

**STATEMENT OF WORK  
FOR  
Nineteenth Air Force  
Office Reconfiguration  
Joint Base San Antonio - Randolph, TX**

**1. Project Description.** The Contractor shall provide all management, tools, supplies, equipment, and labor necessary to complete the reconfiguration of HQ Nineteenth Air Force Joint Base San Antonio (JBSA)-Randolph, TX, Building 581; Northeast Wing of basement, room B9.

**2. Project Scope:**

**2.1** The requirement includes the removal of the current rubber flooring and baseboards and the preparation and installation of new padding, carpet and baseboards. The reconfiguration is required to support the need to for a larger conference room to meet the needs of HQ 19 AF personnel.

**2.2** The contractor shall furnish all labor, supervision, materials, incidentals, equipment, storage, assembly, expertise, and transportation necessary to perform the removal of current flooring and baseboards and installation of new floor padding, carpet, and baseboards as contained in this performance work statement and solicitation documents. GOV POC: Clayton (Scott) Lawrence, 210-652-7148 or Clayton.Lawrence.2@us.af.mil

**3. Project Description:**

**3.1.** Workspace Reconfiguration Requirements.

**3.1.1. Demo.** All current flooring and baseboards in room B9 will be removed prior to installation of new floor padding, carpet, and baseboard.

**3.1.2 Reconfiguration and Installation.** Install new floor padding, carpet, and baseboards in Northeast wing of basement, room B9.

**4. General Services.** For the contractor coordination and management for removal of all current flooring and baseboards, equipment, and personnel required to create, deliver, and install new floor carpet, and baseboards at JBSA-Randolph, TX, Building 581 and includes ongoing servicing of any items defective due to manufacturing error, as well as for replacement or repair of any damaged item after purchase.

## **Flooring Choices:**

Option 1:

Vendor: **Shaw**

Size: 24"x24" carpet tile

Details: Patcraft, geometric tile with cushion 42HBV, Futura EcoLogix, Fusion 00450

Option 2:

Vendor: **Engineered Floors LLC (J&J Flooring)**

Size: 24" x 24" carpet tile

Details: Skyline Modular, 7073 Style, Geometric Pattern 6 (6GM), Color View (2064), with cushion

Option 3:

Vendor: **Mohawk Carpet Distribution**

Size: 24" x 24" carpet tile

Details: Pattern Mutineer (BT366), pattern ID (6GCR), Color Roust About (983), with cushion

- 4.1. The contractor shall perform tasks on flooring, padding, carpet, and baseboards in accordance with the requirements stated in this section.
  - 4.1.1. The contractor shall be responsible for all personnel, equipment, tools, materials, supervision, storage, assembly, transportation, incidentals, and all other items and services necessary to provide and install modular systems furniture.
  - 4.1.2. The contractor shall be knowledgeable of and shall comply with all applicable federal, state, and local laws, codes, permits, DoD, Air Force, and installation requirements and instructions required for the performance of the duties in this Performance Work Statement (PWS).
  - 4.1.3. The contractor shall ensure policies and procedures are established that protect the safety and welfare of customers, employees, and the community to minimize or eliminate safety or environmental risks. These policies shall be in compliance with Federal and installation policies and procedures.
  - 4.1.4. The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate or alternates who shall act for the contractor when the manager is absent shall be designated in writing to the GOV POC 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.
  - 4.1.5. The contractor shall provide a project manager with a minimum of five (5) years of experience installing your company's modular furniture, responsible for project site management, scheduling, coordination, and technical assistance to the Air Force

representative as required throughout the project. Resumes and letters of intent shall be provided upon request.

