Department of the Air Force
316th Contracting Squadron - Joint Base Andrews, MD

Combined Synopsis/Solicitation

Requirement Title:	**Mobile Elevated Work Platform (MEWP) Repair**
Solicitation Number:	FA268026Q0021
Solicitation Issue Date:	Friday,7 August 2026
Response Deadline:	Monday,7 September 2026 no later than 4:00 PM EDT
Contract Specialist:	Zwe Naing / zwe.naing@us.af.mil
Contracting Officer:	Cory Harris / cory.harris.5@us.af.mil

General Information

Amendment 1- The purpose of this amendment is to add DFARS Clauses to this solicitation.

1. This is a combined synopsis/solicitation for commercial services prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; this is a Request for Quotation (RFQ) and a written solicitation will not be issued.

2. This solicitation is being issued as a Request For Quotation (RFQ).

3. This solicitation document and incorporated provisions and clauses are those in effect through:

Federal Acquisition Circular	2026-03
Defense Federal Acquisition Regulation Public Notice	2026-05

4. This acquisition is under Full and Open Competition.

The North American Industry Size Classification System (NAICS) code associated with this requirement is 811310.

The Small Business Size Standard associated with this NAICS is $12.5 million.

Requirement Information

Description:

- Three (3) Mobile Elevating Work Platforms (MEWPs) require repairs to bring back into full operational condition. This includes, but is not limited to, transportation, troubleshooting, diagnosis, repair, ANSI inspection, and official certification that the MEWPs meet all applicable ANSI standards for safe operation.

- The goal of this requisition is to have 316th CES Squadron's Mobile Elevating Platforms fully operational, in compliance with ANSI Safety Standards. This will be accomplished through:

1.1. Transportation:
•Pick-up of JLG's 1250AJP,1350SJP, and E400AJP from 3449 North Carolina Ave and 1676 Brookley Ave, Joint Base Andrews MD, 20762
•Return transportation of the repaired and certified MEWPs to 3449 North Carolina, Joint Base Andrews MD upon completion of all work.

1.2. Troubleshooting & Diagnosis:
•Conduct a comprehensive diagnostic evaluation of the MEWPs to identify all mechanical, electrical, and hydraulic system deficiencies.
•Provide a detailed report of all findings.

1.3. Estimate for Repairs:
•Based on the diagnostic findings, the contractor will provide a detailed and itemized cost estimate for all necessary repairs and parts.
•The estimate will include a breakdown of labor costs, parts costs, and any other associated fees.

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Crucially, no repair work will commence until the Contracting Officer provides written approval of the cost estimate. In the event an estimate is not accepted by the Contracting Officer, the contractor will be compensated for transportation and diagnostic fees at the pre-negotiated rate and contractor must return equipment within 14 days.

1.4. Repairs and Parts:
•Upon approval of the estimate, the contractor will perform all necessary repairs to restore the MEWPs to full operational condition, meeting or exceeding manufacturer's specifications.
•All parts used will be Original Equipment Manufacturer (OEM) or approved equivalent.

1.5. ANSI Inspection and Certification:
•Following the completion of all repairs, the contractor will conduct a thorough ANSI (American National Standards Institute) inspection.
•Upon successful inspection, the contractor will provide official certification that the MEWPs meet all applicable ANSI standards for safe operation.

For complete technical specifications and deliverables, refer to Statement of Work (SOW)

Place of Delivery/Performance/Acceptance/FOB Point:

Delivery, inspection, and acceptance shall be to:

Jeremy White
AF NO MILSBILLS PROCESSES, 3446 TENNESSEE AVE
ANDREWS AFB, MD 20762-48

Instructions to Offerors

All instructions, templates, and formats contained herein shall explicitly be adhered to; otherwise, a quote is determined to be incomplete and shall not be considered for award.

If you are the apparent awardee, the Government will notify you by sending a copy of the contract for your signature. The signed contract shall be returned to the Government within **48** hours of receipt. If you do not meet the required deadline, the Government reserves the right to award to the next technically acceptable offeror.

RFO provision 52.212-1, Instructions to Offerors -- Commercial Products and Commercial Services, applies to this acquisition. As prescribed in RFO 12.205(a)(1), the following addendum is provided for this solicitation and hereby amends any language therein:

1. Quotes in response to this solicitation must be submitted via email to the Contract Specialist and Contracting Officer listed above no later than the response deadline listed above.

2. Quotes must be valid for 90 days.

3. Questions must be emailed to the Contract Specialist and Contracting Officer by Thursday, 20 August 2026 at 4:00PM EDT.

