

**Tent/Table/Chair Rental  
HOMESTEAD AIR RESERVE BASE  
STATEMENT OF WORK (SOW)**

**1. GENERAL PROCEDURE:**

The Contractor shall provide, set up and tear down Tents, Tables and Chairs to support the 2023 Homestead Air Base Air Show in accordance with the terms and conditions of the resulting contract and the specifications and requirements, as specified herein.

2. **PLACE OF PERFORMANCE:** Homestead Air Reserve Base, Homestead, FL 33039

3. **PERIOD OF PERFORMANCE:** 30 March 2023 to 03 April 2023.

**4. REQUIREMENTS**

**4.1** The Contractor shall provide, set up and tear down Tents, Tables and Chairs IAW Part 6 of this Statement of Work to support the 2023 Homestead Air Base Air Show.

**4.2 Contractor Manager (CM):** The Contractor shall provide a qualified CM who shall be responsible for the overall performance of the work. The CM shall be able to read, write, speak, and understand the English language. The CM shall fully understand the requirements of this contract.

**4.3 Non-Personal Services.** The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. The Government will not assign tasks, nor prepare work schedules for individual contractor employees. The contractor shall manage its employees and guard against any actions that give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer's Representative (COR) and / or the Contracting Officer (KO) immediately.

**4.4 Government Observations.** At any time deemed appropriate by the COR, he or she may inspect the Contractor's service for compliance with this contract.

**4.5 Government Furnished Property and Services.** Not applicable.

**5 Post Conference & Site Inspection:**

**5.1** The Contracting Officer may schedule a post-award performance conference with the Contractor, if deemed necessary, for contract orientation purposes.

**5.2** Contractor shall be responsible for all costs and travel associated with the Post conference and site inspection visit prior to the Airshow. Failure to attend the site inspection walk-through of the participating shall not release the Contractor from complying with the terms, conditions, specifications, and requirements of the resulting contract.

**6 PERFORMANCE REQUIREMENTS/TASKING.**

6.1 The Contractor shall provide, set up and break down the following list of equipment rental: All tents, tables and chairs shall be white in color.

10' X 10' WHITE "PEAK" FRAME TENT (NO WALLS)	19
10' X 15' WHITE "PEAK" FRAME TENT (NO WALLS)	1
10' X 20' WHITE "PEAK" FRAME TENT (NO WALLS)	1
10' X 30' WHITE "PEAK" FRAME TENT (NO WALLS)	4
120' X 40' WHITE "PEAK" FRAME TENT (3 WALLS)	1

15' X 15' WHITE "PEAK" FRAME TENT (NO WALLS)	18
20' X 20' WHITE "PEAK" FRAME TENT (NO WALLS)	5
20' X 30' WHITE "PEAK" FRAME TENT (NO WALLS)	4
50' X 50' WHITE "PEAK" FRAME TENT (3 WALLS & CHANDELIER)	1
50' X 50' WHITE "PEAK" FRAME TENT (3 WALLS)	1
50' X 50' WHITE "PEAK" FRAME TENT (NO WALLS)	1
8' BANQUET TABLES - ROUND	20
8' X 30" BANQUET TABLES	183
HIGH TOP TABLES	16
TABLE SKIRTS	40
WHITE LINENS	224
WHITE LINENS - ROUND	80
WATER BARRELS (NO COVERS)	106
WATER BARRELS WITH WHITE COVERS	218
WHITE CHAIRS	1232
FIRE PACKAGE (EXIT SIGNS WITH FIRE EXIT)	3

6.1.1 The Contractor shall follow the below guidelines when setting up and tearing down.

6.1.1.1. **Set up:** The Contractor shall begin and complete set up of rental equipment on 30 March 2023 NLT 6:00 PM EST

6.1.1.2. **Break Down:** The Contractor shall begin removal No Earlier Than 4:30 PM EST on 02 April 2023. The Contractor shall complete removal of rental equipment by 03 April 2023 NLT 4:00 PM EST.

6.1.1.3. The Contractor shall not use any materials that break ground to stabilize tents such as spikes. The Contractor shall use water barrels or cement weights to secure tents in place. The Government will supply water for water barrels if used.

6.1.2. The Government will provide a detailed map on where the Contractor will set up each rental on Homestead Air Reserve Base at time of Award.

6.1.3. Turn in lost and found articles to the Government POC.

## 7 Claim Damages:

7.1 All claims shall be directed to and handled by the Contractor supervisor who shall immediately notify the COR. Corrective actions to resolve all claims shall commence immediately. All claims shall be settled within fourteen (14) working days unless extenuating circumstances warrant additional time and is authorized by the Contracting Officer.

