STATEMENT OF WORK

FOR

INSTALLATION OF ACCESS CONTROL DOOR BUZZER SYSTEM
78th SFS Bldg. 988 BDOC
Robins AFB

15 April 2026

INSTALLATION OF DOOR BUZZER BLDG 988 BDOC, ROBINS AFB, GEORGIA

1. **Description of Work**: This document will define the general requirements to address the need to install a door buzzer system for the 78th Security Forces Squadron (SFS) Base Defense Operations Center (BDOC) on Robins Air Force Base. The door buzzer system will include (2) separate under-desk door release buttons. The contractor will provide the equipment, labor of installation, and any other items necessary to complete the work in accordance with this statement of work (SOW), attached appendices, manufacturer standards, applicable US laws, commercial standards and business practices.

2. **Place of Performance:** All work will be conducted on Robins Air Force Base (AFB), Warner Robins, GA, in Building 988, Room 143 (BDOC). The complete address is as follows:

   78 SFS
   880 11TH ST BLD - 988 ROOM 143
   ROBINS AFB GA 31098-1808

3. **Performance Period:** Contractor shall complete the job within **60** days of contract being awarded. This includes all tasks associated with providing equipment, installation, programming, configuration, training, and performance testing of the system.

4. **Installation and Equipment:** Contractor shall install AND provide all equipment:
   - EMT conduit for sensor and communications cabling
   - Electric door strike
   - Gang Buzzer
   - (2) under desk door release buttons installed under (2) different desks
   - Any other equipment, not listed, required to complete installation for a fully functional system

- The door buzzer will not be integrated with existing security system in building 988, the door buzzer system will be independent.
- New door buzzer system will not have wireless capabilities.
- Contractor shall ensure parts and work performed must meet applicable security regulatory guidance to include the most current versions of Department Air Force Instruction (DAFI) 31-101, DoDM 5100.76 DAFMAN31-101 Volume 2, Department of Air Force 31-101 DAFGM2022-01 GENADMIN and related standards. This includes conduit, wiring, and tampering work.

5. **Training:** Contractor shall provide end use training for personnel who will operate the remote entry system and equipment. Each training session, if multiple sessions (no more than two) are required, should not take longer than one hour. Contractor shall coordinate closely with the GR on scheduling for various shifts, etc. The total number of personnel to be trained will be less than 10 and are generally all on one shift.

6. **Testing:** Contractor shall perform testing as prescribed in, Department Air Force Instruction (DAFI) 31-101, DoDM 5100.76 DAFMAN31-101 Volume 2, and Department of Air Force 31-101 DAFGM2022-01 GENADMIN. The contractor will coordinate closely with the GR on scheduling and testing. Contractor will obtain project completion signoff from the Government at the end of the successful test.

7. **Operational Test**: The contractor shall conduct operation test in accordance with the manufacturer's standard to meet commercial practice and to ensure the system is functional.

8. **Work Schedule**: The contractor shall coordinate with the Government Representative (GR) for the establishment of performance schedule and submit a work schedule to GR no later than (NLT) 15 calendar days prior to commencement of work. The contractor shall not deviate from the approved schedule without obtaining prior approval from the GR.
    - The government requires a copy of the planned work to include but not limited to, locations and types of components, component manufactures and specifications at least two weeks prior to final installation for review and approval. Included in the plan there should be a timeline for project start and completion. Additionally, the plan should identify the installers, country of citizenship and certifications/qualifications.

9. **Hours of Service:** The contractor's personnel will perform scheduled work on weekdays, Monday through Friday from 0800 - 1630 except US Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Exceptions shall be coordinated in advance and approved in writing by the Contracting Officer (CO) or GR.

10. **U.S. Recognized Holidays:** American holidays falling on a Saturday will be observed on the preceding Friday, and holidays falling on a Sunday will be observed on the following Monday.

    - 1 January New Year's Days
    - 3rd Monday in January Martin Luther King Jr.'s Birthday
    - 3rd Monday in February President's Day
    - Last Monday in May Memorial Day
    - 19 June* Juneteenth National Independence Day
    - 4th of July* Independence Day
    - 1st Monday in September Labor Day
    - 2nd Monday in October Columbus Day
    - 11 November* Veterans Day
    - 4th Thursday in November Thanksgiving Day
    - December* Christmas Day

11. **Arrangements of Performance Time:** Should the contractor decide to perform any of the required services before or after normal duty hours, the contractor shall request approval

prior to performance from the GR and shall do so at no additional cost to the Government. The Contractor must make his/her request to the GR five (5) calendar days in advance of his/her intention to work during other periods to allow assignment of additional inspection forces. If such forces are reasonably available, the GR may authorize the contractor to perform work during periods other than normal duty hours/days.

12. **Operation and Maintenance Manual:** The contractor shall provide one (1) hard copy of the manufacturer's operation and maintenance manuals to the GR.

