Statement of Work (SOW)

Carpet Tile Installation

at

Tyndall AFB, FL

6 August 2026

1.0 DESCRIPTION OF SERVICES

This Statement of Work (SOW) outlines the work to be performed for 1 Air Force for the removal of existing flooring and the installation of new carpet tile for an area of approximately 4200 square feet at 1210 Beacon Beach Rd, Tyndall AFB, FL 32403. The contractor shall provide all management, labor, equipment, and materials required to complete the tasks in accordance with this SOW. All work shall be performed in accordance with the Contract Requirements/Specifications, all applicable codes, and any construction details or drawings provided. The Contractor shall comply with the Tyndall AFB Installation Facility Standards (IFS), Tyndall AFB Installation Specifications, the current version of UFC 1-200-01 (DoD Building Code), UFC 3-120-10 (Interior Design), and all other applicable Unified Facilities Criteria (UFC) in effect at the time of contract award.

2.0 SCOPE OF WORK

The contractor shall furnish all labor, materials, transportation, tools, equipment, resources, and supervision required to complete the project as described. The contractor must adhere to all applicable safety regulations and base requirements.

2.1 PHASE 1: SITE PREPARATION

- **Protection of Adjacent Areas:** The contractor will take reasonable care to protect surrounding walls, baseboards, and any remaining fixtures from damage during the work.
- **Furniture and Personal Items:** Basic furniture moving is included. Government personnel will empty heavy filing cabinets if necessary. The client is responsible for removing all small, fragile, and personal items from the work area. Any large or specialty items (e.g., pianos, pool tables) must be moved by the client prior to the start of work.
- **Measurements:** The contractor shall be responsible for measuring and verifying the area and perimeter of all spaces receiving carpet, cove base and door transitions.
- Contractor shall submit physical samples of carpet, transitions, cove base, and LVT to customer prior to installation.

2.2 PHASE 2: DEMOLITION AND DISPOSAL

- **Removal of Existing Materials:** The contractor will remove the existing carpet and padding from the 4200 sq. ft. area.
- **Disposal of Old Materials:** All removed carpeting, padding, and related debris will be hauled away and disposed of by the contractor.

2.3 PHASE 3: SUBFLOOR PREPARATION

- **Subfloor Inspection:** The subfloor will be inspected for any damage, and the client will be notified of any necessary repairs that are outside the scope of the SOW.
- **Subfloor Cleaning and Prep:** The contractor shall sweep and clean the subfloor to ensure it is free of debris prior to carpet installation. Minor floor patching and leveling will be performed as required to fill small cracks, chips, holes, and shallow surface irregularities, providing a smooth, clean, and sound substrate. This work explicitly excludes structural repairs or extensive floor leveling.

2.4 PHASE 4: INSTALLATION

- **New Carpet Tile:** The contractor will install new carpet tiles in the 4200 sq. ft. area according to the manufacturer's specifications and industries best practices. Carpet shall be installed in full accordance with manufacturer's recommendations to preserve all warranties.
- **Contracting Qualifications:** All carpet installation shall be performed by manufacturer-approved installers. All installation methods shall strictly adhere to the manufacturer's published guidelines to ensure all product warranties remain in full force and effect.

- **Installation Standards:** All carpet and transition strips shall be installed in strict accordance with the manufacturer's written instructions and the minimum guidelines set forth in the current CRI 104 (Standard for Installation of Commercial Carpet) to preserve all manufacturer warranties.

2.5 PHASE 5: POST-INSTALLATION

- **Trim and Transitions:** The contractor will reinstall any removed baseboards or install new transition strips where the new carpet meets other flooring surfaces.
- **Doors:** After carpet installation is complete, the contractor shall ensure that all doors affected by the project can open and close properly. The contractor is responsible for any adjustments needed.
- **Cleaning:** After carpet installation is complete and prior to returning furniture, the contractor shall remove all debris, scraps, and any other foreign matter. The contractor shall remove any spots or adhesive from the carpet or adjoining surfaces and vacuum the entire work area.
- **Furniture Return:** Furniture shall be returned to the exact location it was removed from.
- **Disposal:** Disposal of all old flooring and installation debris
- **Warranty:** The contractor shall provide the Government with a one-year warranty on workmanship and any manufacturer's warranty.

