Statement of Work

5 CES Dorm 276 Compact Range Replacement
Minot AFB, ND 58705

GENERAL INFORMATION:

1.0 **SCOPE OF WORK:** The contractor shall supply and install twenty-seven (27) compact ranges, including new appliance power cords, within building 276 dormitory common areas. Responsibilities include all labor, supervision, tools, equipment, transportation, and disposal services necessary to complete the project. The scope encompasses the following tasks:

- Removal of the existing compact ranges and appliance power cords
- Off-base disposal of the removed compact ranges in accordance with applicable regulations
- Furnishing of new compact ranges and appliance power cords
- Delivery of twenty-seven (27) new compact ranges and appliance power cords to the site
- Installation of the new compact ranges with new appliance power cords in designated locations
- Functional/Operational testing of each installed unit

Work must be performed efficiently to minimize disruption, with the workplace cleaned daily by 1600 hours (4:00 pm) local. The installation shall commence no later than 30 calendar days after purchase receipt, with the entire installation process completed within 10 business days.

1.1. **CONTRACT PERSONNEL:**

1.1.1. **CONTRACTOR EMPLOYEES:** The contractor will not employ persons to work on this contract if such employee is identified to the contractor by the CO as a potential threat to health, safety, security, general well-being or operational mission of the installation and its population.

1.1.2. **SECURITY REQUIREMENTS:** Personnel clearance and access will be coordinated with the Contracting Officer.

1.2. **GOVERNMENT INSPECTION:** All work performed by the contractor is subject to inspection and acceptance by Dorm Management before payment. Room access will be coordinated with Dorm Management.

1.3. **HOURS OF OPERATIONS:** The contractor will perform the services required under this contract during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding Saturdays, Sundays, legal holidays, and down days. Work will be performed in a manner

to create minimum disturbance and inconvenience to the base transportation system. Contractor personnel will be limited to work areas and escorted at all times.

1.4. **DISPOSITION OF MATERIALS:** All materials, to include packing materials, old compact ranges, and old appliance power cords, will be removed from the site and disposed of by the contractor at an off-base location. The work site will be maintained, clean and free of debris at all times and will be clean at the completion of work each day. It is the contractor's responsibility to set up disposal and removal to an off-base location. A dumpster will not be provided to the contractor.

1.5. **DAMAGE TO GOVERNMENT PROPERTY:** The contractor will immediately notify the Dorm Facility Manager and Contracting Officer when damage to government property is discovered. The contractor will provide a proposal for repair. Accidents, abuse, misuse, i.e., are examples of damage to be identified.

1.6. **HAZARDOUS WASTE:** Any hazardous waste or material used or generated by the contractor will become the property of the contractor. The use, generation, and disposal of all hazardous waste or material will be the responsibility of the contractor and will be handled in accordance with all federal and state hazardous waste and toxic substances control regulations.

2.0 SAFETY REQUIREMENTS: The contractor will comply with all Occupational Safety and Health Administration (OSHA) and National Electric Code (NEC) requirements.

3.0 SALIENT CHARACTERISTICS:

Compact Ranges

- 27 - Four-burner, 208V/240V AC, 60 Hz, 30-40 AMP compact ranges
- Similar to, or of better value, Hotpoint - Model #RAS240DMWW
- Must be black or white.
- Must measure between 23.5 - 24.5-inches wide
- Must have safety features to include but not limited to: heat limiting cooking surface protectors, an on-indicator light and a hot burner indicator light.

Appliance Power Cords

- 27 - UL Listed 40 AMP, 4-ft, 4-Wire appliance power cords

4.0 PERIOD OF PREFORMANCE:

4.1. Removal will start within 30 days of the date of contract award.

4.2. The period of performance of removal and installation will be no more than 10 business days.

4.3. Minot Air Force Base will not store or temporarily house new or old products or trash and debris from the work site.

