STATEMENT OF WORK (SOW)
THERMAL HEAT CHAMBER INSPECTIONS
FOR DLA DISTRIBUTION

SECTION 1 BACKGROUND

A. The Defense Logistics Agency (DLA) is the Department of Defense's (DoD) largest logistics combat support agency, providing worldwide logistics support in both peacetime and wartime to the military services as well as several civilian agencies and foreign countries. DLA manages 26 distribution facilities worldwide. The distribution facilities provide integrated distribution solutions through effective receipt, storage, control and shipment of materiel. At various times, wood packaging materials (WPM) pallets, crates, dunnage, etc. are required. All WPM material must adhere to the requirements of the International Plant Protection Convention (IPPC).

B. The International Standards for Phytosanitary Measures No. 15 (ISPM 15) is an International Phytosanitary Measure developed by the IPPC that directly addresses the need to treat wood materials of a thickness greater than 6mm, used to ship products between countries. Its' main purpose is to prevent the international transport and spread of disease and insects that could negatively affect plants or ecosystems. ISPM 15 affects all wood packaging material (pallets, crates, dunnage, etc.) requiring that they be debarked and then heat treated or fumigated with methyl bromide and stamped or branded, with a mark of compliance. This mark of compliance is colloquially known as the "wheat stamp". All WPM's that undergone heat treatments carry a globally recognized stamp indicting the materials meet all of the requirements of ISPM.

C. As the National Plant Protection Organization of the United States, the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS), in coordination with the wood packaging material industry, has developed an export program to guarantee compliance with the import requirements of trading countries. The program ensures certified treatment and marking of WPM for international trade, while maintaining traceability of the packaging material. The integrity of the program is dependent upon industry's compliance.

D. The American Lumber Standard Committee (ALSC), in coordination with APHIS, has developed an official program in order for ALSC to implement a quality control program for the official labeling of heat treated WPM with the ISPM 15 official mark to signify compliance with the ISPM 15 standard. ALSC administers the heat treatment program. American Lumber Standards Committee Incorporated Wood Packaging Material Policy dated November 8, 2013) and American Lumber Standards Committee Incorporated Wood Packaging Material Enforcement Regulations dated November 7, 2014. In accordance with The American Lumber Standard Committee, Incorporated Wood Packaging Material Enforcement Regulations dated November 7, 2018.) DLA requires ALSC Audit Agency certification of thermal heat treatment chamber operations at DLA Distribution facilities.

SECTION 2 GENERAL CONDITIONS AND REQUIREMENTS

SCOPE OF WORK

A. The Contractor shall inspect/audit, approve and certify the thermal heat chamber monthly to ensure the equipment and heat treatment schedules meet the minimum time and temperature requirements of the IPPC standard. The chambers must be mapped to run at 132.8 degrees Fahrenheit. The chambers must also be calibrated annually
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B. The Contractor shall be an ALSC Accredited Agency to perform inspection / audit services. Vendors must be on the list located at http://www.alsc.org/contacts_WPMlist_mod.htm.

C. The Contractor shall develop a checklist compliant with the inspection requirements in Section 8b of the ALSC Incorporated Wood Package Material Enforcement Regulations dated November 7, 2018.) The Contractor shall complete the checklist during the monthly inspection and shall, upon completion of inspection, provide a signed copy to the DLA Distribution facility/site WPM Program Manager and DLA Distribution Depot WPM POC.

D. This is a non-personal services contract to provide thermal heat chamber inspection/audit services. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn, is responsible to the Government. The Government and the Contractor understand that the services to be provided under this contract by the Contractor are non-personal services and that no employer-employee relationship exists between the Government and the Contractor. The Government may provide technical direction which will assist the Contractor in accomplishing the SOW; however, the Government will not control the methods used by the Contractor to perform the inspection service requirements set forth in the SOW.