- 4.1.6. The contractor shall be an authorized dealer of Teknion Systems Furniture and use only authorized installers.
- 4.1.7. All contractors shall submit a complete list of personnel in accordance with installation policy, including deliverymen, who will be expected to work on the installation. This list will contain Privacy Act information as required, as well as the expectation that each individual will be able to present a current and valid state identification, to meet local Air Force security requirements.
- 4.1.8. The contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the CO as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population. Contractor personnel shall present a neat appearance and be easily recognized as a contractor employees.
- 4.1.9. The contractor shall manage ordering, shipment, delivery and installation of all new furniture from manufacturer to final acceptance by the designated Government POC.
- 4.1.10. **Hours of Operation:** The contractor shall provide customer service during normal duty hours, 0730-1630 hours (CST), Monday through Friday; except for Federal Holidays.
- 4.1.11. Recognized U.S. Federal Holidays are as follows: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas. If the holiday falls on a Saturday, it is observed on Friday, if the holiday falls on Sunday, it is observed Monday.
- 4.1.12. When the contractor desires to work other than standard times, a written request shall be submitted to the Government POC for approval. Written approval from the CO must be received before proceeding with the work. The request shall be submitted at least five (5) business days prior to the proposed performance of work, and it shall indicate the day(s) time/amount of work, and reason why performance is necessary during non-standard hours.
- 4.1.13. The contractor shall provide alternate work locations for employees or allow employees to take vacation during designated Government non-work days or other periods where government offices are closed.
- 4.1.14. **Scheduling:** Work will take place in an occupied facility which will remain in normal use during construction. In order to minimize outage and down time the contractor shall coordinate all work with building occupants and with the Government project manager. All required tools, parts, materials and supplies shall be readily accessible or on site prior to start of work.

- 4.1.15.** All Air Force inquiries shall be responded to by a contractor representative within two (2) business days.
- 4.1.16.** Meetings may be held bi-weekly between top level base personnel and contractor management to discuss contract status. The CO will notify the contractor in writing in advance of the place and time of required meetings.
- 4.1.17.** Vehicle registration, proof of insurance and valid driver's license shall be present to gain base access.
- 4.1.18.** The contractor shall be responsible for coordination of an escort through any controlled areas through the assigned Government POC.
- 4.1.19.** Lost vehicle and entry passes shall be reported immediately to the security police, as well as the Government POC in accordance with the local security forces policy.
- 4.1.20.** The contractor shall be responsible for any storage of all new systems furniture, components, parts and assemblies prior to and during installation in accordance with agreed upon delivery schedule.
- 4.1.21.** The contractor shall maintain the capability to surge in the event of unforeseen circumstances such as extended duty hours, travel, classes and education, and mission related surges.
- 4.1.22.** The contractor shall maintain continuity between the support operations at JBSA-Randolph and all other assigned performance locations and the contractor's corporate offices. The contractor shall provide the necessary resources to manage and administer the contract. The contractors shall, as a minimum, maintain a single point of contact for this effort to be available in person to the Government POC, during the same business day.
- 4.1.23.** The contractor shall provide for the management and support of personnel, to include making necessary arrangements for employees required to travel; supporting personnel co-located on JBSA-Randolph and other locations specified with additional resources, expertise, advice, necessary infrastructure to support work to be accomplished off-base; conducting personnel meetings providing administrative support for employees in a no later than three (3) business days; and provide facility an staff security requirements.
- 4.1.24.** All personnel attending meetings and working other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.
- 4.1.25.** All cables labeled IAW Unified Facilities Criteria (UFC) 3-580-01 Telecommunications Interior Infrastructure, paragraph 2-6.2.1.1 Category 6 (CAT6) Cabling standards and the cable runs shall be continuous from the existing network drops/wall plates to the modular

furniture termination work area outlet faceplate and outlet faceplates labeled IAW UFC 3-580-01 paragraph 2-7.2 Telecommunications Faceplates, Figure 2-3 etc.,. All above ceiling runs shall utilize existing cable trays and modular utility panels/poles ensuring that the cable is protected at all transition points, and that metallic separation is provided between telecommunication and power wiring in the utility columns and systems furniture track to workstation termination in accordance with TIA-569-C and NFPA 70. Provide (1) cable run per workstation with a minimum of six (6) feet additional lag bundled and tied. The contractor shall comply with UFC 3-580-01 for all telecommunication installs and perform LAN cable certification tests on the installed cabling, connecting hardware and provide government witnessed (notify GOV/502 CS 72 hours prior to testing) test results in writing as well as test equipment calibration verification to the government for acceptance.