2.6 ACCEPTANCE CRITERIA

The project will be considered complete and acceptable by the following:

- The carpet tile is installed in a professional and workmanlike manner, free of defects, and in accordance with industry standards.
- All seams are tight and lay flat.
- The carpet is properly stretched and secured, with no ripples or bubbles.
- The work area is clean and free of debris.
- A final walkthrough has been completed with the client, and any punch list items have been addressed.

3.0 GENERAL & ADMINISTRATIVE REQUIREMENTS

3.1 AUTHORIZED TIER 1 CONRACT VENDORS

All carpet tiles, broadloom, and adhesive materials procured under this SOW must be sourced from an authorized vendor under the current Air Force Carpet Program (Tier 1 C-Type Contracts).

The contractor shall coordinate directly with the approved vendors listed below to procure the specific carpet style, color, and backing selected for this installation.

Company	Carpet Selection	Contract Number
Mohawk	New Basics III BT400; Mojalica Tin 928	FA800323C0003
Engineered Floors	Craftwork 7099; Painter 2204	FA800323C0004
Interface Americas	Brescia 1466702500; Tempesta 8866	FA800323C0005
Mannington	Urban Grid Collection; Crosstown 11212 (Geometric Small Scale #1)	FA800323C0006
Tarkett	Aggregate 11016; Crosscut Collection; Field Report 28313 (Geometric Collection #2)	FA800323C0007
Milliken	Major Frequency-1 Vibration; VBN218-106 Perceive	FA800323C0008
Bentley Mills	Pop Up Shop; Color 400079 District	FA800323C0009

Note: The contractor is responsible for verifying that all materials delivered to the site match the approved specifications and contract numbers listed above.

3.2 SUBCONTRACT INFORMATION: If applicable, the Contractor shall be responsible for any subcontractor and any subcontractor's management necessary to integrated work executed under this

contract.

4.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES. None provided.

5.0 GOVERNMENT FURNISHED FACILITIES. None Provided.

5.1 SMOKING IN ACC FACILITIES: Contractors are advised that the Commander has placed restrictions on the smoking of tobacco products in ACC facilities. AFI 40-102, Tobacco Use in the Air Force, outlines the procedures used by the commander to control smoking in our facilities. Contractor employees and visitors are subject to the same restrictions as government personnel. Smoking is permitted only in designated smoking areas.

6.0 GOVERNMENT FURNISHED UTILITIES. The government will furnish electricity, water and sewage services as necessary for accomplishment of work in accordance with this contract.

6.1 UTILITY CONSERVATION: The contractor shall adhere to all base level utility conservation practices or requirements. The contractor shall be responsible for operating under conditions that prevent waste of utilities.

7.0 GENERAL INFORMATION

7.1 SECURITY

7.1.1 SUITABILITY INVESTIGATIONS. Personnel working in a government facility or working anywhere on Tyndall AFB property are required to have a Local Files Check. The Unit Security Manager will coordinate the Background Affidavit (with Pass & ID) and the DD 1172 Base Access Request Form – allow 3-5 day process time. Contractor shall submit DD 1172 and Background Affidavits no later than 14 days prior to scheduled work.

7.2 PASS AND IDENTIFIACTION ITEMS. The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-government owned vehicles:

- Short-**Term Base Access (Contracts under 6 months):** Due to the contract duration being less than six (6) months, Defense Biometrics Identification System (DBIDS) cards will not be issued. Instead, Contractor personnel shall obtain unescorted base access via a Commander's Letter requesting 30-day unescorted visitor passes. The Contractor shall submit the required information to the program manager to initiate the Commander's Letter process. Contractors should allow a processing time of up to one (1) week for the required background checks and pass issuance. Passes must be renewed in 30-day increments as necessary for the duration of the contract.

