Statement of Work

5 CES Dorm 211 furniture replacement
Minot AFB, ND 58705

GENERAL INFORMATION:

1.0 SCOPE OF WORK: The Contractor will furnish seventy (70) sets for room furniture and provide all labor, supervision, tools, equipment, transportation, and disposal necessary to remove seventy sets of furniture and install the new furniture in Building 211 dormitory rooms as defined in this Statement of Work (SOW). The workplace will be cleaned before the end of the day, every day by 1600/4:00 pm.

This requirement includes:

- **Removal of existing furniture**
- **Off-base disposal of removed furniture**
- **Furnishing of new furniture**
- **Installation of new furniture**

1.1 **CONTRACT PERSONNEL:**

1.1.1 **CONTRACTOR EMPLOYEES:** The Contractor will not employ persons for work on this contract if such employee is identified to the Contractor by the CO as a potential threat to the 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, and old furniture 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 OSHA and NEC requirements.

3.0 SALIENT CHARACTERISTICS:

3.1 Each set of furniture will consist of the following pieces

1ea Desk with overhead
1ea Task chair
1ea Bed assembly with Underbed freestanding dresser
1ea mattress
1ea Freestanding dresser
1ea Nightstand
2ea Freestanding wardrobe
1ea Mini Refrigerator
1ea task light

- Desk
  - Worksurface shall be 1 1/4” thick
  - Worksurface to measure between 24x60”- 23x59” and be structurally reinforced with a minimum of 14-gauge high-strength, low-alloy steel channel.
  - Desk shells shall consist of a worksurface top, two end panels, partial modesty panel and wire management channel.
  - Desk shell will be between 24x60”- 23x59” at a height of 29-30”.
  - Will have overhead storage spanning the entire 60” work surface and outer panels will be a minimum of 20 gauge steel.
  - Will come with a cabinet LED task light attached wither magnetically or with a screw-mounted bracket.
  - Will have a over head tack board and fabric will have a minimum approval for 100,000 Wyzenbeek double rubs.
- Task chair

    - Adjustable seat lever
    - Backrest tension knob with 7 distinct positions
    - Seat Plywood seat board with high resiliency (HR) foam with simple waterfall front edge
    - Backrest Reinforced nylon frame available with mesh insert available in grey
    - Adjustable lumbar
    - Arms are two way adjustable
    - Base has 5 HD casters rated for commercial carpet.
    - Tested for 400 lb capacity
- Bed assembly
    - Twin XL bed frame constructed of metal
    - Tackable Headboard and fabric will have a minimum approval for 100,000 Wyzenbeek double rubs.
    - provide height adjustability for the bed deck and hang on accessories
    - legs of a bed end are a 2-piece construction
- Mattress
    - Twin XL
    - multi-layer foam construction
    - foam core is of 4" firm high-density foam
    - plush and firm side for user preference
    - Around the core on each side is 5-Zone, 2" convoluted high-density firm topper foam
    - bed bug resistant
- Freestanding Dresser
    - Shell is constructed of 20-gauge steel minimum, with seamless back and top with reinforced corners
    - Heavy-duty steel ball-bearing drawer suspension
    - Laminate front dressers with 4-drawer configuration
- Underbed freestanding dresser
    - Shell is constructed of 20-gauge steel minimum, with seamless back and top with reinforced corners
    - Heavy-duty steel ball-bearing drawer suspension
    - 2-drawer configuration
    - Dresser width shall be 42"-46".
- Nightstand freestanding pedestal
    - One-piece, 20-gauge steel shell with enclosed 20-gauge top
    - Three-piece, 22-gauge welded drawers with multiple offsets providing maximum strength and moisture resistance
    - Heavy-duty steel ball bearing drawer suspensions
    - with counterbalance weight
- Freestanding wardrobe
    - shall be between 24-25" deep, 36-37" wide and 75-76" tall
    - constructed of 20-gauge steel
    - Heavy-duty steel ball bearing drawer suspensions
- Mini Refrigerator
    - 4.5 cu. ft. Fresh Food Capacity

    - Reversible Door
    - Adjustable Temperature Control
    - Flush-back Design
    - Either black or white in color
- Task light
    - Free standing
    - 120v
    - LED
    - Less than 6x6” foot print

4.0 INSTALLATION REQUIRMENTS:

The Contractor will furnish all tools, materials, and labor to remove and install seventy sets of furniture to include: removing the old furniture, transporting all furniture and assembling new furniture. All furniture will be replacing old furniture.

