STATEMENT OF WORK

169 IS Bldg. 302 RM 110

28 May 2026

1. GENERAL: This is a 169th Intelligence Squadron (IS) requirement to provide new office layouts, workspaces, and furniture to building 302 and provide incidental installation services. This includes room 110 enclosed bullpen area.

2. DESCRIPTION OF SERVICES: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, other items, and non-personal services necessary to provide and install office furniture for the 169th IS flights as defined in this Statement of Work.

3. BACKGROUND: The 169th IS provides high-quality Intelligence to the Air Force and Intel enterprise.

- Innovation – Expertise. These areas within the 169 IS are crucial to the intelligence mission in supporting on-going mission, development, and growth.

4. TASKS:

a. **Planning/Design.** The contractor shall provide design services, including space planning layouts that best fit the spaces provided from the approximate drawings, site verification, material selection with material list. See the provided workspace layouts that show the **approximate requirements** of each space. Contractors planning/design should clearly show best utilization of space in design and how technical requirements are met or adjusted from minimum requirements.

b. **Equipment/Materials.** The contractor shall provide all support needed to include onsite labor, equipment, tools, materials, and any other resources needed to accomplish the required work.

c. **General Requirements.** All furniture shall be commercial-grade, designed for continuous 40-hour workweek usage, and backed by a standard commercial warranty. Surfaces shall be constructed of metal, high-pressure laminate, plastic, or composite materials. Wood or wood-veneer finishes are not permitted. The Contractor shall provide standard manufacturer finish options (e.g., neutral grays, blacks, or whites) for Government selection post-award. Custom or up-charged finishes are not required.

d. **Period of Performance (PoP).** This contract shall be 120 days from the date of contract award. The Contractor shall submit a detailed project schedule and confirmed installation start

date to the Contracting Officer and TPOC no later than 30 calendar days after contract award. All delivery, installation, and cleanup must be fully completed prior to the end of the PoP.

e. **Project Manager.** The contractor shall provide a project manager who shall be responsible for and be a single point of contact for the performance of work. The name of this person and an alternate or alternates shall be provided to the contracting officer (CO) within ten (10) business days after contract award. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to the daily operations of this contract on the installation.

f. Installation and Removal Services.

i. All existing furniture will be removed by government personnel prior to the start of work.

ii. The contractor shall be escorted by 151 ISRG personnel when working within the ISRG compound (Bld. 302).

iii. During installation, the contractor shall protect all furniture and building materials, to include carpet, existing within the space with industry approved protective coverings. Contractor shall be liable for any damage to government property caused by the contractor or their representatives.

iv. The contractor shall uncrate/unpack all new items, dispose of packing material off the installation, and perform required assembly in accordance with the manufacturer instructions.

v. Services shall include inspection of products for shipping damage. If damage is found it shall be the responsibility of the contractor to make all arrangements for replacement or repair of the item(s) damaged. Damaged items shall not be installed.

vi. The contractor shall assemble/install the new furniture in accordance with this requirement statement, and the basic component layout as provided by the contractor.

vii. The contractor shall provide all new components, completely assembled, installed, and operational, including keys for each individual lock set and a master key to fit all lock sets.

viii. New furniture, equipment, and accessories shall be level, square, and in proper alignment with adjoining furniture. All drawers shall operate smoothly and stay closed when not in use.

ix. Prior to acceptance, the contractor shall clean all new furniture only with the manufacturer's recommended cleaning agents/products and inspect to ensure the new furniture is free of surface dirt and defects.

5. Technical Requirements:

a. **Layout Plans.** The included layout in the statement of work (SoW) section 14. ROOM LAYOUTS are not to exacting specifications. They are intended to provide approximate measurements of each space and a rough drawing of how the furniture should be arranged. Offerors are responsible for taking all final measurements necessary to determine the exact linear footage of cubicle walls, raceways, and power whips required to execute the layout provided in Section 14.

