

**PERFORMANCE WORK STATEMENT (PWS)  
FOR  
FURNISHING MANAGEMENT SERVICES AT  
GRAND FORKS AIR FORCE BASE  
NORTH DAKOTA**

**1 November 2023**

DRAFT

## SECTION 1. DESCRIPTION OF SERVICES

1. The contractor shall provide the personnel, equipment, materials, and other items and services to operate the Furnishings Management Office Services (FMS) at Grand Forks AFB for the Dormitories and Fire Department. Prepares furnishing input to the Base Civil Engineer budget yearly and provide 5-year plan in accordance with (IAW) AFI 32-6000 Furnishings Management. Receives, and issues furnishings to authorized users IAW AFI 32-6000, Furnishings Management. Store, redistribute, repair, and turn in furnishings to the Defense Reutilization and Marketing Office (DRMO) representative located at Grand Forks AFB. Performs Change of Occupancy Maintenance (COM) for assigned dormitories. Office of primary responsibility for the Quarters Improvement Committee (QIC) and the Quarters Improvement Plan (QIP) for Grand Forks AFB which has 5 dormitories for a total of 394 rooms. All dormitory information will be tracked using the government program Enterprise Military Housing (eMH). The contractor will not be required to be in charge of key control for the Dormitories.

**1.1. Furnishing Management.** Manage and administer furnishings IAW AFI 32-6000, Furnishings Management. Request, receive issue, store, submit for budget, and coordinate the delivery and pickup of all government owned furnishings authorized for use in government owned dormitories following the guidelines in AFI 32-6000 and coordinate disposal of unserviceable items in DRMO. The contractor will be required to assemble and disassemble furnishings. The contractor shall coordinate deliveries based upon availability of assets. Ensure furnishings are issued to authorized personnel and maintain inventory records for each occupant. The contractor shall ensure records are in sufficient detail to protect government assets and establish an audit trail and maintain separate accounts for supplies, equipment, and the furnishings of unaccompanied dormitory members which will be listed in eMH.

**1.2. Control and Disposition of Assets.** The contractor shall be responsible for the control and disposition of existing furnishing assets on hand at contract start which will be listed in eMH. The contractor shall perform and document, along with the Contracting Officer Representative (COR), a joint annual inventory of all furniture and appliances IAW AFI 32-6000, Furnishings Management. The contractor shall adjust and reconcile asset balances by submitting any required documentation to the COR. The contractor shall provide the written results of its inventory to the COR. In addition to the annual inventory, the contractor shall provide a report at the Functional Service Manager (FSM) See AFI 63-138 request, an appliance listing of all appliances in the dormitories. This listing will provide the appliances that are assigned along with the brand, make, model, age, size, serial number, and date installed. Request new or replacement furnishings and any initial issue appliances from the COR. The contractor shall advise annually, in time for yearly budget submissions, to the FC/FD on the quantity and national stock number of appliances that must be programmed for replacement. The contractor shall identify and report excess furnishings. The contractor shall have on hand a sufficient backup stock of furnishings for dormitories. Parts and materials (excluding tools) needed to repair furniture and appliances will be 100 percent reimbursed under the FMS reimbursable line item. Materials used for repair shall be of a quality equal to or better than the original items. Turn in surplus/excess furnishings to DRMO in accordance with AFI 32-6000.

**1.3. Carpet and Rug Cleanings.** Clean (professional steam clean), as appropriate for the type of material, all rugs and carpeting in common areas that include hallways, kitchens, day rooms and entry areas at least semi-annually. Carpet cleanings will be scheduled with facility managers in advance.

**1.4. Minor Maintenance Dorm Furnishings and Appliances.** FMS will perform the following minor maintenance and repairs: replacing hinges, catches, latches, doors-pins/stop, arms and legs, drawer pulls, side supports, gluing or bracing of joints, touch-up and cleaning of all dorm furnishings and appliances.

**1.4.1 Billing.** The billing shall be supported by an itemized list by job order number of all reimbursable materials used showing the item, the number, unit cost, address, date installed, total cost and a copy of purchase documents. The contractor shall maintain original delivery tickets, sales slips or other documents identifying items purchased under the cost reimbursement portion of this contract. The government reserves the right to evaluate prices charged for all reimbursables and to review the contractor's documentation to ensure they are comparable and competitive with the market standards in quality and price. The contractor shall submit a bill for reimbursable parts to the COR each month for each completed job order that has reimbursable items.

**1.5. Change of Occupancy Maintenance (COM).** Consists of all work necessary to inspect, repair and/or replace dormitory rooms/bathrooms and their appurtenances which are vacated for any reason during the contract period; COM clean (see 1.5.1), after COM maintenance has been completed. The checklist at Appendix 2 identifies the minimum requirements to be performed. The Checklist at Appendix 3 includes but not limits items to be reimbursed while completing a COM. COMs shall be completed within 7 days after the dormitory room is turned over to the contractor from the ADL. COM inspections will be completed by the COR.