4. No site visit will be scheduled at this time.

5. Complete the below contractor identification information.
Company Name:

Address:

Discount Terms:

Small Business: Yes/No

CAGE #:

UEI #:

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Woman-Owned: Yes/No

Veteran-Owned: Yes/No

Point of Contact:

Telephone Number:

Printed Name:

Date:

Signature:

Estimated Period of Performance/Delivery:

6. Price – To be completed and returned with the submittal.

Pricing Instructions

Offerors must complete and return the Price Schedule (see below). To ensure a fair evaluation of quotes for unpriced repair services, pricing shall be submitted using the structured criteria below:

1. Firm-Fixed-Price (FFP) Elements (CLINs 0001 and 0002)
   - Transportation (CLIN 0001): Provide a single, all-inclusive Firm-Fixed-Price for the round-trip transportation of all three (3) Mobile Elevating Work Platforms (MEWPs).
   - Diagnostic Evaluation (CLIN 0002): Provide a firm Hourly Diagnostic Rate and an Estimated Number of Hours required to perform the initial evaluation for all three MEWPs. The total diagnostic cost will be evaluated as a Firm-Fixed-Price.

2. Not-to-Exceed (NTE) Repair Elements (CLINs 0003 - 0005)
   The exact scope of required repairs is unknown prior to diagnostic evaluation; actual repairs will be authorized on an unpriced basis up to an established Not-to-Exceed (NTE) limit. Actual parts utilized during approved repairs will be invoiced at the contractor's actual, documented acquisition cost plus the proposed binding markup percentage. To receive payment, the contractor must submit copies of supplier/distributor invoices to the COR and/or CO to verify the base cost of all parts.

   For evaluation purposes, offerors must submit the following rates:
   - Hourly Labor Rate: Provide a flat, fully burdened Labor Rate Per Hour for repair work. This rate is all-inclusive of direct labor, indirect costs, overhead, G&A, profit, shop consumables, environmental disposal fees, and standard specialized tooling. No additional surcharges or fees shall be billed. This rate will be legally binding for any authorized repairs resulting from the diagnostics. The Service Contract Act labor standards shall apply to all labor rate pricing calculations.
   - Labor Rate Per Hour: For the purpose of establishing a uniform basis of evaluation a standard 10 hour labor time shall be used when evaluating quotes.
   - Parts Materials (Ceiling Cap): For the purpose of establishing a uniform basis of evaluation, the Government has capped the parts budget at $20,000.00. Offerors shall use this $20,000.00 figure as the base parts price.
   - Parts Markup Percentage: State your proposed Markup Percentage on replacement parts.

Calculation: The evaluated labor cost will be calculated as: (Labor Rate Per Hour×10) = Total Evaluated Labor Cost
Calculation: The evaluated parts cost will be calculated as: ($20,000.00×Proposed Markup %) = Total Evaluated Parts Price
For example, a proposed 12% markup would result in a total evaluated parts cost of $22,400.00

PRICE SCHEDULE

CLIN	DESCRIPTION	Labor Rate Per Hour	Proposed Markup for Parts	Total
0001	Transportation (FFP)	N/A	N/A	$
0002	Diagnostic Evaluation (FFP)	N/A	N/A	$
0003	MEWP 1 (NTE)	$	$	$
0004	MEWP 2 (NTE)	$	$	$
0005	MEWP 3 (NTE)	$	$	$
	Total Price			**$**

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Evaluation Criteria

RFO Provision 52.212-2, Evaluation -- Commercial Products and Services, applies to this acquisition. As prescribed in RFO 12.205(a)(2), the following addendum is provided for this solicitation and hereby amends any language therein:

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

1. Price
   - Shall be evaluated on the basis of the provided quotes pricing details to be completed within the line items (CLINS) of the solicitation.
2. Technical acceptability
   - Shall be evaluated on the basis of the quoted approach by the contractor possessing the technical capabilities to perform the requirements as stated in the Statement of Work

