STATEMENT OF WORK

Unaccompanied Housing Office Dayroom refresh Building 221

5th Civil Engineer Squadron, Unaccompanied Housing

Minot AFB ND 58701

9 April 2026

1 Introduction and Overview 2

2 Scope of Work 2

3 Requirement Specific Information 2

4 General Information 3

5 Government Point of Contact 6

Appendix 1: Furniture Ordering Table 7

1 Introduction and Overview

1.1 This requirement is for the replacement of *[Furniture]* for the *[5th Civil Engineer Squadron (5 CES) Unaccompanied Housing Office, 5th Bomb Wing]*, Minot Air Force Base (AFB).

1.2 Minot AFB is home to two major Air Force units: the 5th Bomb Wing and the 91st Missile Wing. Minot AFB is located approximately 13 miles north of Minot, North Dakota and approximately 120 miles north of the North Dakota state capital, Bismark. Minot is known for pleasant, warm to moderately hot summers and bitterly cold winters. At times the area can have extreme winds, with wind speeds exceeding forty miles per hour occurring regularly. Minot AFB is in the central time zone. For more information visit https://www.minot.af.mil/, https://minotnd.gov/, and https://visitminot.org/.

1.2.1 Web links provided within this statement of work are for informational purposes, and the Contractor must not consider them contractual guidance.

1.3 The 5 CES Unaccompanied Housing Office must supply suitable furniture for our unaccompanied personnel. Per our 5-year furnishings plan, the 5 CES Unaccompanied Housing Office must replace the *[Dayroom furniture for Dormitory 221 (Dorm)]* under this requirement.

2 Scope of Work

2.1 The Contractor must supply the *[Furniture]* listed in [*Appendix 1: Furniture Ordering Table.]*

2.2 The Contractor must provide all personnel, equipment, tools, materials, transportation, and supervision in support of the *[Furniture]* installation and removal at the Dorms. The Government will only supply those items named in the "Government Provided Facilities, Equipment, and Materials" section.

2.3 NOTE: If the Government does not identify the color or style for the *[furniture],* the Government intends the Contractor to provide *[neutral colors and styles suitable for dormitory use*].

3 Requirement Specific Information

3.1 [The Contractor must supply unused furniture meeting the standards and criteria of this requirement. The Government will reject any items that are not new from the factory. This includes products marked like new or in new condition.]

3.2 The Contractor must follow all proper local, state, and federal or national codes. All products and equipment must be *[UL Solutions standards (UL)]* or equal when applicable. All codes and standards must be the latest edition of applicable local, state, and federal or national codes at the time of award.

3.3 Site Conditions

3.3.1 The dorms do not have loading docks or ramps.

3.3.2 The dorms have multiple floors with stairwell access only

3.3.3 The Contractor should expect to park within 100 feet of the dorm's entrance, however due to security measures and mission necessities you may need to park further away from the dorms.

3.4 Government's Point of Contact (POC)

3.4.1 The Contractor must contact the POC at least *[5 days]* prior to the estimated delivery date to schedule delivery and installation and to receive directions to the Dorms.

3.4.2 The Government Point of Contact is the on-site coordinator and will:

3.4.2.1 Coordinate delivery

3.4.2.2 Provide the Contractor with access and escort support,

3.4.2.3 Identify the order of installation,

3.4.2.4 Identify unloading and parking areas,

3.4.2.5 Act as a liaison between the Contractor and the room occupants,

3.4.2.6 Validate delivery, installation, and removal, and

3.4.2.7 Report any abnormalities, exceptions, or deviations to the Contracting Officer.

3.5 The Contractor must deliver and install new *[furniture]* and remove and dispose of the old *[furniture]* and all packing materials.

3.5.1 See *[Appendix 1]* for breakdown on *[furniture]* delivery locations.

3.6 The Contractor must not remove or displace any personal items belonging to the residents.

3.6.1 The Contractor must inform the Government Point of Contact when the Contractor sees any *[furniture]* that they are unable to replace.

3.7 In each room, the Contractor must install the new *[furniture]* on the same day as the Contractor removes the old *[furniture*].

