Cabinet and Overhead Storage	Oak	2	Each
Shell Credenza Minimum Size: 59.25”W x 23”D x 28.5”H Maximum Size: 60.25”W x 24”D x 29.5”H			
Credenza Upper Hutch Minimum Size: 59.25”W x 14.25”D x 38.5”H Maximum Size: 60.25”W x 15.25”D x 39.5”H			
“U” Bridge Minimum Size: 47”W x 23”D x 28.5”H Maximum Size: 48”W x 24”D x 29.5”H			
Conference End Minimum Size: 71”W x 29”D x 28.5”H Maximum Size: 72”W x 30”D x 29.5”H			
Tower Cabinet Minimum Size: 32.25”W x 26”D x 67.5”H Maximum Size: 33.25”W x 27”D x 68.5”H			

CLIN 0016	Color	Quantity	Unit of Measure
U-Shaped Workstation Right Return with 33”W Tower Cabinet and Overhead Storage	Oak	1	Each
Shell Credenza Minimum Size: 59.25”W x 23”D x 28.5”H Maximum Size: 60.25”W x 24”D x 29.5”H			
Credenza Upper Hutch Minimum Size: 59.25”W x 14.25”D x 38.5”H Maximum Size: 60.25”W x 15.25”D x 39.5”H			
“U” Bridge Minimum Size: 47”W x 23”D x 28.5”H Maximum Size: 48”W x 24”D x 29.5”H			
Conference End Minimum Size: 71”W x 29”D x 28.5”H Maximum Size: 72”W x 30”D x 29.5”H			
Tower Cabinet Minimum Size: 32.25”W x 26”D x 67.5”H Maximum Size: 33.25”W x 27”D x 68.5”H			

CLIN 0017	Color	Quantity	Unit of Measure
Wardrobe Tower Cabinet with Right Files and Shelving	Oak	8	Each
Minimum Size: 32.25”W x 23”D x 67.5”H Maximum Size: 33.25”W x 24”D x 68.5”H			

CLIN 0018	Color	Quantity	Unit of Measure
Wardrobe Tower Cabinet with Left Files and Shelving	Oak	5	Each
Minimum Size: 32.25”W x 23”D x 67.5”H Maximum Size: 33.25”W x 24”D x 68.5”H			

CLIN 0019	Color	Quantity	Unit of Measure
5 Shelf Bookcase	Oak	3	Each
Minimum Size: 32.25”W x 15.25”D x 67.5”H Maximum Size: 33.25”W x 16.25”D x 68.5”H			

CLIN 0020	Color	Quantity	Unit of Measure
2 Shelf Bookcase	Oak	14	Each
Minimum Size: 32.25”W x 15.25”D x 28.5”H Maximum Size: 33.25”W x 16.25”D x 29.5”H			

CLIN 0021	Color	Quantity	Unit of Measure
File Cabinet/Credenza	Oak	2	Each
Minimum Size: 65.25”W x 23”D x 28.5”H Maximum Size: 66.25”W x 24”D x 29.5”H			

CLIN 0022	Color	Quantity	Unit of Measure
Pencil/Box/File Mobile Pedestal One 3” Pencil Drawer, One 6” Box Drawer, and One 12” File Drawer	Black	16	Each
Minimum Size: 14”W x 21”D x 24”H Maximum Size: 15”W x 22”D x 25”H			

CLIN 0023	Color	Quantity	Unit of Measure
Anti-Fatigue Floor Mat, PVC	Black	12	Each
Minimum Size: 23”W x 35”L Maximum Size: 24”W x 36”L			

CLIN 0024	Color	Quantity	Unit of Measure
Corner Standing Height Adjustable 37 inch Desk Converter, for Cubicles & L-Shaped Desks, 2 Level Sit to Stand Workspace with Keyboard Shelf & Monitor Riser	Black	12	Each
Minimum Size: 36”W x 17”D x 3.5” to 19”H Maximum Size: 37”W x 18”D x 4.5” to 20”H			

CLIN 0025	Color	Quantity	Unit of Measure
Panel Base Conference Table w/PDC Openings	Oak or Mohagany	1	Each
Minimum Size: 143”W x 47”D x 29”H Maximum Size: 144”W x 48”D x 30”H			

CLIN 0026	Color	Quantity	Unit of Measure
High-Back Ergonomic Chairs with Built-in Headrest, with Mesh Back Weight Capacity: 300 lbs	Back/Headrest: Ebony/Black Seat: Ebony/Black Frame/base: Polished Aluminum Casters (Wheels): Black	18	Each
Minimum Overall Size: 25” – 27”W x 25”D x 44” – 51”H Maximum Overall Size: 26” – 28”W x 26”D x 45” – 52”H Minimum Seat Size: 18”W x 16” – 18” D x 15” – 20”H Maximum Seat Size: 19”W x 17” – 19” D x 16” – 21”H Minimum Back Size: 17.75”W x 28” – 30”H Maximum Back Size: 18.75”W x 29” – 31”H Minimum Inside Arm Size: 17.5” – 19.25” Maximum Inside Arm Size: 18.5” – 20.25”			