- **AF Form 75, Visitor/Vehicle Pass (AFI 31-204):** The Service Provider shall adhere to local security policy when applying for short/long term visitors' passes. Any contractor requesting a pass for more than 3 days will complete a Local Files Check with 325 SFS/Pass & ID. Vehicle passes (personal vehicles) are no longer required.

7.2.1 LISTING OF EMPLOYEES: The contractor shall maintain a current listing of employees. The list shall include employees' names, social security numbers and level of security clearance or base access (to include if escort privileges are authorized), on company letterhead. The list shall be validated and signed by the company facility security officer (FSO) and provided to the COR (and Security Manager) prior to the contract start date, and to the Contracting Officer (upon request). Updated listings shall be provided when an employee's status or information changes.

7.2.2 ANTI-TERRORISM/FORCE PROTECTION. Contractor personnel, including subcontractors, must comply with an participate in the installation AT/FP Program, specifically the conduct of Random Antiterrorism Measures (RAM).

7.3 FREEDOM OF INFORMATION ACT PROGRAM (FOIA). The contractor shall comply with DoD

Regulation 5400.7/Air Force Supplement and AFMAN 33-302, DoD Freedom of Information Act Program requirements. The regulation sets policy and procedures for the disclosure of records to the public and for making, handling, transmitting, and safeguarding FOUO material.

7.4 PRIVACY ACT PROGRAM (PA). The contractor shall comply with DoD 5400.11-R, The Privacy Act Program requirements and Air Force Instruction 33-332, For Force Privacy Program. The regulation sets mandatory guidelines for collecting, safeguarding, maintaining, using, accessing, amending and disseminating personal information kept in systems of records to comply with the Privacy Act, Title 5, United States Code (U.S.C.), Section 552a.

7.5 FOR OFFICIAL USE ONLY (FOUO). The contractor shall create and maintain FOUO material IAW DoD 5400-7R, DoD Freedom of Information Act Program; AFI 33-129, Transmission of Information via the Internet, paragraphs 7.4, 8.2.3, 16 and 17; and AFI 33-2021, Communications Security (COMSEC), Table 1. Mark all documents meeting the requirements identified in DoD Regulation 5400-7/Air Force Supplement, paragraphs C3.2.1.2 thru 3.2.1.9 as "For Official Use Only" IAW instructions identified in paragraph C4.2.1. Safeguard all sensitive data IAW DoD Regulation 5400.7/Air Force Supplement, paragraph C4.4. When documents containing FOUO material are authorized for destruction, shred the records in an approved shredder fit for the classification. Degauss or overwrite magnetic tapes or other magnetic media.

7.6 OPERATING INSTRUCTIONS. Adhere to the Air Force activity Operating Instruction (OI) for internal circulation control, protection of resources and to regulate entry into Air Force controlled areas during normal, simulated, and actual emergency operations.

7.7 TRAFFIC LAWS. The contractor and its employees shall comply with base traffic regulations.

7.8 HOURS OF OPERATION. Normal hours of operation shall be Monday through Friday 0730 to 1630.

7.8.1 For any interior facility service requirements, the contractor may work during the weekend between the hours of 0730 – 1630, however, the contractor shall provide the COR 48 hours' advance notice.

7.8.2 PERFORMANCE PERIOD: Shall not exceed 90 days from date of contract award.

7.9 QUALITY ASSURANCE. The government will evaluate the contractor's performance to ensure services meet contract quality requirements. When a performance threshold has not been met or contractor performance has not been accomplished, the COR will initiate and provide the Contracting Officer (CO) with a corrective action report (CAR) for issuance to the contractor. The contractor shall respond to the CAR IAW instructions provided and return it to the CO within 10 calendar days or receipt.