3.7.1 Unless the Contracting Officer approves an exception, each Dorm must be ready for the resident's use at the end of each day.

3.8 The Contractor must dispose of old *[furniture]* and packing materials at an off-base location and according to local, state, and federal laws.

4 General Information

4.1 Contractor Personnel:

4.1.1 Contractor personnel must present a professional appearance proper to the duties performed. Contractor personnel must be easily recognizable while performing contract work on Minot AFB. The Contractor may do this through the wearing of identification badges, nametags, distinctive clothing, overcoats, or hats bearing the company name or logo, or other methods.

4.1.2 The Government may restrict base access to anyone identified as a potential threat to health, safety, security, general well-being, or operational mission of the installation and its population.

4.2 Hours of Operation:

4.2.1 Work Hours:

4.2.1.1 Normal work hours are 8:00 a.m. to 4:00 p.m. CT, Monday through Friday excluding Federal Holidays. If the Contractor would like to work outside normal work hours, the Contractor must request approval at least three days in advance. The Contractor must make all requests to the Government in writing. The Government will make the final determination and will let the Contractor know of the decision. The Government reserves the right to deny work outside normal hours. The Contractor must carry out any change to work hours at Contractor request at no added cost to the Government.

4.2.2 Federal Holidays:

4.2.2.1 The Government recognizes all Federal Holidays. The Contractor must not perform delivery or installation services on Federal Holidays. See https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/ for specific dates and more information.

4.2.2.2 Current Federal Holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

4.2.3 Government Down Days

4.2.3.1 The Government has periodic down days in conjunction with federal holidays. This down day normally extends a holiday weekend by one. Thie Contractor must not work on these down days. The Government will let you know if the Contractor's proposed schedule conflicts with a down day, if known at that time. The Government may request rescheduling of work on these days.

4.3 Government Provided Facilities, Equipment, and Materials

4.3.1 The Government will provide the Contractor with the standard utilities available at the Dorms. These utilities include electricity and water. Compressed air is not available.

4.4 Site Maintenance:

4.4.1 The Contractor must keep a safe and clean work site during this requirement. This includes:

4.4.1.1 Placing all trash and waste in a suitable container while waiting for disposal

4.4.1.2 Properly disposing of all trash and waste per local laws and regulations.

4.4.1.3 Safely storing all materials, tools, and equipment not in use.

4.4.1.4 Properly collecting any waste scattered by natural or man-made events unless the waste moves into an area which the Contractor may not enter.

4.4.1.5 Performing a final cleanup of any remaining material, tools, equipment, and waste to return the work site to its original state.

4.4.2 The Government may charge the Contractor for the cost of any cleanup completed by the Government, due to failure or neglect on Contractor's part. To do this, the Government may establish a debt against the contract for the cost of the cleanup.

4.5 Base Closure:

4.5.1 The Government may stop or delay work at Minot AFB due to weather, exercises, or mission necessities. This requirement is not mission essential. The Contractor will not continue work during weather emergencies. The Contractor must listen to local radio, television, or other alerting systems to learn the condition of the base. When applicable the Government will let the Contractor know of the delay.

4.5.1.1 Note: US-83 between the town of Minot and Minot AFB is prone to road closures during inclement weather.

4.5.2 Work scheduled but not carried out because of base closure due to weather, exercises, or mission needs must begin as soon as possible after the base reopens, unless otherwise directed by the Contracting Officer.

4.5.3 If weather, exercises, or mission necessities delay Contractor work, the Contractor must let the Contracting Officer know of the consequence of the delay as soon as possible.

4.6 Tobacco Use:

4.6.1 The Government prohibits tobacco use on its installations except in designated tobacco areas. Tobacco use includes cigarettes, cigars, electronic cigarettes, stem pipes, water pipes, hookahs, and smokeless products that you chew, dip, or sniff. Following contract award, the Government will identify the designated tobacco areas to the Contractor.