- 5. Design Services.** The contractor shall provide professionals versed in programming, space planning, and product specification, be able to communicate product capabilities to the customer, and ensure products supplied meet the requirements.
- 5.1.** After Receipt of Award, within the parameters specified below, a complete design that takes into account site condition considerations, as well as information gathered during initial customer review, shall be provided to the GOV POC: Clayton Lawrence, 210-652-7148 or email: Clayton.Lawrence.2@us.af.mil within ten (10) business days.
- 5.2.** The contractor shall be able to provide design services, including space planning, site verification, and programming as necessary for each project.
- 5.3.** The contractor shall define and furnish the necessary hardware, software, and all other equipment necessary to accomplish design tasks.
- 5.4.** The contractor shall be responsible for collection of information relevant to the design of a space. Examples could include personnel interviews, questionnaires, and walk-through inspections of the facility.
- 5.5.** Services shall include site evaluation to ensure proper removal of current flooring and requirements for installation of new floor padding, carpet, and baseboards..
- 5.6.** The contractor is responsible for notifying the Government POC of all power requirements regarding location of communication, LAN, and power junction boxes.
- 5.7.** Design shall ensure that all outlets included in the design are accessible to the user and free and clear of obstacles.
- 5.8.** The contractor shall meet with the Government POC to review the installation drawings prior to submission of a final price quote.
- 5.9.** Design services shall include an initial complete design with up to two (2) additional revisions prior to final approval.

- 5.10. Within ten (10) business days after the final design has been accepted by requesting organization, a bill of materials detailing all new inventory, and three (3) copies of all plans including basic floor plan.
  - 5.11. The contractor shall maintain an updated, automated master copy of all layouts (designs/redesigns) accomplished under this contract for the duration of the warranty, after government acceptance of the project.
  - 5.12. Drawing changes required to a layout due to contractor errors or omissions shall be the responsibility of the contractor and the corrected drawing and bill of materials shall be delivered to the government with three (3) business days of the request.
  - 5.13. The contractor shall provide the requiring location a copy of the installation drawings and bill of materials via mutually agreed upon electronic media.
  - 5.14. The contractor shall make the government aware of any discrepancies to existing conditions not previously identified.
  - 5.15. Design shall conform to the parameters established in the Architectural Barriers Act regarding accessibility of person with disabilities.
- 5.2. Contractor's Warranty:** The contractor shall guarantee all materials and workmanship for a period of one year from the date of project completion and shall within that period correct all defects in materials/workmanship within twenty four (24) hours of being notified. Correction of all defects under this warranty shall be at the expense of the contractor.
- 5.3. Inspections and Acceptance:** A final inspection of completed work will be conducted by the project manager and contractor. All discrepancies identified during inspections shall be corrected prior to final payment.
- 5.4. Product Markings/Documentation/Tools.** Items used after product acceptance used to identify or modify a particular product.
- 5.4.1. **As Built Drawings:** Contractor shall provide two sets of hard copy as built drawings. Contractor shall generate a basic facility plan to scale and shall use this plan to clearly and accurately document all work accomplished under this contract.
  - 5.4.2. All documentation (Owner's Manuals, warranty information, assembly instructions, maintenance and care instructions, operating instructions, etc.) shall be provided to and reviewed with the Government POC upon completion of installation.
  - 5.4.3. Special assembly tools (security hardware wrench, spare parts provided with furnishings, etc.) shall be provided to the Government POC prior to final Government acceptance of products and services.
- 6. Delivery Services.** Transportation of all new products, loading, unloading, storage, and all necessary movement from factory to final onsite set up.

