

# **PERFORMANCE WORK STATEMENT**

## **Drayage Services of Government-Owned Furniture**

### **PART 1 GENERAL INFORMATION**

**1.1. General:** This is a non-personal services contract to provide drayage services of government-owned furniture to support the Army Family Housing Loaner Furniture Pilot Program established in Fort Wainwright, Alaska (FWA) by the Housing Services Office. 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.

1.1.1. **Description of Service:** The contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, supervision, and other items and non-personal services necessary to provide drayage services of government-owned furnishing as defined in this Performance Work Statement (PWS) except for those items specified as government furnished. The contractor shall perform to the standards in this contract.

1.1.2. **Background:** The FWA Army Family Housing Loaner Furniture Pilot Program provides inbound command-sponsored service members and their dependents Interim Furnishings in lieu of their furnishings that are en route with their household goods. The program grants service members the convenience of having furniture in place while they wait for their personal belongings. Soldier's Quality of Life is improved and gives service members, and their families, greater peace of mind knowing that the loaner furniture program addresses their furnishing needs. The program is facilitated through the Garrison Housing Services Office, a branch of the Housing Division.

1.1.3. **Objective:** The objective of this service contract is to provide drayage services of government-owned furnishings in support of the Army Family Housing Loaner Furniture Program that supports command-sponsored military personnel assigned to Fort Wainwright.

1.1.4. **Scope:** The services required under this contract include, pick-up of furnishings at FMO warehouse, delivery to designated residence, assembly and disassembly of furniture (as needed), pick-up from the designated residence, and return furnishings to the FMO warehouse. All furnishings must be clean, serviceable, and in complete working condition at the time of pick-up and delivery. Contractor shall perform the required services in accordance with the specifications in this PWS, and all local, state and federal laws and regulations.

1.1.5. **Place of Performance:** The work to be performed under this contract will be in the Fairbanks North Star Borough (FNSB)



review contractor's performance. At these meetings, the Contracting Officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.1.11. Contractor Personnel Conduct: Contractor personnel's conduct shall not reflect discredit upon the government. The contractor shall ensure that personnel present a professional appearance. The contractor's employees shall observe and comply with all local policies and procedures concerning fire, safety, environmental protection, sanitation, security, and possession of firearms or other lethal or illegal weapons or substance. The contractor is responsible for ensuring that any contractor employee providing services under this contract conduct themselves and perform services in a professional, safe, and responsible manner. The contractor shall remove from the job site any employee for reasons of misconduct or security. Contractor employees must avoid improperly influenced in the execution of their duties under the contract. Particular attention should be paid to acceptance of gifts/gratuities, and on non-disclosure of sensitive or classified information. The contractor shall ensure no contractor employees conduct political related activities or events on any government installation and/or training area.

1.1.12. Changes: The government reserves the right to make changes, additions, or deletions to this contract at any time. Changes will only be authorized by a Contracting Officer.

1.1.13. Invoicing: All contractor invoices shall be submitted via Wide Area Work Flow (DFARS 252.232-7006) using contract line item numbers (CLINs). The contractor shall be required to establish account(s), access method(s), log-in(s), and necessary training in order to submit invoices through WAWF. Invoices not submitted via WAWF shall not be accepted or paid.

## **1.2. Compliance:**

1.2.1. Inspection and Acceptance: Inspection and acceptance will be at the location specified on each order. The Contracting Officer Representative (COR) will act as the representative of the Contracting Officer for purposes of inspection and acceptance of services to ensure compliance with the terms, conditions, and specifications of the subject contract. The COR has no authority to make any changes to the terms and conditions of the contract.

1.2.2. Quality Control Plan (QCP): The contractor shall develop and maintain an effective QCP to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which he/she assures himself/herself that his/her work complies with the requirement of the contract. The contractor's QCP shall be provided to the Contracting Officer and Contracting

Officer Representative within 30 days after contract award. After acceptance of the QCP, the contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to his/her QC system.

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

1.2.4. Special Qualifications: The contractor shall, at no additional cost to the government, obtain all licenses and permits required for performance of work and for complying with all applicable local, state, and federal laws and regulations.

### **1.3. Key Personnel:**

1.3.1. Government Key Personnel: The following personnel are considered government key personnel: Contracting Officer (KO), Contract Specialist (KS), Contracting Officer's Representative (COR), and Alternate Contracting Officer's Representative (ACOR).

1.3.2. Contractor Key Personnel: 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 who shall act for the contractor when the manager is absent shall be designated in writing to the Contracting Officer within 5 days of the start of the contract. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 8:00 AM to 4:00 PM, Monday thru Friday except federal holidays or when the government installation is closed due to local or national emergencies, administrative closings, or similar government directed closings.

1.4. Security: The contractor shall follow installation procedures as required by the installation Provost Marshall Office, Directorate of Emergency Services or Security Office.

1.4.1. 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.

1.4.2. Key Control: No keys or key cards shall be issued to the contractor under this contract.

1.4.3. Contractor Access to Government Installations and/or Training Areas: The contractor shall comply with requirements of electronic or web-based systems for vehicle and personnel passes in order to gain unfettered access to government

installations and/or training areas and the contractor shall bear any and all costs incurred. Any identification provided by the installation shall be surrendered to the Provost Marshall Office, Directorate of Emergency Services or Security Office upon completion or termination of the contract or 24 hours upon termination of an individual's employment. The contractor shall ensure personnel and company vehicles are identifiable with name tags and signs. Contractor employees are subject to investigative background checks.

1.4.4. Identification of Contractor Employees: All contractor personnel shall be easily identifiable as contractor employees by means of distinctive clothing, badges, identification credentials, or other suitable method approved by the government. All contractor personnel working in situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public 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.

1.4.5. Contractor Vehicles and Vehicle Registration: Contractor vehicles operating within the boundaries of government installations are required to have the contractor's name clearly visible and affixed to both sides of the vehicle. All vehicles used by the contractor or subcontractors shall be in an operable condition and meet or exceed federal, state, and local safety requirements. The vehicle shall be in satisfactory mechanical condition and shall present a neat and clean appearance. Vehicles shall have clean padding, covers, retraining straps and other protective equipment necessary to ensure safe transit, shipment, and delivery of items in an undamaged condition. All motor vehicles the contractor, contractor employees or subcontractors drive within the boundaries of government installations shall be registered with the Provost Marshall Office, Directorate of Emergency Services or Security Office.

1.4.6. Antiterrorism (AT) and Operations Security (OPSEC): The contractor shall provide resources to inform employees of the criticality of protecting sensitive information or activities they may observe while servicing the installation. Contractor employees are required to practice "positive operations security" (OPSEC) by protecting sensitive information or operations. Do not publicly disseminate or publish photographs displaying critical or sensitive information. Examples include but are not limited to: observed training or exercise events, personnel/vehicle convoy or bivouac sites, observed weapons or equipment employment, destroyed or damaged equipment, and the protective measures of government installations and/or training areas.

1.4.7. Access and General Protection/Security Policy and Procedures: This standard language text is for contractor employees with an area of performance within an Army controlled installation, facility, or area. Contractor and all associated sub-contractors' employees shall comply with applicable installation, facility, and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by

installation Provost Marshall Office, Director of Emergency Services, or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DoD, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.4.8. iWATCH Training: This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Antiterrorism Officer). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 14 days of contract award and within 14 days of new employees commencing performance with the results reported to the COR no later than 30 days after contract award.

1.4.9. For Contracts that Require OPSEC Training: All new contractor employees will complete Level I OPSEC Training within 30 days of their reporting for duty. Additionally, all contractor employees must complete annual OPSEC awareness training. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee, to the COR or to the Contracting Officer, within 5 days after completion of training. OPSEC awareness training is available at the following website: <http://cdsetrain.dtic.mil/opsec/index.htm>

**1.5. Safety**: Contractor activities shall be conducted in a safe manner that minimizes accidents as well as any impacts on Army operations and members of the public. Contractor shall comply with applicable federal, state, and local codes and standards, including safety and occupational health requirements, as well as any additional specific requirement contained in this PWS.