CLIN 0027	Color	Quantity	Unit of Measure
Mid-Back Ergonomic Chairs with Built-in Headrest, with Mesh Back Weight Capacity: 300 lbs	Back/Headrest: Ebony/Black Seat: Ebony/Black Frame/base: Polished Aluminum Casters (Wheels): Black	15	Each
Minimum Overall Size: 25” – 27”W x 25”D x 37” – 42”H Maximum Overall Size: 26” – 28”W x 26”D x 38” – 43”H Minimum Seat Size: 18”W x 16” – 18” D x 15” – 20”H Maximum Seat Size: 19”W x 17” – 19” D x 16” – 21”H Minimum Back Size: 17.75”W x 28” – 21”H Maximum Back Size: 18.75”W x 29” – 22”H Minimum Inside Arm Size: 17.5” – 19.25” Maximum Inside Arm Size: 18.5” – 20.25”			

CLIN 0028	Freight Charges

CLIN 0029	Setup/Installation Fee for New Furniture

CLIN 0030	Removal/Palletization/Banding Fee for Old Furniture

3. Removal. The Contractor shall remove furniture sets, noted below, from each affected room prior to installation of new furniture. NOTE: All furniture drawers and shelves will be empty and are the responsibility of the occupant and/or facility manager.

3.1. Furniture to be removed from Building 328, Room(s) 6, 10, 11, 13, 14, 19, 21: L-shaped desks, standard desks, credenzas, overhead storage, bookshelves, storage cabinets.

3.2. Furniture to be removed from Building 328, Room(s) 5 & 7: Desks/workstations.

4. Delivery. The Contractor will deliver the furniture sets to Building(s) 327 and 328, at 5907 10th Cavalry Ave, F. E. Warren Air Force Base, WY 82005; with lot entry from the Southwest corner of 15th Avenue and Old Glory Road, F. E. Warren Air Force Base, WY 82005. The Contractor is authorized to park within 100’ of the building entrance(s), and access the enclosed/fenced storage yard between both buildings.

4.1. The following CLINs will be delivered to the bay door on the South side of Building 327: **0001, 0002, 0003, 0004, 0005** (x5).

4.2. The following CLINs will be delivered to the double-door entry on the West side of building 328: **0005** (x3)**, 0006, 0007, 0008, 0009, 0010, 0011, 0012, 0013, 0014, 0015, 0016, 0017, 0018, 0019, 0020, 0021, 0022, 0023, 0024, 0025, 0026, 0027**.

5. Setup & Installation. All furniture requiring setup/construction and installation will be furnished and installed by the Contractor per the location, CLIN, and quantities listed below:

5.1. Building 328, Room 5

CLIN	Quantity	Remarks
0006	24	See Diagram
0007	14	See Diagram
0008	24	See Diagram
0018	1	See Diagram

5.2. Building 328, Room 6

CLIN	Quantity	Remarks
0012	1	See Diagram
0016	1	See Diagram
0022	3	Placed at Desk/Workstations
0023	3	Placed at Desk/Workstations
0024	1	Placed at Desk

5.3. Building 328, Room 7

CLIN	Quantity	Remarks
0012	1	See Diagram
0017	1	See Diagram
0022	1	Placed at Desk
0023	2	Placed at Workstations

5.4. Building 328, Room 10

CLIN	Quantity	Remarks
0025	1	See Diagram
0027	15	See Diagram
0019	2	See Diagram
0005	3	See Diagram

5.5. Building 328, Room 11

CLIN	Quantity	Remarks
0017	1	See Diagram
0019	1	See Diagram
0013	1	See Diagram
0022	1	Placed at Desk
0023	1	Placed at Desk
0024	1	Placed at Desk

5.6. Building 328, Room 13

CLIN	Quantity	Remarks
0017	5	See Diagram
0018	4	See Diagram
0021	2	See Diagram
0020	14	See Diagram
0011	7	See Diagram
0009	4	See Diagram
0010	3	See Diagram
0022	7	Placed at Desk
0023	7	Placed at Desk
0024	7	Placed at Desk

5.7. Building 328, Room 14

CLIN	Quantity	Remarks
0015	1	See Diagram
0022	1	Placed at Desk
0023	1	Placed at Desk
0024	1	Placed at Desk