**1.5.1 COM Clean.** After the COM maintenance is completed a COM Clean consists of the following. Dust/Wipe down all furniture countertops and windowsills, clean inside windows and blinds, wipe down all room appliances, clean sinks, and vacuum the floor.

**1.5.2 Billing.** For reimbursable items over \$50.00, the contractor shall procure the items on a competitive basis or provide justification if there is lack of competition. The contractor shall provide 3 different pricing quotes initially and also when there is a price change of the reimbursable items. Discounts and rebates on items provided to the contractor shall be credited to the government. All purchase documents shall be made available for Contracting Officer/COR review and audit. The billing shall be supported by an itemized list by job order number of all reimbursable materials used showing the item, the number, unit cost, address, date installed, total cost and a copy of purchase documents. The contractor shall maintain original delivery tickets, sales slips or other documents identifying items purchased under the cost reimbursement portion of this contract. The government reserves the right to evaluate prices charged for all reimbursables and to review the contractor's documentation to ensure they are comparable and competitive with the market standards in quality and price. The contractor shall submit a bill for reimbursable parts to the COR each month for each completed job order that has reimbursable items.

**1.6. Inspections.** Airman Dorm Leaders (ADL) will conduct initial, pre-termination and final inspections with authorized members. The initial inspection is conducted jointly with the occupant to determine the move-in condition of the room and also brief the occupant about trash removal, appliance care, re-cycling, parking, key control, noise control, location of circuit breakers, and maintenance of the room. The purpose of the pre-termination inspection is to identify cleaning and maintenance requirements to be completed prior to the final inspection. The final inspection is to clear the departing member of all responsibility for the

room and to pass on the keys to ADL personnel. Ensure FMS and COR are notified of scheduled inspections. The ADL will meet each morning with FMS to discuss upcoming COMs and drop off AF Forms 1219, BCE Multi-Craft Job Order, after each final inspection to the FMS office. AF Form 1219s may also be scanned by the ADL and emailed to the FMS and COR office. ADL will inspect each room unit 30 to 45 days before the occupant vacates the unit using the AF Form 1219 to identify COM work required. The ADL shall ensure any required maintenance or repairs for change of occupancy are scheduled and accomplished. If there is damage to the room or any room unit items are missing, the ADL shall determine whether the occupant is responsible for such damage or loss. When COM is required, the ADL office will sign out room keys to FMS.

**1.6.1. Termination/Final Inspection.** ADL will conduct a final inspection of each dormitory room with an FMS representative to determine the room repairs needed and clear the departing occupant of all responsibility for the room. The room shall be turned over to FMS within 2 days unless an extension is approved by the COR or Housing Manager.

**1.7. Turnover.** COM downtime begins at the time the dormitory room is turned over to the contractor. The contractor shall sign for each room acknowledging date and time of acceptance on the AF Form 1219. The contractor shall complete the work within the allowable downtime but may request extra time.

**1.7.1.** Downtime and turn-back times are computed in half-day intervals. A room received by either party before 1200 hours will count as a half-day and a unit turned over between 1201 and 1630 hours will not start counting until the following workday. Use calendar days as authorized workdays; exclude holidays. Extra time may be granted if the base is closed for any reason.

**1.7.2.** If additional work is required, but not identified until the time of turnover, the contractor may request additional time to complete the work.

**1.7.3.** During the COM the contractor is responsible for repairing and cleaning all items found that have not been identified on the AF Form 1219. The contractor will be responsible to perform all tasks as stated in this PWS. Interior painting will normally be done during COM. All additional items will be added to the work order.

**1.7.4. Turn-back Procedure.** The contractor shall deliver the AF Form 1219 to the COR. A room turned back after 1200 will count a whole day and will be inspected the next workday after 0800.

**1.7.5.** Turn-back time shall be based on the date and time the room was turned back and accepted by the COR without deficiencies. At acceptance both the contractor and the COR will sign and date the AF Form 1219.

**1.7.6.** If the room has deficiencies, the room will be given back to the contractor for immediate correction. If the deficiencies cannot be corrected within 2 hours, it will be considered a failure. The contractor must schedule the recheck with the COR.

**1.8. Paint.** Preparation and painting may be accomplished as a result of a COM.

**1.8.1.** Sheetrock, wallboards, and woodwork (except natural surfaces): Pratt and Lambert Pro-Hide Gold Interior latex Z8391, Semi-gloss off-white or equal. Use approved bathroom paint. Use an approved ceiling paint. Use an approved semi-gloss paint for all other rooms.