4.7 Damage to Government Property:

4.7.1 The Contractor must let the Contracting Officer know any time the Contractor damages government property. The Contractor must report the damage, the cause if known, and a proposal for repair. The Contractor must repair the damaged items to their previous condition or replace any damaged property at the Contractor's expense. The Government may charge the Contractor for the cost of any repairs completed by the Government due to failure or neglect on the Contractor's part. To do this, the Government may establish a debt against the contract for the cost of the repairs.

4.8 Base Access:

4.8.1 Escorted: When requesting access to Minot AFB, the Contractor must have a valid state or government picture identification card. Individuals presenting identification cards that are not compliant with the REAL ID Act will require more documentation to gain base access. This documentation includes a valid U.S. or foreign government issued passport, an employment authorization document that has a photograph, or identification cards issued by federal, state, or local government agencies that include a photo and biographic information. The Contractor can find more information, including a full list of REAL ID Act compliant states at https://www.dhs.gov/current-status-states-territories.

4.9 Weapons, Firearms, and Ammunition:

4.9.1 The Government prohibits personnel from having weapons, firearms, or ammunition on themselves or within their Contractor-owned or privately owned vehicle while on Minot AFB.

4.10 Motor Vehicles:

4.11 Vehicle registration: The Contractor may need to register Contractor vehicles, either permanently or temporarily, with the State of North Dakota Motor Vehicle Department, per applicable State Law. See www.dot.nd.gov, https://www.dot.nd.gov/sites/www/files/documents/Motor%20Vehicle%20Services/registration-manual.pdf, and https://apps.nd.gov/dot/mv/mvrenewal/tempRegWelcome.htm for more information.

4.12 Traffic Laws: The Contractor must follow all base traffic regulations. The Contractor must not use hand-held cellular telephones or other portable electronics while driving on Minot AFB properties.

5 Government Point of Contact

5.1 While the term "Government" applies to the Government as a whole, only the Contract Administrator and the Contracting Officer may supply any guidance to the Contractor. The Government Point of Contact functions as the on-site coordinator and may only carry out the functions found in this statement of work. The Government Point of Contact cannot authorize changes to the contract or the requirement. Only a warranted Contracting Officer may bind the Government to any changes to the contract. The Contractor must notify the Contracting Officer if they believe the Government Point of Contact has requested a change to the terms of the contract.

5.2 Government Points of Contact: TSgt Robert Summerville Robert.summerville.1@us.af.mil (701) 723-1300 or MSgt Maria Dezotell maria.dezotell@us.af.mil (701) 723-1300

Appendix 1: Furniture Ordering Table.

DORM	FLOORS	QUANTITY	ITEM	DESCRIPTION
221	1	4	Lounge chair	-Fabric or leather - within 1” of 31"d x 30.375"w x 30"h - 2 arms -round metal legs -size and look matches sofa - non removable seat cushion
		2	Sofa	-Fabric or leather - Within 2” of 31"d x 73.125"w x 30"h - 3 seat sofa - 2 arms - round metal legs
		4	Ottoman	-within 1” of 26"d x 26"w x 17.50"h - Trapezoid shape - legs and casters are removable and replaceable
		2	End table	-within 2” of 20"d x 24"w x 20"h - laminate or wood top - round metal legs - matches size and look of other furniture
221	2	16	Fliptop table	- within 2” of 24"d x 60"w x 28.5"h -Rectangular Table w/ Flip Top -Locking Casters - Factory installed threaded inserts to ensure metal to metal connections
		1	Credenza	- within 2” of 20"d x 72"w x 29.5"h - Cabinet storage - side by side cabinets with locks
		32	Stacking Chair	-Armless - 4 legged base - casters - stack 5 high on floor and 10 high on dolly.
221	3	3	Coffee table	-Within 2” of 36"d x 17"h - Thermally fused laminate top or wood 1” thick.

		1 2 left tables 7 Right tables	Credenza Lounge chair	- Round Top - Painted Aluminum leg frame - Adjustable levelers with 2” adjustment range - within 2” of 20"d x 72"w x 29.5"h - Cabinet storage - side by side cabinets with locks - Within 2” of 32.5"w x 29.5"d x 29.5"h - casters for easy movability on carpet - laminate table attached - two arms
Total:		74		