5.8. Building 328, Room 19

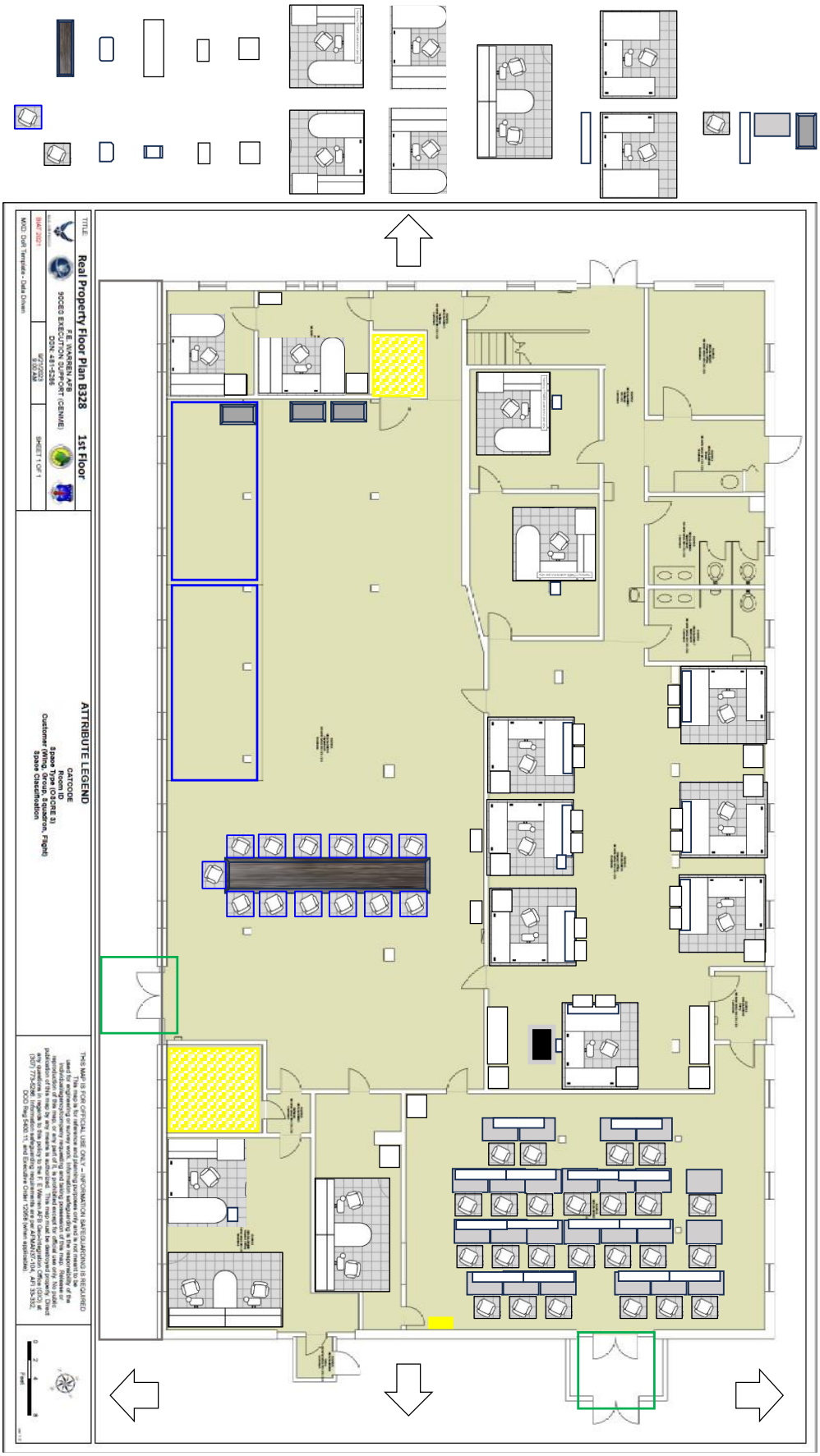
CLIN	Quantity	Remarks
0013	1	See Diagram
0017	1	See Diagram
0022	1	Placed at Desk
0023	1	Placed at Desk
0024	1	Placed at Desk

5.8. Building 328, Room 21

CLIN	Quantity	Remarks
0015	1	See Diagram
0022	1	Placed at Desk
0023	1	Placed at Desk
0024	1	Placed at Desk

5.9. Building 327

CLIN	Quantity	Remarks
0001	30	15 Setup; 15 Stacked/Nested
0002	100	30 Setup; 70 Stacked/Nested
0003	2	Constructed/Placed
0005	5	Placed


TITLE
Real Property Floor Plan B328
1st Floor
F.E. WARREN AFB
90CES/ EXECUTIVE SUITE (CEN/ME)
DDN: 481-1238
MAY 2021
MAY/2023
9:00 AM
SHEET 1 OF 1
MXD: Draft Template - Data Driven
ATTRIBUTE LEGEND
CATCODE
Space Type (CDCFE 3)
Customer (Wing, Group, Squadron, Flight)
Space Classification
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Feet

6. Disposal. The Contractor will dispose of removed furniture as described in paragraph 3., and all shipping/packing/packaging materials, to include pallets, banding, and protective materials, associated with new furniture. The worksite shall be maintained free of debris. It is the Contractor's responsibility to manage removal and disposal of all materials to an off-base location; a dumpster will not be provided by the Government to the Contractor.