- 6.1. Site Conditions:** The Contractor shall furnish and maintain adequate barricades, and warning signs, on the job site. The contractor shall clean up debris on a daily basis.
- 6.2.** The contractor project manager shall be responsible for on-site coordination of all staging and deliveries of their product, to include access to and operation of any equipment needed for unloading and movement of materials or product.
- 6.3.** Contractor shall be responsible for determination of the appropriated delivery method and handling based on site conditions to include the non-existence of loading docks and equipment at any location. Special circumstances may be identified by and negotiated with the Contractor Officer.
- 6.4.** Delivery shall be in accordance with the terms of the contractor's agreement. If the ordering activity designates an accelerated delivery schedule it will be identified in the contract.
- 6.5.** A maximum of thirty (30) days storage for new products shall be included in the contractor's agreement.
- 6.6. Codes and Regulations:** All work shall be accomplished in accordance with the CE Contract Specifications, applicable Uniform Building Codes, Air Force Base Regulations, and OSHA Requirements.
- 6.7. Hazardous and or Toxic Materials:** Contractor shall identify and report HAZMAT usage to the HAZMAT Office according to local procedures. All HAZMAT brought to the jobsite shall require the contractor to fill out an AF Form 3952 for each item for submission to the HAZMAT Office. Additionally, the contractor is required to submit Material Safety Data Sheets (MSDS) as directed by the clause entitled Hazardous Material Identification and Material Safety Data (FAR 52.223-3). The Contractor shall submit actual usage report of all hazardous /toxic materials brought on the base to the HAZMAT Office (IAW AFI 32-7086, Hazardous Material Management). The phone for the Lackland AFB HAZMAT Office is 210-671-0333 or 0031.
- 6.8. Safety:** Work shall comply with applicable building standards and codes, specifically: National Fire Protection Association (NFPA) 70, National Electrical Code and NFPA 101, Life Safety Code.
- 6.8.1.** The Contractor shall be responsible for following all safety and security guidelines within the area in which work is being performed, to include securing any contractor owned tools or equipment, and any on site storage being utilized.
- 6.8.2.** The Contractor shall maintain accountability and control of any keys provided and shall return them to the Government POC upon completion of work. Duplication of keys or other means of access is not authorized.
- 6.8.3.** The Contractor shall prevent its personnel from entering any area other than the designated work area.

**6.8.4.** The Contractor shall maintain a means of egress within designated work areas to comply with fire codes.

**6.8.5.** The Contractor shall ensure its personnel eat, drink, or smoke only in designated areas.

**7. Installation and Removal Services.** Manufacturer certified professionals to remove and install flooring and baseboards per the approved design drawings.

**7.1.** The Contractor shall appoint an authorized representative who will be the company's senior representation on site for all customer communication and enforce compliance of all requirements for the project. This representative shall have a physical presence during any delivery and throughout installation, unless agreed to by the Government POC.

**7.2.** The contractor representative shall meet with the Government POC to review the installation drawings prior to installation.

**7.3.** The contractor shall install new flooring and baseboards in accordance with each requirement statement and basic component floor plan, designed and provided by the contractor with each purchase.

**7.4. Protections of Government Property:**

**7.4.1.** Contractor shall be liable for any damage to government property caused by the contractor or their representatives.

**7.4.2.** Contractor shall protect all government and personal property in areas affected by work accomplished under this contract from damage. Any damage caused by the contractor shall be repaired to government satisfaction prior to final payment.

**7.4.3.** During installation the contractor shall protect all furniture and building materials, within the space with industry approved protective covering inclusive of craft paper, moving blankets, and such type material. The contractor shall not use protective materials that will leave any type of residual print, outline, or imaging on any furniture or building materials. Contractor shall not repair damage to finishes but will be responsible to pay for damages. The government will make repairs and back charge the installation contractor.

**7.5.** The contractor shall coordinate with the GOV POC to ensure all electrical and communication outlets are properly located.

**7.6.** The contractor shall uncrate/unpack all new items and perform required assembly in accordance with the manufacturer instructions.

**7.7.** Services shall include inspection of product for shipping damage. If damage is found it shall be the responsibility of the contractor to notify the authorized government representative and make all arrangements for replacement or repair of the item(s) damaged. Damaged items are not to be installed unless otherwise directed by the Government POC.

