STATEMENT OF WORK

FOR

USDA

FARM SERVICE AGENCY AND

NATURAL RESOURCES

CONSERVATION SERVICE

Forsyth County (Rural Hall, Winston-Salem, and Tobaccoville) NC

SHORT TERM RENTAL

Original

8/11/2026

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1 INTRODUCTION
USDA Farm Service Agency and Natural Resources Conservation Service (NRCS) require short-term office space for the USDA Service center in Forsyth County (Rural Hall, Winston-Salem, and Tobaccoville), North Carolina.

1.1 Mission
The USDA FSA and NRCS mission is to procure a short-term rental to deliver uninterrupted service to USDA customers.

1.2 Background
USDA vacated their current Service Center space in Forsyth County, NC on May 31, 2026, and must rent temporary office space until a new lease can be executed.

1.3 Scope
The Forsyth County USDA Service Center requires a short-term rental for office space by meeting the requirements listed below.

2 REQUIREMENTS
The vendor shall provide a quote on an office space which meets the following minimum requirements:

- Minimum of 1,000 to a maximum of 1,500 square feet to be utilized on Tuesdays and Wednesdays.
- Space for 3 people (1 FSA and 2 NRCS) to include 2 private offices (1 FSA and 1 NRCS) and 1 workstation. Space to accommodate the workstations and 2-5 file cabinets. The space must be move-in ready with no tenant improvements required prior to occupancy.
- Minimum of 2 separate restrooms providing at least one restroom dedicated to each gender.
- Located within Forsyth County (Rural Hall, Winston-Salem, and Tobaccoville), NC.
- Available for a Base Year (12 months), with four possible Option Years.
- Desired occupancy to begin September 1, 2026.
- Vendor must have an active registration in the System for Award Management (SAM.gov) at the time the quote is submitted.
- Meets the minimum requirements identified in the International Building Code for office space occupancies (HVAC, flooring, wall, ceiling finishes, number of restrooms).
- Meets Americans with Disabilities Act requirements, including the entrance and the restrooms, and provides easy access by the public.
- USDA Farm Service Agency and Natural Resources Conservation Service must have sole access to the space. It cannot be shared with other tenants.
- Exterior door locks must be functional and provide adequate security.
- Total Parking for minimum of 2 visitors (with capacity for pull through full size pick-up truck and trailer), 3 employees, and 1 government vehicle with required GSA lighting requirements.
- At least one handicap accessible parking space.
- The office space shall have access to telephone and internet service (the Government will provide these services separately.)
- Janitorial services required on Wednesdays, all utilities, and snow removal included in the monthly rental rate.

The following are aspects of the space that would be preferred, but are not required:
- Space includes a breakroom.

- Office furniture provided in the space.

2.1 Non-Personal Services
Not applicable

2.2 Contractor Personnel Qualifications
Not Applicable

2.3 Key Personnel
Not Applicable

2.4 Location and Hours of Work
Not Applicable

2.5 Travel
Not Applicable

2.6 Invoicing
Invoices must be submitted electronically through the Invoice Processing Platform (IPP) system and in accordance with the payment clause(s) in the contract.

2.7 Identification of Contractor Personnel
Not Applicable

3 REQUIREMENTS/TASKS
See General Requirements in Section 2.

4 DELIVERABLES/SCHEDULE
Not Applicable

5 SPECIAL REQUIREMENTS
This section describes the special requirements that apply to this contract. The following sub-sections provide additional detail for each requirement.

