

PWS Systems and Modular – Tier II

(Air Force Base, USA)

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Revision History

Author Name	Date	Reason For Changes	Version
M. Roppe	8 Dec 11		1 draft
J. Holbrook	18 Apr 12	Update/Finalize for Draft RFP	2
K. Herstine	10 May 12	Updated/Finalize for Final RFP	3
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J. Gallagher	17 April 2014	Adds paragraph 11.0 regarding data reporting	

1.0 Background cover sheet or appendix

Complete as Appropriate for each individual acquisition.

2.0 Scope

As directed by SAF/AQC mandatory use letter dated (TBD), this project will be bid using standard typical configurations. Any variation from the typical configuration will be documented in paragraphs **TBD** and **TBD** below. Not to exceed pricing has been previously established by the Tier I manufacturer for each typical as well as for design, delivery and installation services, but the contractor in this case, an authorized Tier II dealer of said manufacturer, may choose to propose lower pricing.

For this project we require the following typical(s): (Include details here).

Typical (1): (state SubCLIN here)

Adds/Modifications: *(state any addition or modification numbers here)*

Typical (2): (state SubCLIN here)

Adds/Modifications: *(state any addition or modification numbers here)*

Typical (3): (state SubCLIN here)

Adds/Modifications: *(state any addition or modification numbers here)*

Etc...

For this project we require the following lineal feet of Demountable walls: *(Include lineal feet here)*.

For this project, the finish on the Demountable walls shall be: *(include specific details of paint, fabric, glass)*.

For this project, Demountable walls shall include *(include specific quantity, size and type here)* doors.

For this project Demountable walls shall include *(include specific quantity, size and type here)* windows.

Once the contract has been awarded, it becomes the responsibility of the contractor to validate the actual site conditions as well as any specific programming needs of the customer. Even with Air Force efforts to standardize furnishings under this program, design work after evaluation of Tier II proposals could reveal that the number of cubicles may require a small adjustment. In no case shall prices exceed the Not-to-Exceed (NTE) amount established in the Tier I contract. It is understood that the actual site parameters or certain customer requirements may deviate from the standard typical layouts; therefore any deviation that causes an increase in the price submitted during the bid process must be documented in writing and submitted to the Contracting Officer for review, along with a floorplan reference to show just cause. A final furniture layout and Bill of Materials (BOM) will then be provided that meets the customer requirements and accommodates the physical environment. Design parameters and expectations are followed in Section 3.2.

See Attachment **XX** for a plan view and isometric layout of each typical workstation, along with a description of sizes and components included.

For any Demountable Walls, a lineal foot expectation will be included along with the anticipated wall materials such as paint, fabric, wood or glass, as well as number of doors or windows to be included.

3.0 Description of Services

3.1 General Services

Coordination and management of all new product, equipment and people required to create, deliver and install new systems and modular furniture within an Air Force location. This includes ongoing servicing of any items defective due to manufacturing error as well as for replacement or repair of any damaged item after purchase.

- 3.1.1** The contractor shall perform tasks on Systems/Modular Furniture in accordance with the requirements stated in this section and Contract (#TBD based upon manufacturer of successful offeror).
- 3.1.2** The contractor shall be responsible for all personnel, equipment, tools, materials, supervision, storage, assembly, transportation, incidentals and all other items and services necessary to provide and install systems and modular furniture.
- 3.1.3** The contractor shall be knowledgeable of and shall comply with all applicable federal, state, and local laws, codes, permits, DoD, AF, and base requirements and instructions required for the performance of the duties in this Performance Work Statement (PWS).
- 3.1.4** The contractor shall ensure policies and procedures are established that protect the safety and welfare of customers, employees, and the community to minimize or eliminate safety or environmental risks. These policies shall be in compliance with Federal and Installation policies and procedures.
- 3.1.5** The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate or alternates who shall act for the contractor when the manager is absent shall be designated in writing to the Contracting Officer (CO) within 10 days after contract award. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to the daily operations of this contract on the installation.
- 3.1.6** The contractor shall provide a Project Manager with a minimum of 5 years of experience installing your company's product, responsible for project site management, scheduling, coordination and technical assistance to the Air Force representative as required throughout the project. Resumes and letters of intent shall be provided upon request.
- 3.1.7** Reserved
- 3.1.8** All contractors shall submit a complete list of personnel in accordance with installation policy, including deliverymen, who will be expected to work on the installation. This list will contain Privacy Act information as required as well as the expectation that each individual will be able to present a current and valid state identification, to meet local Air Force security requirements. (Please note that many installations require this information be coordinated days in advance).
- 3.1.9** The contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the CO as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees.
- 3.1.10** The contractor shall be an authorized dealer of the specific Systems and Modular furniture manufacturers specified on the project.