PLACE OF PERFORMANCE

The Contractor shall perform monthly thermal heat chamber inspections at the DLA Distribution facilities identified below:

1. SB3300
   DLA Distribution
   Susquehanna PA Base
   Supply Bldg. 50 Bay 1
   2001 Normandy Drive
   New Cumberland, PA 17070-5001

3. SB3212
   DLA Distribution OKC DDOO
   Bldg. 1, Door
   80
   ATTN: Supply Area 405 739
   7093 Tinker AFB, OK
   73145-5000

4. SB3200
   DLA Distribution San Joaquin
   BOSS Rec Whse 29-5
   P.O. Box 96001
   Stockton, CA
   95296-0130

The thermal heat chambers in use at each location are shown below:

DLA DISTRIBUTION SUSQUEHANNA, PA (New Chamber 04/2017 Pest Heat EC-300)

DLA DISTRIBUTION SAN JOAQUIN, CA (Pest Heat EC-41-ID)

DLA DISTRIBUTION OKLAHOMA CITY, OK (Pest Heat EC-400-ID)

PERIOD OF PERFORMANCE

The period of performance for this contract action will be for a one year.

PERFORMANCE SCHEDULE

The Contractor shall coordinate and schedule the monthly inspections/audits at least 48 hours in advance with the DLA Distribution depot WPM POC, excluding weekends and federal holidays. This coordination and scheduling is required to ensure the POC is available for access to the facility.

FEDERAL HOLIDAYS

A. Federal holidays generally observed by government personnel include:

Observed Federal Holidays	

New Year's Day	Martin Luther King Day
Presidents Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day

B. In the event an Executive Order issued by the President of the United States declares Agencies of the Federal Government closed for a regularly scheduled workday, the Contracting Officer (KO) or POC will determine and advise the Contractor on whether services are required for that day.

SECTION 3 SECURITY

A. The Homeland Security Presidential Directive 12 (HSPD-12) dated 27 August 2004 has established criteria for contractors who require a Common Access Card (CAC) for either physical access to a U.S. Government controlled installation or access to government information technology (IT) systems. The Government requires Personnel Security Investigations (PSI) to establish that applicants or incumbents either employed by the Government or working for the Government under contract are suitable for the job and/or are eligible for a public trust position. IT access is not authorized for these positions. Access to the installation and any required PSI is governed by installation policies. Contractors must provide required information to the installation security office to secure access to the installation for personnel and vehicles.

B. All personnel employed by the Contractor in the performance of this contract, or any representative of the Contractor entering a U.S. Government installation, shall abide by all security regulations and policies of the installation including access badges, parking, access to controlled or restricted areas, classified information, controlled unclassified information, data and IT resources. DLA reserves the right to direct the removal of an employee, whose actions, while assigned to this contract, clearly conflict with the interests of the Government, regardless of prior clearance or adjudication status. DLA also reserves the right to direct the removal of an employee for misconduct, security violations, or performance reasons. The reason for removal shall be fully documented in writing by the KO. When and if such removal occurs, the Contractor shall assign qualified personnel to any vacancy(s) thus created within 10 working days. This action does not relieve the contractor from total performance of the contract tasks specified herein.

C. The Contractor shall return all government issued identification, access badges, and vehicle passes to the KO or POC upon termination of service.

D. The provisions outlined above apply to the prime contractor and any subcontractors the prime contractor may employ during the course of this contract. No contractor personnel performing sensitive duties shall be allowed to commence work on this effort until his or her trustworthiness has been favorably adjudicated.

REPORTING OF CRIMINAL VIOLATIONS

The Contractor shall report to the KO or POC any suspected, alleged, or actual criminal incidents IAW DLAI 5105, Reporting of Criminal Incidents.