7.8. Services shall include reconfiguration of existing and installation of new product to conform to final Air Force approved design drawings.

7.9. Any furnishings attached to the building shall be attached securely.

7.10. Services shall include removal of packing materials from the installation.

**7.11. Contractor Generated Refuse:**

7.11.1. All Contractor generated refuse and waste shall be stored in a waste container provided by the Contractor and hauled to a disposal area to be selected by the Contractor and shall be located outside the physical boundaries of the installation.

7.11.2. Contractor's refuse shall comply with the current disposal environmental requirements. The site shall be kept neat and orderly and safe for workmen at all times. All waste chemicals or debris generated from Randolph AFB projects shall be managed in accordance with federal, state and local regulations. This includes proper marking, labeling and storage while the waste is accumulating.

7.11.3. Hazardous and non-hazardous waste must be manifested off site to a landfill permitted to receive it. An authorized 802 CES employee must sign manifests before the waste is shipped off base.

7.11.4. All trash removed from the worksite shall be disposed in accordance with state laws, and packaging and other recyclable material shall be recycled wherever possible.

7.12. The contractor shall maintain environmental controls when working in any Air Force facility, to include, but not limited to keeping doors shut and lights off when not in use and turning off vehicle engines when parked.

7.13. Prior to acceptance, the contractor shall clean all new flooring and baseboards only with the manufacture's recommended cleaning agents/products.

7.14. The contractor shall provide all new components, completely assembled, installed, and operational.

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

7.16. The contractor shall inspect to ensure the furniture is free of surface dirt and defects, the installation is complete, and the furniture is ready for use.

7.17. **Inspection/Acceptance Checklist.** Validation between the Contractor and the Government POC that all products have been installed according to manufacturer guidelines and customer specifications.

- 7.17.1. A post-installation walkthrough shall be coordinated with the contractor's authorized representative and Government POC.
- 7.17.2. All areas requiring correction shall be documented in a punch list by the contractor and provided to the authorized Government POC upon completion of joint walk through by the contractor and authorized Government POC.
- 7.17.3. A final walk through will be performed with the contractor and the Government POC to ensure all punch list items have been addressed to the satisfaction of the Government POC.

## **8. Product**

### **8.1.**

## **9. Government Furnished Property/Support**

- 9.1. Installation support includes Government-controlled working space and utilities.

## **10. Site Conditions**

- 10.1. Standard site conditions to be considered include:

- 10.1.1. Free and clear hard surface access to the receiving and installation location during regular working hours.
- 10.1.2. Parking and off-loading area suitable for access by a semi-trailer combination truck or truck within 250 feet of the building entrance closed to the product installation area.
- 10.1.3. Threat condition level of the Joint Base San Antonio (JBSA) is Alpha. This requires contractor's personnel to get base access in order to complete the product installation.
- 10.1.4. A staging area adequate to sort, stage, and uncrate products along with a waste receptacle suitable for disposal of materials.
- 10.1.5. Includes electric power, working lights, heating and air conditioning, and access to a loading dock located on the first floor, east end of the building and current correct CAD drawings of the building shell.
- 10.1.6. A building ready for the installation of furniture (i.e., other tasks such as painting and flooring are complete so as not to cause any delays in performance).
- 10.1.7. Contractor shall notify the CO of any deviations from the above standards, as well as any requests for equitable adjustment to the contract price.

## **11. Additional Services Information.**

- 11.1. The contractor shall utilize any existing government components to its maximum as applicable.
- 11.2. Services shall include steam cleaning of carpet and cleaning of baseboards once installed.
- 11.3. Services shall include removal and/or disposal of all excess components and transport to an approved disposal facility.
- 11.4. The contractor shall be responsible for collecting of information relevant to the redesign of a space. Examples could include personnel interviews, questionnaires and walk-through inspections of the facility.