- 3.1.11** The vendor shall manage ordering, shipment, delivery and installation of all new furniture from manufacturer to final acceptance by the designated Government Acceptor.
- 3.1.12** The contractor shall provide customer service during normal duty hours, 0730-1630 hours, Monday through Friday; except for federal holidays.
- 3.1.13** Recognized US Federal Holidays are as follows: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas. If the holiday falls on a Saturday, it is observed on Friday. If the holiday falls on Sunday, it is observed on Monday.
- 3.1.14** When the contractor desires to work other than standard times, a written request shall be submitted to the Government Acceptor for approval. Written approval from the Contracting Officer must be received before proceeding with the work. The request shall be submitted at least five (5) work days prior to the proposed performance of work, and it shall indicate the day/days, time/amount of work, and reason why performance is necessary during nonstandard hours.
- 3.1.15** The contractor shall provide alternate work locations for employees or allow employees to take vacation during designated Government non-work days or other periods where government offices are closed.
- 3.1.16** All Air Force inquiries shall be responded to by a contractor representative within two business days.
- 3.1.17** Meetings may periodically be held between top level base personnel and contractor management to discuss contract status. The CO will notify the contractor in writing in advance of the place and time of required meetings.
- 3.1.18** Vehicle registration, proof of insurance and a valid driver's license shall be presented to gain base access.
- 3.1.19** The contractor shall be responsible for coordination of an escort through any controlled areas through the assigned Government Acceptor.
- 3.1.20** Lost vehicle and entry passes shall be reported immediately to the Security Police as well as the Government Acceptor in accordance with the local security forces policy.
- 3.1.21** The contractor shall be responsible for any storage of all new systems/modular/demountable wall furniture, components, parts and assemblies prior to and during installation in accordance with the agreed upon delivery schedule.
- 3.1.22** Limited travel may be required on occasion. Overall travel costs shall not exceed 5% of the total bid. Travel to other government or commercial facilities may be required. All travel requirements and itineraries shall be approved by the designated Government Acceptor. All travel shall be on a cost reimbursable basis in accordance with the Joint Federal Travel Regulation (JET).
- 3.1.23** The contractor shall maintain the capability to surge in the event of unforeseen circumstances such as extended duty hours, travel, classes and education, and mission related surges.
- 3.1.24** The contractor shall maintain continuity between the support operations at (*State location*) and all other assigned performance locations and the contractor's corporate offices. The contractor shall provide the necessary resources to manage and administer the contract. The contractor shall, as a minimum, maintain a single point of contact for this effort to be available in person to the (*Organization TBD*), during the same business day.

- 3.1.25** The contractor shall provide for the management and support of personnel, to include: making necessary arrangements for employees required to travel; supporting personnel co-located on (*State location*) and other locations specified with additional resources, expertise, advice; necessary infrastructure to support work to be accomplished off-base; conducting personnel meetings; providing administrative support for employees in a timely fashion; and providing facility and staff security requirements.
- 3.1.26** All 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 officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

3.2 Design Services

Providing professionals versed in programming, space planning and product specification, able to communicate product capabilities to the customer, to ensure products purchased meets the requirements.