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

Attachments

Attachment 1: Statement_Of_Work_MEWP_Repair
Attachment 2: Wage Determination

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Clauses and Provisions

252.203-7000	Requirements Relating to Compensation of Former DoD Officials.	2011-09	SEC I
252.203-7002	Requirement to Inform Employees of Whistleblower Rights.	2022-12	SEC I
252.203-7005	Representation Relating to Compensation of Former DoD Officials.	2022-09	SEC K
252.204-7008	Compliance with Safeguarding Covered Defense Information Controls.	2016-10	SEC K
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	2024-05	SEC I
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services.	2023-01	SEC I
252.204-7024	Notice on the Use of the Supplier Performance Risk System.	2023-03	SEC L
252.223-7008	Prohibition of Hexavalent Chromium.	2023-01	SEC I
252.225-7055	Representation Regarding Business Operations with the Maduro Regime.	2022-05	SEC K
252.225-7056	Prohibition Regarding Business Operations with the Maduro Regime.	2023-01	SEC I
252.225-7059	Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region-Representation.	2023-06	SEC K
252.225-7060	Prohibition on Certain Procurements from the Xinjiang Uyghur Autonomous Region.	2023-06	SEC I
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports.	2018-12	SEC G
252.232-7010	Levies on Contract Payments.	2006-12	SEC I
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel.	2023-01	SEC I
252.245-7003	Contractor Property Management System Administration	2025-01	SEC I
252.245-7005	Management and Reporting of Government Property.	2024-01	SEC I
252.247-7023	Transportation of Supplies by Sea.	2024-10	SEC I
52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation.	2017-01	SEC L
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements.	2017-01	SEC I
52.204-13	System for Award Management-Maintenance. (Deviation 2026-O0038)	2026-02	SEC I
52.204-7	System for Award Management-Registration. (Deviation 2026-O0038)	2026-02	SEC L
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations. (Deviation 2026-O0038)	2026-02	SEC I
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded. (Deviation 2026-O0038)	2026-02	SEC I
52.212-4	Terms and Conditions-Commercial Products and Commercial Services. (Deviation 2026-O0038)	2026-02	SEC I
52.222-3	Convict Labor. (Deviation 2026-O0038)	2026-02	SEC I

52.222-36	Equal Opportunity for Workers with Disabilities. (Deviation 2026-O0038)	2026-02	SEC I
52.222-41	Service Contract Labor Standards. (Deviation 2026-O0038)	2026-02	SEC I
52.222-50	Combating Trafficking in Persons. (Deviation 2026-O0038)	2026-02	SEC I
52.222-62	Paid Sick Leave Under Executive Order 13706. (Deviation 2026-O0038)	2026-02	SEC I
52.222-90	Addressing DEI Discrimination by Federal Contractors. (Deviation 2026-O0040, Revision 1)	2026-04	SEC I
52.223-23	Sustainable Products. (Deviation 2026-O0038)	2026-02	SEC I
52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving.	2024-05	SEC I
52.232-33	Payment by Electronic Funds Transfer-System for Award Management.	2018-10	SEC I
52.232-40	Providing Accelerated Payments to Small Business Subcontractors.	2023-03	SEC I
52.233-3	Protest after Award. (Deviation 2026-O0038)	2026-02	SEC I
52.233-4	Applicable Law for Breach of Contract Claim. (Deviation 2026-O0038)	2026-02	SEC I
52.240-90	Security Prohibitions and Exclusions Representations and Certifications. (Deviation 2026-O0038)	2026-02	SEC K
52.240-91	Security Prohibitions and Exclusions. (Deviation 2026-O0038)	2026-02	SEC I
52.244-6	Subcontracts for Commercial Products and Commercial Services. (Deviation 2026-O0038)	2026-04	SEC I
52.245-1	Government Property.	2021-09	SEC I
52.245-9	Use and Charges.	2012-04	SEC I
252.204-7003	Control of Government Personnel Work Product.	1992-04	SEC I
252.204-7019	Notice of NIST SP 800-171 DoD Assessment Requirements.	2023-11	SEC L
252.225-7048	Export-Controlled Items.	2013-06	SEC I
252.243-7001	Pricing of Contract Modifications.	1991-12	SEC I
252.215-7013	Supplies and Services Provided by Nontraditional Defense Contractors.	2023-01	SEC L
252.225-7036	Buy American-Free Trade Agreements--Balance of Payments Program.	2024-02	SEC I

CLAUSES IN FULL TEXT

CLAUSE NO	CLAUSE TITLE	ALT NO/ DEV NO	YEAR-MO
CLAUSE TEXT			
252.204-7017	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services-Representation.		2021-05

PROHIBITION ON THE ACQUISITION OF COVERED DEFENSE TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION (MAY 2021)

The Offeror is not required to complete the representation in this provision if the Offeror has represented in the provision at 252.204-7016, Covered Defense Telecommunications Equipment or

Services-Representation, that it "does not provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument."

(a) *Definitions*. "Covered defense telecommunications equipment or services," "covered mission," "critical technology," and "substantial or essential component," as used in this provision, have the meanings given in the 252.204-7018 clause, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services, of this solicitation.

(b) *Prohibition*. Section 1656 of the National Defense Authorization Act for Fiscal Year 2018 (Pub. L. 115-91) prohibits agencies from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) *Procedures*. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) at *https://www.sam.gov* for entities that are excluded when providing any equipment, system, or service to carry out covered missions that uses covered defense telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless a waiver is granted.

(d) *Representation*. If in its annual representations and certifications in SAM the Offeror has represented in paragraph (c) of the provision at 252.204-7016, Covered Defense Telecommunications Equipment or Services-Representation, that it "does" provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument, then the Offeror shall complete the following additional representation:

The Offeror represents that it

☐ will

☐ will not provide covered defense telecommunications equipment or services as a part of its offered products or services to DoD in the performance of any award resulting from this solicitation.

