

Statement of Work (SOW)

Offutt AFB Field House Rafter and Wall Cleaning

NEXGEN WT# 18374581

1. General:

This is a non-personal service contract to clean the walls, rafters, screens, chain link fencing and riser roofs in the Offutt AFB Field House. 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.

1.1 Description of Services/Introduction:

The contractor shall provide all management, tools, equipment, supplies, and labor necessary to ensure proper cleaning of the walls, rafters, screens, chain link fencing and riser roofs in the Offutt AFB Field House, approx. 225,000 sq. feet, building 321. The contractor shall accomplish all rafter cleaning tasks to meet the requirements of this Statement of Work (SOW).

1.2 Background:

Offutt Air Force Base, NE (OAFB), located near Bellevue, Nebraska, is home of the 55th Wing, USSTRATCOM and the 557th Weather Wing, among others. The Offutt AFB Field House is the largest gym in the DOD and serves more than 10,000 joint servicemembers through fitness and social endeavors on a weekly basis. The fieldhouse is a converted air-plane hangar with unfinished wooden ceilings, exposed rafters, 30 foot high walls and multiple areas separated by chain-link fencing and netting. Existing cleaning contracts are limited to areas and surfaces up to 10 feet high, leaving over 20 feet of wall and 225,000 sq ft of roof and rafters (totaling approximately 6.38 million cubic feet) that have not been cleaned in decades. Dust that collects on these rafters and surfaces falls to the floor and equipment randomly, making it difficult to keep the space clean for patrons.

1.3 Objectives:

All wall, rafter, fencing, netting, and riser roof surfaces in the fieldhouse are free from dust, cobwebs and dirt. All surfaces are sanitized.

1.4 Scope:

- Working from the top down, using dust mops, vacuums, dust containment and removal equipment and at least 1 extra large PAS 2400 Air Scrubber (or equivalent), remove all dust, dirt and cobwebs from approximately 80,000 square feet of wall including:
 - 10 riser roofs
 - 12 Air Returns
 - Wall surface from 10 feet up
- Working from the top down, using dust mops, vacuums, dust containment and removal equipment and at least 1 extra large PAS 2400 Air Scrubber (or equivalent), remove all dust, dirt and cobwebs from approximately 30,000 square feet of Netting (10 sections used to separate areas within the fieldhouse).
- Working from the top down, using dust mops, vacuums, dust containment and removal equipment and at least 1 extra large PAS 2400 Air Scrubber (or equivalent), remove all dust, dirt and cobwebs from approximately 250,000 square feet of rafters within the roof.
- Using vacuums and dust containment systems, remove all dust, dirt and cobwebs that collect on the floor or equipment during work.

1.4.1 Disposal Requirements. The contractor shall be responsible for removing all recycling and waste generated material in accordance with all state, federal, local and Offutt AFB rules and regulations.

1.4.2 Contractor Qualifications. The contractor shall provide proof of insurance to the Government upon request. Contractor must be an established company, experienced in environmental abatement and industrial cleaning and have been in business for a minimum of ten (10) years.

1.4.3 Safety. Contractor is responsible for all safety measures and PPE required to keep employees safe. Contract employees shall always use personal fall arrest systems when using the scissor lift; shall eye protection and respirators for lung protection and hard hats.

1.5 Period of Performance:

The period of performance (PoP) shall be for 45 days. Work must be complete in 45 days or less. Contractor shall provide a detailed schedule and timeline broken down by section of the fieldhouse to be cleaned two weeks in advance of start of work.

2 General Information:

2.1 Quality Control Program:

The Contractor will have a project manager local or on site for the duration of the project. The contractor shall develop and maintain an effective Quality Control Program (QCP) to ensure services are performed in accordance with (IAW) this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is how they assure themselves that their work complies with the requirement of the contract. This shall be delivered to the Contracting Officer (CO) and/or Contracting Officer's Representative (COR) within thirty (30) calendar days after contract award. One (1) copy of a comprehensive written QCP shall be submitted to the CO and/or COR within five (5) calendar days when any changes are made thereafter for review and acceptance by the CO and/or COR. After acceptance of the QCP changes, the contractor will receive, in writing, acceptance or denial of any proposed changes from the contractor's QCP.

2.2 Quality Assurance Surveillance Plan:

The government shall evaluate the contractor's performance under this contract IAW the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the government must do to ensure that the contractor has performed IAW the performance standards. It defines how the performance standards will be applied, and the minimum acceptable defect rates.

2.3 Recognized Holidays:

Contractor is not required to work on any of the following federal holidays.