- 3.2.1** As a part of the request for proposal/quote process, the contractor will bid a set of typical to provide a Not-to-exceed price upon which the award will be based. Following award, within parameters specified below, a complete design that takes into account site condition considerations, as well as information gathered during initial customer review, shall be provided.
- 3.2.2** In no case should prices exceed the Not-to-exceed amounts set forth in the Tier I contract applicable to the Tier II contract dealer.
- 3.2.3** The contractor shall be able to provide design services, including space planning, site verification, material selection and programming as necessary for each project.
- 3.2.4** The contractor shall define and furnish the necessary hardware, software, and all other equipment necessary to accomplish design tasks. Standard equipment in addition to the hardware and software shall include but not necessarily be limited to: reproduction machines, plotters, paper, pencils, fax machines, and office furniture.
- 3.2.5** The contractor shall be responsible for collection of information relevant to the design of a space. Examples could include personnel interviews, questionnaires and walk-through inspections of the facility.
- 3.2.6** Services shall include site evaluation to ensure proper fit of the new furniture within the given space and that all structural and other anomalies are taken into account.
- 3.2.7** The contractor is responsible for notifying the Government Acceptor of all power requirements regarding location of communication, LAN and power junction boxes. The user will be responsible for cabling as well as providing and locating those junction boxes within 4'-0" of the ceiling penetration of the power pole location provided by the contractor.
- 3.2.8** Design shall ensure that power poles do not protrude into main walkways.
- 3.2.9** Design shall ensure that all outlets included in the design are accessible to the user, free and clear of obstacles.

- 3.2.10** Design shall not allow more than four cubicles to be served by a single circuit.
- 3.2.11** Design shall ensure that no more than two duplex outlets (four plug in points) are put onto the same circuit.
- 3.2.12** Design shall ensure that no existing wall outlets or thermostats are covered or concealed by panels or other systems furniture components.
- 3.2.13** Design shall consider utilize wall mounted applications where possible.
- 3.2.14** Reserved
- 3.2.15** All designs of furniture layouts, including original designs and any subsequent redesigns, must be accomplished by, qualified professional Interior Designers with a four (4) year Interior Design degree and three years experience using software similar to that proposed for this contract. Resumes and letters of intent shall be provided for these employees.
- 3.2.16** The contractor shall meet with the Government Acceptor and/or Government Project Manager to review the installation drawings prior to submission of a final price quote.
- 3.2.17** The contractor shall provide additional drawings of furniture layouts, if requested by base organizations on a non-rewritable CD or DVD in both .dwg and .pdf formats unless otherwise specified in the contract.
- 3.2.18** The hardware/software shall perform computerized inventory, computer aided design, automated take-off function, and report generation for all product purchased. The software for this contract shall be compatible software for AutoCAD and Microstation. The software shall be fully compatible with Microsoft Windows, the most current version.
- 3.2.19** Design service shall include an initial complete design with up to two additional revisions prior to final approval.
- 3.2.20** Designs of each location shall include a Basic component floor plan sheet in which all systems furniture and workstation is tagged: to include graphic symbols for all major hanging components (flipper cabinets, shelves, task lights, tack boards, work surfaces, drawers, etc.) as determined by the government. This design sheet shall include station numbers and movable wall and associated product locations, in 1/4" = 1'-0" scale.
- 3.2.21** Designs of each location shall include a Panel and Hardware Layout sheet: to include all finish colors and fabrics, panel widths (30", 36", 42", etc.), in 1/4" = 1'0" scale, in addition to display hardware, keys and locksets shall be included.
- 3.2.22** Design sheet layouts of each location shall include a Furniture Power Distribution sheet in 1/4" = 1'0" scale to include: the location of all new powered panels, powered components, receptacles, communication ports, power poles, powered raceways, base electrical feeds and building connection points.
- 3.2.23** Design/redesign timelines shall be expected:
 - 3.2.23.1** Design sheet layouts for all phases of design (initial, revisions and final) of 1-10 workstations shall be received within 3 business days unless otherwise directed in the contract.
 - 3.2.23.2** Design sheet layouts for all phases of design (initial, revisions and final) of 11-25 workstations shall be received within 5 business days unless otherwise directed in the contract.
 - 3.2.23.3** Design sheet layouts for all phases of design (initial, revisions and final) of 26-50 workstations shall be received within 7 business days unless otherwise directed in the contract.