13. **Warranty**: The contractor shall provide customary commercial warranties. Notwithstanding anything, to the contrary, the full duration of such warranties shall commence at the time of facility turnover. The contractor shall track item and serial number, manage and enforce open warranties on all failed items. The contractor shall provide copies of all warranties for the contractor's furnished equipment and materials delivered under this contract. After contract completion, the contractor shall pass through any remaining OEM warranty coverage to the Government.

14. **Temporary Work Stoppage:** In the event the U.S. Government requests a temporary shutdown of the facility, the contractor will be notified in writing by the CO. Any Government caused delays as a result of a temporary shutdown that may require an adjustment to the contract will be coordinated through the CO.

15. **Disposal of Materials:** All debris and unserviceable materials generated under this contract such as scrap, salvage material, industrial waste, non-recyclable materials and equipment/material not listed on hand-receipts shall be disposed of off-base by the contractor in accordance with all applicable federal, state, and local regulations. Hand receipt items require turn-in action by the contractor when the listed items have to be replaced.

16. **Inspection/Acceptance:** Upon completion of above work, acceptance inspections shall be conducted by the contractor and the GR. If any deficiencies are found during the inspection, the contractor shall make corrections(s) as required, at no additional charge to the Government.

17. **Responsibility for Damages:** Any damages caused to U.S. Government property during the course of performing this contract shall be restored, replaced and/or repaired to its original condition at no additional cost to the U.S. Government. The Contractor shall notify the CO within one (1) business day of damage to Government property or equipment during the execution of the contract.

18. **Government Furnished Properties and Services:** The Government will not provide any property, equipment, parts, or material to the Contractor as part of the contract. Storage of

materials or equipment inside of a government facility shall be coordinated and approved by the CO or GR in writing.

- Toilet Facilities. Use of existing toilet facilities in the immediate work area only will be permitted. Contractor personnel will ensure facility cleanliness is always maintained.
- Telephones. The Government will not provide telephone services. If available, the Contractor may use government phones in a case of emergencies or during field and site work. No long-distance telephone calls will be authorized.
- Any electronics necessary for the installation must be announced, inspected and approved by the government before entry is allowed.

19. **Restricted Area/Access Coordination:** The GR is responsible for coordinating with the facility manager/user/occupant/requester to provide access, escorts, or temporary visitor access badges for contractor personnel while performing SOW duties. The Contractor shall be responsible for scheduling access/escorts/badges by contacting the facility manager/requester at the Entry Control Point of the restricted/controlled area.

20. **Restricted/Controlled Areas:** Contractor performance within restricted/controlled areas shall require Contractor compliance with various levels of security and established personnel security entry control procedures. The Contractor shall ensure all contractor employees performing services in secured areas are processed for a controlled area, limited access, or visitor badge by the Entry Controller of the restricted/controlled area. Robins AFB security may be viewed as being one of three broad levels, the level in effect being dependent on the location or AREA of Robins AFB in question.
    - The lowest level of security exists in “GENERAL ACCESS” areas. These areas are all Robins AFB outside of the "USAF Controlled" and "USAF Restricted" areas. “USAF Controlled” access areas are the mid-level security areas. Presence within the CONTROLLED ACCESS AREA is by authorization; however, the movement of authorized personnel in and out of these AREAS is generally not impeded. The highest level of security on Robins AFB is that within the “USAF RESTRICTED AREAS”. These areas are subdivided to be known as Protection Level 1, 2 or 3 AREAS. Work schedule requests or changes to existing schedules for work to be performed in a “USAF RESTRICTED AREA” shall be submitted at least 7 calendar days in advance for approval and coordination of Robins AFB Security Forces.

21. **Installation Access:** Robins AFB is considered a closed base. All personnel entering must have the specific permission of the installation commander for entry. This permission is granted when a contractor employee is issued an identification card. The Contractor shall coordinate with the 78th CS Plans and Programs office to ensure compliance with security requirements, and with the base security section for installation access.
    - The Contractor shall contact the Government POC seven (7) business days before arriving on Robins AFB to arrange for Visitors Passes.

- The contractor shall be responsible for ensuring that all its employees always obtain and keep on their person while working on the base, a USAF identification card.
- Upon completion of the work or termination of an employee, the contractor shall be responsible for turning in identification cards to the Contracting Officer or to the Pass and Registration Office of the Security Forces.

NOTE: Failure to turn in badges will result in WITHHOLDING OF FINAL PAYMENT and revocation of any future badges issued by Pass and Registration Office to the employee and the contractor.

22. **Identification of Contractor Vehicles:** Contractor vehicles must be marked on each side with company name with either permanent or semi-permanent/magnetic signage.

23. **Other Vehicle and Licensing Requirements:**
    - All Contractor employees who will be driving a vehicle on Robins AFB shall always have a current driver's license with them while on Robins AFB.
    - All Contractor vehicles to be operated on Robins AFB will have a valid state registration, vehicle inspection, and insurance. Proof of registration and vehicle insurance must always be physically available while the vehicle is on Robins AFB.
    - Any Contractor employee who will be operating heavy equipment or specialized equipment that requires a license or certification shall be so licensed and/or certified with proof presented to the contracting officer prior to work start.