1.5.1 Emergency Medical Services: The contractor shall have competent personnel trained and capable of dealing with minor personnel injuries. The contractor's employees shall immediately notify their supervisor of any accident requiring emergency medical treatment. The contractor will, in turn, notify the Contracting Officer or Contracting Officer's Representative within 30 minutes of the incident. Emergency medical treatment and services for contractor personnel is the responsibility of the contractor.

1.5.2. Safety Compliance: The contractor and its subcontractors shall comply with the Occupational Safety and Health Act (OSHA) and the Environmental, Safety, and Occupational Health (ESOH). These requirements shall be incorporated into the Contractor's Safety and Health Program.

1.5.3. Cell Phones: Hand held cell phone usage and texting are not authorized while driving on government installations and/or training areas.

1.5.4. Seat Belts: Vehicle operators and passengers are required to wear seat belts at all times while driving on government installations and/or training areas.

1.5.5. Mishap Notification and Investigation: The contractor and its subcontractors shall promptly report pertinent facts regarding mishaps involving government property damage or injury to government personnel and to cooperate in any resulting safety investigation. The contractor shall notify (via telephone) the KO, COR, and/or other applicable members within 4 hours of all mishaps or incidents. The government person notified by the contractor will in-turn notify the Safety Office. Contractor notifications made after duty hours shall be reported to the appropriate installation Command Post. If requested by the KO and/or COR, the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records until released by the investigating safety office. If the government investigates the mishap, the contractor and the subcontractors shall cooperate fully and assist the government personnel until the investigation is completed.

## **PART 2 SPECIFIC TASKS**

**2.1. General:** The contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, supervision, and other items and non-personal services necessary to provide drayage services of government-owned furnishing as defined in this Performance Work Statement (PWS) except for those items specified as government furnished. The contractor shall perform to the standards in this contract.

The services required under this contract include, pick-up of furnishings at FMO warehouse, delivery to designated residence, assembly and disassembly of furniture (as needed), pick-up from the designated residence, and return furnishings to the FMO warehouse. All furnishings must be clean, serviceable, and in complete working condition at the time of pick-up and delivery. Contractor shall perform the required services in accordance with the specifications in this PWS, and all local, state and federal laws and regulations.

### **2.2. Pick-Up at FMO Warehouse:**

2.2.1. Inspection & Acceptance: Housing Manager in conjunction with the contractor will perform an inspection to government-owned furnishing prior to loading the contractor's vehicle. The furniture shall be clean and in serviceable condition prior to loading the vehicle. The results of the initial inspection will be capture in the DA Form 3161 (hand receipt).

### **2.3. Delivery to Designated Location:**

2.3.1. Furniture Assembly and Set-Up: The contractor shall unload the vehicle, assemble, set-up, and do the initial placement (as requested by the customer) of all government-owned furnishings prior to inspection and acceptance. The contractor will be responsible to provide all the tools to assemble furnishings.

2.3.2. When required, the contractor shall be responsible for removing and reinstalling doors that affect movement of government furnishings in and out of on-post housing. Existing damage to facilities shall be reported to Housing Manager immediately.

2.3.2. Inspection: After delivery, assembly, and set-up of government-owned furniture, an inspection shall be performed by the customer and the contractor to ensure that the contractor has provided a product that conforms to the agreed upon specifications and to ensure that the furniture's condition have not changed from the time of pick-up from the FMO warehouse. The results of the inspection will be captured in the DA Form 3161.

2.3.3. Acceptance: If both parties are at agreement, the contractor will hand the furniture responsibility to the customer by signing 3 copies of the DA Form 3161. If there's a

disagreement, the contractor will immediately contact the Housing Manager for further guidance. All documentation of transactions/resolutions will be provided to both contractor and customer at their request.

2.3.4. Damage to Furniture: Customer shall not accept damage furniture from the contractor. If any damage is noted, the customer/contractor will immediately contact the Housing Manager for further guidance.

## **2.4. Pick-Up from Designated Location:**

2.4.1. Inspection: Before any government-owned furnishing is disassembled and loaded into the contractor's vehicle, an inspection shall be performed by the customer and the contractor at the time of pick-up to ensure that the furniture's condition have not changed from the time of delivery. The results of the inspection will be capture in the DA Form 3161.

2.4.2. Acceptance: If both parties are at agreement, the customer will hand responsibility back to the contractor by signing 3 copies of the DA Form 3161. If there's a disagreement, the contractor will immediately contact Housing Manager for further guidance. All documentation of transactions/resolutions will be provided to both contractor and customer at their request.

2.4.3. Furniture Disassembly: After inspection and acceptance of furnishings, the contractor shall disassemble and protect all government-owned furnishings, and then proceed to load the vehicle. The contractor will be responsible to provide all the tools and protective material to disassemble furnishings.

2.4.4. Damaged Furniture: Contractor shall not accept damage furniture from the customer. Inventory and inspection condition(s) other than normal wear and tear will be recorded. If damage is noted (e.g., item is deemed unserviceable), the contractor shall contact Housing Manager immediately. Housing manager will respond immediately to inspect the property and make determinations on damaged goods. If contractor accepts damaged furniture from the customer without notifying the Housing Manager, the contractor will be liable for the damages.

2.4.5. Unclean Furniture: Contractor shall not accept unclean furniture from the customer. If the furnishing is not clean, the contractor will immediately contact the Housing Manager for further guidance. If contractor accepts unclean furniture from the customer without notifying the Housing Manager, the contractor will be responsible to clean the furniture.

2.4.6. Disagreements: The contractor shall not attempt to resolve any disagreements with the customer. If disagreements are identified, the contractor will immediately notify Housing Manager who in turn, will respond to the location and resolve the issue. Housing Manager shall release the contractor to complete other moves if a resolution is not found in a timely manner.

## **2.5. Return of Furnishing to FMO Warehouse:**

2.5.1. **Inspection & Acceptance:** FMO or Housing Manager in conjunction with the contractor will perform a final inspection to government-owned furnishing after unloading the contractor's vehicle. The results of the final inspection will be captured in the DA Form 3161.

2.5.2. The contractor will off-load and segregate returned furniture to the location specified by the Housing Manager in accordance to initial hand receipt. Housing Manager will conduct inspection of returned furniture and annotate findings of damages, if applicable. The contractor liability for damage ends when Housing Manager accepts and verifies furniture returned by the contractor matches the hand receipt.

**2.6. Movement of Furnishings:** The contractor shall be responsible for all movement of government-owned furniture. All movement of furniture will be identified on the DA Form 3161 reflected on the Enterprise Military Housing (eMH) system. FMO will provide a printed copy of the Request Order to the contractor identifying furniture for delivery or pick-up.

**2.7. Segregated Kits:** When loading and off-loading more than one shipment at different locations, the contractor shall place each requested loaner furniture set in segregated areas to reflect accuracy of hand receipt. The contractor will verify accuracy of furnishings listed on hand receipt against the requested kits. Contractor will only accept furniture currently listed on hand receipts at time of pick-up.

**2.8. Responsible for Loss or Damages:** The contractor shall be responsible for loss, damage, or destruction of any government property (furniture and/or government housing) due to the fault of the contractor. Charges will not be incurred to the government or customer.

**2.9. On-Time Delivery/Pick-Up:** The contractor shall be on time for all deliveries or pick-up appointments. In the event of a delay due to an accident, inclement weather, or natural disasters, the contractor shall call the customers as soon as possible to notify them of the delay. The Housing Manager/contractor shall work with the customer to re-schedule the appointment.

