

3 February 2020

502d AIR BASE WING

JOINT BASE SAN ANTONIO (JBSA)

FORT SAM HOUSTON, TEXAS

PERFORMANCE WORK STATEMENT (PWS)

BUILDING 247

VIDEO TELECONFERENCE (VTC) ROOM 209

RENOVATION PROJECT

1. DESCRIPTION OF SERVICES / GENERAL INFORMATION. This Performance Work Statement (PWS) supports a non-personal services, firm fixed price (FFP) contract to perform renovations in the Video Teleconference (VTC) and Main Conference Rooms 209, 502 Air Base Wing Headquarters Building 247, Joint Base San Antonio (JBSA), Fort Sam Houston, Texas. The current audio performance is unsatisfactory and the customers complain about not being able to hear speakers located in the main conference room. In addition, there is excess wiring and inoperable microphones that need to be removed and properly disposed from the VTC room; and the remaining wiring needs to be properly arranged, organized, and labeled. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1. DESCRIPTION OF SERVICES. The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to accomplish the Video Teleconference Room (VTC) and Main Conference Room renovation.

1.1.1. Building 247, Video Teleconference Room 209.

1.1.1.1. The contractor shall perform an audio assessment and fine tuning of the VTC and Main Conference Room equipment to enhance audio performance.

1.1.1.2. The Contractor shall remove and properly dispose of all excess wiring in the VTC and Main Conference Room.

1.1.1.3. The Contractor shall properly organize and label all of the remaining wiring inside of the VTC and the Main Conference Room.

1.1.2. Government Furnished Equipment. A diagram of the current Video Teleconference Room (VTC) set up, as well as the location of all microphones to be removed is attached.

Questions: Is the main Conference Room the same as the VTC Room? Or is it a separate room? If so then I will need a diagram of that room also.

What do you want the contractor to do with all of the non-operational microphones and excess wiring that he removes from the main conference room?

Are new government microphones going to be installed in the main Conference Room where the nonoperational microphones were previously installed? If not will there be holes left in the ceiling where the non-operational microphones were once installed? And is the contractor responsible for patching/covering up these holes in the ceiling?

How do you want the remaining wiring neatly arranged and organized in the VTC Room? Color coded, labeled, etc.? Please advise.

What specific audio equipment needs to be tuned in the VTC room? Please specify what type of equipment, make, model, etc. We need to be specific in what type of audio problems you are having and from what equipment. How long has this problem been going on for?

1.1.3. Integration. The contractor shall coordinate with the government representative on the specific dates of renovation to the VTC Room and the Main Conference Room. ??? Are these the same or different rooms? Please specify.

1.1. Warranty Services. The contractor shall provide a one-year parts and labor warranty, to begin after formal government acceptance of the work. This work shall be at no additional cost to the government. **Note: The government can only ask the contractor for a one year commercial warranty!**

1.2. GENERAL INFORMATION. The government representative will schedule the work to minimize disruption and allow the contractor to complete the work

1.3. QUALITY CONTROL. The contractor shall be responsible for quality control for all work accomplished during the performance of this task. The contractor shall maintain a Quality Control Plan (QCP) which ensures the requirements in this PWS are met. As a minimum, the contractor shall develop quality control procedures that address the areas identified in section 2, Service Delivery Summary.

1.4. HOURS OF OPERATION. Normal duty hours are 0730- 1630, with one hour for lunch. One work week is defined as forty (40) hours. Approval to work outside of the normal working hours will not be authorized. The contractor shall maintain all required forms and records to include but not limited to: weekly time records (hours worked), scheduling of annual leave to include sick periods, holidays, and tardiness.

1.4.1. Holidays Observed. The contractor is not required to provide service on federal holidays, except in emergency situations. The Contracting Officer will approve work during these emergencies. The holidays are:

- New Year's Day - 1 January
- Martin Luther King Day - 3rd Monday in
- January Washington's Birthday - 3rd Monday in
- February Memorial Day - last Monday in
- May Independence Day - 4 July
- Labor Day - 1st Monday in
- September Columbus Day - 2nd
- Monday in October Veteran's Day -
- 11 November
- Thanksgiving Day - 4th Thursday in
- November Christmas Day - 25 December

If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor will be responsible for rescheduling services for the first day after the holiday observance.

1.5. SECURITY REQUIREMENTS.

1.5.1. Physical Security. The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, the contractor shall coordinate with the government representative to ensure that all government facilities, equipment, and materials are secured.

1.5.2. Operations Security (OPSEC). Contracted personnel shall not discuss their work on the 502 Air Base Wing Headquarters VTC facility in public or over unprotected or unencrypted communications. The Contractor shall not post to company websites (including Social Networking sites), publications, newsletters or other media any images, data or information on the 502 Air Base Wing Headquarters VTC facility, personnel, or equipment. When in doubt

coordinate with the government representative.