**1.8.2. Wood, natural finish (except floors):** General purpose Urethane, clear satin finish. Ferrous metal surfaces: S-W Industrial Enamel Latex B54 series or equal.

**1.8.3.** The contractor shall furnish a listing of all above supplies to be utilized during the contract period to the CO no later than the pre-performance conference for acceptance by the CO. After award, any new supplies added to the contract will need acceptance by the CO before being used on the installation. The supply inventory shall contain the following information:

- Product name
- Manufacturer
- Item use
- Disposal procedures if material remains after usage
- Storage of item

## **1.9. CONTRACTOR MANPOWER REPORTING**

The Contractor shall report all contractor labor hours (including sub-contractor labor hours) required for performance of services provided under this contract for “U.S. Air Force” via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address <http://www.ecmra.mil>. Reporting inputs will be for the labor executed during the period of performance during each government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the Enterprise Contractor Manpower Reporting Application (eCMRA) help desk.

**1.9.1. Uses and Safeguarding of Information:** Information from the secure website is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractors name and contract number associated with the data.

**1.9.2. User annuals:** Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for Government personnel and contractors are available at the Army CMRA link at <http://www.ecmra.mil>.

## **SECTION 2. SERVICES SUMMARY AND CONTRACTOR QUALITY ASSURANCE**

**2.1. SERVICE SUMMARY.** The contractor service requirements are summarized into performance objectives. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement.

<b>Performance Objective</b>	<b>PWS para</b>	<b>Performance Threshold</b>
Satisfy appliance installation and replacement requirements for all unaccompanied units	1.2.	95% of appliances requiring installation or replacement are timely
Submit all maintenance repair/replacement costs documents	1.2.	95% of monthly documents are timely
Deliver and pick up furnishings	1.2.	95% within 5 days
Perform Change of Occupancy Maintenance (COM) within	1.5.	100% of completed COMs during the month

allowable downtime. Accomplish quality work in accordance with industry standards and this PWS.		

**2.2. Quality Control.** The contractor shall develop and submit a Quality Control Program Plan for each function to ensure the requirements of this contract are provided as specified. Develop and implement procedures identifying, preventing, and ensuring against defective services. The contractor shall perform all inspections and verifications necessary to substantiate conformance. Provide information on how discrepancies or defective services will be corrected upon request.

**2.3. Quality Assurance.** The primary means of evaluation of the contractor's performance is by customer complaint. The Quality Assurance Surveillance Plan (QASP) is used by the COR and provides the procedures on how to conduct inspections/surveillance.

**2.4. Contracting Officer Representative (COR).** The CORs are representatives of the CO and will participate in the administration of this contract except where stated. After contract award the contractor will be given the names of the CORs.

**2.4.1.** The COR will notify the contract manager when discrepancies occur, and the COR will request corrective action and maintain written records of discrepancies as specified in the QASP.

**2.4.2.** Any matter concerning a change in scope, price, terms, or conditions of this contract shall be referred to the Contracting Officer, not the COR.

### **3. General Information**

**3.1. Access to Facilities.** The contractor will be allowed access to the government facilities prior to the contract start date (Bldg. 408/FMS) so the contractor can become familiarized with existing equipment, reporting, work scheduling, and procedures. However, such access shall not interfere with the work efforts of current contractor personnel. The COR will work details with current Contractor to have access to Bldg. 408/FMS.

**3.2. Training.** Costs for any required Air Force formal training, TDYs, conferences, and seminars will be provided at no additional cost to the contractor, on a reimbursable basis. Receipts must be provided for course costs, travel, and per diem.

**3.3. Laws and Regulations.** The contractor shall test, repair, inspect, install, and maintain appliances (Appendix 1, para 3) within national codes, Environmental Protection Agency (EPA) regulations, and federal, state, and local laws. Follow the most restrictive guidance in cases of conflicting guidance. It is the contractor's responsibility to research Air Force Instructions (AFI) and apply the regulations as required. However, provide the most modern and most economical work within the scope of services required without sacrificing quality.

**3.4. National Codes.** Adhere to the latest editions of National Codes and Regulations, including, but not limited to, the following:

- National Electrical Code (NEC)
- Occupational Safety and Health Administration Regulations
- Uniform Accessibility Code
- National Electric Testing Association (NETA)

- Institute of Electrical and Electronics Engineers (IEEE)

*NOTE: The Department of Defense must conform to the Uniform Accessibility Code, NOT the Americans with Disabilities Act.*

### **3.5. Contractor Personnel.**

**3.5.1. Contract Manager.** The contractor shall provide a project manager and an alternate responsible for work performance and with the authority to make decisions on all contract matters. Submit their names and phone numbers to the Contracting Officer (CO) before the contract start date. The contract manager and alternate shall be able to read, write, and speak fluent English.