## **2.10. Missed Appointment:**

2.10.1 The contractor is required to wait 15 minutes after arrival at designated delivery/pick-up location. The contractor shall attempt to contact the customer by telephone, ringing front door bell, and by any other point of contact information provided to the contractor. If the customer cannot be located, the contractor shall contact Housing Manager immediately. Housing Manager will attempt to contact the customer. If the customer cannot be reached, Housing Manager will authorize the contractor to depart the premise for their next appointment (if applicable). Charges for a missed

appointment by the customer will be reflected on invoice as missed appointment. The Housing Manager will be responsible to reschedule any missed appointments.

2.10.2 Missed appointments incurred by the contractor shall be notified to the Housing Manager immediately. Contractor shall not charge the government for appointments missed and will attempt to conduct redelivery at no cost to the government. Missed appointments will be reflected on monthly invoice.

**2.11. Transportations Office Household Goods (HHG) Delivery:** Housing Manager will not schedule a drayage move for the contractor if a Transportation Management Office (TMO) carrier will be performing work at the same location. The contractor shall not enter an occupant's residence if, upon arrival, a TMO carrier is working on the premises. If the contractor does not perform due to customer scheduling, the move shall be considered a customer missed appointment. If the contractor is late for a delivery or pick-up resulting in an overlap with a TMO carrier, then the contractor will be listed as having a "missed appointment".

**2.12. Disposal and Removal of Dunnage and Transport Materials:** The contractor shall remove, in or near designated location, any packing materials or dunnage used with each move according to commercial and industry standards, and all applicable federal, state, and local laws, regulations, and procedures to include OSHA Guidance 29 CFR part 1910 General Industry. Upon completion of the job, the contractor shall leave the work site and premises in a clean, neat condition. Housing Manager will refer contractor to designated disposal point if one has not been predetermined.

**2.13. Contractor Notification of Services:** Notification of delivery/pick-up orders will be issued by the Housing Manager. Housing Manager will notify the contractor no later than 3:30 P.M., the day prior to date delivery/pick-up services are required. FMO will designate whether drayage moves will determine timeline of drayage. Morning moves shall be accomplished between 8:30 A.M. to 11:30 A.M. Afternoon moves shall be accomplished between 12:30 P.M. to 3:30 P.M. No services will be provided on weekends or federal holidays. Upon receiving written notification, the contractor shall notify Housing manager with a receipt of acknowledgement. Failure to provide notice of receipt may result in contractor missed appointment charge.

**2.14. Weather Conditions:** The contractor shall perform work in a variety of weather conditions. The contractor is not required to perform work if weather temperature conditions are reported to be 20 degrees below zero, or colder (no wind chill factor will be used in this temperature). The contractor shall use the National Weather Service (NWS) Forecast Office, Fairbanks, Alaska Office for weather forecasts and advisories. The Housing Manager will notify the contractor as soon as possible if delayed reporting is authorized or other closures of the installation. The contractor will not be liable for missed appointments due to items indicated in this paragraph.

**2.15. Damage Liability:** The contractor shall be responsible for all government furnishings while in his/her possession. The contractor shall be liable for any damages to government housing and/or for personal items damaged during performance of the

contract. The contractor or customer shall immediately notify government personnel when damages are incurred. The contractor will be given the opportunity to inspect all reported damage claims.

**2.16. Reimbursement:** The contractor shall reimburse the government the replacement value for loss or damage to government furnishings. The contractor is responsible for replacement of damage to government, privatized housing or privately owned property on the installation while performing services under this contract unless, in the opinion of the designated government representative, said damages can be satisfactorily repaired by the contractor to meet government standards.

**2.17. Repair of Minor/Cosmetic Deficiencies:** The contractor may be required to perform minor and cosmetic repairs to government-owned furnishings.

## **PART 3 APPENDICES**

Appendix 1 – Performance Requirements Summary

Appendix 2 – Deliverables Schedule

Appendix 3 – Furnished Material / Property / Equipment / Utilities

Appendix 4 – Army Family Housing Loaner Furniture Pilot Program Guidelines

Appendix 5 – Delivery Zones

Appendix 6 – CLIN Structure & Estimated Workload Data

Appendix 7 – Army Family Housing Loaner Furniture Agreement

Appendix 8 – DA FORM 3161 (Hand Receipt)

Appendix 9 – Army Family Housing Loaner Furniture Package Form

Appendix 10 – Definitions

Appendix 11 – Acronyms

Appendix 12 – References

## APPENDIX 1 - PERFORMANCE REQUIREMENTS SUMMARY

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success. The government expects the contractor to perform at a minimum, the identified acceptable levels throughout the life of the contract, and the contractor's performance shall be given significant consideration when evaluating recommendations for future government contracts and/or awards.

Required Tasks	Performance Standard	Performance Threshold	Method of Surveillance	Incentive
Pick-Up/Delivery of Government-Owned Furnishings from/to FMO Warehouse	As specified in Part 2 of this PWS.	Meets 90% of the standard specified in Part 2 of this PWS.	100% Inspection by FMO or Housing Manager.	Failure to comply may negatively affect COR reports.
Delivery/Pick-Up of Government-Owned Furnishings to/from Designated Locations	As specified in Part 2 of this PWS.	Meets 90% of the standard specified in Part 2 of this PWS.	Random Inspection by FMO or Housing Manager.	Failure to comply may negatively affect COR reports.
On-Time Delivery/Pick-Up	As specified in Part 2 of this PWS.	Meets 90% of the standard specified in Part 2 of this PWS.	Customer Feedback.	Failure to comply may negatively affect COR reports.
Scheduled Appointments	As specified in Part 2 of this PWS.	Meets 90% of the standard specified in Part 2 of this PWS.	Random Inspection by FMO or Housing Manager.	Failure to comply may negatively affect COR reports.
Damages to Furnishing in Possession of Contractor	As specified in Part 2 of this PWS.	Meets 90% of the standard specified in Part 2 of this PWS.	100% Inspection by FMO or Housing Manager.	Failure to comply may negatively affect COR reports.
Proper Completion and Submittal of DA Form 3161	As specified in Part 2 of this PWS.	Meets 90% of the standard specified in Part 2 of this PWS.	100% Inspection by FMO or	Failure to comply may negatively affect COR reports.

			Housing Manager.	
Notification to FMO or Housing Manager to Resolve Disagreements/Issues	As specified in Part 2 of this PWS.	Meets 90% of the standard specified in Part 2 of this PWS.	100% Inspection by FMO or Housing Manager.	Failure to comply may negatively affect COR reports.

## APPENDIX 2 - DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Format	Submit To
Quality Control Plan	No later than 30 days after receipt of contract award. An updated copy shall be provided to the KO and COR as changes occur.	1	PDF	Submit to KO and COR via email.
List of Contractor Key Personnel and Point of Contacts	No later than 5 days after receipt of contract award. An updated copy shall be provided to the KO and COR as changes occur.	1	PDF	Submit to KO and COR via email.
Level I OPSEC Training Certificate	Completed within 30 days of their reporting for duty.	1	PDF	Submit to KO and COR via email.
DA Form 3161, Hand Receipt	At time of pick-up/delivery.	1	PDF	Submit to KO and COR via email.
Invoices	Invoices to be submitted no later than 5 days after order expired.	1	Electronic	Submit to WAWF.
Reports and/or Any Other Documentation as Required by the Contracting Office	No later than 5 days after notification from the Contracting Officer.	1	Electronic	Submit to KO via email.

## **APPENDIX 3 – FURNISHED MATERIAL / PROPERTY / EQUIPMENT / UTILITIES**

### **A.3.1. Government Furnished Material / Property / Equipment / Utilities:**

Government Furnished Property: The government shall provide all furnishings.