- New Year's Day – 1 January
- Martin Luther King Day – 3rd Monday in January
- Washington's Birthday – 3rd Monday in February
- Memorial Day – last Monday in May
- Juneteenth – 19 June
- Independence Day – 4 July
- Labor Day – 1st Monday in September
- Columbus Day – 2nd Monday in October
- Veteran's Day – 11 November
- Thanksgiving Day – 4th Thursday in November
- Christmas Day – 25 December

2.4 Hours of Operation:

The contractor is responsible for conducting business, between the hours of 8:00pm and 4:00am, local time, Monday thru Friday, except federal holidays mentioned above, or when the government facility is closed due to local or national emergencies, administrative closings, or similar government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The contractor must, at all times, maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the government facility is not closed for

the above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the workforce are essential.

2.5 Place of Performance:

The work to be performed under this contract will be performed at Offutt Air Force Base, NE. The Contractor must have a project manager either local or on site for the duration of the project.

2.6 Type of Contract:

The government will award a firm fixed price contract.

2.7 Security Requirements:

Contractor personnel performing work under this contract must be able to obtain access to OAFB, by having favorable clearance at time of the contract award.

2.7.1 Physical Security:

The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

2.8 Special Qualifications:

N/A

2.9 Post Award Conference/Periodic Progress Meetings:

N/A

2.10 Contracting Officer Representative:

The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions:

- Assure the contractor performs the technical requirements of the contract.
- Performs inspections necessary in connection with contract performance.
- Maintains written and oral communications with the contractor concerning technical aspects of the contract.
- Issues written interpretations of technical requirements, including government drawings, designs, and specifications.
- Monitors contractor's performance and notifies both the CO and contractor of any deficiencies.
- Coordinates availability of government furnished property.
- Provides site entry (or escort) for contractor personnel.

A letter of designation issued to the COR, a copy of which is sent to the contractor, states the responsibilities and limitations of the COR, especially regarding changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

2.11 Key Personnel:

The following personnel are considered key personnel by the government: The Director of Sports and Fitness. The contractor shall provide a project manager who shall be responsible for the performance of all work performed by the contractor. The name and contact information for this person, and an alternate, who shall have the ability to act on behalf of the contractor when the manager is absent shall be designated in writing to the CO and/or COR. The contract manager or alternate shall have full authority to act on behalf of the contractor on all contract matters relating to daily operation of this contract. The contract manager, or alternate, shall be available between 7:30am and 4:30pm, local time, Monday thru Friday, except federal holidays listed above, or when the government facility is closed for administrative or other reasons.

2.12 Identification of Contractor Employees:

Contractor personnel shall present a neat appearance and be easily recognized as contractor employees.

2.13 Data Rights:

NA

2.14 Organizational Conflict of Interest:

NA.

2.15 Government Furnished Property:

None

DEFINITIONS & ACRONYMS

3 Definitions and Acronyms:

3.1. Definitions:

Contractor: A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

Contracting Officer: A person with authority to enter into, administer, and/or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

Contracting Officer's Representative: A government employee appointed by the Contracting Officer to administer the contract. Such appointment shall be in writing, shall state the scope of authority, and limitations. This individual has the authority to provide technical direction to the contractor if that direction is within the scope of the contract, and does not constitute a change, and has no funding implications. This individual does not have authority to change the terms and conditions of the contract.

Defective Service: A service output that does not meet the standard of performance associated with the Performance Work Statement.

Deliverable: Anything that can be physically delivered but may include non-manufactured items such as meeting minutes and/or reports.

Key Personnel: Contractor personnel that are required to be used in the performance of a contract by the Key Personnel listed in the Performance Work Statement.

Physical Security: Actions that prevent the loss or damage of government property.

Quality Assurance: The government procedures to verify that services being performed by the contractor are performed according to acceptable standards.

Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

Quality Control: All necessary measures taken by the contractor to assure that the quality of an end product or service shall meet contract requirements.

Subcontractor: One that enters into a contract with a prime contractor. The government does not have privity of contract with the subcontractor.

Workday: The number of hours per day the contractor provides services in accordance with the contract.

Workweek: Monday through Friday, unless specified otherwise.

3.2 Acronyms:

AAFES	Army & Air Force Exchange Service
AFJAM	Air Force Joint Manual
AGE	Air Ground Support Equipment
CFR	Code of Federal Regulations
CO	Contracting Officer
COMM	Communications
COR	Contracting Officer Representative
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
HQ	Headquarters (Bldg. 500)
OCI	Organizational Conflict of Interest
OAFB	Offutt Air Force Base
PIPO	Phase In/Phase Out
POC	Point of Contact
POL	Petroleum, Oil, and Lubricant
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Program
TE	Technical Exhibit
UST	Underground Storage Tank