

**STATEMENT OF WORK**  
**Grease Disposal Service**  
**24 January 2023**

1. **Description of Services.** The Contractor shall provide all management, supervision, labor, tools, materials, containers, equipment, and transportation necessary to dispose of grease in containers at various location approximately every 5 weeks. Periodically perform disposal of 100-gallon containers filled no more than 2/3 full of cooking oil. Food service grease containers are located at 3 locations on Minot AFB, ND. See Appendix A for a listing of locations, number of containers, and Facility Managers.
2. **General Information.** The containers shall be 100gallon containers with a lid. The container shall be clearly marked “grease container” on the outside. A 2/3 grease line shall be clearly marked inside. The container shall have a locking mechanism to keep the lid container closed from the weather. The containers are located at the 4 facilities listed in Appendix A.
3. **Spills.** The Contractor shall correct any spills, splashes, or other damages, caused by the Contractor's operation at their own expense.
4. **Contact Information.** The Contractor shall have a telephone that is available to receive calls for service during normal business hours as outlined in Paragraph 8.
5. **Disposal of Grease.** The Contractor shall transport and dispose of the cooking oil containers off Minot AFB. The Contractor shall, at the same time of pick-up, also replace these containers with empty ones. The Contractor shall comply with all Federal Environmental Protection Agency (EPA), State and local liquid and solid waste pollution abatement Statues, Executive Orders, codes, criteria, and requirements. The Contractor shall not discharge chemicals or grease into the base sewage treatment plant, or any municipal or regional sewage system, public or private.
6. **Access to Containers.** The Government will ensure the Contractor has access to the containers; including but not limited to, snow removal. Government requires at least a 48-hour notice during winter months of grease removal from facilities to allow time to clear the snow. The Government will ensure that containers are kept free of water or garbage.
7. **Required Work Procedures.** At least 1 week prior to services being rendered, the Contractor must contact 5 FSS/FSR Resource Advisor at 701-723-4709 to ensure the facilities are accessible. Should the container become more than 2/3 full, the Contractor shall obtain a signature from the Facility Manager concurring that the container is more than 2/3 full at time of pick up.
8. **Hours of Operations.** Normal work hours are 7:30 am to 4:30 pm (CST), Monday through Friday. Exclusions are Saturday, Sunday, Federal Holidays, and the workdays Federal Holidays are observed. The Contractor may request and be authorized to work outside of these normal work hours by submitting a request in writing to the Contracting Officer (CO) with coordination from the Facility Managers and approval from the CO at no additional cost to the Government.

Federal Holidays.

New Year's Day - 1 January

Martin Luther King Day - 3rd Monday in January

Washington's Birthday - 3rd Monday in February

Memorial Day - last Monday in May

Labor Day - 1st Monday in September

Columbus Day - 2nd Monday in October

Veteran's Day - 11 November

Thanksgiving Day - 4th Thursday in November

Christmas Day - 25 December

9. **Safety.** The Contractor shall comply with the standards of the Occupational Safety and Health Act (OSHA). The Contractor shall comply with all safety requirements in the Corp of Engineers manual, General Safety Requirements EM 385-1-1.

10. **HAZMAT.** The Contractor or their authorized representative shall report any spills occurring on the installation immediately by calling 701-723-2461 or 911 from a standard phone. If the Contractor spills or releases any substance listed in 40 CFR 302, Designation, Reportable Quantities, and Notification or general fluids into the environment. In these cases, the type of material and quantity spilled shall be reported. The Contractor shall be held liable for the spill or release of such substances and is expected to clean up all spills of less than 25 gallons. The Contractor shall be liable for the cleanup and cost of any spill greater than 25 gallons that occurs and is determined to be contractor negligence.

11. **Compliance with Laws and Regulations.** The Contractor shall be knowledgeable of and comply with all applicable federal, state, and local laws, regulations, and requirements regarding environmental protection to include AFI 32-7001 section 4.4 Pollution Prevention Program, AFMAN 32-7002 Environmental Compliance and Pollution Prevention, AFI-32-7001, section 6.3, Environmental Quality Manual, 40 CFR 273, 40 CFR 133, North Dakota Administrative Code 33.1-24-02, and base Hazardous Waste Management Plan (September 2022). In the event of environmental laws/regulations/requirements change during the term of the contract, the Contractor shall comply with such laws/regulations as changed. The Contractor shall comply with the base Hazardous Waste Management Plan (September 2022) when turning in wastes generated from spill cleanup.