The **contractor shall be responsible for actual measurements, design, and fitment of the office furniture within the designated spaces**. The contractor shall install workstations and other furniture in accordance with the contractor's provided layout diagrams. **The contractor shall be responsible for all required actual measurements.**

b. **Module Furniture Enclosed Bullpens (Section 1, Section 2, Section 3, Section 4)**. **Section** 1 should approximately be 32ft by 20ft not accounting for corner offsets on the east and west sides. **Section** 2 should approximately be 30ft by 15ft, split into two cubicle groupings with two workstations on the west side. **Section** 3 should approximately be 30ft by 15ft, split into two cubicle groupings with two workstations on the west side. Section 2 and Section 3 have a full wall running the entire 30ft, dividing the two sections. **Section** 4 should approximately be 30ft by 18ft, one large cubicle grouping with a center table and one workstation to the east and one workstation to the west outside the cubicle grouping. An approximate 5ft hallway runs the length of the enclosed bullpen area on the east side and is created by the cubicle walls, wall lockers and room 110's building wall as seen in SoW section 14. ROOM LAYOUTS. This hallway shall be at least 5ft in width.

All cubicle walls should be approximately 7ft high. **Section** walls with inward swinging doors shall closely line building walls. The cubicle walls of **sections** shall have cable raceways/pathways and IT/data faceplates (Blanks) provided by the vendor. This allows for fiber drops throughout the **section** walls giving the ability to connect and conceal IT/data cables from each workstation into the walls. Fiber connections will connect via the raised floor so there shall be entry ways for IT/data cables via the bottom of the walls. Cubicle walls shall also have continuous power installed through the base, fed by power whips provided by the vendor. The government will connect necessary power whips to building power prior to installation. The Contractor shall deliver the required power whips to the site no less than 14 days prior to the scheduled installation date. Each desk area shall have at least one accessible power outlet located underneath in the base of the cubicle wall. All main desks within the sections shall be 60 H x 60 L x 24" W, electric height adjustable desks with CPU holders and cord management. CPU holders must be mounted underneath main desks. L-Desks shall be 60 H x 30 L x 24" W, electric height adjustable desks that attach to the main desks. L-Desks accompany main desks

where applicable as depicted in SoW section 14. ROOM LAYOUT. Tables shall be within the limits of 36” to 40” in height x 108 L x 48” W with locking caster wheels and have a static support shelf beneath the main table surface.

There shall be eight main desks and one table in Section 1. In Section 2 there shall be 10 main desks and 8 L-Desks. In Section 3 there shall be 10 main desks and 9 L-Desks. In Section 4 there shall be 10 main desks and 3 L-Desks and one table. See SoW section 14. ROOM LAYOUT for approximate configuration. Wall lockers shall be at between 80” and 84” tall and each wall locker shall have two sections, an upper and lower. Each wall locker section shall have a lock and door. There shall be enough wall lockers to accommodate 38 personnel if each person is assigned 1 upper or lower section of a wall locker. All wall locker section doors must open in a uniform direction. All wall locker sections shall have a bar for hanging wardrobe items inside.

Section 1, Section 2, and Section 3 require 36” doorways that include doors on their east side and are depicted in SoW section 14. ROOM LAYOUT by slim yellow rectangular markings. All doors must swing inward.

38 new commercial-grade ergonomic task chairs are required. The chairs must support a minimum weight capacity of 250 lbs and meet or exceed ANSI/BIFMA commercial furniture standards. To ensure user comfort during extended shifts, the chairs must feature a breathable mesh backrest for airflow. The seat pan shall be constructed of either a high-performance breathable suspension material or high-density ergonomic foam covered in durable, commercial-grade fabric. The chairs must include adjustable lumbar support (height and/or depth) to accommodate various user body types. Chairs must feature a synchronized or weight-activated tilt mechanism that allows the user to recline ergonomically, complete with a tilt limiter/lock and adjustable tilt tension. Armrests must be highly adjustable (at minimum: height, depth, and pivot/width) to support active keyboard tasking.

Each furniture item shall meet or exceed the salient characteristics and minimum size requirements as stated but shall not be so large that it impedes the functionality of the space. The following are the minimum salient characteristics and size requirements of the office furniture that shall be included:

x = Quantity of cubicle walls to meet wall width x length determined by contractor in Planning/Design

xx = Quantity of power whips and cable raceway/pathway determined by contractor in Planning/Design

