

**STATEMENT OF WORK**  
**Temporary Package Unit**  
**Maxwell Air Force Base, Alabama**  
**Building 668**

**1.0 Description of Services**

Installation of a temporary 35-ton package unit with all associated ducting, connectors, and power supply cabling for a fully functional system. Temporary package unit shall be installed within fourteen (14) calendar days of the execution of this contract.

**2.0 Acronyms/Definitions**

<u>CS</u> – Contract Specialist	<u>GPM</u> – Gallons per Minute
<u>CO</u> – Contracting Officer	<u>HWR</u> – Hot Water Return
<u>CPG</u> – Comprehensive Procurement Guide	<u>HWS</u> – Hot Water Supply
<u>SOW</u> – Statement of Work	<u>KW</u> – Kilowatts
<u>COR</u> – Contracting Officer Representative	<u>TAB</u> – Test, Adjust and Balance
<u>ADEM</u> – Ala Dept. of Environmental Mgt	<u>42 CES</u> – Civil Engineering
<u>BAS</u> – Building Automation System	<u>USDA</u> – US Dept. of Agriculture
<u>BTUH</u> – BTU per Hour	

**3.0 Applicable Specifications/Standard/Related Studies**

Applicable Publications, Laws, Regulations, etc: All mechanical and electrical work accomplished under this contract shall conform to latest International Mechanical and SMACNA Code, and the newest National Electric Code guidelines. Refrigerant handling work will comply with EPA Regulation, Clean Air Act, Title VA, 1990, Section 608 “Refrigerant Recycling Rule.” The contractor will comply with NFPA and Unified Facilities Criteria (UFC) 3-600-01, 8 Aug 2016, ASHRAE guidelines and all State and local ADEM codes.

- 3.1 Fire Regulations. The Contractor shall comply with as aspects of the current editions of the US Army Corp of Engineers Engineering Manual 385-1-1, NFPA Standard 241, and Maxwell AFB Instruction 32-2005.”
- 3.2 Public Law 107-171: Farm Security and Rural InveCORent Act of 2002, 13 May 03. <http://awic.nal.usda.gov/public-law-107-171-farm-security-and-rural-inveCORent-act-2002> also known as the “Farm Bill.”

**4.0 Scope of Work:** The Contractor shall furnish all necessary equipment, labor, supervision and materials specified in this statement of work (SOW) to install a temporary 35 ton package unit with associated flex duct, power cables and connectors required for operation. Unit shall provide two supply and two return ducts of at least 16” in diameter and of 150’ in length. Power shall be 460V 3 phase with 150’ of cable. Include freight, installation, startup, and decommissioning cost in the 6 month base period price then the individual monthly rental cost for each additional month.

- 4.1 Site Visit: The Contractor shall attend a site visit conducted by the Government prior to award to determine the placement of the unit that will be on a flatbed trailer. The flatbed trailer will be provided from the contractor.
- 4.2 The installation of the temporary power connection to the transformer will be completed by a third party not associated with this contract.
- 4.3 The Contractor shall provide start-up and commissioning of unit and shall be completed within fourteen (14) calendar days of the execution of the contract.
- 4.4 The contractor shall install ducting thru facility windows and ensure empty window space is blocked.
- 4.5 The Contractor shall be responsible for all maintenance to the unit through the contract period. The Contractor shall provide all equipment, fuel, personnel, utilities or facilities for the execution of this contract. The temporary unit will be on a flatbed trailer that is included in the rental cost of the unit. The flatbed trailer and unit will remain in place for the duration of the contract.
- 4.6 The contractor shall respond on site for repairs within 48 hours of notification. The unit will be exchanged if repairs are expected to take more than 5 days.
- 4.7 The Contractor shall coordinate with 42 CE and/or customer to plan and schedule the removal of the temporary package unit.

**5.0 Period of Performance**

The period of performance will be a six (6) month basic period with monthly options following.

**6.0 Place of Performance**

The place of performance is Building 668, Maxwell Air Force Base, Alabama

6.1 Services shall be conducted in conformity with applicable regulations to contribute maximum satisfaction to responsible base offices. Services shall be made with minimum divergence from schedules once established. All services shall be made with minimum disturbance and maximum protection property. The COR shall be notified 72 hours prior to work starting.

6.1.1 The Contractor must within 24 hours of notice that a delay will be incurred notify the contract specialist/contracting officer in writing. This letter must identify why there will be a delay and how long. Also the Contractor shall take any actions in his control to prevent delay from occurring.

6.2 Supervision: Contractor shall provide competent supervision at all times when work is in progress. Contractor is responsible for scheduling and coordinating various trade activities. Contractor is also responsible for assuring that all work accomplished and materials used are in accordance with industry standards.

6.3 Access: The contract specialist/contracting officer shall have access any and all times to the contractor's equipment, materials, supplies, assigned areas and sites of operation for inspection purposes.

6.4 Performance Time: Fourteen (14) days after the 'Notice to Proceed' has been signed.

6.5 Hours of Operation: The contractor will be able to accomplish this work between the hours of 7:00 AM and 5:00 PM. The contractor will not normally be permitted to work on weekends or on the following legal holidays (or the day the Federal Government observes these holidays) unless he has coordinated such work with the contractor representative at least seventy-two (72) hours in advance:

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|--------------------------------------|---------------------|
| a. New Year's Day                    | g. Labor Day        |
| b. Martin Luther King, Jr's Birthday | h. Columbus Day     |
| c. Washington's Birthday             | i. Veteran's Day    |
| d. Memorial Day                      | j. Thanksgiving Day |
| e. Independence Day                  | k. Christmas Day    |
| f. Juneteenth Independence Day       |                     |

If interruption of any building utility services such as but not limited to the following, chilled water, electrical power, domestic water, fire protection water supply, or communications etc. are required, the contractor shall perform the work after 5:00 PM and before 7:00 AM on weekdays or normal work week hours during the weekend. The contractor shall coordinate the interruption of the utilities 30 days in advance with the COR and User.

