

Statement of Work

375th Contracting Squadron – Scott AFB, IL Cubicles Reconfiguration & Install 13 September 2022

1. PROJECT SCOPE: The 375th Contracting Squadron (CONS) at Scott AFB (Building 50) requires fifteen (15) additional cubicles to match the thirty-five (35) of All Steel brand Terrace cubicles already existing in the space, to include the installation of the new fifteen (15) cubicles and moving of the existing to accommodate additional items in space.

2. SPECIFIC REQUIREMENTS:

A. The Contractor shall provide all labor, personnel, tools, material, and equipment necessary to install fifteen (15) additional All Steel Terrace cubicles in Building 50 in accordance with the attached drawings to include, but not limited to:

1. Move the existing cubicles to accommodate the additional cubicles being purchased, to include re-wiring for network capability. Layout of the new and existing cubicles, to include walkways and space surrounding cubicles, shall meet the Americans with Disabilities Act (ADA) compliance.
2. All dunnage shall be removed from Scott AFB at the completion of install.
3. At the completion of the work, all network ports in the new and moved cubicles (total of 50) shall be in working condition.

B. Match colors and finishes of existing. The fifteen (15) cubicles procured under this requirement shall be the same as the existing.

1. Manufacturer: All Steel
2. Model: Terrace
3. Fabric: Landscape Sheen
4. Finish: Parchment
5. Color: Ash

4. GOVERNMENT FURNISHED EQUIPMENT: None

5. GENERAL PROVISIONS:

5.1 SCHEDULE AND STANDARD WORKDAY/WEEK:

- a. Recognized Holidays: The contractor is not required to work on federal holidays: New Year's Day, Martin Luther King, Jr. Day, George Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day
- b. Hours of Operation: The contractor is responsible for conducting business, between the hours of 0730-1630 Monday thru Friday except Federal holidays 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.

5.2 NOTIFICATION: The contractor shall coordinate all work with the Contracting Officer or the 375 CONS point of contact, Keely Webb at keely.webb@us.af.mil prior to work commencing.

6. GENERAL INFORMATION:

6.1. Contractor Consent to Background Checks: The contractor and, as applicable, subcontractor shall not employ persons for work on this contract if such employee is identified as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population, nor shall the contractor or subcontractor employ persons under this contract who have an outstanding criminal warrant as identified by Law Enforcement Agency Data System (LEADS) through the National Crime Information Center. LEADS checks will verify if a person is wanted by local, state, and federal agencies. All contractor and subcontractor personnel must consent to LEADS background checks. Contractor and subcontractor personnel who do not consent to an LEADS check will be denied access to the installation. Information required to conduct an LEADS check includes: full name, driver's license number, and/or social security number, date of birth of the person entering the installation, and completion of a background check questionnaire. The contractor shall provide this information using the Scott AFB Form 21, Contractors Consent for Background Check, and shall submit it in conjunction with the contractor's request for either base or vehicle passes. Completion of a successful LEADS check does not invalidate the requirement for an escort when contractor or subcontractor personnel are working within controlled or restricted areas. All identifying credentials will be compliant with the REAL ID Act.

Contractors shall ensure their employees and those of their subcontracts have the proper credentials allowing them to work in the United States. Persons later found to be undocumented or illegal aliens will be remanded to the proper authorities. The contractor shall not be entitled to any compensation for delays or expenses associated with complying

with the provisions of this clause. Furthermore, nothing in this clause shall excuse the contractor from proceeding with the contract as required.

6.2. Badges: The contractor is required to provide identification badges for their employees. All contractor personnel shall wear these badges while on duty on the government site. Badges are required to identify the individual, company name, and be clearly and distinctly marked as contractor. Size, color, style, etc. are to be mutually agreed to by contractor and government. The contractor's identification badge will not be used as an entry requirement for installation entry or into any government designated controlled or restricted area. All DBIDS cards/passes will be turned in to the Dixon Visitor Control Center upon expiration of pass and/or completion of contract.

6.3. Contractor Registration of Vehicles on Scott AFB: All contractor or contractor employees' vehicles used for the performance of this contract shall comply with all local, state and federal regulations. Additionally, any pass shall be surrendered to Security Forces upon demand to positively identify a person's need to be on Scott AFB.