Product	Minimum Requirement	Qty

I.	Cubicle Walls	-84in Tall -Shall have entryways for IT/Data cables from bottom of walls -Shall have entry ways for power whips from the bottom of walls -Shall have cable raceways for connecting IT/Data -Walls shall have connections for distribution of power to wall outlets -IT/data faceplates (Blanks) provided	x
III.	Cubicle Doors	-Doors shall match the height of the front cubicle wall and swing inward min 36in W	3
IV.	Chairs:	-Minimum weight capacity: 250 lbs (ANSI/BIFMA compliant). -Material: Breathable mesh backrest. Seat pan may be mesh suspension or high-density ergonomic foam with commercial-grade fabric. -Ergonomic Support: Integrated, adjustable lumbar support (adjustable in height and/or depth). -Tilt Mechanism: Synchronized or weight-activated tilt mechanism with adjustable tilt tension and a multi-position tilt lock/limiter. -Armrests: Highly adjustable armrests (minimum requirement: height-adjustable, depth-adjustable, and width/pivot-adjustable). -Base: 5-star swivel base with casters suitable for commercial carpet.	38

V.	Main Desks	60 H x 60 L x 24” W -Electric height adjustable -CPU holders with cord management beneath desk surface -Must allow attachment of L-desk	38
VI.	L-Desks	-60 H x 30 L x 24” W -Must attach to main desk -Electric height adjustable	20
VII.	Tables	-Between 36” to 40” H x 108 L x 48” W -Must have static supporting shelf beneath main table surface -Must have caster wheels that lock	2
VIII.	Wall Lockers	-Between 80” and 84” in height -Two sections per wall locker, top section vs bottom -Doors and locks on each wall locker section -All section doors uniform in opening direction -Internal bar in each wall locker section for hanging of wardrobe pieces	19

6. QUALITY ASSURANCE: The contractor shall be responsible for implementing and maintaining a quality control program (QCP) to ensure that the work performed meets or exceeds contract requirements and results in the correction of potential and actual problems.

7. GOVERNMENT SERVICES:

a. General Services. The Government will not provide any general services.

b. Facilities & Utilities. The Government will provide a staging area to adequately sort, stage and uncrate products and electrical power, working lights, heating, and air conditioning in the working area for use during installation. The Government will ensure that the work area is ready for product installation. The Government will not provide an area to store the product

prior to installation. The contractor will receive/store all items at their facility and deliver on the date of install.

c. **Materials & Equipment**. The Government will not provide any materials and equipment.

d. **Housekeeping**. The Government will not provide any housekeeping.

8. BASE & BUILDING ACCESS: For all contractor employees to work on Roland R. Wright Air National Guard Base, the contractor's proposal shall include the ability for all contractor personnel performing work under this purchase order to routinely access the base.

a. Contractor shall submit a complete list of personnel in accordance with installation policy, including delivery-persons, who will be expected to work on the installation. All contractors conducting official work within the SCIF are required to be vetted by our security partner agencies. The timeline of the vetting process is estimated to be 30 to 45 days after the information is submitted.

b. Information required for each contractor:

- Company Website
- Company Email
- Last Name
- First Name
- Middle Name
- DOB
- SSN
- Naturalization Number
- Passport Number
- Sex
- POB City

c. Current rules and regulations applicable to the premises where the work will be performed shall apply to the contractor and its employees while working on the premises. These regulations include, but are not limited to, presenting valid identification for personnel and vehicular entrance, smoking restrictions and any safety procedures as outlined in the installation regulations.

d. The contractor shall keep within the established limits of work and avenues of ingress and egress. The contractor shall ensure their personnel working on Roland R. Wright Air National Guard Base become familiar with and obey all Roland R. Wright Air National Guard Base requirements and regulations including, but not limited to, safety, fire, traffic and security. The contractor shall not enter any restricted areas unless required to do so and until cleared for such entry. The contractor shall ensure contractor equipment is conspicuously marked for

identification.

e. Vehicle registration, proof of insurance and a valid driver's license shall be presented to gain base access.