- 3.2.23.4 Design sheet layouts for all phases of design (initial, revisions and final) of 51-100 workstations shall be received within 10 business days unless otherwise directed in the contract.
- 3.2.23.5 Design sheet layouts for all phases of design (initial, revisions and final) of 101-200 workstations shall be received within 15 business days unless otherwise directed in the contract.
- 3.2.23.6 Design sheet layouts for all phases of design (initial, revisions and final) of 200+ workstations shall be received within 20 business days unless otherwise directed in the contract.
- 3.2.24** Within ten (10) workdays after the final design has been accepted by the base requesting organization, a bill of materials detailing all new inventory, and (3) copies of all plans including basic floor plan, movable wall, panel and electrical layouts will be provided to the Government Acceptor for the project.
- 3.2.25** The contractor shall maintain an updated, automated master copy of all furniture layouts, (designs/redesigns) accomplished under this contract for the duration of the warranty, after government acceptance of the project.
- 3.2.26** Drawing changes required to a layout due to contractor errors or omissions shall be the responsibility of the contractor and the corrected drawing and bill of materials shall be delivered to the government within three calendar days of the request.
- 3.2.27** Contractor shall provide the base or requiring location a copy the installation drawings and bill of materials via mutually agreed upon electronic media.
- 3.2.28** Contractor shall make the government aware of any discrepancies to existing conditions not previously identified.
- 3.2.29** Design shall conform to the parameters established in the Architectural Barriers Act regarding accessibility of persons with disabilities.

3.3 Product Markings/Documentation/Tools

Items used after product acceptance used to identify or modify a particular product.

- 3.3.1** All documentation (Owner’s manuals, warranty information, assembly instructions, maintenance and care instructions, operating instructions, etc.) shall be provided to and reviewed with the Government Acceptor and/or Government Project Manager upon completion of the installation.
- 3.3.2** Special assembly tools (security hardware wrench, spare parts provided with the furnishings, etc.) shall be provided to the Government Acceptor and/or Government Project Manager prior to final Government acceptance of products and services.

3.4 Delivery Services

Transportation of all new products, loading, unloading, storage and all necessary movement from factory to final onsite set up.

- 3.4.1** The contractor Project Manager shall be responsible for on-site coordination of all staging and deliveries of their product, to include access to and operation of any equipment needed for unloading and movement of materials or product.

- 3.4.2** Contractor shall be responsible for determination of the appropriate delivery method and handling, based on site conditions to include the non-existence of loading docks and equipment at any given location. Special circumstances may be identified by and negotiated with the Contracting Officer.
- 3.4.3** Delivery shall be in accordance with the terms of the contractor's agreement. If the ordering activity designates an accelerated delivery schedule it will be identified in the contract.
- 3.4.4** A maximum of 30 days storage for new products shall be included in the contractor's agreement.
- 3.4.5** Work shall comply with applicable building standards and codes, specifically: National Electrical Code (National Fire Protection Association (NFPA 70) and National Life Safety Code (NFPA 101).
- 3.4.6** The contractor shall be responsible for following all safety and security guidelines within the area in which work is being performed, to include securing any contractor owned tools or equipment, and any on site storage being utilized.
- 3.4.7** The contractor shall maintain accountability and control of any keys provided and shall return them to the Government Acceptor upon completion of work. Duplication of keys or other means of access is not authorized.
- 3.4.8** The contractor shall prevent its personnel from entering any area other than the designated work area.
- 3.4.9** The contractor shall maintain a means of egress within all designated work areas to comply with fire codes.
- 3.4.10** The contractor shall ensure its personnel eat, drink, or smoke only in designated areas.

3.5 Installation and Removal Services

Manufacturer certified professionals to install systems and modular furniture per the approved design drawings.

- 3.5.1** Each dealership shall be able to provide, or capable of obtaining support services to include removal and warehousing of the proposed systems furniture and demountable walls.
- 3.5.2** The contractor shall appoint an authorized representative who will be the company's senior representation on site for all customer communication and enforce compliance of all requirements for the project. This representative shall have a physical presence during any delivery and throughout installation unless agreed to by the Government Acceptor and/or Government Project Manager. Resumes and letters of intent shall be provided for these employees.
- 3.5.3** The contractor representative shall meet with Government Acceptor and/or Government Project Manager to review the installation drawings prior to installation.
- 3.5.4** The contractor shall install new systems and modular furniture in accordance with each requirement statement and basic component floorplan, panel plan and electrical plan, designed and provided by the contractor with each purchase.
- 3.5.5** Contractor shall be liable for any damage to government property caused by the contractor or their representatives.

