SCOPE OF WORK

FOR

AIR FORCE RESERVE COMMAND

QJKL 26-0017
Sustain Carpet, Multi

13 May 2026

1.0 DESCRIPTION OF SERVICES.

1.1 Scope. This Scope of Work (SoW) describes the services required to/for 934th Civil Engineer Squadron. These services include removal and disposal of all carpet and base cove, floor preparation as required, application of carpet square and base cove adhesive, and the installation of the new carpet and base cove. Additional required services include lifting or moving desks and file cabinets. All other items (i.e. chairs, lamps, computers, monitors…) will be moved by the facility occupants prior to the Period of Performance. The estimated square footage for all offices is 8,100 SF.

The Contractor shall organize dumpster service and ensure the dumpster removal once the project is completed. Additionally, the contractor will provide the 934th Environmental Flight with all weight tickets from demo work.

Excess materials shall be transferred to the 934th Civil Engineer Squadron upon completion of the project.

1.2 Organization. The AFRC organization with primary responsibility for this requirement is 934th Civil Engineer Squadron.

1.3 Place of Performance. These services will be performed at Bldg. 718, Bldg. 752, Bldg. 744, Bldg. 803 and Bldg. 801 Minneapolis/St. Paul ARS, Minneapolis, MN 55450. Specific office numbers are identified in a subsequent section.

1.4 Required Services.

- Removal and disposal of all carpet and base cove in the identified areas listed below.
- Protection of walls and government buildings, office furniture, materials, and equipment.
- Move and return office furniture obstructing the removal and installation of base cove and carpet.
- Application of C-EX Pressure Sensitive Adhesive-4 Gal.
- Installation of AFTERMATH II-POTPOURRI-24x24-GU Carpet squares.
- Installation of new wall base to blend with carpet and walls. Contractor will provide CES with examples.
- Application of wall base adhesive
- Site cleanup to include pickup of all debris, cardboard, dust, consumables, and packaging.
- 1-year labor warranty from the contract award winner. The warranty start date will start on the date of substantial completion.
- Registration of the manufacturer's warranty to the 934th Civil Engineer Squadron.

1.4.1 Locations where services to be performed

Rooms and office location dimensions are estimated. It is the contractor's sole responsibility to verify measurements and adjust materials accordingly. Office Locations and Room Numbers to replace carpet and wall base:

- Bldg. 744, Room ##, Dimensions 7.91'x12'
- Bldg. 744, Room ##, Dimensions 7.5'x12'
- Bldg. 744, Room ##, Dimensions 8'x12'
- Bldg. 744, Room ##, Dimensions 11.66'x12'
- Bldg. 752, Main area (Bio), Dimensions 27'x18.75'
- Bldg. 752, Room 101A (Bio), Dimensions 14.83'x13.92'
- Bldg. 752, Room 101B (Bio), Dimensions 13.33'x10.83'
- Bldg. 752, Main area (Mail Room), Dimensions 19.66'x6.33'
- Bldg. 752, Room 102A (Mail Room), Dimensions 14.83'x13.91'
- Bldg. 752, Room 102B (Mail Room), Dimensions 16'x6.67'
- Bldg. 803, Room 104, Sq Ft: 192
- Bldg. 801, Room 102, Sq Ft: 232
- Bldg. 801, Room 105, Sq Ft: 207
- Bldg. 801, Rooms 202-211 and hallway, Sq Ft: 1623
- Bldg. 718, Command Section (Room 150), Dimensions:11.58'x9.42'
- Bldg. 718, Command Section (Main Area), Dimensions:32.58'x16'
- Bldg. 718, Command Section (Room 152), Dimensions:11.66'x8.75'
- Bldg. 718, Command Section (Room 151), Dimensions:9.5'x8.75'
- Bldg. 718, Command Section (Room 149), Dimensions:12.75'x13.25'
- Bldg. 718, Command Section (Room 148), Dimensions:9.08'x13.25'
- Bldg. 718, Command Section (Room 147), Dimensions:12.25'x13.25'
- Bldg. 718, Command Section (Room 145), Dimensions:12.42'x11.33'
- Bldg. 718, Command Section (Room 146), Dimensions:7.25'x12'
- Bldg. 718, Main Building (Room 132), Dimensions:20.75'x20.25'
- Bldg. 718, Main Building (Room 133), Dimensions:20.5'x10.75'
- Bldg. 718, Main Building (Room 130), Dimensions:11.75'x11.5'
- Bldg. 718, Main Building (Room 125), Dimensions:13.25'x14.75'
- Bldg. 718, Main Building (Room 116), Dimensions:9.75'x11.5'
- Bldg. 718, Main Building (Room 115 Seg 1), Dimensions:14'x19'
- Bldg. 718, Main Building (Room 115 Seg 2), Dimensions:12.5'x9'
- Bldg. 718, Main Building (Room 114), Dimensions:12.75'x29'
- Bldg. 718, Main Building (Room 106), Dimensions:15.75'x13'
- Bldg. 718, Main Building (Room 105), Dimensions:8.75'x13'
- Bldg. 718, Main Building (Conference Room), Dimensions:20'x13'
- Bldg. 718, Main Building (Room 103), Dimensions:10'x15'