6.4. Access to Installation during Force Protection Conditions (FPCONS): Contractors will be assigned a mission essential designation IAW requirements contained in SAFBI 31-101/Installation Security Instruction. Only the installation commander or the unit commander requesting contract support will assign the mission essential designation.

6.5. AT Level 1 training for Contractors: AFI 10-245-O published on 07 Dec 20 states 100% of contractors will complete AT Level I (Antiterrorism Awareness). This is also a federal law under 48 CFR § 252.204-7004 that all contractors that work on federally funded projects will have this training. The new AFI states:

- d. Contracting Squadron (CONS) Commanders:
- (1) Coordinate performance work statement (PWS)/statement of work (SOW) and modifications with the installation Antiterrorism Officer/Antiterrorism Program Manager (ATO/ATPM) to ensure AT considerations and measures are included in all applicable contracts and that all AT standards are in compliance. (T-1).
 - (2) Coordinate with the installation ATO/ATPM to ensure Level I - AT Awareness Training is completed by all contractors within 30 days of requiring access, and annually thereafter. (T-3). Coordination for training should be done by the requiring unit after contract award.
 - (3) Work with ATO/ATPM to coordinate AT-specific contracting measures for inclusion in the installation's AT Plan. (T-2).
 - (4) Coordinate necessary background investigations for contractors with the installation information protection office and work with the ATO/ATPM to develop mitigation measures that limit the potential for terrorist and insider threats posed by contractors while on the installation. (T-1)
 - (5) Incorporate required AT clauses, related supplements, and local AT measures as part of requirements for DoD contracts, as described in Standard 18. (T-0)

6.6. Property Protection: Property protection for facility where the contractors' primary work center is located will be the responsibility of the local facility manager and local Government Security Manager, or their duly authorized representative IAW AFI 31-101, Integrated Defense and command/local directives. The contractor shall safeguard all government-owned equipment and materials in his/her possession or use.

6.7. Safeguarding Classified or Unclassified Information: The contractor shall meet Air Force standards for storing, processing, and handling classified information and systems. Additionally, all resources (e.g. maps, publication/instructions, photos) provided by the government to assist the contractor in the performance of their contract will be surrendered upon termination of employment or the end of the contract performance period.

6.8. Non-Disclosure Agreements: To safeguard information, the contractor shall enter into non-disclosure agreements with the responsible local security manager.

6.9. Privacy Act: Work on this project requires that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

6.10. Contractors Working in Controlled or Restricted Areas

The unit requesting contract support will provide escort (s) for contractors' at all times when within a controlled area. Contractors shall not escort other contractor employees within controlled or restricted areas. In addition, contractors shall fulfill, maintain, and comply with all security requirements IAW AFI 31-101, Integrated Defense, and command/local directives.

6.11. Access to Government Facilities with Controlled or Restricted Areas

The contractor shall comply with security regulations imposed by the installation commander and/or the agency responsible for the project location. Due to specific mission requirements inherent in the nature of controlled or restricted areas on Scott AFB, the government may direct the contractor to leave the controlled or restricted areas at any given time.

6.12. Contractors Responsibilities while Working within Controlled or Restricted Areas

Only contractor personnel with proper authority and qualifications shall enter a controlled or restricted area. Certain facilities require the issuance of an AF Form 1199CD. The government, at any time, may revoke the AF Form 1199CD. The procedures for the issuance of an AF Form 1199CD are contained in SABFI 31-1 Integrated Defense/Antiterrorism Plan. Contractors shall not escort other contractor employees within controlled or restricted areas. Upon completion of the contract, all 1199CDs will be turned into the sponsor and in turn delivered to 375th SFS/S5B, Line Badges. In addition, contractors shall fulfill, maintain, and comply with all security requirements contained in SABFI 31-1 Integrated Defense / Antiterrorism Plan.

6.13. Access to Government Facilities with Controlled or Restricted Areas for Replacement Contractors

The unit requesting contract support will continuously escort replacement contractors, not initially possessing the proper clearances and requiring entry to controlled or restricted areas. Replacement contractors shall submit paperwork within 30 days of being assigned to obtain an approved security clearance or favorable review. Replacement contractor personnel shall obtain a security clearance prior to working with, or having direct access to, classified material. In addition, replacement contractor personnel shall obtain a "Favorable

review” prior to having access to a Controlled Area. The above information shall be submitted to 375 AMW/IP.

ADDENDUM:

A. Building 50 Layout