PERFORMANCE WORK STATEMENT (PWS)
15 OSS, BLDG 2050, BLDG 2104 RM 169 AND 183 RENOVATION FURNITURE
JOINT BASE PEARL HARBOR HICKAM (JBPHH)

1.0 BACKGROUND

15 Operation Support Squadron conducts global airlift support operations in support of full range of military options within the entire Pacific Area of Responsibility.

2.0 SCOPE OF WORK / OBJECTIVE

15 Operation Support Squadron seeks a Contractor to provide and install workstation level furniture to outfit building 2050 renovation and two rooms in Bldg 2140, room 169 and room 183. The expansion is within controlled space, so all workers must be US Citizens and escorted at all times.

3.0 PERFORMANCE REQUIREMENTS

The Contractor shall provide all support needed to perform the following:

3.1 Specific New Furniture and furnishings, fixtures, and equipment requirements: The requirements for new furniture should match the current Steelcase furniture in fit and finish of Bldg 2140, rm 169.

3.2 General Requirements: Commercial grade furniture style shall be panel furniture in design, color, texture and have divider panels separating each desk.

3.2.1 Generic Furniture Requirements

Bldg 2050

A. Desk – Quantity thirty-four (34), Workspaces to achieve designed layout (attached). Dividers required to provide personal space but short enough to not obstruct view.

B. Mobile Desk Pedestal – Quantity-thirty-four (34), lockable with drawers.

C. Storage cabinet - Quantity-thirty-three (33), in various configurations.

D. Panel Walls – Quantity two (2)

E. **Work tables and chairs** – Quantity 10 (10)

Bldg 2140

A. **Flip top table with castor and chairs** – Quantity thirty (30)-Rm 183
2. L-Shape workstation to match current desks – Quantity two (2)

3. Modesty panels – quantity three (3)

3.3 Work Phases: The Contractor shall perform the work as scheduled with the Technical Point of Contact (TPOC) Mr Mark Shertzer. Date and time for installation will be planned after the award. The Contractor must be escorted at all times during the scheduled installation.

3.4 Workmanship: The Contractor shall install, and align/adjust the furniture system components in accordance with the manufacturer's recommended installation instructions. The Contractor shall remove and dispose of all excess materials and old furniture and provide general clean up restore the area to a usable work space at the completion of installation. All work performed shall be in accordance with applicable Federal and State of Hawaii OSHA requirements.

3.5 Damages: The Contractor shall protect all existing surfaces as necessary to prevent damage to the existing buildings during the movement of furniture. The Contractor shall replace or repair any damage done to any Government property as a result of work performed by the Contractor. A final walk-through will be conducted once installation is complete to verify facility conditions, and create a punch list of missing or damaged items. The following member will be present for final inspection: Capt Justin Medlen. If any incomplete or damaged items are found during the walk-through, the contractor has 90 days to repair discrepancies.

3.6 On-Site Pre-Installation Meeting: The Contractor shall meet with the TPOC within 5 days after award to coordinate and to mutually understand the work and schedule to be completed under this PWS.

3.7 Performance Completion: The Contractor shall complete all required performance work NLT 120 days from the contract award date.

3.8 The Contractor shall provide one copy of all furniture certification, equipment warranty, and operation information, as well as, post-installation warranties and service contract information.

3.9 Service Delivery Summary TABLE A

Performance Requirement	PWS Paragraph	Performance Threshold	Surveillance Method
1. Install new office furniture	Paragraph 3.0	95% delivery and compliance.	Assessment by the TPOC

2. Clean and restore area upon completion of installation	Paragraph 3.4	95% delivery and compliance.	Assessment by the TPOC

4.0 QUALITY ASSURANCE

4.1 The Contractor is responsible for implementing and maintaining a Quality Control Program (QCP) to ensure that the work performed meets or exceeds contract requirements and results in the correction of potential and actual problems. The QCP shall be implemented on the first day of contract performance and will outline actions to be taken by the Contractor, should review(s) and/or inspections identify areas requiring remedial action.

4.2 Periodic Progress Meetings: Not applicable.

5.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

5.1 General: The Government shall not provide any service, equipment, or material.

5.2 Facilities: The Government will provide access to the affected work areas. The Contractor shall be responsible for keeping the surrounding areas in a clean and orderly condition while work is being accomplished. The Contractor must be escorted at all times during the scheduled installation.

5.3 Equipment / Services: None provided.

5.4 Housekeeping: The Contractor shall remove from the work site all equipment, tools, unsecured materials, and contractor generated garbage at the end of each work day. All areas shall be left in a neat and clean condition, including the removal of any debris generated in the performance of daily work. The Contractor shall provide his/her own off-site disposal of waste in relation to this project. The Contractor shall at all times ensure the work site is maintained in a safe condition for laborers, staff, and visitors. The Contractor will remove and dispose of all old furniture. The Contractor shall remove all waste generated in the performance of this PWS.