VEHICLE REGISTRATION

The Contractor shall register all Contractor-provided vehicles used in performance of the contract requirements and ensure that Contractor employee vehicles to be driven on the host installation, to include motorcycles, are registered with the host installation security office and are in conformance with local regulations in effect at the time of registration and as long as employed by the Contractor. The Government will not permit access to the host installation without proper vehicle identification and registration. Evidence of a valid driver's license, vehicle registration card, and insurance are required for registration. Contractor employees shall maintain current registration and proof of insurance on all privately-owned vehicles (POVs) brought on host installation. The Contractor shall maintain current registration and proof of insurance on all Contractor-owned vehicles brought on the host installation.

PARKING AND TRAFFIC CONTROL

The Contractor and its employees shall abide by host installation parking regulations. All vehicles shall be parked in designated parking areas only. The Contractor and its employees shall conform to Federal, State and host installation driving regulations.

CONTACT OF A SUSPICIOUS NATURE

A. Contractor personnel who have been contacted under suspicious circumstances shall report that contact immediately, either verbally or in writing, to their supervisor who shall report it within two hours to the KO or POC for action. Key contacts for reporting purposes are defined as:

1. Contact with an individual (regardless of nationality) that suggests to the Contractor employee that an intelligence gathering or terrorist organization may have targeted him or her for possible intelligence exploitation.

2. A request by anyone (regardless of nationality) for illegal or unauthorized access to classified or unclassified sensitive information.

3. Contact with a known or suspected intelligence officer from any country.

4. Contact with a foreign diplomatic establishment, whether in the U.S. or abroad, for personal or official reasons. Certain Contractor personnel in positions designated as “sensitive” by the Government may also be required to inform their chain of command in advance of the nature and reason for contacting a foreign diplomatic establishment or travel to countries on the State Department list whose interests may be adverse to the United States.

B. Contractor personnel who have information about activities pertaining to espionage, terrorism, unauthorized technology transfer, sabotage, sedition, subversion, spying, treason, unauthorized release of classified or unclassified controlled information, or unauthorized intrusions into automated information systems shall report that information immediately to the KO or POC for action.

SAFEGUARDING INFORMATION

A. The Contractor shall not allow access or disclosure of classified information or information regarding the operations of DLA Distribution to any government agency, non-government agency, or individual unless specifically authorized by the KO or POC. The Contractor shall provide documents and files requested by such parties to the KO or POC within one hour of receipt of the authorized request. All files are the property of the Government and the Contractor shall turn all files over to the KO or POC at the completion or termination of this contract. The Contractor may be required to access data and information that is proprietary to a government agency or contractor or that is of such nature that its dissemination and use other than as specified in this contract would be adverse to the interests of the Government or others. The Contractor and its personnel shall not divulge or release data or information developed or obtained under performance of this contract except to government personnel who are authorized to receive the information or upon written approval of the KO or POC. The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend other than as specified in this contract.

B. Disclosure of information regarding operations and services of DLA Distribution to persons not entitled to receive it, or failure to safeguard any classified information that may come into the Contractor’s control in connection with work under this contract, may subject the Contractor, its agent, or its employees to criminal liability under USC Title 18, Crimes and Criminal Procedure, Part I, Crimes, Chapter 37, Espionage and Censorship, Sections 793, Gathering, Transmitting or Losing Defense Information, and Section 798, Disclosure of Classified Information. Neither the Contractor nor its employees shall disclose or cause to be disseminated any information concerning the operations of the activity which could result in, or increase the likelihood of, the possibility of a breach of DLA Distribution’s security or interrupt the continuity of DLA’s operation.

POTENTIAL OPERATIONAL CONSTRAINTS

Force Protection Conditions (FPCONs) may affect access to the host installations. The FPCON is established by the host installation or higher national command authorities, and

the Installation Commander is responsible for implementing the proper response to progressive levels of terrorist threats. FPCONs are normally displayed at most entrance gates, building entrances and office entrances. The Contractor shall adhere to and operate IAW any restrictions imposed as a result of a FPCON.

END OF STATEMENT OF WORK