**3.5.2. Contractor Employees.** The contractor shall not employ illegal immigrants or persons identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation or its population. Employees must be able to speak and understand English without an interpreter.

**3.5.3.** The contractor shall not employ any person who is an employee of the United States government if the employment of that person would create a conflict of interest, or the appearance of a conflict of interest, nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives proper approval. The contractor is prohibited from employing off-duty CORs who are managing any contracts or subcontracts awarded to the contractor.

### **3.6. Hours of Operation.**

**3.6.1. Normal Duty Hours.** The FMS office shall be open for service and staffed from 7:30 AM to 4:30 PM during Monday-Friday for customer assistance.

**3.6.2. Federal Holidays.** If the federal holiday falls on a Saturday or Sunday, it may be observed on Friday or Monday as directed. Federal holidays include:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

**3.7. Meetings.** The contractor shall provide a responsible member for all meetings of base activities that involve FMS. The contractor will submit reports and data as requested.

**3.7.1. Performance Evaluation Meetings.** Meetings will be held as directed by the FC/FD and/or the CO. The FC/FD/COR will prepare written minutes of performance evaluation meetings which will be signed by the FC/FD/COR, and submitted to the CO. If the contractor does not concur with the minutes, state in writing all areas of non-concurrence within ten (10) calendar days. The minutes will be included in the contract file.

**3.7.2. Functional Member Attendance.** The contractor may be required to attend meetings including Financial Working Group, Air Combat Command Program Review, Peer Review meetings, etc. Additional participation may be required because of previous meetings or environmental data available. May be required to attend meetings requested by other base activities such as the quarterly Facility Board (FB) and the HAZMAT Planning Board.

**3.8. Administrative Support.** The contractor shall provide administrative support for FMS services and activities. All records, documents, and associated papers provided by the government and generated during the period of this contract become government property and will remain in place upon contract termination or completion. Contractor shall comply with AFI 33-322/Records Management Program for all government records. During the period of the contract, records, documents, and associated papers shall be available for government review at all times.

**3.8.1.** Contractors will comply with the Privacy Act of 1974 (the Act) and AFI 33-332, the Air Force Privacy and Civil Liberties Program and the agency rules and regulations issued under the Act in the design, development or operation of any system of records. Operation of a system means performance of any of the activities associated with maintaining the system of records, including the collection, use and dissemination of personal information. Systems of Records on individuals are defined as a group of any records under the control of an agency from which information is retrieved by the name of the individual or by some identifying number, symbol or other identification unique to the individual.

**3.8.2.** Records are considered to be all books, papers, maps, photographs, machine-readable materials or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the US government under federal laws, or in connection with the transactions of public business, and preserved or appropriate for preservation by an agency, or its legitimate successor, as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government or because of the informational value of data in them. This includes all electronic records which must meet the requirements of DOD5015.2. - STD.

**3.8.3.** Contractors will comply with the following publications, as applicable:

AFI 33-322, Records Management Program.

AFMAN 33-363, Management of Records.

DoDD 5400.7/AF Manual 33-302, Freedom of Information Act Program.

AFI 33-332, Air Force Privacy and Civil Liberties Program.

AFI 33-364, Records Disposition-Procedures and Responsibilities.

DOD 5015.2 - STD, Electronic Records Management Software Applications Design Criteria Standard.

Title 44, U.S.C. Chapters 29 (Records Management by the Archivist of the US and by the Administrator of General Services).

Title 44, Chapter 31 (Records Management by Federal Agencies) 3101-3107 (Federal Records Act of 1950).

Title 44, Chapter 33 (Disposal of Records 3301-3315) See website:  
<https://www.law.cornell.edu/uscode/text/44>.

Title 36 (Code of Federal Regulations), Chapter XII (National Archives and Records Administration, Subchapter B, Records Management).

41 CFR, Chapter 201 Federal Acquisition Regulations Systems.

Title 8, GAO Policy & Procedures Manual for Guidance of Federal Agencies, Records Management.

OMB Circular A-130, Revised 30 Nov 2000, Management of Federal Information Resources.

Title 18 U.S.C. 2071, Concealment, Removal or Mutilation Generally.

DOD Directive 5015.2, Records Management Program.

**3.8.4.** Contractor shall comply with the following Publications:

AFI 32-6000, Housing Management

**3.9. Automated Data Systems.** The contractor shall use the current management information system Enterprise Military Housing (eMH). eMH personnel defined as users must, as a minimum, have a National Agency Check as required by AFSSI 5027 Computer Network Security, for information security. If the automated system is not available, or the contractor has a more efficient automated system, the contractor must first gain Government approval, and the system must be able to be linked to other Air Force installations and higher headquarters.