- 3.5.6** During installation the contractor shall protect all furniture and building materials, to include carpet, existing within the space with industry approved protective coverings inclusive of craft paper, moving blankets and such type material. The contractor shall not use protective materials that will leave any type of residual print, outline or imaging on any furniture or building materials. Contractor shall not repair damage to finishes but will be responsible to pay for damages. The government will make repairs and back charge the installation contractor.
- 3.5.7** Reserved
- 3.5.8** The contractor shall uncrate/unpack all new items and perform required assembly in accordance with the manufacturer instructions.
- 3.5.9** Services shall include inspection of product for shipping damage. If damage is found it shall be the responsibility of the contractor to notify the authorized government representative and make all arrangements for replacement or repair of the item(s) damaged. Damaged items are not to be installed unless otherwise directed by the Government Acceptor.
- 3.5.10** Services shall include assembly of new product to conform to final Air Force approved design drawings.
- 3.5.11** Any furnishings attached to the building shall be attached securely.
- 3.5.12** Installation of new systems and modular furniture must be under the oversight of an onsite manufacturer certified installer. Resumes and letters of intent shall be provided for these employees.
- 3.5.13** The contractor shall ensure that all communication outlet faceplates are provided with the new furniture and accommodate a standard RJ45 quad port or fiber-inserts that will be provided by the local communications group or general contractor.
- 3.5.14** Services shall include removal of packing materials from the installation.
- 3.5.15** Reserved
- 3.5.16** Reserved
- 3.5.17** All trash removed from the worksite shall be disposed of in accordance with state laws, and packaging and other recyclable materials shall be recycled where ever possible.
- 3.5.18** The contractor shall maintain environmental controls when working in any Air Force facility, to include but not limited to keeping doors shut and lights off when not in use and turning off vehicle engines when parked.
- 3.5.19** Light fixtures shall have appropriate lamps and be in working order.
- 3.5.20** Prior to acceptance, the contractor shall clean all new furniture only with the manufacturer's recommended cleaning agents/products.
- 3.5.21** The contractor shall provide all new components, completely assembled, installed, and operational, including keys in each lock set.
- 3.5.22** New furniture, equipment, and accessories shall be level, square, and in proper alignment with adjoining furniture. All drawers should operate smoothly and stay closed when not in use.
- 3.5.23** The contractor shall inspect to ensure the new furniture is free of surface dirt and defects, the installation is complete, and the new furniture is ready for use.

3.6 Inspection/Acceptance Checklist

Validation between the contractor and the Government Acceptor that all product has been installed according to manufacturer guidelines and customer specifications.

- 3.6.1** A post-installation walkthrough shall be coordinated with the contractor's authorized representative and Government Acceptor and/or Government Project Manager.
- 3.6.2** All areas requiring correction shall be documented in a punch list by the contractor and provided to the authorized government representative upon completion of a joint walk through by the contractor and authorized government representative.
- 3.6.3** A final walk through will be performed with the contractor and the Government Acceptor and/or Government Project Manager to ensure all punch list items have been addressed to the satisfaction of the Government Acceptor.
- 3.6.4** Upon completion of all contract requirements, the contractor will submit to the Government Acceptor the Inspection/Acceptance Checklist (Attachment 1 to this PWS) and documentation of completed punch list items. The Government Acceptor will complete the Inspection/Acceptance Checklist and return it to the contractor. The Contractor may then submit a final invoice in the Wide Area Workflow system (WAWF) (<https://wawf.eb.mil/>) and will attach an electronic copy of the signed Inspection/Acceptance Checklist to the invoice submission.

4.0 Product

4.1 Monolithic Panels and Components

The contractor shall supply all monolithic panel system parts and components needed to fulfill a complete office as referenced on the Air Force Installation Contracting Agency's (AFICA) Tier I Contracts.

4.2 Stackable Panels and Components

The contractor shall supply a stackable panel system product as referenced on the AFICA Tier I Contracts.

4.3 Modular Furniture

The contractor shall supply a modular furniture product as referenced on the AFICA Tier I Contracts.