7.9.1 MULTI-FUNCTIONAL TEAM MEETINGS. The Program Manager and the Contractor may be required to meet with the CO, contract administrator, COR, and other government personnel as deemed necessary. The Contractor may request a meeting with the CO when the Contractor believes such a meeting is necessary. If the CO or contract administrator deems necessary, written minutes of any such meetings shall be recorded in the contract file and signed by the project manager and the CO or contract administrator. If the Contractor does not concur with any portion of the minutes, such nonoccurrence shall be provided in writing to the CO within ten (10) calendar days following receipt of the minutes.

7.9.2 PRE-PERFORMANCE CONFERENCE. Offerors/bidders are hereby advised that if they are awarded a contract as a result of this solicitation, they shall be required to attend a pre-performance conference at a date and time to be determined by the Contracting Officer prior to any work on Tyndall AFB, FL. The contractor shall provide key points of contact.

8.0 SAFETY. Safety requirements shall be the applicable sections of EM 385-1-1, 30 November 2014 and Occupational Safety and Health Administration (OSHA) regulations. OSHA regulations are available for review at the Base Safety Office, Building 105. EM 385-1-1 is available for reference in the Civil Engineering Office, Building 36234. The contractor shall ensure that any lifting devices or ladders meet all applicable safety standards. The contractor shall be required to use those lifting devices that will allow for the existing modular systems'

furniture to be raised for the installation of the new materials requested. The contractor will not be required to disconnect any electrical system connections to or from the modular system's furniture.

9.0 HAZMAT REQUIREMENTS. All chemical products used in the performance of this contract, including but not limited to adhesives, sealants, and cleaning agents, must be approved by the Tyndall AFB Environmental Flight prior to use. This requires the contractor to submit Safety Data Sheets (SDS) for each product (see Appendix B – Forms TAFB IMT 81, 82, and 83). The contractor shall maintain all approval documents and SDS at the worksite for the duration of performance, ready for immediate inspection upon request.

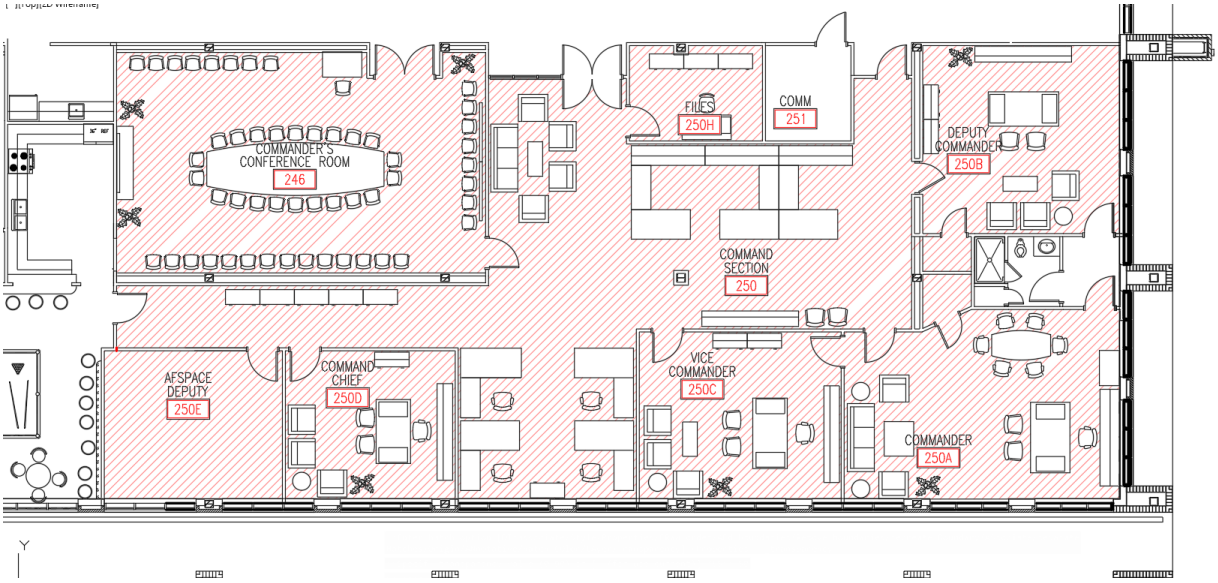
If any materials are not biodegradable, the contractor must state the mitigation efforts detailing procedures for spill prevention, containment, and disposal. The contractor is solely responsible for executing these mitigation efforts in strict accordance with all federal, state, and local laws. The contract shall bear all financial and legal responsibility for proper handling, spill response, and lawful disposal of all materials, including but not limited to, old flooring, installation debris, and all chemic products and containers.