DORM	FLOORS	QUANTITY	ITEM	DESCRIPTION
276	1, 2, 3	27	Compact Range	• Four-burner, 208V/240V AC, 60 Hz, 30-40 AMP compact ranges
276	1, 2, 3	27	Appliance Power Cord	• UL Listed 40 AMP, 4-ft, 4-Wire, 4-Prong appliance power cords
Total Items:		54		

5.0 INSTALLATION REQUIRMENTS:

The contractor will furnish all tools, materials, and labor to remove and install twenty-six (26) compact ranges and appliance power cords to include: removal of old compact ranges and power cords, procuring and transporting all new compact ranges and power cords, unpackaging and assembling new compact ranges, and installing a new appliance power cord to each range. All new compact ranges and power cords will be replacing old compact ranges and power cords.

> ***NOTE*: One (1) compact range and one (1) appliance power cord will not be installed but will be provided to the customer as a spare. The customer will be responsible for transporting both from the work site to a storage facility.**

The compact ranges and power cords will be delivered to a building that has three floors, stairwell access only (no elevators). Delivery truck staging site will be within 100' of entrance. A loading dock or ramp is not available. The contractor will remove and dispose of the old compact ranges and power cords at an appropriate off-base location.

5.0.1. The new compact ranges and power cords will be installed in the building according to the following:

- Installation will be at dorm 276.
- There will be one compact range and one power cord installed in each dorm room common area by the contractor.

5.1. Work must comply with local and national building standards and codes.
5.2. The contractor will be responsible for following all safety and security guidelines within the area in which work is being performed, to include securing any contractor owned tools or equipment, and any on-site storage being utilized.
5.3. The contractor will maintain accountability and control of any keys provided and will return them to the Government Acceptor upon completion of work. Duplication of keys or other means of access is not authorized.
5.4. The contractor will prevent their personnel from entering any area other than the designated work area.

5.5. The contractor will maintain a means of egress within all designated work areas to comply with fire codes.
5.6. The contractor will be liable for any damage to government property caused by the contractor or their representatives.
5.7. During installation, the contractor will protect all furniture and building materials, to include carpet/floor, existing within the space with industry approved protective coverings inclusive of craft paper, moving blankets and such type of material if the potential for damage exists. The contractor will not use protective materials that will leave any type of residual print, outline, or imaging on any furniture or building materials. Contractor will not repair damage to finishes but will be responsible to pay for damages. The government will make repairs and back charge the installation contractor.
5.8. All trash removed from the worksite will be disposed of in accordance with state laws. Packaging and other recyclable materials will be recycled wherever possible.
5.9. The contractor will maintain environmental controls when working in any Air Force facility, to include but not limited to keeping doors shut and lights off when not in use and turning off vehicle engines when parked.

6.0 INSPECTION/ACCEPTANCE CHECKLIST: Validation will coincide with installation, and a post-service walkthrough between the contractor and the Government Acceptor and/or Government Project Manager to verify all services have been performed to the satisfaction of the Government Acceptor and/or Government Project Manager.

6.1. A post-service walkthrough will be coordinated with the contractor's authorized representative and Government Acceptor and/or Government Project Manager.
6.2. All areas requiring correction will be documented in a punch list by the contractor and provided to the authorized government representative upon completion of the post-service walkthrough.
6.3. If corrections are needed, a final walkthrough will be performed with the contractor and the Government Acceptor and/or Government Project Manager to ensure all punch list items have been addressed to the satisfaction of the Government Acceptor.
6.4. Upon completion of all contract requirements, the contractor will submit to the Government Acceptor the Inspection/Acceptance Checklist (Attachment 1 to this SoW) and documentation of completed punch list items. The Government Acceptor will complete the Inspection/Acceptance Checklist and return it to the contractor. The contractor may then submit a final invoice in the Wide Area Workflow system (WAWF) (https://wawf.eb.mil/) and will attach an electronic copy of the signed Inspection/Acceptance Checklist to the invoice submission.