Government Furnished Equipment: None

Government Furnished Material: None

Government Furnished Utilities: None

### **A.3.2. Contractor Furnished Material / Property / Equipment / Utilities:**

The contractor shall furnish all personnel, equipment, supplies, transportation, tools, materials, supervision, and other items and non-personal services necessary to provide Drayage Services for Government-Owned Furnishings as defined in this PWS. The contractor shall perform to the standards in this contract.

Contractor Furnished Material: As specified in this PWS.

Contractor Furnished Property: None

Contractor Furnished Equipment: As specified in this PWS.

Contractor Furnished Utilities: None

## **APPENDIX 4 – ARMY FAMILY HOUSING LOANER FURNITURE PILOT PROGRAM GUIDELINES**

**A.4.1. Loaner Furnishings Guidelines:** Command-sponsored active duty military personnel assigned to Fort Wainwright are entitled to government furnishing and support.

A.4.1.1. Command-sponsored military personnel and their dependent family members who are on the sponsor's PCS orders and traveled with them to FWA are entitled to receive government furnishing and support from the FWA Army Family Housing Loaner Furniture Pilot Program for up to 90 days while waiting for their household goods.

A.4.2. Personnel in the below categories are ineligible for government furnishings and support:

A.4.2.1. Unaccompanied Military Personnel

A.4.2.2. Non-command sponsored military personnel.

A.4.2.3. Retirees.

A.4.2.4. Contractor personnel.

A.4.2.5. Local hire personnel and those not assigned to USAG Wainwright.

A.4.2.6. DOD Civilians.

**A.4.2. Authorized Loaner Package:** At a minimum, three sets (standard issue) shall be authorized for every accompanied service member. For every additional sponsored dependent, a standard bedroom set will be authorized. Set include:

<b>LIVING ROOM SET</b>	<b>ISSUE</b>	<b>COMMENTS/REQUEST</b>
Sofa (2-seat or 3-seat)	1	
Lounge Chair	1	
End Table	2	
Lamp	2	
<b>DINING ROOM SET</b>	<b>ISSUE</b>	<b>COMMENTS/REQUEST</b>
Dining Table	1	
Dining Chair	4	
<b>MASTER BEDROOM SET</b>	<b>ISSUE</b>	<b>COMMENTS/REQUEST</b>
Twin Mattress	2	No queen mattresses available at this time.
Twin Bedframe	2	No queen bedframes available at this time.
Chest (3-Drawer)	1	
Nightstand	1	
Lamp	1	
<b>STANDARD BEDROOM SET</b>	<b>ISSUE (Per Dependent)</b>	<b>COMMENTS/REQUEST</b>
Twin Mattress	1	
Twin Bedframe	1	
Chest (3-Drawer)	1	
Nightstand	1	
Lamp	1	

NOTE: This is not a complete list of furnishings. The government reserves the right to make adjustments to this list.

## APPENDIX 5 – DELIVERY ZONES

<b>Zone/Area of Operation</b>	<b>*See Appendix</b>
Fort Wainwright	pg.30
Badger Gate/Road Area	pg.31
Chena Pump/Ridge Area	pg.32
Chena Hotsprings Road	pg.33
Ester	pg.34
Fairbanks	pg.35
Farmer's Loop Area	pg.36
Goldstream Road Area	pg.37
Johnson's Road(Salcha) Area	pg.38
Moose Creek(North Pole)	pg.39

NOTE: The anticipated delivery zones can be subject to change based on government needs. The government reserves the right to add or remove delivery zones as long it is within the scope of the work to be performed.

**APPENDIX 6 – CLIN STRUCTURE & ESTIMATED WORKLOAD DATA**

<b>Item #</b>	<b>Description</b>	<b>Quantity</b>	<b>U/I</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>0001</b>	<b><u>Drayage Services of Government-Owned Furnishing (7-Month Pilot Program)</u></b>	304	JOB	\$0.00	\$0.00
	Services under this CLIN will include pick-up at FMO warehouse, delivery to designated location (on-post housing), assembly and disassembly of furniture (as needed), set-up, pick-up from designated location, and return to FMO warehouse. See attached PWS.				
<b>0002</b>	<b><u>Over &amp; Above Work</u></b>		JOB	TBN	TBN
	Services under this CLIN will include minor and cosmetic repairs to government-owned furnishings. See attached PWS.				
<b>1001</b>	<b><u>Drayage Services of Government-Owned Furnishing (6-Month Extension)</u></b>	100	JOB	\$0.00	\$0.00
	Services under this CLIN will include pick-up at FMO warehouse, delivery to designated location (on-post housing), assembly and disassembly of furniture (as needed), set-up, pick-up from designated location, and return to FMO warehouse. See attached PWS.				
<b>1002</b>	<b><u>Over &amp; Above Work</u></b>		JOB	\$0.00	\$0.00
	Services under this CLIN will include minor and cosmetic repairs to government-owned furnishings. See attached PWS.				

NOTE: The number of jobs in this list are estimates and they can be subject to change based on government needs. The government reserves the right to increase or decrease this number as long is within the scope of the work to be performed.

## APPENDIX 7 – ARMY FAMILY HOUSING LOANER FURNITURE AGREEMENT (CUSTOMER USE ONLY)

### Loaner Furniture Agreement

1. \_\_\_ If delivery or pick-up cannot be completed on the scheduled date, customer will be responsible to reimburse the government for the transportation fee.
2. \_\_\_ Loaner furniture must be scheduled between the hours of 8:30 am – 11:30 pm and 12:30 pm – 3:30 pm for pick-up or delivery. It is the customer’s responsibility to be present at time of delivery/pick-up.
3. \_\_\_ Loaner Furniture are authorized for up to 90 days in lieu of Household Goods (HHG). Loaner furniture is not authorized for the tour duration.
4. \_\_\_ The Furnishings Management Office does not provide linens, tableware, pots/pans, etc.
5. \_\_\_ Loaner Furniture contractor cannot, and will not, make a delivery/pick-up if HHG delivery is made on the same day. This is a customer scheduling issue and customer will be billed for a “missed appointment”.
6. \_\_\_ Delivery/Pick-up must be coordinated at least 24-hours before the desire schedule date. To avoid conflicting schedules, be advised to set appointment 2 – 3 business days in advanced, if possible.
7. \_\_\_ It is the customer’s responsibility to ensure proper care and cleaning of government-owned furniture.
8. \_\_\_ Government-owned furniture must be clean and free of pet hairs or soilage. Contractor is not required to pick-up soiled or dirty furniture. If furniture is returned in unfavorable conditions, customer will be subject to a cleaning/repair fee.
9. \_\_\_ At time of delivery/pick-up, contractor will provide a DA Form 3161, which the customer will sign if after a joint inspection is completed. Customer must document and report damages to furniture, quarter, or personal property incurred by the contractor.
10. \_\_\_ Customer is responsible to have a clear pathway to all accessible entryways (i.e. snow/ice removal or removal of any obstructions)
11. \_\_\_ Customer accepts responsibility of loaned government furniture. Customer may be financially liable for loss, neglect, damage, or misuse of loaner furniture, to include family members and guests.
12. \_\_\_ Delivery/Pick-up schedule will not be divided into separate hours/days. Delivery/Pick-up is a one-time only process. If contractor needs to return for any reason, at the fault of the customer, customer will be subject to a fee.
13. \_\_\_ Delivery/Pick-up cannot be scheduled on weekends or Federal Holidays.

For questions, concerns, or additional information, please call the Furnishings Management Office at 361-XXXX or the Housing Management Office at 361-XXXX.