5.1 Security
FAR Subpart 4.13, Personal Identification Verification of Contractor Personnel, establishes the policy and use requirements for FAR Clause 52.204.9, Personal Identification Verification of Contractor Personnel, which is hereby incorporated into this order by reference. It requires Contractor compliance with Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

USDA policy implementing referred to in paragraph (a) of the clause is at USDA Department Manual 4620-002, USDA Departmental Regulation 4620-002. This policy applies to Contractor employees, including subcontractor employees, who require routine access to federally controlled facilities and information systems. All such employees must have been successfully identity proofed (FBI fingerprint check) and have at minimum a successfully adjudicated Tier 1 (T1) or Department of Defense/Defense Counterintelligence Security Agency (DCSA)/National Security (NS) community background

investigation to serve on the contract. USDA agencies may grant access to USDA information systems after successful adjudication of the FBI fingerprint check. Completion and successful adjudication of the final T1 (or higher) results or DCSA/NS BI are still required to continue work under this contract. If the fingerprint or background investigation result is unsatisfactory the employee shall be removed from the contract immediately and replaced immediately. Unless an employee already has successfully completed these requirements and the investigation is current, the employee will be required to complete an electronic Questionnaire for Investigations Processing (eQIP), fingerprint check (instructions to be provided by the Farm Production and Conservation, Homeland Security Division, Personnel Security Branch), and other required forms. The Contractor is responsible for any cost of obtaining the fingerprints. The Government is responsible for the cost of the FBI fingerprint check and background investigation. The agency does not have any control over the timeliness of the background investigation or that it will be completed within the performance period of this contract, but it is estimated to be completed approximately 30-120 calendar days (depending on the level of the background investigation), once the Contractor provides all of the required documentation and the agency submits it to DCSA. Fingerprint check results are estimated to be received within 10 calendar days once the Contractor provides all of the required documentation and the agency submits it to DCSA. Upon award of the contract, and once the agency has provided the Contractor with the required documentation and instructions, the Contractor must complete and submit the required documentation promptly to prevent delays in granting access.

The Contractor shall maintain a current listing of all employees, including subcontractor employees that have access to Government facilities and information technology systems. The list shall be made available to the Government upon request.

5.2 Government Furnished Property (GFP), Equipment (GFE), Information (GFI), and/or Services

Not Applicable

5.3 Applicable Documents

Not Applicable

5.4 Restrictions Against Disclosure

The Contractor agrees, in the performance of this contract, to keep all information contained in source documents or other media furnished by the Government in the strictest confidence. The Contractor also agrees not to publish or otherwise divulge such information in whole or in part, in any manner or form, nor to authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to such information while in the Contractor's possession, to those employees needing such information to perform the work provided herein (e.g., on a "need to know" basis). The Contractor shall to immediately notify the Contracting Officer, in writing, in the event that the Contractor determines or has reason to suspect a breach of this requirement.

The Contractor agrees not to disclose any information concerning work under this contract to any persons or individual unless prior written approval is obtained from the Contracting Officer. The Contractor agrees to insert the substance of this clause in any consultant agreement or subcontract hereunder.

Performance of work may involve access to potentially sensitive information about governmental and landowner issues. All Contractor personnel shall comply with the terms of AGAR clause 452.224-70 (Confidentiality of Information), as well as provisions of the Privacy Act of 1974 (5 U.S.C. 552a) Additionally, the Contractor's personnel shall comply with privacy of personal information relating to

agency programs in accordance with Section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (P.L. 107-171) and Section 1619 of Title I of the Food, Conservation, and Energy Act of 2008. The Contractor's employees shall not disclose contents of agency case files and/or records to anyone other than authorized United States Department of Agriculture employees without the express written consent of the Freedom of Information Act and Privacy Act Officer, through the Contracting Officer.

5.5 Organizational Conflicts of Interest

The Contractor acknowledges that it is familiar with Federal Acquisition Regulation (FAR) Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR. If the performance would require the Contractor, including subcontractors, to provide services related to systems or projects with which the Contractor is already directly concerned, either by prime or subcontract, that would cause an organizational conflict of interest, the Contractor shall immediately notify the Contracting Officer, in writing, and not perform the work until direction is provided by the Contacting Officer.

5.6 Insurance

Not Applicable

5.7 Mandatory Contractor Training Requirement

Not Applicable