4.4 Demountable Walls

The contractor shall supply demountable wall product as referenced on the AFICA Tier I Contracts.

5.0 Government Furnished Property/Support

- 5.1** Base support includes Government-controlled working space and utilities.

6.0 Site Conditions

- 6.1 Standard site conditions shall be considered those that include:
 - 6.1.1 Free and clear hard surface access to the receiving and installation location during regular working hours
 - 6.1.2 Parking and off-loading area suitable for access by a semi-trailer combination or truck within 100 feet of the building entrance closest to product installation area
 - 6.1.3 Threat condition level of the base is Alpha. This requires dealer personnel to get base access in order to complete the product installation.
 - 6.1.4 A staging area adequate to sort, stage and uncrate products along with a waste receptacle suitable for disposal of materials
 - 6.1.5 Includes electric power, working lights, heating and air conditioning, and access to a working freight elevator if location is on a floor other than the first floor
 - 6.1.6 Current and correct CAD drawings of the building shell
 - 6.1.7 A building ready for the installation of furniture (i.e. other tasks such as painting and flooring are complete so as not to cause any delays in performance)
- 6.2 Contractor shall notify the Contracting Officer of any deviations from the above standards, as well as any requests for equitable adjustment to the contract price.

7.0 Additional Services Information

The below items are for consideration by the local contracting officer prior to issuing a request for proposals or quotes. It is informational only and should not be included in the Not to Exceed (NTE) pricing or percentages of the Tier I contracts.

- 7.1 The contractor shall utilize any existing government product to its maximum as applicable when project includes add on parts to existing systems furniture.
- 7.2 Services shall include product transportation of existing inventory as required.
- 7.3 Services shall include cleaning of product such as steam cleaning reused panels and removal of dirt and debris from existing products.
- 7.4 Services shall include removal and/or disposal of all excess product and transport to the Air Force approved warehouse or other location as specified.
- 7.5 Upon request, contractor shall be able to provide professional electrical and cabling services. Any electrician provided by the contractor shall be a licensed electrical contractor. Any cabling specialist provided by the contractor shall be a Building Industry Consulting Service International, Inc. (BICSI) certified.
- 7.6 The contractor shall be responsible for collection of information relevant to the redesign of a space. Examples could include personnel interviews, questionnaires and walk-through inspections of the facility as well as the existing furniture database (if available).

8.0 Quality Assurance

- 8.1 Contractor performance shall be measured and assessed using the Performance Objectives listed in the Description of Services (3.0). Contractor Performance

Objectives are derived from the contract performance work statement. Performance surveillance shall be accomplished in accordance with the Performance Plan. *See Inspection Acceptance Checklist.*

9.0 Voluntary Protection Program (VPP)/Safety

- 9.1 Voluntary Protection Program: The Air Force is part of the AOSHA VPP. All contractors are required to familiarize themselves with the requirements of the VPP. Information on VPP can be accessed at <http://www.osha.gov/desp/vpp/index.html>.
- 9.2 An Applicable Quality Control Plan must identify the processes and procedures the contractor will use to track compliance with the Safety and Health Plan, and the process and procedures that will be used to correct violations. The Contractor must provide Total Case Incidence Rate (TCIR) and Day Away, restricted and or Transfer Case Rate (DART) to *(TBD at the local level)* by *(Date TBD)* each year. Upon award of the contract, the contractors working at *(location TBD)* will have a safety briefing *(CDRL A00X TBD if VPP applies)*.

10.0 Base/Installation Specifics

- 10.1 All commercial trucks must enter through *[enter gate name/#]*, which is *[enter most direct base directions]*, for inspection. In accordance with the Installation *[enter SFS info]*; base entry procedures must adhere to delivery vehicle process requirements mandated by the Wing *(state applicable regulation info)*. Once at *[enter gate name/#:]*, the driver must have a current pass *[enter form# used by base]* from *[insert building # for POC for handling base entry]*, *[enter base directions]*, and be able to show:
- A current Vehicle Registration
 - A current Proof of Insurance
 - A valid and current Driver's License for the driver
 - A valid and current Driver's License or other State Identification for any passenger(s) in the vehicle.
- 10.2 Gate Procedures:
- Once at *[enter gate name/#]*, be prepared to exit the vehicle and allow for vehicle inspection. At this time you may ask for directions to your final destination.
 - If the final destination requires the driver to leave *[enter gate name/#]*, and re-enter the base through an alternate gate, the pass received will be sufficient documentation for entry into both gates, within a pre-established time directed by the Security Forces representative.
 - Arrival at the appropriate gate after the designated allotted time will result in non-admittance to the installation.
 - This procedure will occur each time a commercial truck requests access to the base.
- 10.3 Current Bill of Lading (BOL) to get delivery driver and the vehicle on base. BOL must include the AF installation name, date of anticipated delivery, and specific