**3.10. Conservation of Utilities.** The contractor shall ensure employees do not waste utilities. The contractor shall be responsible for operating under conditions that prevent the waste of utilities. Lights shall be used only in areas where and when work is actually being performed. Government telephones shall be used for official government business only.

#### **4. Security Requirements.**

**4.1. Property.** The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, property, and materials shall be secured.

**4.2. Key Control.** The contractor shall establish and implement methods of ensuring that keys/key cards issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. All references to keys include key cards.

**4.2.1.** Immediately report the occurrences of lost keys to the government. Upon direction of the government, re-key or replace the affected lock or locks. In the event a master key is lost or duplicated; the contractor shall pay for and replace all locks and keys for that system. Prohibit the use of government issued keys by any persons other than the contractor's employees. Prohibit the opening of locked areas by contractor employees to permit entrance of persons other

than contractor's employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the government.

**4.3. Material Deliveries.** All contractor (including subcontractor) deliveries shall be made through the south gate located off US Highway 2. In order to gain entry onto Grand Forks AFB, the driver must have a valid driver's license rated for the type of vehicle being operated, vehicle registration, proof of insurance, social security number, and the name and contact (telephone) number of someone receiving the delivery. In some cases, an escort may be required to assist drivers in completing the delivery. Contractors may be required to provide the escort. Drivers are required to exit the installation immediately after completing the delivery. **While operating a motor vehicle on Grand Forks AFB talking on cell phones is prohibited and seatbelts must be worn at all times.**

**4.4. Minimum Security Requirements (All Areas Including Base Entry).**

**4.4.1. Visitor Passes:** The Commercial Visitor Control Center will issue a SFMIS AF Form 74 (Visitor Pass) to the contractor and his/her employees upon completion of screening process for the duration of the contact. The screening process takes time, and the contractor shall visit the Commercial Visitor Control Center prior to expecting base entry to receive required forms and instruction on the application process, to include estimated time of receiving the visitor pass.

**4.4.2.** Although contractors will not be issued vehicle passes, vehicles are subject to search while on the installation. Employee privately owned vehicles will not be allowed access to restricted/controlled areas.

**4.4.3.** All contractor vehicles should have markings with the company name for quick identification of ownership and notification if they are involved in an incident.

**4.4.4. Conduct Requirements.** The contractor shall ensure that his/her employees comply with all base traffic regulations and properly conduct themselves while on the base.

**4.4.5.** If a National Agency Check (NACI) is determined to be required by the security manager, the security manager will coordinate the check with the wing Information Security Office.

**4.5. Anti-Terrorism**

**4.5.1.** The anti-terrorism manager for the sponsoring unit (i.e. LRS, CE etc.) will determine individual requirements for contractor personnel to have a Level 1 Anti-Terrorism Training.

**4.5.2.** All contractor employees requiring access to any Federally controlled facility and logical access to Federally controlled information systems except for "national security systems" as defined by 44 U.S.C. 3542(b)(2), should be certified in Level 1 Anti-Terrorism Training. The training is accessible from any computer with access to the World Wide Web and is available at <https://atlevel1.dtic.mil/at>. The contractor is responsible for ensuring that the training has been satisfactorily completed and that valid certificates of completion have been submitted to the Contracting Officers Representative (COR) with a copy furnished to the Contracting Officer. The Certificates are valid for one year; therefore, training shall be completed every year for the duration of the contract.

**4.5.3.** Unit anti-terrorism managers will be responsible for organizing Level 1 training.

**4.5.4. OPSEC**

**4.5.4.1 General.** Contractors who have access to mission critical information require a general knowledge of threats, vulnerabilities and their responsibilities associated with protecting critical information. This is accomplished through initial and annual OPSEC training. Standardized AF OPSEC awareness training located on the AF Advanced Distributed Learning Service (ADLS) is the baseline training required for all personnel. Organization specific training will be provided in addition to this training to ensure all personnel in the Air Force are aware of local threats, vulnerabilities and critical information unique to their duty assignment.

**4.5.4.2.** OPSEC PMs/SMO/SMNCOs/Coordinators will provide OPSEC training or training materials to contract employees within 90 days of employees' initial assignment to the contract.

**4.6. Vandalism.** The contractor shall notify the government and Security Forces of all suspected abuse or vandalism. The government will determine validity of all suspected facility abuse or vandalism.

**4.7. Contingency Exercises and Operations.** The contractor shall participate in emergency and disaster exercises and operations. Tasks are outlined in host-tenant agreements and base plans. The contractor shall keep emergency information current with the fire department and the mission service centers.

**4.8. Security Measures.** Follow base security requirements. When the FPCON levels increase, a higher level of security is required. The contractor shall erect special security measures, such as a cone or barriers.