1.5.3. Other Security Requirements.

The 502 ABW/CCA will be responsible to coordinate access for all contractor designated employees. All contractor employees working on Fort Sam Houston shall require a National Agency Check (NAC) background investigation. Contractor is responsible for providing the proper information for individuals needing passes to SSgt Kelsey Jean Quichocho or MSgt Liza Chapman in advance

The Contractor shall have a Law Enforcement Local Files Check completed for all employees that will be entering government facilities. Documentation of these checks will be made available to the government representative upon request.

The Contractor shall clear entry onto post in accordance with facility and installation regulations; the government representative will assist the contractor in contacting the appropriate agencies and securing entry clearance. The Contractor shall provide all information required for background checks to meet installation access requirements.

The Contractor shall return all issued installation badges and passes when the contract is completed or when a contractor employee no longer requires access to the installation.

In addition to the changes otherwise authorized by the changes clause of this contract, should the security condition change at any facility or installation, the Government may require changes in contractor security requirements.

1.5.4. Air Force Antiterrorism (AT) Program. The AT program seeks to deter or limit the effects of terrorist acts against the AF by giving guidance on collecting and disseminating timely threat information, providing training to all AF members, developing comprehensive plans to deter and counter terrorist incidents, allocating funds and personnel and implementing AT measures. In accordance with AFI 10-245 paragraphs 2.18 and paragraph 2.25, DoD contractors and sub-contractor personnel shall be offered Level 1 – AT Awareness Training. AT Awareness Training may be accomplished by either a Level I –qualified instructor, or by completing the “Force Protection” computer based training (CBT) course on the Advanced Distributed Learning System (ADLS). <https://golearn.csd.disa.mil/kc/login/login.asp> or the Defense Technical Information Center (DTIC) at <https://atlevel1.dtic.mil/at> for individuals without access to NIPR, possessing a CAC card, nor enrolled in DEERS. Compliance with the training will be monitored by the government representative.

1.6. RECORDS MANAGEMENT. The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the CO. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.7. MISCELLANEOUS REQUIREMENTS.

1.7.1. Special Qualifications. Contractor personnel shall be certified by the appropriate federal and state regulatory agencies to meet all federal, state, and local certification requirements in dealing with electrical wiring, removal of all non-operational microphones, performing audio tuning in the Main Conference Room, IAW the Performance Work

Statement. All applicable licenses, certificates, permits, and other mandatory documents will be maintained by the contractor and shall be available for the government representative and CO to view upon request.

1.7.2. Safety. The contractor shall establish and maintain a comprehensive safety program that is designed to prevent mishaps involving contractor and Government personnel, facilities and equipment. Contractor shall submit this plan within ten (10) days after contract award. The contractor shall comply with all safety regulations and guidance to include 29 CFR 1910. The Government may issue a stop work order to the contractor to stop all or part of work until all safety violations are corrected. The contractor shall notify the government representative immediately of any safety violations, personnel and vehicle accidents.

1.7.3. Government Limitation of Liability. The Government shall not be responsible in any way for damage to Contractors' supplies, materials, equipment and contractor personnel's personal belongings that are damaged or destroyed by fire, theft, accident or other disaster.

1.7.4. Contractor Employees. Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges that show the company name and employee name. Clothing shall be easily distinguished from military uniforms. In addition, the Contractor shall provide a work force possessing the skills, knowledge and training to satisfactorily perform the services of this contract. Personnel performing work under this work statement shall remain employees of the Contractor and will not be considered employees of the Government.

1.7.5. Conflict Of Interest. The Contractor shall not employ any employee of the Government or the Department of Defense either military or civilian, if such employment would create a conflict of interest. The Contractor shall not employ any person who is an employee of the Department of Defense, unless such person receives prior approval in writing from the CO.

1.7.6. Base Closures. Work scheduled not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base

1.7.7. Laws. The contractor shall comply with all local state, and federal laws and regulations that control any work performed. The contractor shall comply with and keep informed of any changes to these laws and regulations throughout the period of the contract. The contractor is a recognized professional and is expected to be knowledgeable of all laws and regulations pertaining to this PWS.

1.7.8. Contractor Liability

The Contractor is considered an independent contractor, and not an agent of the government. During the performance of these services, the contractor will be liable and will not hold the government liable against all actions or claims for damages to persons and property due to the fault, negligence, wrongful act, or wrongful omission of the contractor or his agents. The government is not responsible for damage to personal supplies or equipment of the contractor.

The government will not be responsible in any way for damage to the contractor's supplies, materials, equipment, or to personal property as a result of fire, theft, accident, natural disaster, or other events.