1.5 Contractor Responsibilities

1.5.1 The contractor must provide the 934th Contracting Office with an accurate timeframe and date range of each building location.

1.5.2 The contractor will maintain and provide the 934th Environmental Flight with disposal weight tickets at the end of the project.

1.5.3 The contractor shall procure and schedule a construction debris dumpster for drop-off and pick-up. The 934th Civil Engineer Squadron will escort the dumpster contractor for delivery and pick-up.

1.5.4 Each contractor employee shall have and utilize PPE provided by the contractor while performing work IAW OSHA regulations.
1.5.5 The contractor must provide at least 72-hour notice for consideration to perform work outside normal business hours. Phone calls and emails are acceptable methods of communicating requests.

1.5.6 The contractor will register all warranty information to 934th Civil Engineer Squadron.

1.5.7 The contractor will clean up debris and refuse at the end of each day. All tools, cords, cables, rope, PPE, and equipment will be stored before departing each day.

1.5.8 Repair efforts shall, IAW all additional documents contained within the project submission, be adhered to. Substitutions and/or deviations will not be accepted unless approved by the Contracting Officer in writing.

1.5.9 Contractor may only work on one building at a time.

2.0 SERVICES SUMMARY (SS).
Site Prep and Demolition shall include:

- Verify accuracy of room dimensions
- Material submittals approved prior to mobilization
- Procurement and delivery of materials prior to the start of work
- Delivery of dumpster(s) prior to the start of work
- Move and/or lift desks and file cabinets
- Disassemble/reassemble cubicles
- Removal of all carpet and wall base
- Apply recommended adhesive to the manufacturer's specifications to floor and wall base
- Allow recommended dry time of adhesive as specified by manufacturer's label before installing carpet and base cove
- Install new carpet and base cove
- Site cleanup at the end of each duty day to include reconstitution of tools disposal of trash and recyclables.
- Provide the 934th Environmental flight with the weight tickets of refuse generated at the end of the project.

3.0 GOVERNMENT PROPERTY AND SERVICES

3.1. Government Services. The government will provide necessary electrical and water connections for contractor use.

3.1.1 The contractor may utilize restrooms within each building of work.

3.1.2 The contractor may utilize the Community Activity Center (CAC), Bldg. 807, for lunch. The CAC's normal hours of operation are between 1100hrs – 1300hrs, Monday – Friday.

3.1.3 No work shall be performed the week of any Unit Training Assembly.

3.2 Government System(s). Access to Government systems will not be required to perform tasks under the contract/order.

3.3 Federal Holidays: The Minneapolis Air Reserve Station observes the following Federal Legal Holidays:

New Year's Day	1 Jan
Martin Luther King Birthday	Third Monday in Jan
Presidents Day	Third Monday in Feb
Memorial Day	Last Monday in May
Juneteenth	19 June
Independence Day	4 July
Labor Day	First Monday in Sep
Columbus Day	Second Monday in Oct
Veterans Day	Second Monday in Nov
Thanksgiving Day	Fourth Thursday in Nov
Christmas Day	25 Dec

4.0 GENERAL REQUIREMENTS

4.0.1 Minimum award requirements. To be considered, the contractor shall be located within 50 miles of the Minneapolis/St. Paul ARS, Minneapolis, MN 55450, this contract will not include travel or per diem.