**4.9. Employee Management.** Develop plans and procedures to minimize contractor employee work interruptions. Provide continued service under this contract during periods of labor unrest such as walkouts, work slowdowns, and strikes. The government will review the management plan for CO approval.

**4.10. Smoking.** Smoking is not permitted in any government building or work area.

**4.11. Contracting Officer Representative (COR).** The individual who will inspect maintain and evaluate the contractor. The COR is the Government representative for the CO.

**4.12. Installed Equipment.** These items are government owned equipment which is installed in dormitory facilities.

**4.13. Records Management:** The contractor shall make available in a timely manner, any permits, reports, or general performance data required in the PWS/SOW.

All records generated during the performance of a contract for outsourced functions are considered to be government records and will be turned over to the government upon termination of the contract. Contractor generated electronic records created and maintained in performance of the contract will be maintained in the command approved and certified Records Management Application (RMA). Electronic records returned to the government after execution of their contract will be in the authorized RMA and electronic media as specified in this PWS.

The contractor shall create, handle and maintain records for the Air Force, regardless of medium, (in a pre-agreed medium that can be used by the Air Force) in accordance with the requirements

established in the AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Management program, AFI 33-364, Records Disposition Procedures and Responsibilities, and AFMAN 33-363, Management of Records. Full text versions of these publications are available for download at <http://www.epublishing.af.mil>

The contractor's records person should attend Records Management Orientation Training conducted by the Base Records Manager. Inquiries as to the specific actions necessary to meet the requirements established in the above referenced publication may be directed to the GFAFB Records Management Office at (701) 747-4701 or 319<sup>th</sup> CS/SCOK, Bldg. 314, GFAFB, ND, 58205-6436.

**5. Contract Requirements for Hazardous Materials.** IAW AFI 32-7086, Hazardous Material Management, contractors using hazardous materials on GFAFB must comply with the authorization procedures contained in sections 2.5.3 and 2.5.5 of the instruction.

IAW FAR Clause 52.223-3 Hazardous Material Identification and Material Safety Data, each offeror must provide the Contracting Office with a list of proposed HAZMAT that it plans to use on the installation during the performance of the contract.

Contractors must submit to the Contracting Office the information and supporting documentation (including MSDS) necessary to obtain HAZMAT usage authorization. The Contracting Office will transmit the contractor submittal to the HAZMART for processing. If the HAZMAT is a Class I ODS, the contracting officer must also have a copy of the applicable and current SAO approval of the Class I ODS requirements (see paragraphs 4.3.1., 4.3.6., and 4.5.). **NOTE:** Contractors are not required to coordinate with a government UEC or Unit Safety Representative.

For each contractor-identified HAZMAT that the HMMP team determines does not meet the Air Force definition of a HAZMAT, the IHMP requirements do not apply. The HMMP team will notify the Contracting Office that the contractor has authorization to bring and use that material on the installation without reporting usage.

If the contractor needs to bring a material on the installation that was not included in the original HAZMAT listing, the contractor must first notify the Contracting Office and then obtain prior authorization, if the HMMP team determines the material to be a HAZMAT.

All hazardous materials must be approved through the above process prior to bringing any hazardous material on installation.

### **5.1. Hazardous Materials.**

**5.1.1. Asbestos and Lead-Based Paint.** If the contractor suspect's asbestos or lead based paint in any building components, the contractor shall notify the COR. Testing is not performed through this contract. If the contractor suspects ACM or LBP has been damaged during the performance of this contract and feels a release may have occurred stop work immediately, evacuate the area, and contact the COR.

**5.1.2. Freon.** The contractor shall ensure all employees or subcontractors performing work involving Freon recovery have all required training, certifications and perform work in accordance with all federal, state and local requirements. Certifications will be made to COR as directed.

### **5.2. Waste Disposal.**

**5.2.1. Hazardous Waste.** GFAFB is a small quantity generator of hazardous waste. All hazardous waste generated on GFAFB by the contractor must be managed in accordance with small quantity generator standards as specified in 40 CFR 262. The contractor shall comply with all federal, state, and applicable requirements in the GFAFB Hazardous Waste Management Plan (HWMP). The GFAFB HWMP can be reviewed at the GFAFB Hazardous Waste Office located in Bldg. 408 (747-4655).

**5.2.2. Universal Waste:** Used fluorescent tubes and other HID lights are universal waste and must be turned in to the Hazardous Waste Office for recycling. Contractors must not throw fluorescent tubes or bulbs into the dumpster. Contact the Hazardous Waste Office at the south-end of Bldg. 408 to obtain a properly labeled box if accumulating and storing light bulbs. Broken bulbs are defined as a hazardous waste and must be individually double bagged in plastic bags and taped shut. The contractor must transport the packaged broken tubes to the Hazardous Waste Office for proper disposal.