5.5 Records, Files, Documents, and Work Papers: Not applicable.

6.0 CONTRACTOR QUALIFICATIONS / REQUIREMENTS

6.1 The Contractor shall be an authorized dealer / distributor of office system furniture and authorized to provide warranty service by the original equipment manufacturer (OEM).

6.2 Security Requirements: U.S. or naturalized citizenship is required for facility and base access. A security clearance is not required to access the work area and to fully accomplish assigned work. The Contractor must be escorted at all times during the scheduled installation. The Contractor shall provide cleared personnel on the start of this work.

7.0 PERSONNEL

7.1 The Contractor shall furnish sufficient personnel to perform all work specified within this contract. The Contractor is required to comply with Public Law 105-270, Section 5 (2) (A). This law states that contractors will not perform inherently governmental functions. Section 5 (2)(A) of this Public Law defines the term "inherently governmental function" as "a function that is so intimately related to the public interest as to require performance by Federal Government employees." Per Section 5 (2)(A), inherently governmental functions include management of Government programs requiring value judgments, conduct of foreign relations, selection of program priorities, and the direction of intelligence and counterintelligence operations. Per Section 5(2) (A) inherent governmental functions DO NOT include, (i) gathering information for or providing advice, opinions, recommendations, or ideas to Federal Government officials; or (ii) any function that is primarily ministerial and internal in nature."

7.2 Expectations on Contractors

7.2.1 When performing work associated with this PWS, contractor personnel will make clear to all individuals they deal with that they are contractor employees and not DoD employees. When participating and introducing themselves during official events wherein DoD, non-DoD, or foreign officials are present, contractor personnel will identify themselves as employees of the Contractor.

7.2.2 Contractor personnel may not manage, supervise, or task DoD civilian employees or military personnel while performing the tasks within this PWS. Contractor personnel shall not make any commitment to non-DoD personnel, including a foreign official, which commits the expenditure of US Government resources.

7.2.3 Contractor employees performing services shall be required to comply with all installation rules and regulations applicable to conduct, safety, security, and procedures governing site entry and exit.

7.2.4 Contractor personnel must be clearly identified (i.e. company shirt, pin, visible company ID, etc.) in a visible location as to who their employer is with appropriate sleeved shirt, long pants, and shoes.

7.2.5 Contractors shall not establish an employee-employer relationship with 352 COS under this PWS. Contractors shall not provide personal services to 352 COS under this PWS. If Contractor employees are directed by any government employee at any time to perform services not covered under this contract, the Contractor shall be immediately notify the Contracting Officer's Representative (COR).

7.3 Federal Holidays:

New Years' Day	1st of January
Dr. Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	5th Monday in May

Independence Day	4th of July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11th of November
Thanksgiving Day	4th Thursday November
Christmas Day	25th of December

If the federal holiday falls on a Saturday, the holiday is observed on the proceeding Friday. If the federal holiday falls on a Sunday, the holiday is observed on the following Monday.

7.4 Hours of operation. Normal hours of operation are 7:30 am through 4:30 pm, Monday through Friday and excluding Federal Holidays. Deviations from the hours specified above may be requested by the Contractor and submitted to the TPOC. The Contractor shall give an advance notice of the deviation of hours to the TPOC at least two (2) business days in advance of a proposed change.

7.5 Place of Performance: Bldg 2050, 800 Hangar Ave and Bldg 2140 375 Mamiya Ave, , Joint Base Pearl Harbor-Hickam, Hawaii.

8.0 TECHNICAL POINT OF CONTACT:

8.1 Name: Mr Mark Shertzer
Office: 15 OSS
Phone: (808) 789-5885 or (808) 853-0836
Email: mark.sherzter.1@us.af.mil

9.0 NCACS

9.1 Commander, Navy Installations Command (CNIC), has established the Navy Commercial Access Control System (NCACS), a standardized process for granting unescorted access privileges to vendors, contractor, suppliers, and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access and can provide justification to enter Navy installations and facilities. Visiting vendors may obtain daily passes directly from the individual Navy Installations by submitting identification credentials for verification and undergoing a criminal screening/background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic validation of credentials at its own cost through a designated independent contractor for NCACS service provider. Credentials will be issued every five years and access privileges will be reviewed/received on an annual basis. The costs incurred to obtain Navy Installation access of any kind are not reimbursable, and the price(s) paid for obtaining long-term NCACS credentials will not be approved as a direct cost of this contract. Further information regarding NCACS can be found at http://cnic.cavy.mil/CNIC HQ index.htm (under "What We Do > Administrative Services > Common Access Card Program").

10.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

10.1 "The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the AS via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

(1) W, Lease/Rental of Equipment;

(2) X, Lease/Rental of Facilities;

(3) Y, Construction of Structures and Facilities;

(4) D, Automatic Data Processing and telecommunications, IT and Telecom-Telecommunications Transmission (D304) and Internet (D322) ONLY;

(5) S, Utilities ONLY;

(6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address: https://www.ecmra

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://www.ecmra."

11.0 NON PERSONAL SERVICE STATEMENT

11.1 Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.