7.0 SITE CONDITIONS: Standard site conditions will be considered those that include:

7.1. Free and clear hard surface access to installation location during regular working hours.
7.2. A suitable parking and off-loading area for access by a semi-trailer combination or truck.
7.3. Threat condition level of the base is Bravo. This requires dealer personnel to get base access in order to complete the service
7.4. An adequate staging area to sort, stage, and uncrate products.
7.5. Includes electric power, working lights, heating and air conditioning.

7.6. A building ready for service (i.e. other tasks such as painting and flooring are complete/will not cause any delays in performance).
7.7. Contractor will notify the Contracting Officer of any deviations from the above standards, as well as any requests for equitable adjustment to the contract price.

- **VOLUNTARY PROTECTION PROGRAM (VPP)/SAFETY:** 5.1 Voluntary Protection Program: The Air Force is part of the OSHA VPP. All contractors are required to familiarize themselves with the requirements of the VPP. Information on VPP can be accessed at https://www.osha.gov/vpp/all-about-vpp.

8.0 BASE/INSTALLATION SPECIFICS:

8.1 All commercial trucks must enter the *South Gate* entrance, located off US Highway-83, for inspection. In accordance with Minot AFB requirements, entrance inspections include construction, food, supply, FedEx, and UPS deliveries, as well as contractors entering with company trucks. If utilizing a POV or a rental vehicle, main gate is accessible to contractors once a pass is obtained. Hours of operation for the main gate are 24/7. The contractor will be responsible for obtaining all necessary passes, or other items required for access to the areas in which work will be performed. The contractor will request contractor passes through the CO by providing the full name, social security number, date of birth, work phone, home phone, and driver's license state/number of employees requiring **passes no later than 10 business days after contract award**. Personnel must adhere to the REAL ID Act of 2005 to ensure access to base is granted. Pass requests will be forwarded by the CO to the 5th Security Forces Squadron Visitor's Control Center for approval and issuance. Upon completion or termination of the contract, or an individual's release from employment, the contractor will retrieve the identification issued above and surrender it to the 5th Security Forces Squadron Pass and Registration Section located in the Visitor Control Center.

8.2 Gate Procedures: Once at the South Gate, be prepared to exit the vehicle and allow for vehicle inspection. At this time, you may ask for directions to your final destination.

8.2.1 If the final destination requires the driver to leave the South Gate, and re-enter the base through an alternate gate, the pass received will be sufficient documentation for entry into both gates, within a pre-established time directed by the Security Forces representative.
8.2.2 Arrival at the appropriate gate after the designated allotted time will result in no admittance to the installation.
8.2.3 This procedure occurs each time a commercial truck requests access to the base.

8.3 Personnel should bring the following items when entering the installation:

8.3.1 Current Registration for all vehicles.
8.3.2 Current Proof of Insurance for all vehicles.
8.3.3 Valid driver's license for each driver.
8.3.4 Valid driver's license or other state identification for each passenger.
8.3.5 Depending on the current Force Protection Condition, a government representative may be required to sponsor those people in person at Pass & ID, at building 547.

8.3.6 The sponsor must state the guest's purpose and destination. It is the responsibility of the contractor to coordinate arrival time and to validate destination and purpose with their government POC prior to arrival. Sponsors may request that a pass be applicable for multiple days if needed.

8.4 To sponsor 10 or more people, a typed list of those people must be submitted by the Government Acceptor in Word or Excel format, stating LAST NAME, FIRST NAME of each person. The sponsor must submit the list to Pass & ID, building 547, no fewer than three (3) business days prior to the anticipated arrival. Names listed must be complete names, (no nicknames), and correspond to the names on the state ID for each person.

8.5 *Prohibitions:* Firearms may not be brought on base under any circumstances. Individuals with criminal records are not allowed on base. Contractor personnel are prohibited from sponsoring guests onto the installation.