---

PRINT NAME (LAST, FIRST, MI)

---

DATE

---

SIGNATURE

---

CONTACT INFORMATION



**APPENDIX 9 – ARMY FAMILY HOUSING LOANER FURNITURE PACKAGE FORM**

**Loaner Furniture Package**

<b>LIVING ROOM KIT</b>	<b>ISSUE</b>	<b>COMMENTS/REQUEST</b>
Sofa (2-seat or 3-seat)	1	
Lounge Chair	1	
End Table	2	
Lamp	2	
<b>DINING ROOM KIT</b>	<b>ISSUE</b>	<b>COMMENTS/REQUEST</b>
Dining Table	1	
Dining Chair	4	
<b>MASTER BEDROOM KIT</b>	<b>ISSUE</b>	<b>COMMENTS/REQUEST</b>
Twin Mattress	2	No queen mattresses available at this time.
Twin Bedframe	2	No queen bedframes available at this time.
Chest (3-Drawer)	1	
Nightstand	1	
Lamp	1	
<b>STANDARD BEDROOM KIT</b>	<b>ISSUE (Per Dependent)</b>	<b>COMMENTS/REQUEST</b>
Twin Mattress	1	
Twin Bedframe	1	
Chest (3-Drawer)	1	
Nightstand	1	
Lamp	1	

\_\_\_\_\_  
PRINT NAME (LAST, FIRST, MI)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
CONTACT INFORMATION

## APPENDIX 10 – DEFINITIONS

**Alternate Contracting Officer's Representative (ACOR)**. An employee of the U.S. government provided by the Requiring Agency and appointed by the Contracting Officer to provide support to CORs in monitoring and documenting the contractor's performance. These alternate surveillance support personnel will serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR training, experience requirements, and are appointed by the KO as an ACOR.

**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 (KO)**. A person with the 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 (COR)**. An employee of the U.S. government appointed by the Contracting Officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the contractor as long as that direction is within the scope of the contract, 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.

**Day**. For the purpose of this contract, a day will constitute a calendar day.

**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 things such as meeting minutes or reports.

**Drayage**. Term utilized by the shipping and logistics sector, typically to describe the process of transporting goods over short distances.

**Duty Hours**. For the purpose of this contract, it refers to the hours of operation, which is between the hours of 8:00 AM and 4:00 PM, Monday thru Friday except federal holidays or when the government installation and/or training area is closed.

**Equipment**. A tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling.

**Furnishing.** For the purpose of this contract, furnishing will consist of tables, chairs, beds, light bulbs, etc.

**Government Furnished Property (GFP).** Property in the possession of, or directly acquired by, the government and subsequently furnished to the contractor for performance of a contract. government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the government for continued use under the contract.

**Government Property.** All property owned or leased by the government. Government property includes both government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

**Inspection.** Examining and testing supplies or services (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether they conform to contract requirements.

**Invoice.** A contractor's bill or written request for payment under the contract for supplies delivered or services performed.

**Key Personnel.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal. The prime contractor is responsible for performance of all subcontractors.

**Material.** Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include equipment, special tooling, and special test equipment or real property.

**Non-Personal Services.** The personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the government and its employees. Non personal service contracts are authorized by the government in accordance with FAR 37.012, under general contracting authority, and do not require specific statutory authorization.

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

**Property.** All tangible property, both real and personal.

**Provide.** To furnish, as in government-furnished property, or to acquire, as in contractor-acquired property.

**Quality Assurance (QA).** 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 document written by the government specifying the surveillance methodology to be used for surveillance of contractor performance.

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

**Requiring Agency (RA).** The agency needing the supplies or services.

**Sensitive Property.** Means property potentially dangerous to the public safety or security if stolen, lost, or misplaced, or that shall be subject to exceptional physical security, protection, control, and accountability. Examples include weapons, ammunition, explosives, controlled substances, radioactive materials, hazardous materials or wastes, or precious metals.

**Serviceable Condition.** For the purpose of this contract, serviceable conditions refers to items that are usable; ready for use; in proper operating condition; durable; clean and in good condition; usable for its intended purpose.

**Standard.** A measure of comparison; an acceptability criterion; a benchmark or yardstick against which a service will be measured.

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

**Wide Area Work Flow (WAWF).** A secure web based system for electronic invoicing, receipt, and acceptance. WAWF allows government vendors to submit and track invoices and receipt/acceptance documents over the web and allows government personnel to process those invoices in a real-time, paperless environment.

## APPENDIX 11 - ACRONYMS

Acronym	
ACC	Army Contracting Command
ACOR	Alternate Contracting Officer Representative
ADA	Americans with Disabilities Act
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation
CAP	Contractor Acquired Property
CFE	Contractor Furnished Equipment
CFM	Contractor Furnished Material
CFP	Contractor Furnished Property
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTS	Commercial-Off-the-Shelf
CPARS	Contractor Performance Assessment Reporting System
DA	Department of the Army
DES	Directorate of Emergency Services
DFARS	Defense Federal Acquisition Regulation Supplement
DID	Data Item Description
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAPIIS	Federal Awardee Performance and Integrity Information System
FAR	Federal Acquisition Regulation
FMO	Furnishings Management Office
FPDS	Federal Procurement Data System
GFE	Government-Furnished Equipment
GFEBBS	General Fund Enterprise Business System
GFM	Government-Furnished Material
GFP	Government-Furnished Property
HIPAA	Health Insurance Portability and Accountability Act of 1996
IAW	In Accordance With
KO	Contracting Officer
N/A	Not Applicable
NLT	No Later Than
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OMB	Office of Management and Budget
OSHA	Occupational Safety and Health Administration
PA	Property Administrator
PAM	Pamphlet
PIEE	Procurement Integrated Enterprise Environment

