



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 137TH SPECIAL OPERATIONS WING  
OKLAHOMA CITY OKLAHOMA**

Scope of Work (SOW)

FOR

***Replace AHU B1050***

1.0 General:

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 3.0 as Government Furnished, to replace the air handling unit as defined in this SOW.

1.2 Background: The original HVAC design for Building 1050 was for the AHU to serve the majority of the building. After several remodels and rearranging some of the ductwork, there have been some heating and cooling issues that have arose as well as the unit itself nearing the end of its life cycle. The intent of this project is to investigate air flow issues throughout the building and replace the AHU before it completely fails.

1.3 Period of Performance (PoP): The Period of Performance shall be 270 Days after Notice to Proceed.

1.4 General Information:

1.4.1 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this SOW. 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 it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary.

1.4.2 Recognized Holidays: The following are recognized US holidays. The contractor shall coordinate with the 137<sup>th</sup> Special Operations Wing in advance if work will be planned on these days:

1.4.2.1 New Year's Day: January 1st

1.4.2.2 Martin Luther King, Jr.'s Birthday

1.4.2.3 President's Day

1.4.2.4 Memorial Day

1.4.2.5 Independence Day: July 4th

1.4.2.6 Labor Day

1.4.2.7 Columbus Day

1.4.2.8 Veteran's Day: November 11th

1.4.2.9 Thanksgiving Day



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1.4.2.10 Christmas Day

1.4.3 Place and Performance of Services: Performance shall be at the 137<sup>th</sup> Special Operations Wing, Oklahoma City, Oklahoma, Building 1050. The contractor shall, at all times, maintain an adequate work force for the uninterrupted performance of all tasks defined within this SOW when the Government facility/installation is not closed for the above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

1.4.3.1 Unscheduled gate closures by the 137<sup>th</sup> Security Forces Squadron may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.3.2 The contractor's employees shall become familiar with and obey the regulations of the installation including; fire, traffic, safety, and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall carry proper identification with them at all times. The contractor shall ensure compliance with all regulations and orders of the installation which may affect performance.

1.4.4 Security Requirements. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Contracting Officer. The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by 137<sup>th</sup> Security Forces Squadron. The contractor shall ensure compliance with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes. The base access procedures require the contractor, their employees, and subcontractors to submit a background check from the State of Residence of each individual who will need to be granted access to the base. If there are arrests and/or convictions, issuance of the badge is solely up to the discretion of the 137<sup>th</sup> Security Forces Squadron Commander.

1.4.5 Special Qualifications: The contractor shall ensure all employees possess all required licenses for operating the contractor supplied equipment including its proper implementation with the government's equipment for successful performance of this contract.

1.4.6 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with Federal Acquisition Regulations Subpart 42.5. The KO and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the Contracting Officer will apprise the contractor of how the Government views the contractor's performance



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and the contractor shall apprise the Government of problems, if any, being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

1.4.7 Contract Manager (CM): The contractor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR, (or the KO if a COR is not assigned), to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor

1.4.8 Identification of Contractor Employees: All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government employees. The contractor shall ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed. The contractor's status as a "contractor" shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities/ Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word "contractor" displayed. The contractor shall retrieve all identification media (including vehicle passes) from their employees who depart employment for any reason. All identification media (i.e., badges and vehicle passes) shall be returned to the KO within 14 days of an employee's departure.

1.4.9. Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.10 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation



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services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO and in the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may affect other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

**2.0 Definitions and Acronyms:**

**2.1.1 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.

**2.1.2 CONTRACTING OFFICER (KO).** A person with 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.

**2.1.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the U.S. Government designated by the KO to monitor contractor performance. 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.

**2.1.4 DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.

**2.1.5 DELIVERABLE.** Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

**2.1.6 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 SOW. 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.

**2.1.7 PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

**2.1.8 QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.



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2.1.9 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10 QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11 SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12 WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.13 WORK WEEK. Monday through Thursday, 0630-1700, unless specified otherwise.

2.2 ACRONYMS:

AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation
AT/OPSEC	Antiterrorism/Operational Security
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
IA	Information Assurance
IS	Information System(s)
KO	Contracting Officer
OCI	Organizational Conflict of Interest
ODC	Other Direct Costs
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control



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QCP	Quality Control Program
SOW	Scope of Work
TE	Technical Exhibit

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract:

3.1 Property: The Government will furnish the necessary location for the contractor to perform services outlined in this SOW.