The Contractor is liable for all damages to government real property, when it has been determined by competent authorities that damages were due to Contractor personnel or sub-

Contractors negligence.

1.7.9. Security, Fire, and Medical Services. The Government will provide police and fire protection services to the Contractor. Contractor shall dial 911 from a base phone line (or 671-0911 from a private line) for Emergency Force Protection or Fire Response. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available on a cost reimbursement basis. The Contractor may be required to prepare necessary documentation and reimburse the Government for the cost of emergency medical treatment. All Contractor injuries will be promptly reported to the CO thru the government representative.

1.7.10. Key Personnel. The Contractor shall provide telephone numbers and email addresses that the CO/government Representative will use to communicate with the Contract Manager and/or Alternate Contract Manager at any time. The contract manager or alternate shall be available to conduct overall management coordination and furnish liaison with the Government. The Contract Manager shall be the point of contact with the Government and shall have the authority to act or make decisions for the Contractor on all matters pertaining to this contact.

1.7.11. Personnel Replacement/Reassignment/Termination. The Contractor shall notify the CO via the government representative (in writing) within twenty four (24) hours of any personnel who are reassigned, replaced, or terminated on this contract. All installation identification cards must be turned into the CO/government representative within 48-hours of the employee leaving.

1.7.12. Vehicle Operations. The Contractor shall ensure that all employees operating company vehicles on base have a proper and current license as required by the base and Texas law. They shall also comply with all base and local traffic regulations. Contractor vehicles shall have all proper accessories, tie-downs, signage, and operating lights when operating on a military base. Contractor shall have current and adequate liability insurance on all vehicles as required by Texas law.

1.7.13. Interfaces. The Contractor shall not unduly interfere with regularly scheduled Government operational activities in the performance of contract requirements. In the event that a Government employee directs the Contractor to stop work, the Contractor shall immediately contact the CO via the government representative and report the incident, to include the name of the Government personnel involved, date, time, and location. PLACE OF PERFORMANCE: The place of performance is Joint Base San Antonio – Fort Sam Houston, Texas.

1.7.14. Government Representative(s). The Commander will appoint a primary and alternate government representative for management of the day-to-day activities of this contract. The identity, title, and authority of this government representative will be provided in writing to the Contractor.

1.7.15. Conservation of Utilities. Contractor personnel shall practice utilities conservation and shall operate under conditions that preclude waste of Government furnished utilities.

1.7.16. Damage to Government/Private Property. Damages to Government buildings, equipment, or vegetation are addressed in the FAR contract clause 52.237-2 “Protection of Government Buildings, Equipment, and Vegetation.” The Contractor shall be liable for repair/replacement for any Government or private property damaged by Contractor personnel, vehicles, equipment, or negligence. The Contractor shall immediately advise the government

representative of any damages and provide an action plan for repairs or replacement.

1.7.17. Government Remedies. The CO shall follow the requirements of FAR 52.212- 4, Contract Terms and Conditions for Commercial Items (May 1997), for contractor's failure to correct nonconforming services.

1.7.18. Dispute Process. Any grievance by the Contractor should be resolved at the lowest level possible. The reporting levels are as follows: government representative and then the CO.

1.7.19. Clean-up/Housekeeping. The Contractor shall maintain the work site in a neat, clean, safe, and professional appearance at alltimes. In addition, all trash, debris, and garbage, which the Contractor generates, shall be placed in appropriate trash containers daily.

1.7.20. Storage of materials during renovation work.

All materials and supplies shall be stored on site in such a manner that the continuing working operation of the 502 ABW is not impaired. Aisles must remain open and marked in compliance with OSHA29 CFR1910.22 (a) 1 and OSHA29 CFR1910.22 (b) 2.

2.0 SERVICE DELIVERY SUMMARY.

Performance Objectives	Performance Reference Column	Performance Threshold
1. Perform audio survey and audio fine tuning as required (1.1.1.1)	Audio survey and fine tuning shall be complete within thirty (30) business days as designated by the government representative	Audio survey and audio fine tuning accomplished IAW the Performance Work Statement (PWS) and the contract terms and conditions.
2. Remove all excess wiring and inoperable microphones within the VTC Room.	All work shall be complete within thirty (30) business days of the start of the project as designated by the government representative.	All inoperable microphones and excess wiring is properly removed and disposed of IAW the Performance Work Statement (PWS) and the terms and conditions of the contract.
3. Arrange, organize and label all remaining wiring in the VTC in a professional manner,	All work shall be complete within thirty (30) business days of the start of the project as designated by the government representative.	All remaining wiring is properly arranged, organized, and labeled IAW the Performance Work Statement (PWS) and the terms and conditions of the contract

11 June 2018