- 6.6 Ground Fault Circuit Interrupters: Whenever Contractor uses portable electrical tools or equipment in an outside location where operator will be in contact with a grounded surface or in an interior wet location where floor is conductive such as concrete, Contractor shall provide and use a portable ground fault circuit interrupter (GFCI). This shall apply wherever electric power is supplied through government-owned facilities. Contractor shall be responsible for maintaining the GFCI in operating condition and testing it before each use.
- 6.7 Pass and Identification Items: The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-government owned vehicles:
- 4.10.1 DD Form 1172, Application for Uniformed Services Identification Card (AFI 36-3026, Identification Cards for Members of the Uniformed Services, their family members and other eligible personnel, and AETC Instruction 36-3001, Issue and Control of AETC Civilian Identification (ID) Cards).
  - 4.10.2 AETC Form 58, Civilian Identification Card (AETCI 36-3001)
  - 4.10.3 AF Form 1199, USAF Restricted Area Badge, or locally developed badge.
  - 4.10.4 AF Form 75, *Visitor/Vehicle Pass* (AFI 31-204)
- 6.8 Retrieving Identification Media: The contractor shall retrieve all identification media from employees who depart for any reason before the contract expires; e.g., terminated for cause, retirement.
- 6.9 Freedom of Information Act Program (FOIA): The contractor shall comply with DOD5400.7-R\_AFMAN 33-302, *Freedom of Information Act Program (FOIA)*, and requirements. The regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding *For Official Use Only (FOUO)* material.
- 6.10 Reporting Requirements: The contractor shall comply with AFI 71-101, Volume 1, *Criminal Investigations* and Volume-2, *Protective Service Matters*, requirements. Contractor personnel shall report to an appropriate authority,

any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

- 6.11 Physical Security: Areas controlled by contractor employees shall comply with Base Operations Plans/instructions for THREATCON procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property, including controlled forms, provided for contractor use. At the close of each work period, government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materials shall be secured.
- 6.12 Traffic Laws: The contractor and its employees shall comply with base traffic laws and regulations.
- 6.13 Inspection and Acceptance: Inspection and acceptance of Services will be performed at Maxwell AFB and Gunter Annex, Alabama by a Contracting Officer Representative (COR). Inspection and acceptance will be conducted in accordance with the contract and Statement of Work.
- 6.14 Communications Cabling Protection: Contractor shall protect all communications cabling while working and if damaged is caused by the contractor than the contractor shall replace the damaged communications cabling with same or for internal cable base standard CAT6 cable. All CAT6 cable must be home run to communications room. Copper tie cables must be replaced with same. Fiber optic cables must be a continuous strand with no splices. All communications cabling must be wired to the T568B standard.
- 6.15 Air Field Driving: All contractors must receive airfield drivers training prior to receiving notice to proceed or prior to driving on the airfield IAW (AFI 13-213, 2.1.3.39.7.) This training will be provided by Airfield Management at Bldg. 844, phone 953-7406/7407.
- 6.16 Fire Regulations: Contractor shall comply with all aspects of The National Fire Protection Association(NFPA) Standard 241, "*Standard for Safeguarding Construction, Alteration, and Demolition Operations*," current edition, and United Facilities Criteria (UFC) 3-600-01, "*Fire Protection Engineering for Facilities*," current edition.

## **7.0 Government Furnished Property/Facilities/Equipment**

No Government Furnished Property, equipment, materials, or services will be provided as part of this contract.

## **8.0 Security Requirements**

- 8.1 The Contractor must meet the same security requirements as government employees for access to Maxwell AFB-Gunter Annex. The Contractor shall obtain all necessary security and/or access badges. Visitor badges may be used under the supervision of a designated escort. For any afterhours service work to be performed, the Contractor employee(s) shall have a Government designated escort.
- 8.2 The Contractor's employees, at all times while on a military installation, shall wear visible Contractor-provided identification either as a part of, or attached to, their outer clothing. The identification shall clearly identify the individual as being a Contractor employee.
- 8.3 During performance of the contract, the Contractor shall be responsible for obtaining required identification for newly assigned personnel. At the completion of the contract or at the termination of any employee, the Contractor shall return credentials to 42d Contracting Squadron Focal Point at 50 LeMay Plaza S, Maxwell AFB, AL 36112.

## **9.0 Safety**

The Contractor shall implement a safety program that ensures protection of Government personnel and property.

In the event of an accident/mishap, the Contractor shall take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence. A written or email copy of the accident / incident notification shall be sent within three (3) calendar days to the Contracting Officer Representative, who will forward it to 42 ABW/SE Safety Office.

## **10.0 Contracting Officer Representative**

- 10.1 The Contracting Officer Representative (COR) is a government employee assigned to interface with the Contractor. The COR is authorized to provide technical direction within the scope of the contract. All technical direction shall be issued to the COR countersigned by the contract specialist.

10.2 The COR can assist the Contractor in the interpretation of technical requirements and performance of the effort required. Any matter concerning a change to the scope, prices, terms or conditions of this contract shall be referred to the Contracting Officer and not to the COR. The services to be performed by the contractor during the period of this contract shall at all time and place be subject to review by the Contracting Officer or authorized representative.