24. **Security Danger Warning, Accident Prevention, Fire Prevention and Fire Protection Requirements:** All Contractor operations shall be conducted and performed in accordance with the Department of Labor, OSHA requirements found in 29 CFR 1910 and 29 CFR 1926, project identified national standards, military manuals, instructions, pamphlets, standards and handbooks, and the US Army Corps of Engineers' Safety and Health Requirements Manual 385- 1-1, dated 03 Sep 96 at https://www.publications.usace.army.mil/USACE-Publications/Engineer- Manuals/. The Contractor shall keep the work site clean and clear of any work debris, materials, supplies, tools, or equipment when work is not taking place.

    - **Welding, Cutting, and Brazing.** The Contractor shall obtain required advance approval for any process that includes welding, soldering, brazing, cutting with or use of a torch, or any other operation that involves a flame or equipment that produces a high degree of heat. Approval must be requested 24 hours in advance via an AF Form 592. Assigned GR will assist in filling out and processing the AF Form 592 when/if required. Operations shall not commence until the Robins Fire Department approves the AF Form 592 and assigns a control number. The Contractor shall put a fire watch in place and shall have appropriate fire extinguishers on-site at the location of the work. The Contractor shall coordinate work start to allow an on-site inspection by Robins Fire Prevention personnel prior to any portion of the work that requires the AF Form 592.
    - **Security Police and Fire Protection.** The Government will provide general on-base security police and fire protection service.
    - **Hazardous Conditions & Injuries.** During the course of performing work under this contract, should the contractor find existing hazardous conditions that create an unsafe working environment preventing him or her from completing the outlined

work, the CO shall be immediately notified. The Contractor shall notify the CO or GR within one (1) business day of any injuries that occur to contractor personnel while they are on the installation.

- **Confined Space.** Contractors shall obtain all necessary approvals and permits for entry into confined space prior to work starts.
- **Off Limit Signs.** The contractor shall provide warning and/or" OFF LIMITS" signs at the entrances of jobsite, and barricades around the jobsite while the equipment and/or systems are being serviced. The contractor shall control all personnel desiring access into jobsite areas when work is in progress.

25. **Emergency Procedures:** The Contractor personnel shall follow the direction of the Government personnel with regard to emergency procedures, such as fire, tornado, active shooter, bomb threats, or other emergencies. It is the responsibility of the Contractor to provide guidance and to establish procedures for its employees to respond to an emergency. It is the Contractor's responsibility to account for their employees following an emergency evacuation. The Contractor personnel shall participate with the Government personnel in all fire and tornado drills at no additional cost to the Government.

26. **Contractor Employees:** All contract personnel working in situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractor personnel shall be easily recognizable 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 contractor's company name and the employee's name.

27. **Certifications:** The contractor shall ensure technicians conducting the installation, maintenance, and or responding to service calls; are certified technicians.

28. **Citizenship:** All installers must be US citizens. The Contractor shall notify the Government POC before sending a Foreign National representative to perform services. Special rules apply for foreign nationals visiting a US Government facility. No foreign nationals will be allowed to work on this project.

29. **Contract Manager:** The contractor shall provide a contract manager who shall be responsible for all requirements in this SOW. The name of this person and an alternate(s) who shall act for the contractor when the manager is absent, shall be designated in writing to the Contracting Officer (CO). The contract manager or alternate shall have full authority to act for the contractor on all matters relating to this contract. The contractor shall provide the contract manager's names, addresses, and telephone numbers. The contractor shall maintain a current listing of employees, providing updates as changes occur. The contract manager or alternate shall be available during duty days from 0800 to 1630. The contract manager or alternate shall have a good understanding of the requirements pertaining to this contract for interpretation and implementation of directives (written and oral) issued in English by the CO or GR.

28. Removal of Contractor Employees: The contractor shall utilize only experienced, responsible and capable employees in the performance of this contract. The CO may require that the contractor remove any of his/her employees who endanger persons or property, or whose continued employment under this contract is inconsistent with the interests of the U.S. Government.

29. Government Representatives: The following individuals will serve as Primary and Secondary Representatives for the point of contact through which all contractor-provided services will be requested and accomplished for the 78 SFS. Government Representatives will not supervise the Contractor, and they are not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf.

Government Representative (Primary)	**Government Representative (Secondary)**
Name: TSgt Joshua Welch	Name: SSgt Shian Creer
Position: NCOIC, Electronic Security Systems	Position: NCOIC, Resource Protection
Phone / Comm: 478-222-7207/ DSN: 472-7207	Phone / Comm: (478) 222-1987 / DSN: 472-1987
Email: joshua.welch.4@us.af.mil	Email: Shian.creer@us.af.mil

END OF STATEMENT OF WORK (SOW)