9.0 SITE VISIT. A site visit will be offered pursuant to FAR 52.237-1. Regardless of site visit attendance, contractors acknowledge satisfaction as to the nature and location of the work, the general and local conditions, access to job site; disposal, handling and storage of materials; availability of labor, water, electric power or similar physical conditions at Tyndall AFB; the character of equipment and facilities needed preliminary to and during the performance of the work; and all other matters that can in any way affect the work or costs related to this requirement upon submission of offers. Contractors further acknowledge that any damage to the existing structure in and around the facilities will be returned to existing conditions prior to the completion of subject work at no additional cost to the government in accordance with FAR Clause 52.237-2. The contractor shall provide the Government with a one-year warranty on workmanship. The contractor shall provide any manufacturer's warranty to the government.

9.0 APPENDICES

A. Layout Drawing
B. Forms TAFB IMT 81, 82, and 83

Appendix A – Layout Drawing



Appendix B - Forms TAFB IMT 81, 82, and 83

Tyndall AFB IMT 81:

CONTRACTOR'S HAZARDOUS MATERIAL QUESTIONNAIRE			DATE
1. CONTRACTOR COMPANY NAME AND ADDRESS	a. CONTRACTOR NAME	b. DUTY PHONE	c. FAX NUMBER
	2. CONTRACT NUMBER	3. CONTRACTING OFFICER	
4. DATE, TIME, AND LOCATION OF PRE-PERFORMANCE CONFERENCE MEETING	5. PROJECT DESCRIPTION		
6. QUALITY ASSURANCE EVALUATOR (QAE)/PROJECT MGR/INSPECTOR AND DUTY PHONE	7. PROJECTED CONTRACT PERIOD START DATE: _____ END DATE: _____		

8. WILL CONTRACTOR BE USING ANY CHEMICALS DURING THIS CONTRACT?

a. IF THE ANSWER IS NO TO THE ABOVE QUESTION, PLEASE SIGN AND DATE BELOW.

CONTRACTOR NAME *(Print)* _____ CONTRACTOR SIGNATURE _____ DATE _____

b. IF CHEMICALS WILL BE USED DURING THIS CONTRACT, PLEASE SIGN AND DATE BELOW AND COMPLETE ITEM 9. PROVIDE 325 CES/CEV AN INVENTORY (SHORT-TERM CONTRACTOR HAZARDOUS MATERIAL INVENTORY, TYNDALL AFB IMT 82) AND COPIES OF ALL MATERIAL SAFETY DATA SHEETS (MSDS) 7-10 DAYS PRIOR TO CONTRACT START DATE. THE QAE OR EQUIVALENT FUNCTIONAL WILL PROVIDE THE HAZARDOUS MATERIALS MANAGEMENT OFFICE (HAZMO), BLDG. 421, SUITE 104. A CHEMICAL USAGE REPORT (SEE CONTRACTOR'S ENVIRONMENTAL REPORTING ENTRY IMT, TYDNALL AFB IMT 83) DURING THE CONTRACT PERIOD AS ANNOTATED ON BLOCK 27 OF THE MATERIAL INVENTORY.

CONTRACTOR NAME *(Print)* _____ CONTRACTOR SIGNATURE _____ DATE _____

9. WILL THE CONTRACTOR BE GENERATING A POTENTIAL WASTE OR HAZARDOUS WASTE DURING THE CONTRACT PERIOD?

☐ YES ☐ NO

IF YES, PLEASE CONTACT THE BASE HAZARDOUS WASTE MANAGER AT (850) 283-4780 FOR PROPER REPORTING AND DISPOSAL PROCEDURES.