**5.2.3. Construction and Demolition Debris:** All debris, waste, and excess construction material shall be disposed of off base by the contractor at no cost to the Government. If any waste material is dumped in areas not permitted by the that state's regulatory authority, the contractor shall remove the material, dispose of the material in accordance with applicable technical provisions, and restore the area to the condition of the adjacent undisturbed areas. Where directed, contaminated ground shall be excavated, disposed of as approved, and replaced with suitable fill material, all at the expense of the contractor.

### **SECTION 3. GOVERNMENT FURNISHED PROPERTY AND SERVICES**

**6. Government-Furnished Property and Services.** The government shall provide, without cost to the contractor, the facilities, equipment, materials, and services listed below. Facility number 408 located (West Side of Bldg.) at 400 Eielson Street is approximately 11,385 sq. ft.

**6.1 Facilities.** Government facilities have been inspected for compliance with Occupational Safety and Health Administration (OSHA). No hazards have been identified for which workarounds have been established. Should a hazard be identified, the government corrects OSHA hazards according to government-developed and approved plans of abatement, taking into account safety and health priorities. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that workaround procedures will not be necessary, or that the facilities as furnished will be adequate to meet the responsibilities of the contractor. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor, and the government will assume no liability or responsibility for the contractor's compliance or noncompliance with such responsibilities, with the exception of the aforementioned responsibility to make corrections according to approved plans of abatement subject to base wide priorities. Prior to any modification of the facilities performed by the contractor at contractor expense, the contractor shall furnish the government documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the government. However, in the case of alterations necessary for OSHA compliance, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall be used for performance of this contract only.

**6.2. Equipment.** The government shall provide the contractor only the equipment listed in Appendix 1. The contractor shall sign a receipt for all equipment provided by the government. Items of equipment missing or not in working order shall be reported to the government in writing for removal from the equipment list.

**6.3. Services.** Services shall include emergency medical service, postal service, fire protection, snow removal, refuse collection, and utilities.

**6. 4. Utilities.** The government will furnish utility services including water, sewer, and electric for contractor use in government-furnished facilities. However, if contractor personnel require utility services that do not currently exist within a facility or area of work, it shall be the contractor's responsibility to provide such utility service.

**6. 5. Postal Service.** Official government-contractor mail that is generated as a result of this contract will be handled by the base mail system.

**6. 6. Telephone Service.** The contractor may use existing telephone equipment and services in government-furnished facilities. If additional telephone services are required, it will be the contractor's responsibility to obtain them.

**6. 7. Fire Prevention and Protection.** The government will provide fire prevention and protection, and inspection and maintenance of government-furnished fire extinguishers and systems. The Fire Department telephone extension is 911 for emergencies and 747-4174 for routine calls

**6. 8. Emergency Medical Service.** The government will provide emergency medical treatment and emergency patient transportation service for contractor personnel who are injured or become critically ill during the performance of this contract. Treated personnel will be responsible for reimbursing the government for the cost of medical treatment and patient transportation at the current treatment rate.

**6. 9. Security Forces.** Security Forces police phone extensions are 911 for emergencies and 747-5351 for routine calls.

**6. 10. Snow Removal.** Snow removal will be provided to within five feet of entrances, not to include the loading dock or steps for Building 408.

**6. 11. Vehicles.** The government will not provide vehicles for contractor use.

**6. 12. Property Disposal.** Turn government-owned items in to designated disposal area in accordance with local base guidelines. The contractor shall report any disposal action to the COR.

## **7. APPENDICES.**

- 1. Government Furnished Facilities (FMS)**
- 2. Maintenance (COM)**
- 3. COM Reimbursables**

**APPENDIX 1 1-November-23****GOVERNMENT FURNISHED FACILITIES (FMS)**

The following list of square footage is to be used as an estimate only. Facilities or parts thereof provided to the contractor will be shown to the contractor prior to contract implementation.

<b>Facility Number</b>	<b>Street Address</b>	<b>Description</b>	<b>Square Feet</b>
408	400 Eielson St	FMS & Warehouse	11,385

**GOVERNMENT FURNISHED  
EQUIPMENT (GOVERNMENT-OWNED)**

- 1. EQUIPMENT.** Equipment listed below will be provided to the contractor by the government at the start of the contract at Bldg. 408. Additional equipment requirements to satisfy this PWS are the responsibility of the contractor.

