

STATEMENT OF WORK
For
99th CIVIL ENGINEER SQUADRON (CES) BLDG 812
FURNITURE
NELLIS AFB, NV
31 August 2022

1.1. STATEMENT OF WORK: The work consists of all labor, equipment, and materials required to design the furniture layout, procure furniture, deliver furniture and assemble furniture and install associated equipment and remove excess furniture for Bldg. 812 on Nellis AFB: See Attachments. **Attachment 1 – floor plan layout for furniture placement in B812.**

1.2. Modular Furniture for the Bldg. 812, Nellis AFB: Furniture shall have laminate finish available for selection. Further specifications of the items are listed within the specification attachments. All proposed modular furniture must fit within the area and be of similar design, form, fit, function, and shape as the layout design. All bidders must submit a finalized rendering or drawing, floor plan and itemized parts/product list for the project to be evaluated as a part of your bid. All bidders must keep each section separate for evaluation.

1.2.1. Room 1 and 2 will be configured as follows (see attachment 1):

- Room #1 will require 8 - 6'x8' cube work stations with storage cabinets. To provide some privacy, need high partition between cubes.
- Room #2 will require 7 - 6'x8' cube work stations with storage cabinets. To provide some privacy, need high partition between cubes.

1.3. LOCATION: Bldg. 812, Nellis AFB. The contractor shall deliver layout diagrams for Government approval prior to procuring equipment. The contractor must also provide pictures of each proposed type of desk and table.

1.4. SCHEDULE:

1.5. Normal daytime work Hours are 0730 to 1630 (local time) Monday through Friday. The contractor must submit a written request to the 99 CES primary POC 48 hours prior to the scheduled work time, and shall not begin work until a written approval is received.

1.5.1. The contractor shall furnish a delivery schedule for approval 5 work days in advance of the actual delivery to the 99 CES primary POC. Contractor shall notify the 99 CES primary POC of changes to the schedule 3 work days in advance of the scheduled day concerned.

1.6. CONTRACTOR PERSONNEL:

1.6.1. The contractor shall be responsible for the receipt, unloading, security, and handling of all equipment and materials. The contractor shall coordinate proposed storage and staging areas with the 99 CES primary POC 5 duty days in advance.

1.6.2. The name of the on-site manager and all alternates shall be provided in writing to the 99 CES primary POC 5. An on-site project manager shall be present at all times when work is being completed.

1.6.3. The contractor shall provide any job related certifications upon the request of the 99 CES primary POC.

1.6.4. The MEMO shall have the right to determine whether the proposed representative has sufficient technical and communication capabilities, and the contractor shall replace any individual not acceptable within 48 hours.

1.6.5 DoD contractor personnel and official visitors must attest to being fully vaccinated by completing the DD Form 3150 (attached) "Contractor and Visitor Certification of Vaccination," maintain a current completed DD Form 3150, and show it to authorized DoD personnel upon request. Failure to complete the DD Form 3150 may result in denying DoD contractor personnel access to the DoD facility to which access is sought. DoD contractor personnel who are not fully vaccinated against COVID-19 or who decline to attest to their COVID-19 vaccination status must provide a negative result from a test performed within the prior 72 hours. DoD contractor personnel who refuse to present the required screening testing may be denied access to DoD facilities.

1.7. SECURITY:

1.7.1. The contractor shall follow existing security procedures and instructions applicable to Nellis AFB, NV.

1.7.2. The contractor shall be responsible for the physical security of all materials, supplies and equipment, including property that he is utilizing.

1.7.3. Pass Requirements: The contractor is responsible for providing 99th Security Forces Squadron (99 SFS) with a list of company personnel that must be used to execute the contract. The list must contain the following information on each person:

- Name
- Nationality
- Identification Number
- Copy of civil ID or passport
- Copy of driver's license for all vehicle operators
- The length of time or time period during which the Individual will require a pass.

1.7.4. The contractor is responsible for providing the 99 CES primary POC with the descriptions of any vehicles to be used during the execution of the contract. The information on each vehicle must include:

- Make
- Model
- License Plate Model
- Year
- Color

1.7.5. The contractor shall receive a pass request letter from 99th CES primary POC upon award of the contract. The contractor shall complete any information required for this letter and coordinate delivery according to 99th SFS protocols.

1.7.6. The contractor shall follow all applicable security instructions.

1.8. DISPOSAL OF WASTE/EXCESS MATERIAL: Any waste or excess material resulting from any contract requirement shall be removed from the base daily. Existing furniture that is being replaced by the contract requirements shall be removed and disposed of by the contractor following delivery and installation of new furniture.

1.9. INSPECTIONS/QUALITY CONTROL: The contractor shall coordinate with the MEMO five days prior to schedule contract completion date to allow scheduling of dates for final delivery inspection.

2.1. STANDARD SPECIFICATIONS:

2.1.1. LAYOUT: Contractor shall ensure that the layout is compliant with all applicable Occupational Health and Safety Administration standards. The contractor shall follow the principles outlined in all attachments.

2.2. REQUIREMENTS:

2.2.1. Products must demonstrate cutting-edge innovation in flexibility and mobility.

2.2.2. Products must support an open, adaptable, and collaborative work environment aimed at gaining maximum productivity and efficiency with minimum environmental impact.

2.2.3. The furniture solution for the workspace (individual and team) shall be adjustable, adaptable, and easily interchangeable into different configurations as required by the work force and changing workplace conditions.

2.2.4. The parts and pieces must integrate with existing furniture to support reconfigurations.

2.2.5. To ensure the acquisition of sustainable products, products (Systems, Case goods, and Tables) must be at least BIFMA LEVEL 1 certified. <http://www.levelcertified.org/>

2.2.6. Products must be tested using one of the standard test methods (NFPA 260, ASTM E84, or NFPA 701) to determine flammability and/or flame spread.

2.2.7. Products must be new, from authorized dealers (or manufacturer direct), and carry the standard manufacturer's warranty.

2.2.8. The selected contractor must conduct up to two (2) post-installation orientation/training sessions for personnel to instruct users and assigned maintenance personnel how to maintain panels, work surfaces, and components utilized in the project. Training must include but is not limited to the following: proper seating adjustments and ergonomics, cleaning, maintenance, and rearrangement of mobile furniture and components.