NOTE: POINT OF CONTACT INFORMATION FOR THE HAZMO IS (850) 283-8997, FAX: (850) 283-2895

10. REMARKS *(If Required)*

TYNDALL AFB IMT 81, 20050701, V1

Tyndall AFB IMT 83:

Tyndall AFB IMT 82:

SHORT-TERM CONTRACTOR HAZARDOUS MATERIAL INVENTORY [1]

1. PRIME CONTRACTOR	2. E-MAIL ADDRESS	3. DUTY PHONE	4. FAX NUMBER	5. DATE
	6. PRIME COR/POC	7. DUTY PHONE	8. FAX NUMBER	9. CONTRACT NUMBER
10. CONTRACTOR POC	11. WORKPLACE/BLDG NUMBER	12. SUB-CONTRACTOR		13. DELIVERY ORDER
14. CONTRACTING OFFICER	15. CONTRACTING OFFICER SIGNATURE	16. DUTY PHONE	17. FAX NUMBER	18. DATE
19. OFFICE REQUESTING CONTRACT	20. SIGNATURE	21. DUTY PHONE	22. FAX NUMBER	23. DATE
24. EXPECTED START DATE	25. EXPECTED END DATE	26. PROJECT/TASK DESCRIPTION		

PRODUCT NAME/PART NUMBER	MATERIAL MANUFACTURER [2]	STOCK NUMBER [3]	PHYSICAL FORM (S, L, G)	AMOUNT @ UNIT OF ISSUE [4]	CONTAINER TYPE	MAX AMOUNT ONSITE AT ANY TIME [5]	ANTICIPATED AMOUNT USED FOR PROJECT [6]	PROCESS TYPE [7]	REMARKS/ NOTES [8]

FOOTNOTES:

1. This IMT is used for initial approval of hazardous materials and to report subsequent usage. Include all materials, which contain an EHS, TRI, CERCLA hazardous substance, toxic chemical, generates a hazardous waste after use, and/or requires a Material Safety Data Sheet.
2. Attach copy of MSDS (vendor specific) for each item on this inventory.
3. Identify National Stock Number if known. If unknown, leave blank, and HAZMO will complete.
4. Identify amount in container @ the units item is measured in, i.e., gallons, ounces, pounds, etc.
5. Identify maximum amount present (stored and used) at any one time on Tyndall Air Force Base.
6. Report actual quantities used at the end of the project if project ends within a 3-month period. If project extends beyond three (3) months, report monthly and/or when directed on reporting schedule on reverse (Block 27).
7. See Table 1 - Process Types for appropriate codes.
8. Use the Remarks/Note section to indicate specific product information, e.g., weight of each component in a kit, mix rations, disposal information, etc). Government will also use the section to indicate authorization status.

TYNDALL AFB IMT 82, 20050701, V1

CONTRACTOR ENVIRONMENTAL REPORTING ENTRY IMT

NOTES: *HAZMAT Storage Location:*_____. *Provide monthly report to HAZMO, Bldg 421, Suite 104, (850) 283-8997 (Voice) and (850) 283-2695 (Fax).*

1. CONTRACTOR NUMBER	2. CONTRACTOR NAME		3. 325 CES/CEV 119 ALABAMA AVENUE TYNDALL AFB FL 32403	4. MONTH/ENDING *(MM/YYYY)*	
5. PRODUCT NAME AND PART NUMBER	6. MANUFACTURER	7. AMOUNT BROUGHT ON BASE	8. APPLICATION METHOD *(Brush, Roller, Spray, Other)*	9. QUANTITY USED	10. BALANCE
11. CONTRACTOR SIGNATURE AND PHONE NO.	12. DATE SIGNED				

TYNDALL AFB IMT 83, 20050701, V1

(See reverse side of IMT for instructions)