

**STATEMENT OF WORK**  
**For**  
**26 NOS Conference Room Service Contract Bldg 856, Room 219**  
**For**  
**Maxwell AFB – Gunter Annex, AL**

1.0. DESCRIPTION OF REQUIREMENT. The primary purpose of this Statement of Work is to acquire a service contract for the equipment in the conference room in Bldg 856, Room 219 at Maxwell AFB Gunter Annex, AL (equipment list attached). This will begin as soon as possible.

2.0 PERFORMANCE MAINTENANCE SUPPORT. The contractor shall provide continual Operations and Maintenance (O&M) support of the Audio/Video Systems for year base performance period. At a minimum, the following items in Attachment will be covered under the one year base performance period.

- (a) Parts replacement
- (b) Labor to perform all necessary repairs
- (c) 24 hour/day, 5 day/week to tech support via Web & Phone
- (d) Access to all applicable software, firmware, and BIOS upgrades via electronic download at no additional cost
- (e) Maintenance will be conducted once a year.

2.1. The Contractor shall have an Operation & Maintenance individual available to be reached at the help desk number by base personnel to report service outages. The O&M individual shall respond via phone to the outage service call within 24 hours. The O&M individual shall help base personnel troubleshoot the reason for the outage and determine if a malfunction is in the contractor-maintained system/equipment. If the issue cannot be resolved via remote tech support, an onsite visit is expected within 72 hours

2.2. If the Contractor suspects the malfunction is not in the Contractor-maintained system/equipment, the Contractor shall immediately notify the 26 NOS POC.

3.0. SECURITY REQUIREMENTS. The contractors will comply at all times with base security requirements.

3.1. **Contractor Notification Responsibilities:** The contractor shall notify the contracting office within 30 days before on-base performance of the service. The notification shall include:

- a. Name, address, and telephone number of contractor representatives.
- b. The contract number and contracting agency.
- c. The location(s) of service performance and future performance, if known.
- d. The date service performance begins.
- e. Any change to information previously provided under this paragraph.

3.2. **Installation Access Requirements:** As prescribed by the AFFAR 5352.242-9000, Contractor access to Air Force installations, AFI 31-218, *Motor Vehicle Traffic Supervision*, and DoDM5200.08v3\_AFMAN31-101v3, *Installation Perimeter Access Control*.

The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification

badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, and valid vehicle insurance certificate to obtain a vehicle pass. Government ID card holders may not use their credentials to sponsor an individual on to the base to perform work that's been contracted to an official contractor.

During performance of the service, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials for any employee who no longer requires access to the work site.

Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

Failure to comply with these requirements may result in withholding of final payment.

Vehicle Inspections. All commercial vehicles will be directed to Gate 3 (Kelly St) or Gate 4 (Congressman Dickenson for Gunter) for processing through the Commercial Vehicle Inspection (CVI) Area, when operational. During non-duty hours and holidays, commercial vehicle inspections will be conducted at Gate 1 (Maxwell Blvd) or Gate 4 only. Inspection members will conduct thorough inspections of the interior and exterior of the vehicle for items prohibited from the installation such as explosive devices, weapons and ammunition, drugs, and open or closed alcohol containers.

**3.3. Reporting Requirements:** The contractor shall comply with AFI 71-101, Volume-1, *Criminal Investigations*, and Volume-2, *Protective Service Matters*, requirements. Contractor personnel shall report to 42d Air Base Wing Information Protection Office, any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

**3.4. Traffic Laws:** The contractor and their employees shall comply with base traffic regulations set forth in AFI 31-218, Motor Vehicle Traffic Supervision and DoDM5200.08v3\_AFMAN31-101v3, Installation Perimeter Access Control. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.

**3.5. Random Installation Entry/Exit Checks:** Entry/exit vehicle checks are conducted by order of the 42 ABW Commander. These checks are conducted for the purpose of safeguarding the base and protecting government property by discovering and seizing stolen property, classified information and contraband. Refusal to submit to an installation (entry/exit) vehicle check may result in the loss of base driving privileges, revocation of base registration, or debarment action.

**3.6. Cellular Phone Operation Policy:** The use of cellular phones while operating a motorized vehicle is prohibited on Maxwell-Gunter. Although discouraged, drivers are authorized to use devices, i.e. ear bud or ear boom, which allows their cellular phone to be operated hands-free. The device must not

cover both ears. This policy applies to everyone driving on Maxwell AFB and Gunter Annex. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.

**3.7. Wireless Electronic Devices:** The contractor will not establish their own Information Technology (IT) systems or networks (Local Area Networks [LAN], Wide Area Network [WAN], Cellular phone/USB Modem as WAN, Wi-Fi as WAN, etc.), or camera system without the direct permission of the Program Manager and governing communications and responsible information systems office (42 CS).

**3.8. Firearms and Ammunition:** Transporting weapons or ammunition, concealed or otherwise, **IS NOT** permitted by any non-law enforcement personnel on Maxwell AFB/Gunter Annex at any time regardless of state issued concealed weapons/LEOSA permits. Violations may result in criminal prosecution under the applicable federal laws.

**3.9. Illegal Weapons.** The below weapons are considered illegal, unless specifically authorized by competent authority, and are prohibited on Maxwell AFB/Gunter Annex. Violations may result in criminal prosecution under the applicable federal laws.

- a. Switchblade knives or knives with any type of automatic blade release.
- b. An incendiary/explosive weapon (e.g., grenades, flash bangs).
- c. Fireworks
- d. Homemade mortars, aka "tennis ball launchers" or similar devices.