<b>USAF Equipment Inventory For FMS</b>						
<b>Item Name</b>	<b>MOD/STK #</b>	<b>Amount</b>	<b>Condition</b>	<b>Cost</b>	<b>Total</b>	
hand cart wood	N/A	3	Good	200.00	600.00	
hand cart small	N/A	2	Good	175.00	350.00	
H/D Safe Dolly	4W471	2	Good	750.00	1,500.00	
High Rise met. Stairs 7ft.	N/A	1	Good	300.00	300.00	
High Rise met. Stairs 8ft.	N/A	1	Good	300.00	300.00	
Jet Pallet Jack hand	PT2748W	2	Good	437.13	874.26	
Pallet Jack high lift	1518-A7	1	Good	2,500.00	2,500.00	
Alum. Ramp 5ft	N/A	1	Good	500.00	500.00	
Linco pallet jack hand	5K pounds lift	1	Good	500.00	500.00	
30" X 96" Steel End Frame	1935750	10	Good	359.91	3,599.10	
97" Beam w/ Tie Support	1935807	38	Good	311.74	11,846.12	
Air Compressor	2009 16553	1	Good	277.55	277.55	
				<b>TOTAL</b>	23,147.03	

2. **OFFICE FURNITURE.** Furniture listed below will be provided to the contractor by the Government at the start of the contract at Bldg. 408. Additional or replacement furniture requirements to satisfy this PWS are the responsibility of the contractor.

Description	Qty	Condition	Location (Bldg.)
Office Desks	2	Good	Bldg. 408 FMS
Credenza	2	Good	Bldg. 408 FMS
Conference Table	1	Good	Bldg. 408 FMS
Chairs	7	Good	Bldg. 408 FMS
3 Drawer Metal File Cabinet	1	Good	Bldg. 408 FMS
Paper Shredder	2	Good	Bldg. 408 FMS

3. **APPLIANCES.** Appliances listed below are installed in facilities and will be managed and maintained by the contractor. An inventory of all appliances shall be conducted prior to the start of the contract.

Dorm	Rooms	Refer		Microwave		Stove		Washer		Dryer
213	70	70		70		1		6		6
217	70	71		72		1		6		6
221	68	69		69		1		6		6
222	50	25		25		0		25		25
319	136	69		69		68		24		24

#### **GOVERNMENT FURNISHED AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)**

The below ADPE listing shows equipment that will be furnished for the contractor's use. All equipment shall be returned at the end of the contract in the amount and condition as at the start of the contract, fair wear and tear as determined by the Contracting Officer representative will be considered. Access to the base internet/LAN will be provided for Govt. furnished ADPE equipment

Work Station	Device	Building	Condition
	2 computers and 2 monitors	408	Excellent

## APPENDIX 2

As a minimum, the items on the following checklists shall be checked when performing subject dormitory COM. All items shall be repaired, replaced, adjusted, painted/refinished, caulked, and/or cleaned as needed.

Maintenance (COM)
Walls and ceilings, finishes
Doors, windows, and hardware (Main room entrance and bathroom doors, door stops, jambs, thresholds, Windowsills, screens hinges, latchets)
Sinks, toilets and faucets
Traverse rods, mini blinds (adjust and/or repair/replace).
Bathroom fixtures and accessories (soap dishes, toothbrush holders, towel bars, shower curtain rods, shower doors, toilet paper holders, medicine cabinets, stoppers, Faucets, toilet seats, flush valves and toilet bases
Caulking and weather stripping (joints, seams doors, windows)
Cabinets, cabinet tops and closets (doors, drawers, hinges, latches, pulls, guides, catches, locks, stops)
Plumbing systems (plugs, traps, strainer baskets Ball cocks, flush valves, washer connections, waste drains.
Electrical systems (switches, 110V outlets, light fixtures, ceiling fans, exhaust fans,)
Basic Interior Room Painting

## APPENDIX 3 1 November-2023

COM Reimbursable items are to include but not limited to the following:

<b>Maintenance (COM)</b>
Wall and ceiling finishes (vinyl wall covering, gypsum wall board, and wood trim)
Basic interior room painting
Caulking and weather stripping
Doors (Main room entrance and bathroom doors)
Windows
Doorstops
Door jambs
Thresholds
Windowsills
Window screens
Door hinges
Door latches
Sinks
Bathroom-Toilets
Faucets
Traverse Rods
Mini blinds
Soap dishes
Toothbrush holders
Towel bars
Bathroom-Shower curtain rods
Bathroom-Shower doors
Bathroom-Toilet paper holders
Medicine cabinets
Drain stoppers
Bathroom-Toilet seats
Bathroom-Flush valves
Bathroom-Toilet base plate
Plumbing-drain plugs
Plumbing-drain traps
Plumbing-strainer basket
Plumbing-ball cocks
Plumbing-waste drains
Electrical-light switches
Electrical-110V outlets
Electrical-box cover
Electrical-ceiling light fixtures
Electrical-ceiling fans
Electrical-exhaust fans
Cabinet tops
Wood closets
Cabinet doors

Cabinet drawers
Cabinet hinges
Cabinet pulls
Cabinet Latches
Cabinet locks

DRAFT