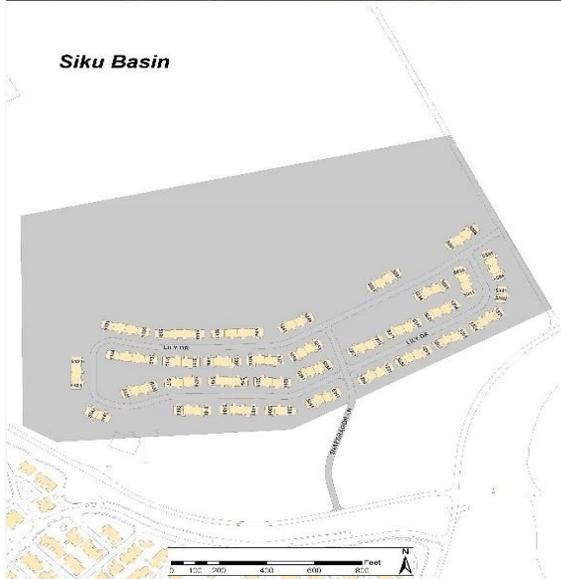
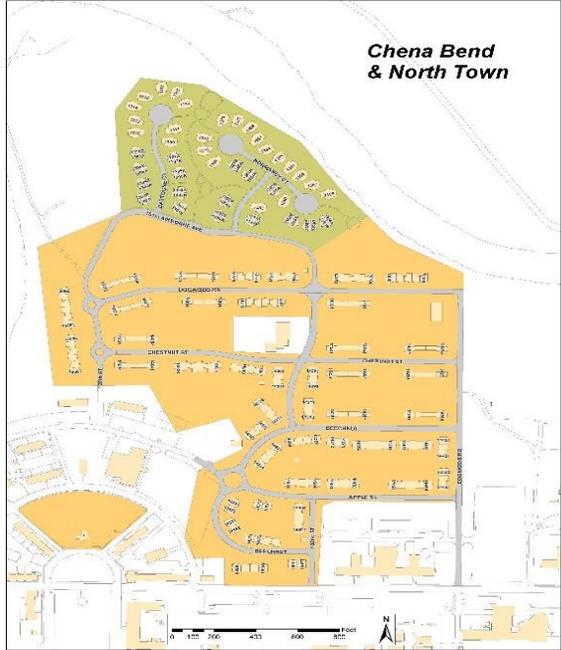
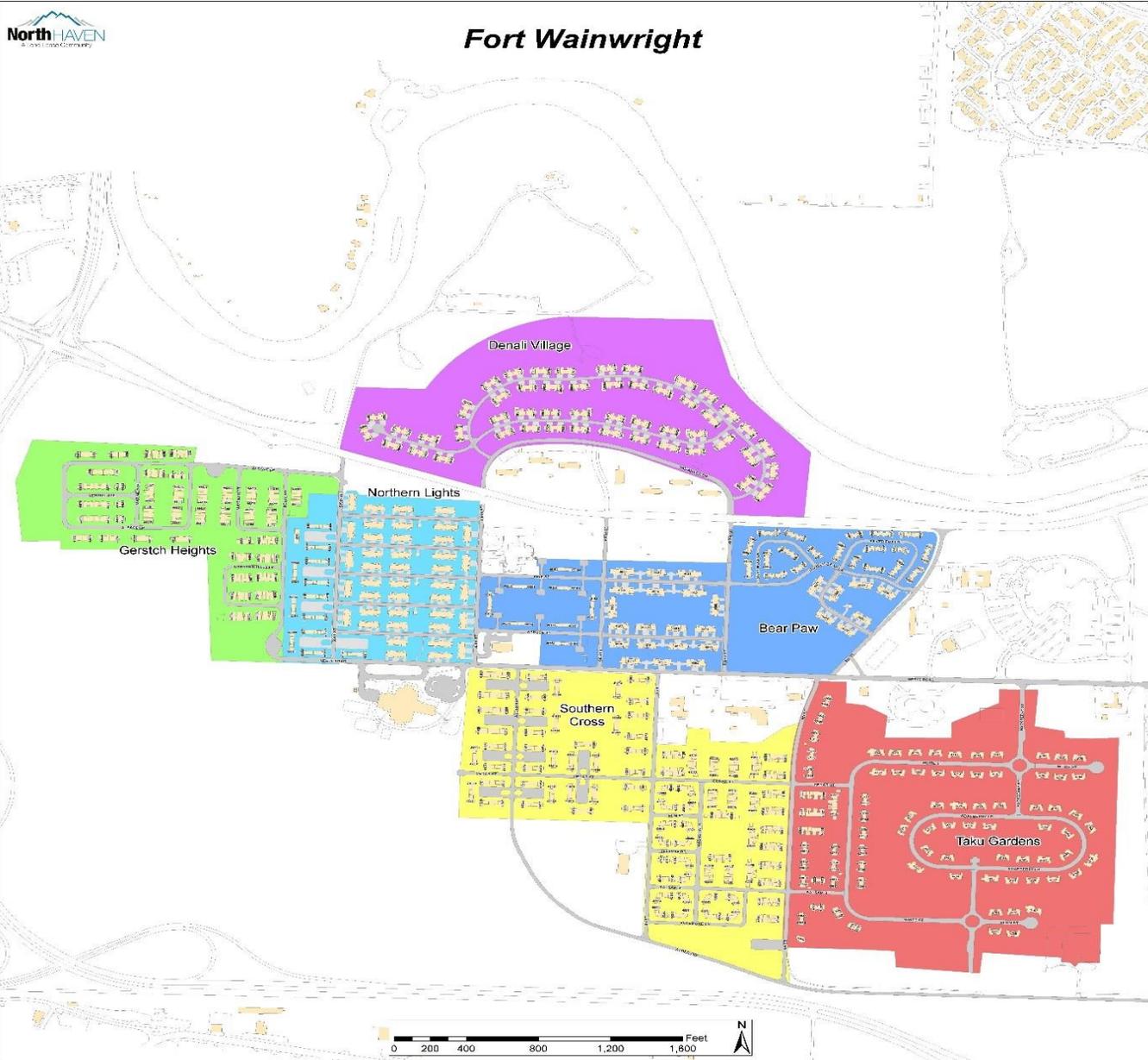
PIPO	Phase In/Phase Out
POC	Point of Contact
POP	Period of Performance
PRS	Performance Requirements Summary
PUB	Publication
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
SAM	System for Award Management
SDS	Safety Data Sheets
SF	Standard Form
TE	Technical Exhibit
TMO	Transportation Management Office
USC	United States Code
VCE	Virtual Contracting Enterprise
WAWF	Wide Area Work Flow
WD	Wage Determination

## **APPENDIX 12 – REFERENCES**

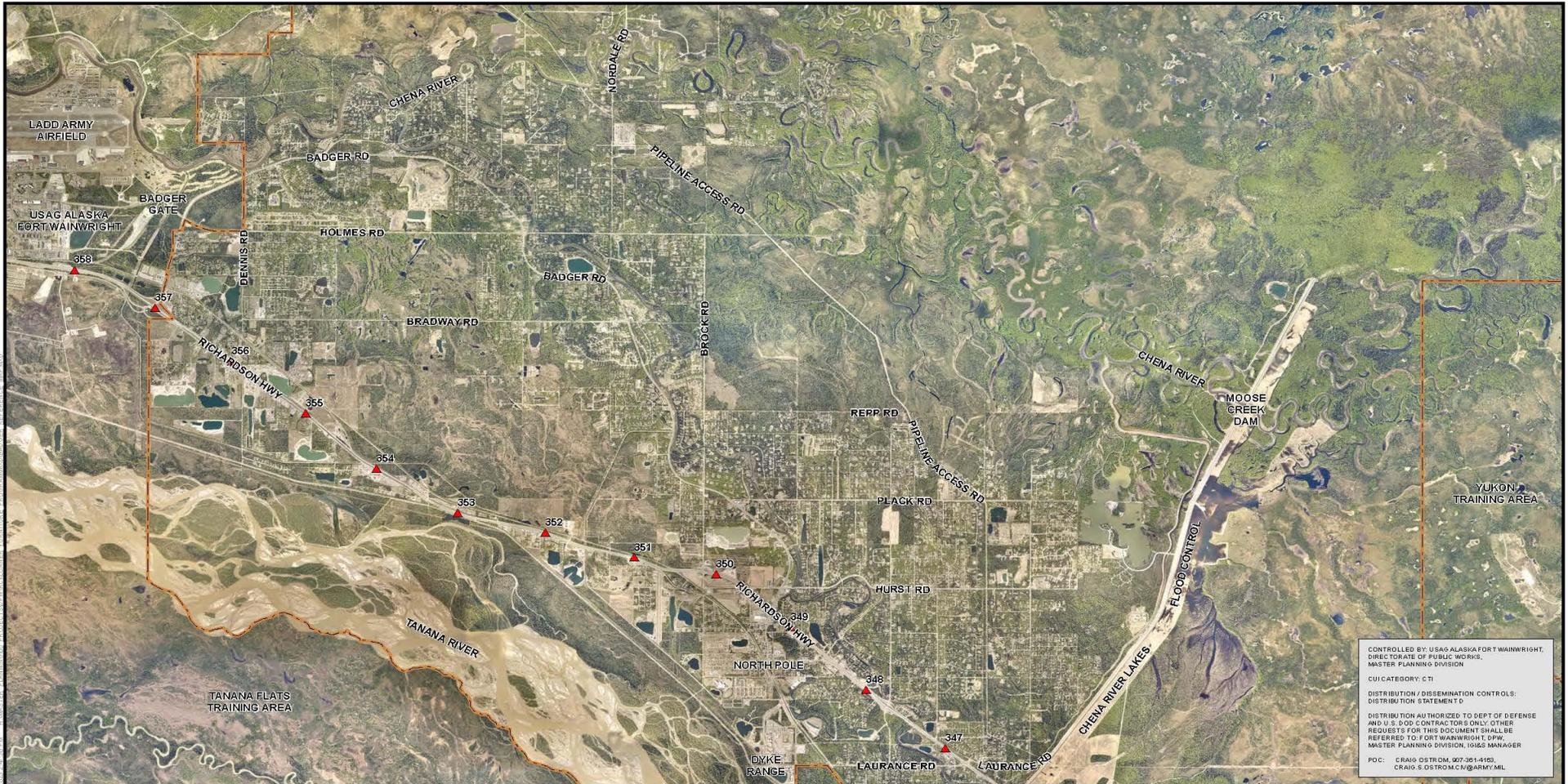
Contractor shall perform the required services in accordance with the specifications in this PWS, and all local, state and federal laws and regulations.