3.2 Utilities: All utilities in the facility will be available for the contractor's use in the performance of this contract. The contractor shall instruct employees in utilities conservation practices. The contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

5.0 Requirement: The Contractor Shall:

**5.1 Existing Air Handling unit (AHU) Data:**

- Manufacture: Temtrol
- Model # WFRDR24
- Capacity: Supply 12,005 CFM; Return 10,737 CFM
- Power: 460v – 3phase – 60amp
- See Attachment 1 for AHU #1 Performance Summary

**5.2 Replace Air Handling unit (AHU)**

- Test and Balance current system. Provide TAB Testing report and recommend corrective actions to COR.
- Remove, replace existing AHU with new appropriately sized AHU.
- Remove, replace and/or adjust existing duct work to achieve optimal TAB results with new unit.
- Ensure any new or modified penetrations to the secure area meet ICD 705 standards.
- Provide curb adaptor to accommodate new AHU.
- New AHU shall be manufactured in accordance with Forced Circulation Air-Cooling Air-Heating (ACHC) AHRI-410 Standard and AHRI-430 Standard.
- New AHU shall tie into existing chilled and heated water coil systems in addition to the existing VFD's if possible.
- Refrigerant shall be R410a or EPA authorized replacement (i.e... R32, R454B, etc..)



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- Submittal for replacement AHU shall be submitted and approved to the KO prior to installation.
- Include surge protection device for AHU.
- New unit and existing VAV's and VFD's to be tied into existing Johnson Controls DDC system if not already; some existing units are not currently tied into system but need to be.
- Test and Balance new system. Provide TAB Testing report to COR.
- New AHU shall have an extended 5 Year warranty provided.

**5.3 Misc.**

- DDC controls programming shall be coordinated with the 137<sup>th</sup> Special Operations Civil Engineer Squadron (SOCES).
- Provide update to CE backbone system in B1007 for monitoring and adjustment.
- Update shall include new building schematics to show the new unit and existing equipment.

**5.4 Permits / Authorizations: AF Form 103 – Civil Engineering Work Clearance Request:**

- To be completed prior to any site excavation or Base Operations stoppages.
- Contractor responsible for providing Government Construction Inspector with OKIE Dig number and clearly marked work location 14 days prior to work for internal processing.
- Contractor to maintain all marking throughout permit duration.
- Contractor to provide new OKIE number to Government Construction Inspector for revalidation purposes if Work Clearance Request is needed for longer than 30 days.

**5.5 Crane Permitting & FAA Aeronautical Survey:**

- To be completed prior to any crane work or airfield operations.
- Contractor responsible for the completion of FAA Form 1A Certification of Data Accuracy.
- FAA Form 1A to be completed and stamped by a certified surveyor at Contractors expense.
- Contractor to provide completed FAA Form 1A to Government Construction Inspector for submission to Will Rogers World Airport for official determination as soon as possible after Notice to Award has been issued by Government Contracting Officer.
- Once approved, Contractor will provide the Government Construction Inspector 10-14 day advance notice of each crane erection.
- Contractor will contact Airport Operations Duty Officer (405.623.3007) and Government Construction Inspector approximately 30 minutes prior to the raising of any crane and as well as once crane operations are complete for that day.



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**TECHNICAL EXHIBIT 1**

**Performance Requirements Summary**

This Performance Requirements Summary includes performance standards. The Government will use these standards to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

SOW Paragraph	Task	Performance Standard	Acceptable Quality Levels	Surveillance Method / By Whom
5.2	Replace AHU	System is replaced and fully operational prior to seasonal requirement	System is installed and tested by manufacturer's specifications	KO approved government inspector

**TECHNICAL EXHIBIT 2**

**DELIVERABLES  
SCHEDULE**

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Quality Control Plan (Pre-Construction)	Within 10 days of contract award	1 Original Copy	PDF Format w/AF 3000 cover sheet	KO



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Project Schedule (Pre-Construction)	Within 10 days of contract award	1 Original copy	PDF Format w/AF 3000 cover sheet	KO
Submittal Schedule (Pre-Construction)	Within 10 days of contract award	1 Original copy	PDF Format w/AF 3000 cover sheet	KO
TAB report on existing unit's performance.	Prior to Construction	1 Original Copy	PDF Format w/AF 3000 cover sheet	KO
Power / Electrical Plan (Pre-Construction)	Prior to Construction	1 Original Copy	PDF Format w/AF 3000 cover sheet	KO
Mechanical / Piping Plan (Pre-Construction)	Prior to Construction	1 Original Copy	PDF Format w/AF 3000 cover sheet	KO
Ductwork shop drawings (Pre-Construction)	Prior to Construction	1 Original Copy	PDF Format w/AF 3000 cover sheet	KO
Material submittal (Pre-Install)	Within 30 days of contract award	1 Original Copy	PDF Format w/AF 3000 cover sheet	KO



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Commissioning Report/ New equipment training for base craftsman	Prior to project Close-Out	1 Original Copy	PDF Format w/AF 3000 cover sheet	KO
Project As-Built Drawing	Prior to project Close-Out	1 Original Copy	Digital copy, on disc, in AutoCAD 2020 or newer	KO
Warranty Documentation and O&M Manuals	Prior to project completion	1 Original Copy	PDF Format w/AF 3000 cover sheet	KO

----- END OF SOW -----

DRAFT