## 8 Hours of Operations:

8.1 The Rental Equipment is required from 30 March 2023 to 03 April 2023.

8.2 The Contractor shall provide quote based on the period of performance.

9 **ORDERING ACTIVITY:** The Contractor shall not accept any instructions issued by any person other than the Contracting Officer or delegated Government representative acting within the limits of his/her authority.

- 10 QUALITY ASSURANCE:** The Contractor shall be responsible for complying with all appropriate regulations and guidelines of the Joint Commission (JC), Occupational Safety and Health Administration (OSHA), Department of Transportation, and/or any other pertinent federal, state, and local policies relating to the herein mentioned work.

The Contractor shall provide on-site supervision at all times in order to achieve quality assurance and to handle all customer concerns and parking incidents. All tasks accomplished by the Contractor personnel shall be performed to preclude damage or defacement to vehicles or Government-owned furnishings, fixtures, equipment and facilities. The Contractor shall report any damage observed or caused by the Contractor personnel to the COR. The Contractor shall be responsible for the replacement of items or to repair vehicles or facilities to previous condition if the Contractor is determined to be at fault for the damage.

**11 QUALITY CONTROL.**

**11.1** The contractor shall develop and maintain a quality control program to ensure each performance is satisfactorily performed and address any deficiencies communicated by the POC in a timely manner.

**11.2** The Contractor shall promptly and courteously respond to complaints within 10 working days, including complaints brought to the Contractor's attention by the Contracting Officer acting as the Quality Assurance Evaluator (QAE). The Contractor shall maintain a written record of all complaints, both written and oral showing the identity of the individual, the nature of the complaint, and the Contractor's response. The Contractor shall permit the Government to inspect such records upon request.

**11.3** The COR shall be responsible for monitoring the Contractor's performance. Performance deficiencies or poor performance identified during the term of the contract shall be reported to the Contractor. All deficiencies or poor performance shall be documented and **MUST** be corrected.

- 12. PERSONNEL POLICY:** The Contractor shall assume full responsibility for the protection of its personnel furnishing services under this contract, such as providing Workers' Compensation, professional liability insurance. The Contractor shall follow all existing local, state, federal employment laws and/or union regulations relevant to fringe benefits and premium pay for their employees.

- 13. CONTRACTING OFFICER REPRESENTATIVE (COR):** The Contractor shall not accept any instructions issued by any other person(s) other than the Contracting Officer or his/her delegated representative(s) acting within the limits of his/her authority.

- 14. PERSONNEL POLICY:** The Contractor shall assume full responsibility for the protection of its personnel furnishing services under this contract, such as providing Workers' Compensation, professional liability insurance. The Contractor shall follow all existing local, state, federal employment laws and/or union regulations relevant to fringe benefits and premium pay for their employees.

- 15. CANCELLATION POLICY:** The government has the right to cancel this contract due to Covid-19 or any other factors that will require HARB to shut down the base; up to one week prior to the air show. The contractor shall not incur any costs for the contract prior to performance and/or delivery unless previously agreed upon by the government in writing.

**16. BASE ACCESS:**

- a. The Contractor shall comply with current the Homestead Air Force Base security requirements. Contractor's employees and representatives shall be required to have proper identification prior to entering a Government installation. Such identification shall be controlled as prescribed by the Security Section, Provost Marshal, or equivalent security control authority at the installation concerned.
- b. All contractor employees and representatives shall have in their possession a valid and current U.S. driver's license while on any U.S Government installation.