4.0.2 The contractor must not have had any Termination for Cause within the previous 10 years.

4.0.3.2 CES will conduct a pre-final inspection upon substantial completion of work. A punch list of items to correct will be issued to the contractor for completion prior to the final acceptance inspection. The Contractor must notify CES at least 2 business days prior to pre-final inspection.

4.0.4 A final acceptance inspection with the 934 CE structures personnel will be performed before acceptance of the carpet and base cove. The contractor must notify CE at least 2 days prior to the final inspection.

4.0.5 The contractor will provide the 934 CES with a copy of all registered manufacturer warranty information, and a 1-year overall warranty of work from the contractor.

4.1 Submittals. Contractor shall submit product data and/or material samples (2) of the following:

1. Carpet: product data and samples

2. Base Cove: product data and samples
3. Carpet Tile Adhesive: product data
4. Base Cove Adhesive: product data

4.1.1 The period of performance shall be no longer than 120 calendar days from issuing the Notice to Proceed (NTP). Contractor shall provide a construction schedule with their proposal, breaking out all key work features along with a sequence of procedures, means of access, space for storage of materials and equipment and use of approaches.

4.2 Post Award Meeting. The Contractor shall attend a one (1) day post award meeting convened and hosted by the 934 MSG/PK COR. The post award conference will be held within two (2) weeks of contract award. The location of the post award conference will be in Bldg. 860 Contracting conference room.

4.3 Installation Access. The contractor shall provide competent staff to perform work. All contactor personnel must be U.S. citizens. It is the contractor's sole responsibility to ensure that no employee doing work on this installation shall ever have been convicted of a felony or have any open warrants. All vehicles are subject to search at any time while entering, on, or exiting the installation. Contractors shall not have on their person, possession or in their vehicle any drugs, including marijuana, paraphernalia, firearms, ammunition, or drones.

4.3.1 The names, dates of birth, driver's license numbers, issuing state, and expiration dates of the DL's of the contract employees shall be provided to the 934th Contracting Office at least 72 hours prior to the Post Award Conference. Acceptable forms of identification include RealID, Passport, original birth certificate from the United States, or Enhanced Identification.

4.3.1.1 If, during the background checks, a contractor has been convicted of a felony, the USAF will deny entry. Additionally, if an open warrant is discovered, the USAF will detain the individual and extradite them to the area of original jurisdiction. Any person without legal status to work in the US will be detained and transferred to Immigration and Customs Enforcement.

4.4 Travel. No travel or per diem authorized. Only contractors submitting bids who are located within 50 miles of 760 Military Highway, Minneapolis, MN 55450 will be considered as set forth in the Government's Joint Travel Regulation, Volume 2 and allowable per FAR 31.205-46, *Travel Costs*. No profit or fee will be paid.

4.5 Contractor Manpower Reporting. In accordance with 10 U.S.C. 2330a, the Contractor shall provide an annual count of contractor/subcontractor personnel performing work for each fiscal year if the DoD is the requiring activity and if the acquisition is in excess of $3,000,000. The Contractor shall report all Contractor labor hours, including subcontractor labor hours, required for performance of the services provided under the contract in System for Award Management (SAM). Reporting shall be conducted for each fiscal year, which extends October 1 through September 30. While inputs may be made any time during the fiscal year, all data shall be reported no later than October 31 of the following fiscal year. **The Contractor shall establish a record for the contract/order in SAM no later than 30 calendar days after contract/order award.** The Contractor shall enter Order Data, Contact Data and Location Data. Additional information and user manuals for government personnel and contractors are available at the SAM website (https://www.sam.gov).