## 12. Voluntary Protection Program (VPP)/Safety

- 12.1. Voluntary Protection Program: The Air Force utilizes the Occupational Safety & Health Administration (OSHA) VPP. All contractors are required to familiarize themselves with the requirements of the VPP. Information on VPP can be accessed at:  
<http://www.osha.gov/desp/vpp/index.html>.
- 12.2. An Applicable Quality Control Plan must identify the processes and procedures the contractor will use to track compliance with the Safety and Health Plan, and the process and procedures that will be used to correct violations. Upon award of the contract, the contractors working at JBSA-Randolph, TX will have a safety briefing.

## 13. Installation Specifics

- 13.1. All commercial trucks must enter though South Gate which is located off of Lower Seguin Road on the south side of JBSA-Randolph AFB, TX for inspection. In accordance with the JBSA-Randolph Installation entry procedures, sponsors/contractors must adhere to deliver vehicle process requirements mandated by the AFI 31-101, *Integrated Defense* and 502nd Air Base Wing access control annex listed in the base integrated defense plan. Once at the South Gate, the driver must have a current pass from JBSA-Randolph Visitor Control Center at (210) 652-3939, or have sponsor submit via government computer [Randolph.VRC@us.af.mil](mailto:Randolph.VRC@us.af.mil). Review access control policy on JBSA website and compel/submit 802 SFS Contractor –vendor pass Request Ltr:  
<http://www.jbsa.af.mil/library/visitorinformation.asp>. The visitor center is located at JBSA-Randolph's main gate off of Pat Booker. Delivery driver must be able to show:

Current Vehicle Registration.

Current Proof of Insurance.

A valid and current Driver's License for the driver.

A valid and current Driver's License or other State Identification for any passenger(s) in the vehicle.

**13.2. Gate Procedures:**

**13.2.1.** Once at the South Gate, be prepared to exit the vehicle and allow for vehicle inspection. At this time you may ask for directions to your final destination.

**13.2.2.** Arrival at the appropriate gate after the designated allotted time will result in non-admittance to the installation.

**13.2.3.** This procedure will occur each time a commercial truck requests access to the installation.

**13.3.** A Current Bill of Lading (BOL) is required to get delivery and the vehicle on base. BOL must include the AF installation name, date of anticipated delivery, and specific destination (including building number, street address, and point of contact information).

**13.4.** Personnel must have the following items when entering an installation:

**13.4.1.** Current registration for all vehicles.

**13.4.2.** Current proof of insurance for all vehicles.

**13.4.3.** Valid driver's license for each driver.

**13.4.4.** Valid driver's license or other state identification for each passenger.

**13.4.5.** Depending on the current Force Protection Condition, a government representative may be required to sponsor those people in person at Pass & ID, Main Gate Visitor Center.

**13.4.6.** The sponsor must state the guest's purpose and destination. It is the responsibility of the contractor to validate this need with their government POC prior to their arrival so as to coordinate the arrival time accordingly. Sponsors may request that a pass be applicable for multiple days if needed.

**13.4.7.** To sponsor ten (10) or more people, a typed list of those people must be submitted by the Government POC in Microsoft Word or Excel format, stating LAST NAME, FIRST NAME of each person. Must also provide information regarding Driver's License or other State Identification, expiration date, and birth date for each person.

**13.5.** The sponsor must submit that list to Pass & ID Visitor Center, no fewer than three (3) days prior to the anticipated arrival. Names listed must be complete names (no nicknames) and correspond to the names on the State ID for each person.

**13.6.** Mission Essential Services: Contractors are not considered mission essential.

**13.7.** Prohibitions: Firearms may not be brought on the installation under any circumstances. Individuals with criminal records are not allowed on the installation. Contractor personnel are prohibited from sponsoring guests onto the installation.

**9. Records Management.** The Contractor shall manage all data created for Government use or legally controlled by the Government, in support of the functional activity or required by AF publication, IAW the AF Records Management procedures in Air Force Instruction (AFI) 33-322, Air Force Manual (AFMAN) 33-363 and Air Force Instruction (AFI) 33-364 (or their subsequent replacements).