DDAG Statement of Work -Safety Shoes

1.0 SCOPE OF WORK: Employees will go to an outside sourced shoe vendor no more than thirty minutes from DLA Distribution Depot, Albany, Georgia (DDAG). DLA Distribution Albany, 814 Radford Blvd BLDG 1221 Bay 5 Albany, GA 31704-1128. Billing Officials will send vouchers to supervisor of employee will have from the 5th to the 20th of the month they receive their voucher. If they miss that time frame, they will have to request a new letter from supervisor and Billing Official.

1.1 The government allowance for safety shoes is $165.00 per employee per year. Any charge above $165.00 must be paid by the employee at the time of issuance of the safety shoe. In order to be eligible for either direct payment or reimbursement, employees must present a (1) Safety Shoe Purchase Record signed by the Supervisor, (2) Invoice, sales receipt or canceled check and (3) claim for reimbursement. A safety shoes listing of safety footwear issued during each visit shall be compiled by the contractor, along with receipts signed by the employee receiving the shoes and delivered to the designated Government point of contact (POC). These lists shall include the employees name, badge number, size, style, and price of the shoe/issued/bought. The total dollar value of all shoes issued/bought during the visit and the total number of pairs of shoes shall be included. The Government POC for this contract will be Alex Coe, (229) 869-3138.

1.2 The contractor shall invoice the government for the actual price of the safety footwear that is purchased, up to the amount of the government subsidy, which is $165.00 for any style that is purchased. Any charges incurred by the employee over this amount during the purchase of the safety footwear shall be paid in cash by the employee, and will be collected by the contractor at the time of sale.

1.3 Approximately 230 employees per year qualify for safety shoes.

a. DDAG Workforce = 150 personnel

b. DDAG DDAG new hires (accounts for retirements, separations) = 75 Personnel

c. DDAG Reasonable Accommodation safety shoes/boots = 5 Personnel

1.4 If the contractor does not have the selected safety footwear available on-site, the contractor will mail the pair of shoes to:

DLA Distribution Albany, 814 Radford Blvd BLDG 1221 Bay 5 Albany, GA 31704-1128 Attention Safety Shoe

1.5 This contract will consist of a one year Base period, with two, one year option periods which may or may not be exercised. The Period of performance will consist of the following.

1.5 Contractors must be able to submit invoices in Wide Area Workflow (WAWF)

2.0 SAFETY AND HEALTH REGULATIONS: Contractor shall comply with Defense Logistics Agency Manual (DLAM) 6055.1, DLA Safety and Health Manual, Depot Safety and Occupational Health Program, Fire Prevention and Protection and all applicable NFPA Standards. Copies may be obtained from Safety Officer or Fire Chief.

3.0 ACCIDENT REPORTING: Mishaps involving contractor employees shall be reported to Depot Safety Office and Contracting Officer's Point of Contact (POC) immediately. Contractor shall make a written accident report 1AW DLAM 6055.1, using Mishap Report, DLA Form 1591. Report will be given to POC within five (5) working days after the date of accident occurrence.

4.0 DESIGNATED CONTRACTING OFFICER'S POINT OF CONTACT (POC):

A POC will be designated prior to award to be responsible for monitoring progress and overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, or other matter deviating from terms of this order between contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless formalized by proper contractual documents executed by Contracting Officer prior to completion of this order. On matters that pertain to the order terms, contractor will contact the Contracting Officer.

5.0 REQUIREMENTS:

5.1 The safety shoe-Vendor will keep in stock approved shoes for DLA Distribution DDAG, -Shoe store must sell steal toe shoes that meet ANSI/OSHA specifications. Vendor must also sell specialized safety shoes for individuals with Medical Conditions in accordance with the (RA) Reasonable accommodation i.e. Diabetes. Vendor must be located within 30 minutes of the base. Vendor must offer at least

Five different styles and/or brands of steal toe work boots and at least three different styles and/or brands steal toe sneakers. Vendor must agree to Bill monthly and not by the transaction. Vendor must allow for undamaged returns within 3 days from employees.

5.2 A listing of safety footwear issued during each visit shall be compiled by the contractor, along with receipts signed by the employee receiving the shoes. Invoices will include the Government employee's name, badge number, size, style, and price of shoe issued/bought. The Contractor will also provide the original DLA Shoe Letter showing the stamped authorization for the shoe purchase. The total dollar value of all shoes issued/bought and the total number of pairs of shoes shall also be included.

5.3 The contractor will invoice the Government for the actual price of the safety footwear that is purchased, up to the amount of the government subsidy, which is $165.00 for any style. The contract does not cover the purchase of insoles or other comfort items. Comfort items purchased are the responsibility of the employee. Any charges incurred by the employee over this amount during the purchase of safety footwear will be paid in cash by the employee, and will be collected by the contractor at the time of sale.

5.4 All Invoices and receipts from Vendor will have the Document number and the Contract number indicated.

6.0 TRAFFIC AND SECURITY REQUIREMENTS: Persons employed in the performance. of this order shall be subject to Security Regulations of the appropriate facility. These regulations pertain to the following subjects.

a. Traffic laws and regulations (Rules of the road)

b. Vehicle registration requirements

c. Personnel entrance requirements

d. Observation of “For Official Use Only” operations and associated restriction on discussing and writing about these operations.

6.1 To register with Security, each prime contractor/supervisor/employee must have in their possession.

a. A valid state driver's license

b. A valid vehicle registration

c. Proof of valid vehicle insurance

7.0 CONTRACTOR VISITOR BADGES: Visiting passes/badges will be given to contractor personnel responsible for performing service on Defense Distribution Center Depots installations. Contractor shall provide the security office with a list of all personnel required performing work on the installation during the contract performance period