destination (including building number, street address, and point of contact information).

- 10.4** Personnel should the following items when entering an installation:
- Current Registration for all vehicles
 - Current Proof of Insurance for all vehicles
 - Valid driver's license for each driver
 - Valid driver's license or other state identification for each passenger
 - Depending on the current Force Protection Condition, a government representative may be required to sponsor those people in person at Pass & ID, [enter building #].
 - The sponsor must state the guest's purpose and destination. It is the responsibility of the contractor to validate this need with their government POC prior to their arrival so as to coordinate the arrival time accordingly. Sponsors may request that a pass be applicable for multiple days if needed.
- 10.5** To sponsor 10 or more people, a typed list of those people must be submitted by the Government Acceptor in Word or Excel format, stating LAST NAME then FIRST NAME of each person. The sponsor must submit that list to Pass & ID [enter building #], no fewer than three days prior to the anticipated arrival. Names listed must be complete names, (no nicknames), and correspond to the names on the state ID for each person.
- 10.6** Mission Essential Services: Contractors are not considered mission essential.
- 10.7** Prohibitions: Firearms may not be brought on base under any circumstances. Individuals with criminal records are not allowed on base. Contractor personnel are prohibited from sponsoring guests onto the installation.

11.0 Reporting Requirements

- 11.1** The contractor should submit the data relative to this contract to its Manufacturer for reporting purposes. This information is necessary to support the quarterly data report the Manufacturer will be required to submit to the Furnishings Commodity Council, Air Force Installation Contracting Agency (AFICA).

12.0 Deliverables (CDRLs)

- 12.1** (CDRL A00X) Design
- 12.2** (CDRL A00X) Installation
- 12.3** (CDRL A00X) Product CDRLs
- 12.4** (CDRL A00X) TBD
- 12.5** (CDRL A00X) TBD
- 12.6** The Government has full ownership of all formal deliverables and required supporting documentation with regard to use, distribution and reproduction.

13.0 Services Summary

Performance Objective	PWS Paragraph	Performance Threshold	Surveillance Method	Frequency
SS 1) General – Oversight and accountability for all people and equipment used and product ordered for a project	3.1	No more than 1 customer complaint per time period and resolution of all issues identified by the Government Acceptor within 24 hours	Inspection	
SS 2) Design – design was provided within the allotted time frame, fulfills the customer’s requirements and fits appropriately within the site conditions of the space.	3.2	Zero late delivery of designs. Issues relating to customer requirements and site conditions will be successfully resolved within 24 hours.	Random sampling by Government Acceptor and trend analysis	
SS 3) Product Markings – products are labeled with appropriate markings so future users can identify them at a later date.	3.3	Minimal mistakes in product markings (less than 1%). Mistakes shall be corrected within 24 hours of identification by the Government Acceptor	Inspection and customer feedback	
SS 4) Delivery – delivery time met expectations and was unloaded by appropriate contractor personnel using appropriate equipment without damage.	3.4	Zero late deliveries. Damage resolved in accordance with the PWS.	Inspection	
SS 5) Installation/Removal – product was uncrated, and assembled per manufacturer’s instructions and per customer’s approved layout within the allotted time frame	3.5	No more than one customer complaint per month. Complaints must be successfully resolved within 24 hours.	Inspection	

SS 6) Acceptance – All punch list items have been remedied and all furniture is in proper working condition.	3.6	Zero punch list items remain unresolved prior to project completion.	Inspection	
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14.0 Attachment 1 – Inspection/Acceptance Checklist

14.1 Please see CDRL A002 – Program Management Review for the Checklist.