7. Removal, Delivery, Setup & Installation, and Disposal will be accomplished within 120 calendar days after award.

7.1. Contact 90 CEX Logistics Element at (307) 773-4072 to coordinate delivery. A 14-day lead-time notification to the Government is needed prior to shipment arrival; along with the Contractor's proposed Removal, Delivery, Setup & Installation, and Disposal Schedule.

8. General Information.

8.1. Quality Control. The Contractor is required to control the quality of service in delivery and setup of furniture. The overall control of quality must meet the specified performance thresholds for each requirement in the Services Summary.

8.2. Quality Assurance. The Government will evaluate the Contractor's performance by appointing a representative(s) to monitor performance to ensure services are received. The Government representative will evaluate the Contractor's performance through on-site inspections and receipt of customer complaints. The Government will inspect each task as completed. The Government will investigate complaints received from customers. The Government representative shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s).
NOTE: Damaged/scratched/dented/broken furniture/product(s) shall not be accepted. The Contractor is responsible for replacement of furniture/product(s), at no cost to the Government.

8.3. Security Requirements. The Contractor shall be responsible for all passes issued to his/her employees under this contract. Background checks are mandatory, and pre-vetting applications are required for contractors entering the base/installation. Applications shall be coordinated through the Contracting Office. Follow the below procedures:

8.3.1. Driver/Delivery Contractors shall register at https://dbids-global-enroll.dmdc.mil/.

8.3.2. Driver/Delivery Contractors shall receive "QR" Code after registration.

8.3.3. Print out QR Code.

8.3.4. Take the printed QR Code to the Visitor Control Center (VCC) and they will issue a Base Pass.

8.4. If any questions/issues arise during delivery, contact 90 CES/CEX Logistics Element at (307) 773-4072.

8.5. Physical Security. Th Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, property, and materials shall be secured.

8.6. Base Access. Large trucks and trailers shall enter the base with a signed copy of their contract, through Gate 5 / Commercial Gate, on Central Avenue and I-25, in Cheyenne, WY. Digital passes issued by the Contracting Office shall be utilized to pre-vet Contractors.

8.7. Work Schedule. The Contractor shall coordinate delivery and installation with the 90 CES/CEX Logistics Element at least 14 calendar days in advance of shipment arrival.

8.8. Hours of Operation. The Contractor shall perform the service required under this contract during the hours of 7:30 AM to 4:30 PM, Monday through Friday, excluding Saturdays, Sundays, and Holidays. Work shall be performed in a manner with minimal disturbance and inconvenience to operations and personnel. Contractor personnel shall be limited to work areas.

8.9. Recognized Holidays. The Contractor is not required to provide service on the following days: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Saturday, it is observed on the preceding Friday. If the holiday falls on a Sunday, it is observed the following Monday.

8.10. Safety Requirements. In performing work under this contract, the Contractor shall: Conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work. Record and report promptly (within one hour), to the Contracting Officer or designated representative, all available facts relating to each instance of damage to Government property or injury to either Contractor or Government personnel. In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the contracting officer.

9. Contractor Personnel.

9.1. Contractor Manager. The Contractor shall provide a contract manager who shall be responsible for the performance of the services. The name of the contract manager shall be provided to the Contracting Officer in writing prior to the beginning of the performance period. The contract manager must be able to read, write, speak, and understand English. The contract manager shall have full authority to act for the contractor on all contract matters relating to daily operations of this contract.

9.2. Contractor Employee. The Contractor shall not employ persons for work on this contract if such employee is identified to the Contractor by the Contracting Officer as a potential threat to the health, safety, security, general wellbeing or operational mission of the installation/base and its population. Contractor personnel shall present a neat appearance and be easily recognized as Contractor employees. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges, which contain the company name and employee name in Englis.

==========END OF SPECIFICATIONS==========

10. If further information is required in relation to this memorandum, please contact the 90 CES/CEX Logistics Element at (307) 773-4072.

BREWER.JACOB.ERNEST.1458342543

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JACOB E. BREWER, TSgt, USAF
Installation Emergency Manager