(e) *Disclosures*. If the Offeror has represented in paragraph (d) of this provision that it "will provide covered defense telecommunications equipment or services," the Offeror shall provide the following information as part of the offer:

(1) A description of all covered defense telecommunications equipment and services offered (include brand or manufacturer; product, such as model number, original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable).

(2) An explanation of the proposed use of covered defense telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition referenced in paragraph (b) of this provision.

(3) For services, the entity providing the covered defense telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known).

(4) For equipment, the entity that produced or provided the covered defense telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

(End of provision)

252.232-7006 Wide Area WorkFlow Payment Instructions. 2023-01

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023)

(a) *Definitions.* As used in this clause-

"Department of Defense Activity Address Code (DoDAAC)" is a six position code that uniquely identifies a unit, activity, or organization.

"Document type" means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

"Local processing office (LPO)" is the office responsible for payment certification when payment certification is done external to the entitlement system.

"Payment request" and "receiving report" are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) *Electronic invoicing.* The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall-

(1) Have a designated electronic business point of contact in the System for Award Management at https://www.sam.gov; and

(2) Be registered to use WAWF at https://wawf.eb.mil/ following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at https://wawf.eb.mil/

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) *Document type.* The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items-

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

Invoice 2in1

(Contracting Officer: Insert either "Invoice 2in1" or the applicable invoice and receiving report document type(s) for fixed price line items for services.)

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial financing, submit a commercial financing request.

(2)) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF "combo" document type to create some combinations of invoice and receiving report in one step.]

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	*Data to be entered in WAWF*
Pay Official DoDAAC	F87700
Issue By DoDAAC	FA2860
Admin DoDAAC	FA2860

Inspect By DoDAAC	F1D325
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	F1D325
Service Acceptor (DoDAAC)	F1D325
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

*(*Contracting Officer: Insert applicable DoDAAC information. If multiple ship to/acceptance locations apply, insert "See Schedule" or "Not applicable.")*

*(**Contracting Officer: If the contract provides for progress payments or performance-based payments, insert the DoDAAC for the contract administration office assigned the functions under FAR 42.302(a)(13).)*

(4) *Payment request.* The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) *Receiving report.* The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

zwe.naing@us.af.mil

(Contracting Officer: Insert applicable information or "Not applicable.")

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

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52.222-42 Statement of Equivalent Rates for Federal Hires. 2014-05

Statement of Equivalent Rates for Federal Hires (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C.5341 or 5332.

This Statement is for Information Only: It is not a Wage Determination

Employee Class	Monetary Wage-Fringe Benefits

52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. (Deviation 2026-O0038)	2026-02

Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (FEB 2026) (DEVIATION 2026-O0038)

(a) The Government will not enter into a contract with any corporation that-

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that-

(1) It is

☐

is not

☐

a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

(2) It is

☐

is not

☐

a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

252.204-7016	Covered Defense Telecommunications Equipment or Services-Representation.	2019-12

COVERED DEFENSE TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION (DEC 2019)

(a) *Definitions*. As used in this provision, "covered defense telecommunications equipment or services" has the meaning provided in the clause 252.204-7018, Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services.

(b) *Procedures*. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (*https://www.sam.gov*) for entities excluded from receiving federal awards for "covered defense telecommunications equipment or services".

(c) *Representation*. The Offeror represents that it

☐ does,

☐ does not provide covered defense telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(End of provision)

Amendment 1

Ombudsman

1. An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.

2. Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

3. If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman, MS. Deleashawn Johnson, AFDW/PK 1500 W. Perimeter Rd, Suite 5750 Joint Base Andrews, MD 20762, Commercial Phone: (240) 612-6112 / (202) 498-0727, Email: deleashawn.johnson@us.af.mil , Fax: (240) 612-2177. Concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/FLDCOM/DRU ombudsman level,

may be brought by the interested party for further consideration to the Department of the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571) 256-2395, facsimile number (571) 256-2431.

4. The ombudsman has no authority to render a decision that binds the agency.

5. Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer.

Contractor Access to Department of the Air Force Installations

- The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Department of the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

- The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and [insert any additional requirements to comply with local security procedures] to obtain a vehicle pass.

- During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

- When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with [insert any additional requirements to comply with DAFI 31-101, Integrated Defense, and DODMAN5200.02_DAFMAN 16-1405 , Air Force Personnel Security Program] citing the appropriate paragraphs as applicable.

- Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

- The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in DAFMAN 10-206 for emergency operational reporting. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the "Access Self-Service" option.

- Failure to comply with these requirements may result in withholding of final payment.

HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS

The acquisition team may insert verbiage akin to Health and Safety on Government Installations in the SOW/PWS, other than for construction, which require performance on a Government installation if needed.

The acquisition team should coordinate these requirements with the Chief Engineer and include this verbiage only for efforts where these requirements are not already spelled out in the technical requirements documents which will also be included in the resultant contract.