12. **Base Passes.** The Contractor shall obtain all required identification data and/or documents for himself/herself and his/her personnel. The Contractor and all contractor personnel are required to comply with all safety and security clearances that are enforced at Minot AFB.

The Contractor shall be responsible for obtaining all necessary passes, or other items required for access to the areas in which work will be performed. The Contractor shall request contractor passes through the Contracting Officer by providing the full name, social security number, date of birth, work phone, home phone, and driver's license state/number of employees requiring passes **no later than 5 days after contract award.** Personnel must adhere to the REAL ID Act of 2005 to ensure access to base is granted. Pass requests will be forwarded by the Contracting

Officer to the 5th Security Forces Squadron Visitor's Control Center for approval and issuance. Upon completion or termination of the contract, or an individual's release from employment, the Contractor shall retrieve the identification issued above and surrender it to the 5th Security Forces Squadron Pass and Registration Section located in the Visitor Control Center. The following can be reason for denial to Minot Air Force Base:

**From Minot Integrated Defense Plan 31, Volume 1**

3.4. Causes for Barment and Installation Pass Denial:

3.4.1. Objective Rules. Although barment decisions are made on a case-by-case basis, barment action should be considered whenever the offenses in table 1 are committed.

**NOTE: The list of cited offenses is not all-inclusive nor is it meant to exclude other offenses that raise concerns about security, safety, good order, and discipline.**

3.4.2. Base Pass Denial. Personnel will be denied base access if:

3.4.2.1. Is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

3.4.2.2. Is individual's name appearing on any Federal or State agency's watch list or hit list for criminal behavior or terrorist activity.

3.4.2.3. The individual has knowingly and willfully engaged in acts or activities designed to overthrow the U.S. Government by force.

3.4.2.4. The individual has an active warrant

3.4.2.5. The individual is barred by another DoD Installation/Activity

3.4.2.6. The individual has any conviction for espionage, sabotage, treason, terrorism, or murder.

3.4.2.7. The individual has been convicted of a firearms or explosive violation.

3.4.2.8. The individual has been convicted of sexual assault, armed robbery, rape, child molestation, child pornography, trafficking in humans, drug possession with intent to sell, or drug distribution.

3.4.2.9. Has a felony conviction within the last 10 years.

3.4.2.10. Persons with an arrest for the above offenses, but where no disposition is listed on the criminal history report, will be required to provide legal documents showing disposition. If the disposition or severity is dismissed, not filed, or adjudicated; the pass may be issued. If the disposition or severity is guilty or not provided the pass will be denied.

3.4.2.11. Any situation not covered in paragraphs 3.4.2.1. – 3.4.2.10. that is deemed to have a potential detrimental impact on good order or discipline may be grounds for pass denial.

13. **Personnel.** Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, overcoats, or hats, bearing the company name or logo. The coloring or design of the items selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection. The Government is authorized to restrict the employment under the contract of any contractor employee or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

14. **Traffic Laws.** The Contractor and its employees shall comply with base traffic regulations.

15. **Weapons, Firearms, and Ammunition.** Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned or privately owned vehicle while on Minot Air Force Base.

16. **Records Management.** All records, files, documents, regardless of media (e.g., paper, electronic, etc.), as described in the PWS, that are the responsibility of the contractor are the property of the Government and shall remain so upon termination or completion of the contract. The contractor shall keep these items current and maintain and dispose of them in accordance with the requirements established in Air Force Instruction (AFI) 33-322, Records Management Program, and the Air Force Records Disposition Schedule which can be provided by the Base Records Manager or CO upon request. Records shall be turned over to the Government upon completion of the contract unless otherwise stated. All records are subject to the Freedom of Information and Privacy Act. The Minot AFB Records Management Office (5 CS/SCXR), 723-7542, will provide assistance and training to the contractor to ensure compliance with Federal record keeping requirements.

**APPENDIX A**  
**Barrel Locations and Facility Managers**

Dakota Inn (1 container DFAC/1 container for Missile Chefs)  
213 Tanker Trail  
Manager: MSgt Brian Brockhoff 701-723-3503  
Asst Manager: TSgt Trevor Boutin 701-723-2359

Rockers (1 container)  
292 Peacekeeper Place  
Manager: Louis Smith 701-723-4740

Jimmy Doolittle Center (1 container)  
174 Summit Drive  
Manager: Mrs. Renee Price 701-723-3731