4.6 Continuation of Mission-Essential Services During a Crisis. The Functional Commander or civilian equivalent has determined, by placing the decision in writing, that all of the contractor services performed under this contract are not mission-essential and will not continue in the event of a crisis.

4.7 Non-personal Services. The Government will neither supervise contractor personnel nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor personnel. It shall be the responsibility of the Contractor to manage its personnel and to guard against any actions that are of the nature of personal services or give the perception of personal services. The Contractor shall notify the AFRC/PKA CO immediately if any task requires action by the Contractor personnel that constitutes or are perceived to constitute personal services. These services shall not be used to perform work of a policy/decision making or management nature, i.e. inherently governmental functions.

4.8 Security. The Contractor shall comply with all security regulations and directives identified herein and other security requirements as shown elsewhere in this contract.

4.8.1 Use of photography. The Contractor is only allowed to photograph the site. Photographs of Air Force assets outside of the "job site" is strictly prohibited. Photographing military aircraft, USAF flightline, facilities outside of the jobsite, US Government personnel and government vehicles is strictly prohibited as defined under 18 U.S.C § 795, EO 10104, 18 U.S.C § 796, and 18 U.S.C. § 797. Any contractor in violation of federal photography laws on a military installation will face a fine of not more than $100,000, 1 year in prison or both.

4.8.1.1 Resource Protection and Integrated Defense. The Contractor shall immediately report all thefts, vandalism, or destruction of property and equipment (Government or Contractor owned) to the Contracting Officer Representative (COR) of this contract.

4.9 Health & Safety Program. The Contractor is responsible for the safety and health of their personnel and protection of the public on Government work sites (DODI 6055.1, Paragraph E5.1). The Contractor shall maintain a health and safety program that meets OSHA standards. If the 934 MSG/PK CO notifies the Contractor of a potential OSHA violation, the Contractor is obligated to comply with the applicable OSHA regulations.

4.10 Incident or Mishap Procedures. The Contractor shall immediately call 911. The Contractor shall within one (1) hour notify the 934 MSG/PK CO, 934 CE/CEC COR and 934 AW/SEW of all mishaps or incidents for damage to government property. This notification requirement shall also include physiological mishaps/incidents. A written or email copy of the mishap/incident notification shall be sent within three (3) calendar days to the 934 MSG/PK CO (with copy to 934 CE/ COR) who will forward to 934 AW/SEW. For information not available at the time of initial notification, the Contractor shall provide the remaining information not later than twenty (20) calendar days after the mishap, unless extended by the AFRC/PKA CO. Mishap notifications shall contain, as a minimum, the following information:

(A) Contract, contract number, name and title of person(s) reporting
(B) Date, time and exact location of accident/incident
(C) Brief narrative of accident/incident (events leading up to the accident/incident)

(D) Cause of accident/incident (if known)
(E) Estimated cost of accident/incident (material + labor to repair/replace)
(F) Nomenclature of equipment and personnel involved in the accident/incident
(G) Corrective actions (taken or proposed)
(H) Other pertinent information

The Contractor shall, in the event of an accidental incident/mishap, take reasonable action to establish control of the incident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the incident/mishap investigative authority.

4.11 Fire Emergencies. The Contractor personnel shall dial BDOC at 612-713-1102 for all emergencies. The 934th Security Forces Squadron will notify the appropriate agency.

4.12 Department of Labor (DoL) Inspection of Contractor Operations. The Contractor is subject to DoL inspections and enforcement by OSHA health and safety officials while performing work on a Government installation. The OSHA health and safety officials may access workplaces on Government installations at any time, scheduled or unscheduled, during regular work hours. The OSHA health and safety officials must meet security requirements to enter restricted or classified areas. The Contractor shall notify the 934 MSG/PK CO and 934CE/CEC COR upon notification of a visit.

4.13 Trafficking in Persons: The Contractor shall comply in accordance with the FAR and applicable supplements and shall be in compliance with all applicable guidance and clauses listed in the contract as it relates to Trafficking in Persons. Additional information about Trafficking in Persons is available at the site for the Department of State's Office to Monitor and Combat Trafficking in Persons. http://www.state.gov/j/tip