- c. Once approved, Contractor's employees will be provided a base credential that will allow them unescorted access from the main gate of the Homestead Air Force Base to place of employment. If contractor's employees are found at any other location other than their place of employment, they will be prohibited from working aboard the installation. The contractor is responsible to notify their employees that they shall go directly from the main gate to their respective duty station and that they are not permitted on HARB installation outside of their respective working hours.
- d. At any time, to include heightened Force Protection Conditions, natural or manmade disasters, and/or any other security concern: the Commanding Officer of the Homestead Air Force Reserve Base has the sole authority to change HARB's current security requirements. These changes could affect the original SOW, and the contractor's immediate compliance shall be required at no additional cost to the government.
- e. Contractor personnel performing work under this contract shall be readily identifiable as an employee of the contractor through the use of uniforms with nametags. The Contracting Officer may approve alternate methods of ensuring contractor personnel is readily identifiable. The Contractor shall provide Clothing or badges. If the Contractor is unable to obtain the employee's badge for whatever reason, the cognizant Pass and ID Office shall be notified within 24 hours. During the performance period, Contractors shall immediately report instances of lost or stolen badges to the issuing Pass and ID Office. The Contractor shall establish and provide dress code and grooming standards for all contract employees. This shall take into account safety aspects of services being rendered, location of deployment, and consideration of the Air Force high standards. The contractor shall include the company's name in his or her email display.
- f. Contractor personnel and equipment entering a military installation are subject to security checks. Contractor personnel shall follow any direction given by Military Police or other security or safety personnel.
- g. The Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603 (8 U.S.C. 1324a) requires employers verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. By signing this contract or by beginning work under this contract, the Contractor certifies it has and shall comply with IRCA, to include that it has verified the identity and employment eligibility of any individual employed who is or may be employed by the contractor and works under this contract.

**17. Contractors requiring a HARB credential.**

- a. After contract award, the Prime Contractor shall submit to the Contracting Officer and COR the list of all assigned personnel working at the base.
- b. The Contracting Officer will provide an access form to contractor to be completed and turned in to the Contracting officer. Any personnel not listed in the form with previous clearance will not be allowed in Base.
- c. Security Forces will conduct criminal history background checks on all prime and sub-contract employees. Denial or revocation of base access may be made if the applicant is determined to have criminal history IAW Homestead security regulations. The Contractor officer will notify the Contractor when eligible employees may proceed to pick up credentials and notify the Contractor of employees who are not eligible for base access.
- d. Contract and subcontract employees arrive at HARB visitor's gate credential and must present the two forms of identification. Contractor and subcontract personnel operating company or privately owned vehicles shall provide valid driver's license, current vehicle registration, safety inspection, and proof of insurance.
- e. Base access requirements and procedures may change during the term of a contract. The

Contractor shall comply with all changes, and such compliance shall not be grounds for a request for an equitable adjustment or other contract modification.

#### **18. ADDITIONAL SECURITY REQUIREMENT**

- a. Contractor and subcontract employees shall access HARB and other HARB properties only for official business in support of the contract and only during the days and hours specified in their business pass. Violation may result in confiscation of the business pass and debarment from HARB.
- b. Do not pick up, remove, or disturb any ordnance found while on Government properties.

#### **19. SAFETY**

- a. Report fire hazards, unsafe conditions, and items in need of repair to the contract Point Of Contact (POC)
  - b. Notify Security Forces when unauthorized or suspicious persons are seen on the premises.
  - c. Security, Fire and Medical Services. The Government will provide police and fire protection. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available on a cost reimbursement basis.
  - d. The contractor is solely responsible for compliance of all safety regulations of employees while working on government-owned facilities. All accidents which may arise out of, or in connection with, the performance of services required hereunder which result in injury, death, or property damage, shall be reported in writing to the Contracting Officer and cognizant POC within twenty-four hours of such occurrence.
  - e. Reports shall provide full details of the accident, including statements from witnesses. The foregoing procedures shall also apply to any claim made by a third party against the contractor because of any accident that occurs in connection with performance under this contract.
20. **Smoking/Alcohol Policy:** The contractor shall comply with local command smoking policies and workforce requirements. The contractor shall also comply with all Federal drug-free workplace and workforce requirements and local command policies. Copies of the applicable policy will be provided to the contractor by the Contracting Officer Representative.
21. **Drug Policy:** The contractor shall comply with all applicable Federal statutes, laws, and regulations to implement a Drug Free Workplace (DFWP).
22. **Trash Removal:** Limited trash removal will be provided by the Government.
23. **Personnel Compliance.** The contractor shall ensure that contractor employees observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, "off-limits" areas, and possession of firearms or other lethal weapons. When two or more directives or instructions apply, the contractor shall comply with the more stringent of the directives or instructions.
24. **Utility Conservation.** The Contractor shall adhere to all base level utility conservation practices or requirements. The Contractor shall be responsible for operating under conditions that prevent waste of utilities.
25. **Combating Trafficking In Persons:** The Government POC will validate that the Contractor has notified its employees of the United States Government's zero-tolerance policy described in FAR Clause 52.222-50 – Combat Trafficking in Persons
26. **Personnel Removal:** Government rules, regulations, laws, directives, and requirements that are issued during the term of the performance period relating to law and order, installation administration, and

security shall be applicable to all contractor employees and representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of employees does not relieve the contractor from the responsibility for the work defined in this contract. The contractor is expected to provide support services despite personnel removal or other unforeseen condition.