Additional requirements and information may be found from the following sources:

- Occupational Safety and Health Act (OSHA)
- Environmental, Safety, and Occupational Health (ESOH)
- Alaska Occupational Safety and Health (AKOSH) Program
- National Environmental Policy Act (NEPA)



PWS – Drayage Services for Government-Owned Furnishings (JAN 2023)



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**BADGER GATE GENERAL REFERENCE MAP**  
**ARMY FAMILY HOUSING LOANER FURNITURE PROGRAM**  
**USAG ALASKA FORT WAINWRIGHT**  
**18 JANUARY 2023**



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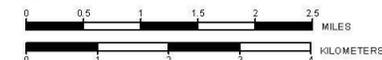
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**CHENA PUMP ROAD GENERAL REFERENCE MAP  
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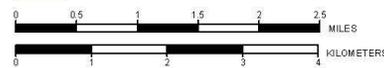
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**CHENA HOT SPRINGS ROAD GENERAL REFERENCE MAP  
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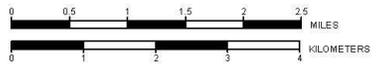
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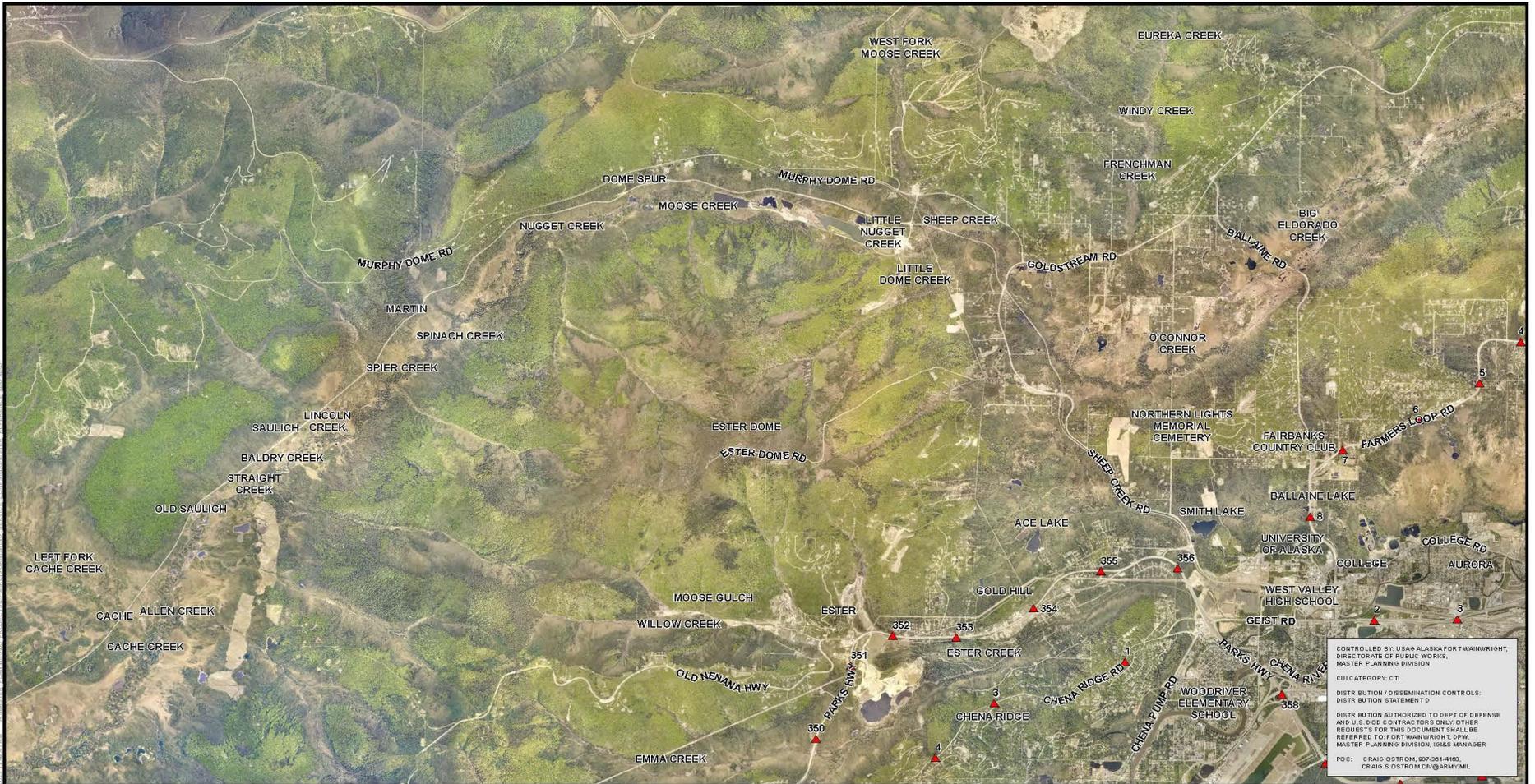


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**ESTER, AK GENERAL REFERENCE MAP**  
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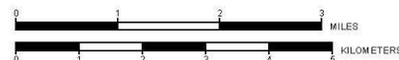
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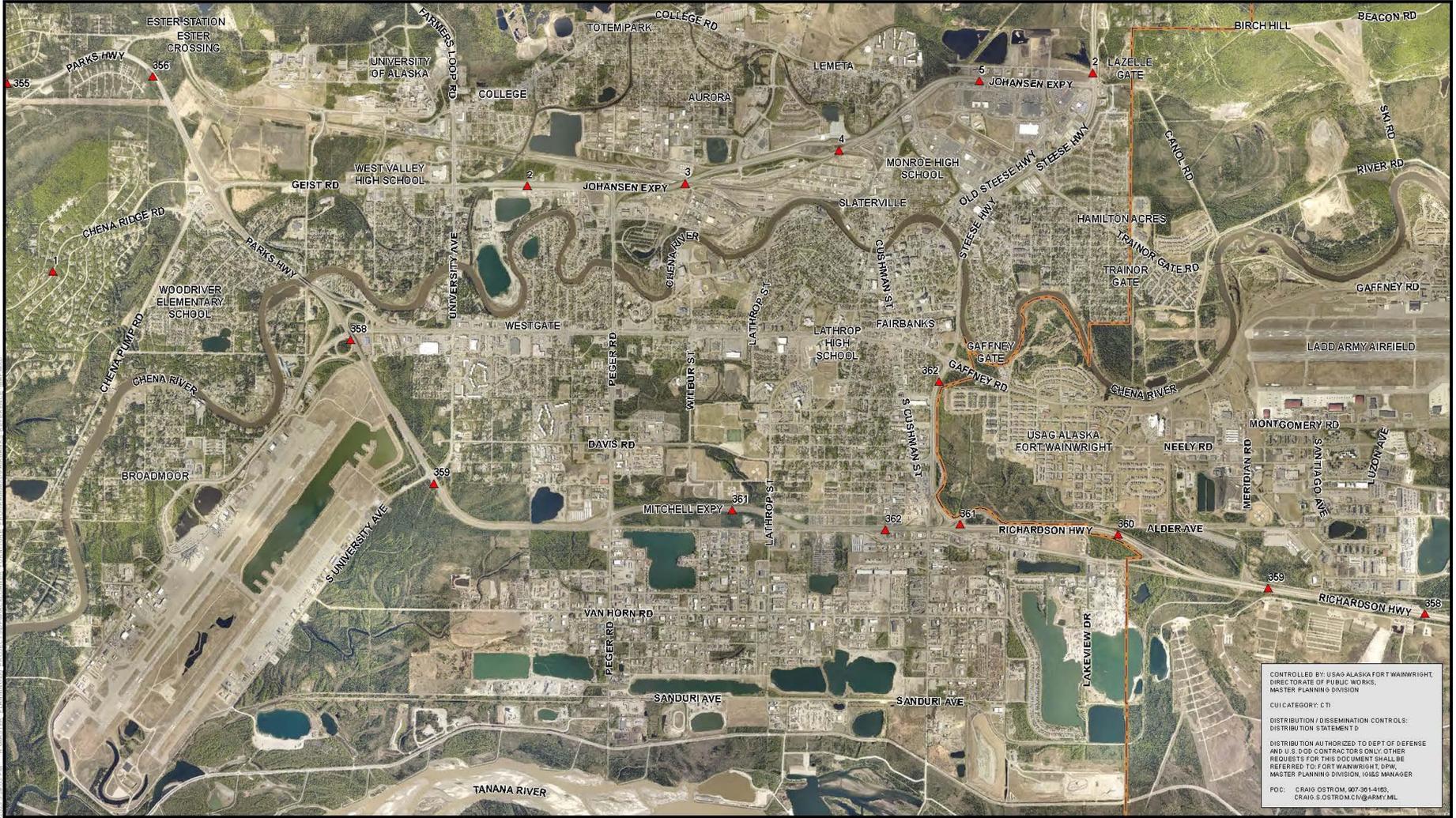