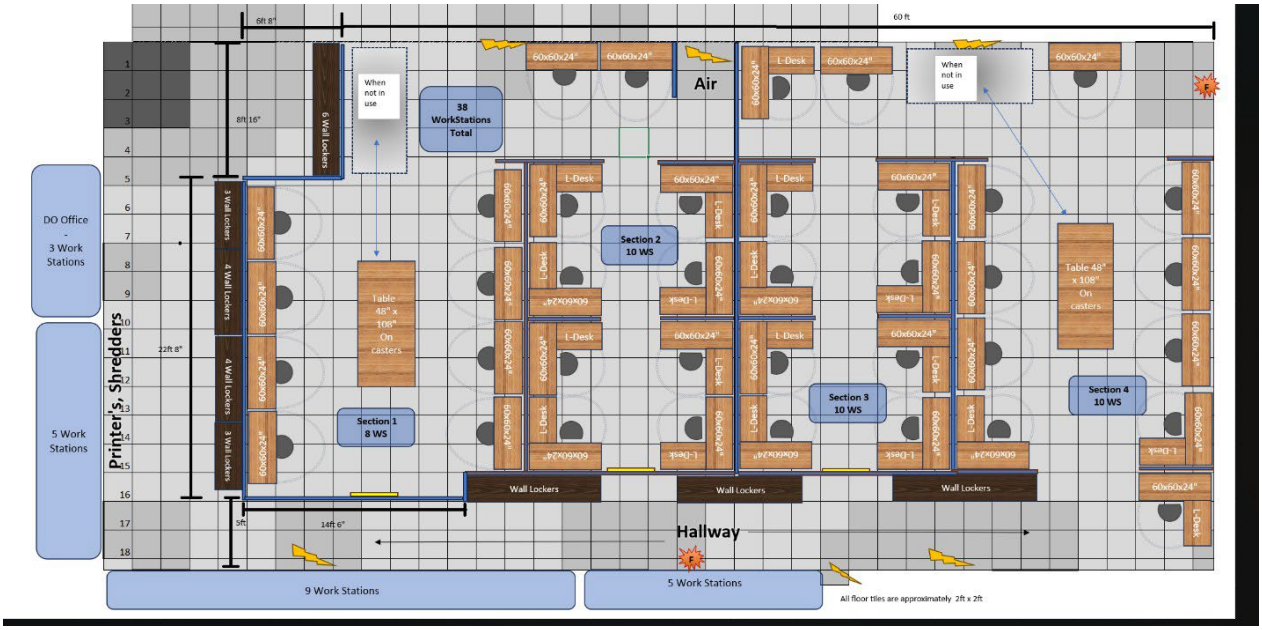
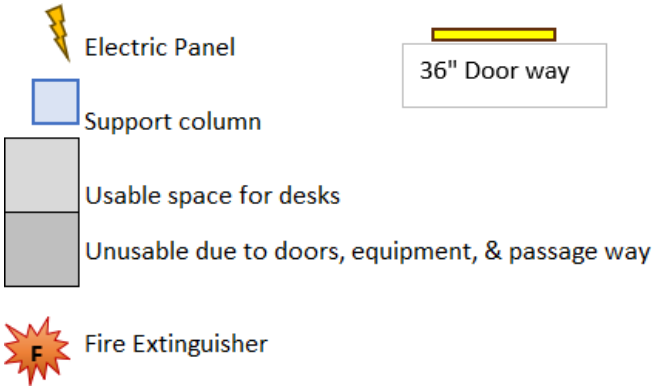
9. FEDERAL HOLIDAYS:

If the Federal holiday falls on a Saturday, the holiday is observed on the preceding Friday. If the federal holiday falls on a Sunday, the holiday is observed on the following Monday. If desired, the contractor is allowed to work on a federal holiday once the contractor has requested approval in writing to the technical point of contact (TPOC) with an approval response provided.

10. HOURS OF OPERATION: Normal hours of operation are 6:00 am through 4:00 pm, Monday through Thursday and exclude Federal Holidays. Deviations from the hours specified above may be requested by the contractor to be submitted to the TPOC. The contractor shall give notice of the deviation of hours to the TPOC at least two (2) business days in advance of the proposed change.

11. PLACE OF PERFORMANCE: The work to be performed under this contract will be performed at the Roland R. Wright Air National Guard Base in building 302 for the 169 IS. The base address is 765 N 2200 W, Salt Lake City, UT. 84116

12. SECURITY REQUIREMENTS: Contractor personnel performing work under this contract must always have an escort with a TS SCI, at a minimum. Contractor shall not provide the military organization name, location or identity to the manufacturer and shipper.

13. PHYSICAL SECURITY: At the close of each work period, government facilities, equipment, and materials shall be secured.

14. ROOM LAYOUTS: The attached layout provides **approximate measurements** for each space and a rough drawing of how the space/workstations should be arranged.