STATEMENT OF WORK
FOR
BILLETING BLIND REPLACEMENT

PROJECT LOCATION
Work is to be completed at multiple buildings on Volk Field Air National Guard Base (ANGB), Camp Douglas, WI 546518-5001.

SCOPE OF WORK
The objective of this project is to provide a full depth replacement of all billeting building blinds on Volk Field to provide privacy, energy efficiency, light control, and glare reduction.

ALUMINUM BLINDS INSTALLATION
Replacement shall include the removal and disposal of existing window treatments and hardware (if applicable), and the installation of new window treatments that meet the following specifications.

All buildings expect Bldg. 449 and 475
Material(s): 1 inch Aluminum
Color: Bright White
Mounting: Inside mount using standard brackets
Lift Mechanism: Cordless Lift
Tilt Mechanism: Wand tilt
Tilt Position: Left Side

For Building 475
Type: Cellular Shades
Color: Blue Grey and Burgandy
Mounting: Inside
Operating System: Cordless
Operating Pole: No/ None

For Building 449
Type: Easy Clean Roller Shades
Color: Grey

***NOTE: The Blinds for Building 449 kitchen and office areas must be aluminum white in color blinds.

GENERAL REQUIREMENTS
Contractor is responsible for all labor, materials, and equipment necessary to complete the work, to include delivery and offload of necessary supplies and equipment. Any damage to window frames, interior walls, floors, or surrounding areas caused by equipment operation, installation, or material storage shall be repaired to original condition as part of the project.

PRICING & AWARD STRUCTURE:
Pricing shall be submitted for Project Area as outlined below. Each project area will be a separate Contract Line-Item Number (CLIN) and each will be awarded based on availability of funds at time of award. Pricing must be valid through 30 September 2026. Any CLINs not funded at time of

award shall be held available for award through 30 September 2026, in the event additional funding becomes available.

BASE REQUIREMENT

- Project Area 1: Bldgs. 140-149 (Est. 100 Windows)

OPTIONS

- Project Area 2: Bldg. 449 (Est. 29 Windows)
- Project Area 3: (Est. 28 Windows) Bldg. 475
- Project Area 4: Bldgs. 429, 430, 431, 434, 436, 438, 440, 442, 446, 448 (Est. 184 Windows)
- Project Area 5: Bldgs. 303, 305, 307, 310, 311, 312 & 315 (Est. 106 Windows)
- Project Area 6: Bldgs. 405-413, 417 and 419- 427 (Est. 221 Windows)
- Project Area 7: Bldgs. 125-132 (Est. 152 Windows)

The contractor is responsible for verifying the site conditions and quantities prior to submitting quotes. The above quantities are estimates. Attendance at scheduled site visit is ***highly encouraged.***

Installation methods and materials shall be in accordance with standard commercial practices.

VOLK FIELD GENERAL INFORMATION

1. Smoking on Volk Field premises is allowed only in designated areas.
2. Seat belts must be worn, and cell phones may only be used in stationary vehicles and equipment.
   Note: You may not talk or text with phones while driving on Volk Field premises.
3. No one will be allowed access without official prior arrangement and representation by a prime contractor.
4. Individuals are not allowed access to any restricted areas once on base. Access is allowed "Only" in areas required to conduct the work of this project.
5. All vehicles and persons are subject to search at the discretion of security personnel.
6. Persons interested in viewing the project site shall have a current picture I.D & provide full name (including full middle name), valid Driver's License number and date of birth at least three (3) business workdays prior to scheduled arrival.
7. Volk Field is a secure installation and background checks of contractor employees will be conducted once a contract has been awarded.
8. Volk Field hours of operation are from 6:30 am to 4:00 pm, Monday-Friday

WORK SCHEDULING

1. Normal base work hours for the Contractor are defined as 7:00-4:00 Monday-Friday, excluding Saturdays, Sundays, and Federal Holidays.
2. If the Contractor desires to work during periods other than above, they must coordinate with the Volk Field Contracting Officer in advance of his intention to work during other periods.
   a. If the Contracting Officer determines that they are reasonably available, the Contracting Officer may authorize the Contractor to perform work beyond normal duty hours/days.
3. The project work duration is estimated to be approximately 120 calendars days from the date the contractor is provided Notice to Proceed.
   a. Additional coordination will be required after the completion of work to facilitate project closeout requirements.

GENERAL CONDITIONS
The contractor shall comply with all applicable local, State and Federal laws and regulations. The contractor shall provide supervision overseeing all work. The contractor shall field verify all site conditions, quantities, measurements, and requirements. The contractor shall protect and barricade all work areas to ensure safety. The contractor shall protect all structures, utilities, vegetation, sidewalks, and vehicles from damage. The contractor shall be responsible to replace any damaged materials with new materials, at no additional cost to the Government.

DISPOSAL OF MATERIALS AND CLEANUP
The contractor shall not use any Government disposal bins, dumpsters or trash receptacles for any reason at any time. The contractor shall provide appropriate disposal bins/trash receptacles. Approval of disposal bins/trash receptacle location(s) shall be coordinated through the customer. The contractor shall clean up after each work period and dispose of all debris at the close of each day.

MATERIAL & EQUIPMENT ACCOUNTABILITY
The contractor shall notify the Government prior to delivery of any material or equipment to the site. The contractor shall ensure someone is available to receive delivered materials and able to store them safely in an area designated by the Government. Any materials delivered without prior coordination and without having someone to take receipt, shall not be accepted and turned away.

ANTITERRORISM / OPERATIONS SECURITY / INFORMATION PROTECTION INFORMATION

1. Access and General Protection/Security Policy and Procedures. This standard language is for contractor employees with an area of performance within Government controlled installation, facility, or area. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Contracting Officer's Representative (COR). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the local installation's Security Forces, Director of Emergency Services or local Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by DoD, HAF and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

2. For Contractors that do not require CAC but require access to a DoD Facility and/or Installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (AFI 31-101 and AFI 10-245), Contractors are required to be verified prior to Installation access. To facilitate faster installation entry; Form 1 Installation Entry Request must be submitted 15 days prior to the contractor's arrival through the main gate. Entry may be denied if the Form 1 Installation Entry Request is not received. Please use the attached Installation Entry / Access spreadsheet, when complete email to: usaf.wi.wi-crtc.list.entry-request@mail.mil

3. AT Level I Training. All contractor supervisors, job site lead employees, to include subcontractor supervisor and job site lead employees, requiring access to Government Installations, Facilities and Controlled access areas shall complete AT Level I awareness training within 10 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. Certificates of completion for each affected contractor

employee and subcontractor employee will be maintained by the COR or Antiterrorism Representative. AT Level I Awareness training is available through https://jko.jten.mil/courses/AT-level1/launch.html by completing JS-US007: Level I Anti-Terrorism Awareness Training.

Questions concerning this SOW can be directed to Volk Field Contracting at 608-427-1235 or by email at WI.CRTC.VF.Contracting@us.af.mil