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**FAIRBANKS, AK GENERAL REFERENCE MAP**  
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**18 JANUARY 2023**



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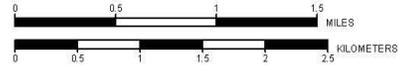
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**FARMERS LOOP ROAD GENERAL REFERENCE MAP**  
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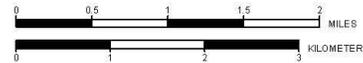
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**GOLDSTREAM GENERAL REFERENCE MAP**  
**ARMY FAMILY HOUSING LOANER FURNITURE PROGRAM**  
**USAG ALASKA FORT WAINWRIGHT**  
**18 JANUARY 2023**

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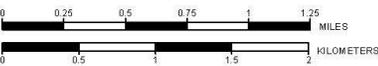
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CODING SYSTEM:  
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 ABSOLUTE SCALE: 1:30,000  
 RELATIVE SCALE:  
 1 INCH = 2,000 FEET

**NOTE: AERIAL IMAGERY DATED 2020.**

▲ AKDOT MILEPOSTS



0 0.25 0.5 0.75 1 1.25 MILES  
 0 0.5 1 1.5 2 KILOMETERS

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**JOHNSON ROAD GENERAL REFERENCE MAP**  
**ARMY FAMILY HOUSING LOANER FURNITURE PROGRAM**  
**USAG ALASKA FORT WAINWRIGHT**  
**18 JANUARY 2023**



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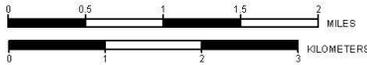
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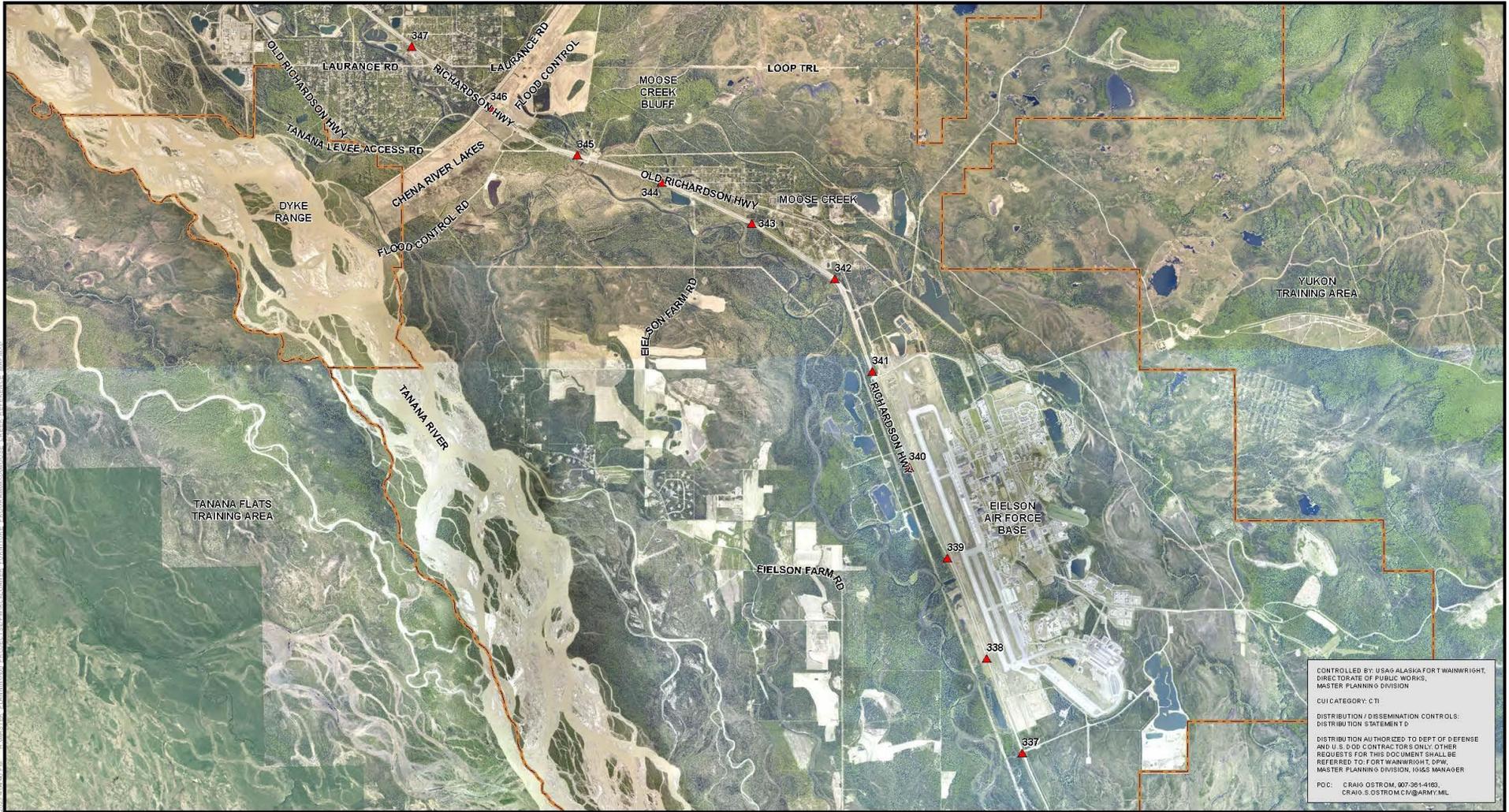
NOTE: AERIAL IMAGERY DATED 2020.

- AKDOT MILEPOSTS
- INSTALLATION BOUNDARY

COORDINATE SYSTEM:  
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**MOOSE CREEK GENERAL REFERENCE MAP**  
**ARMY FAMILY HOUSING LOANER FURNITURE PROGRAM**  
**USAG ALASKA FORT WAINWRIGHT**  
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**LEGEND:**



COORDINATE SYSTEM:  
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 ABSOLUTE SCALE: 1:60,000  
 RELATIVE SCALE:  
 1 INCH = 5,000 FEET

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