The furniture 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 furniture at an off-base location.

4.0.1 The new furniture will be installed in the dorm according to the following:

1. Installation will be at dorm 211. There will be one set of furniture removed and installed simultaneously in each room (70 rooms total) by the contractor.
2. One set of furniture will consist of one twin xl bed assembly, one mattress, one underbed storage, one night stand with reading lamp, one desk, one desk chair, one hutch for the desk with light, two wardrobes, one four drawer dresser and a mini fridge.

4.1 Work will comply with applicable building standards and codes.

4.2 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.

4.3 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.

4.4 The contractor will prevent its personnel from entering any area other than the designated work area.

4.5 The contractor will maintain a means of egress within all designated work areas to comply with fire codes.

4.6 Contractor will be liable for any damage to government property caused by the contractor or their representatives.

4.7 During installation the contractor will protect all furniture and building materials, to include carpet, existing within the space with industry approved protective coverings inclusive of

craft paper, moving blankets and such type 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.

4.8 All trash removed from the worksite will be disposed of in accordance with state laws, and packaging and other recyclable materials will be recycled wherever possible.

4.9 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.

- **5.0 INSPECTION/ACCEPTANCE CHECKLIST: Validation** between the contractor and the Government Acceptor that all services have been performed to the satisfaction of the Government Acceptor and/or Government Project Manager.

5.1 A post-service walkthrough will be coordinated with the contractor's authorized representative and Government Acceptor and/or Government Project Manager.

5.2 All areas requiring correction will be documented in a punch list by the contractor and provided to the authorized government representative upon completion of a joint walk through by the contractor and authorized government representative.

5.3 A final walk through 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.

5.4 Upon completion of all contract requirements, the contractor will submit to the Government Acceptor the Inspection/Acceptance Checklist (Attachment 1 to this PWS) 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.

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

6.1 Free and clear hard surface access to installation location during regular working hours.

6.2 Parking and off-loading area suitable for access by a semi-trailer combination or truck

6.3 Threat condition level of the base is Bravo. This requires dealer personnel to get base access in order to complete the service

6.4 A staging area adequate to sort, stage and uncrate products.

6.5 Includes electric power, working lights, heating and air conditioning.

6.6 A building ready for the service (i.e. other tasks such as painting and flooring are complete/will not to cause any delays in performance).

6.7 **Contractor** will **notify the <u>Contracting Officer</u> 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 AOSHA VPP. All contractors are required to familiarize themselves with the requirements of the VPP. Information on VPP can be accessed at http://www.osha.gov/desp/vpp/index.html.

- **BASE/INSTALLATION SPECIFICS:**

7.1 All commercial trucks must enter through *South Gate* which just off US Highway-83, for inspection. In accordance with the Installation this includes 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. **passes no later than 10 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.

7.2 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.

7.2.2 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.

7.2.3 Arrival at the appropriate gate after the designated allotted time will result in non-admittance to the installation.

7.2.4 This procedure will occur each time a commercial truck requests access to the base.

7.3 Personnel should bring the following items when entering an installation:

7.3.1 Current Registration for all vehicles.

7.3.2 Current Proof of Insurance for all vehicles.

7.3.3 Valid driver's license for each driver.

7.3.4 Valid driver's license or other state identification for each passenger.

7.3.5 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.

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

7.4 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 then FIRST NAME of each person. The sponsor must submit that list to Pass & ID, building 547. No fewer than

three 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.

7.5 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.