27. **Removal by Military Police:** Contractor employees may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee's presence on the installation may be contrary to discipline, or installation security and safety.
28. **Interaction with Other Activities:** Government Personnel: Contractor performance shall not interfere with Government work in the area where service or maintenance work is being performed. In the event the contractor believes that Government and other contractor personnel are interfering with the performance of the tasks described in this SOW, the contractor shall notify the COR immediately. The contractor is obligated to continue performance of the effort described in this SOW unless there is authorization from the KO or COR to stop work. Failure by the contractor to notify the KO AND COR and receive necessary instructions could result in denial of any additional costs incurred in the performance of the contract under such conditions.

## 29. VEHICLE AND EQUIPMENT OPERATION

- a. (POV) Permits: Contractor personnel using POVs on DoD installations shall have proper permits for entry onto the installations. All vehicles, private or contractor-owned, shall comply with the vehicle operation regulations that govern installations. All vehicles are subject to search while on DoD installations. Only licensed contractor personnel shall operate vehicles on DOD installations. Vehicles shall be operated IAW local and state laws as well as installation-specific traffic regulations.
- b. (POV) Parking: The contractor shall utilize on-station POV parking in authorized areas. The Government reserves the right to change parking arrangements at any time.
- c. **Traffic Accident Report Requirements:** The contractor shall report to Base Security, within one hour, any traffic accident involving contractor personnel that occurs on base, whether in the performance of this SOW or commuting in their POVs. The contractor shall supply a copy of any on-base traffic accident report to Security Forces within five workdays after each occurrence. The contractor shall also provide the Security Forces a copy of any report of an off-base traffic accident that involves contractor personnel in the performance of this SOW within five workdays after each occurrence.
- d. **Fines, Fees, Point Assessment and Other Costs:** The contractor shall pay all fines, fees, point assessment, and other costs associated with traffic violations or accidents that occur in the performance of work under this contract.

## 30. TECHNICAL POINT of CONTACT and INSPECTION AND ACCEPTANCE:

- a. The Contracting Officer Representative under this Order and the person responsible for performing inspection and acceptance of the contractor's performance at the destination is:  
Consuelo Kiser at [consuelo.kiser@us.af.mil](mailto:consuelo.kiser@us.af.mil)
- b. HARB Government Points of Contact or COR: POC will be issued during Contract Award.

## 31. Contractor Personnel Accountability:

- a. The contractor shall be responsible for personnel in the event of a disaster and shall provide accountability reports for personnel working under the contract to include: # of employees working at the time of the event, # located (to include # deceased and # injured), and # missing. The report shall be submitted to the COR, designated Point of Contact (POC) or Contracting Officer confirming all personnel have been contacted/located. The first report shall be communicated (oral/written) immediately following the occurrence of a disaster. Subsequent communication shall be reported until all personnel are accounted for.
- b. Check in procedures for contractor personnel shall incorporate the most expeditious accountability with

management upon the occurrence of a disaster. Contractor procedures/training shall:

- Provide multiple and redundant means of communication in the event normal Communication means are disrupted or nonexistent.
- Ensure all managers, supervisors and employees understand and accomplish their personnel accountability roles and responsibilities.
- Ensure all reportable casualties are reported and included in personnel accountability reports.
- Ensure accurate baseline population counts; and,
- Carry out exercises, at least annually consistent with the guidance herein.

### **32. PRICING AND PAYMENT**

- a. The contract will be a fixed price purchase order
- b. The price shall include all direct and indirect costs, insurance, overhead, and profit. No additional sums will be payable on account of any escalation in the cost of materials, equipment, or labor, or because of the quoter's failure to properly estimate or accurately predict these prices or difficulty of achieving the results required by this contract.
- c. Contractor shall submit an invoice within Wide Area WorkFlow for the correct line item (s), after service has been rendered. Invoice be equal to quote received during solicitation.
- d. Tax exemption, if any, applies to self-funded as well as contract-funded attendees; therefore, taxes shall be removed from quote and final invoice to the Government Representative.
- e. According to U.S. Federal Acquisition Regulations (FAR), advance payments are prohibited. Payments may be made upon the service has been rendered. Pursuant to the Prompt Payment Act of the FAR, the U.S. Government must make the payment within 30 calendar days after receipt of the goods and the valid original quote. Please confirm in your offer that these payment terms are acceptable to your company.