

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER F7CDMO327401		PAGE 1 OF 8	
2. CONTRACT NO. FA3010-04-C-0002		3. AWARD/EFFECTIVE DATE 01-Oct-2003		4. ORDER NUMBER		5. SOLICITATION NUMBER F22600-03-R-0009	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME ANNIE L. ENGLISH				b. TELEPHONE NUMBER (No Collect Calls) 228-377-1826	
9. ISSUED BY 81ST CONTRACTING SQUADRON ANNIE ENGLISH 3 KEESLER AFB MS 39534-2147 TEL: 228-377-1826 FAX: 228-377-3298		CODE FA3010		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: 7389 SIZE STANDARD: \$6 Mil		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO SEE SCHEDULE		16. ADMINISTERED BY SEE ITEM 9					
17a. CONTRACTOR/ OFFEROR SWR INC. TIM SWINDALL HWY 231, P.O. BOX 1128 TROY AL 36081-1128 TEL. 334-566-4648		CODE 0BFK2		18a. PAYMENT WILL BE MADE BY DFAS-SAVFVD (1-888-478-5636) 500 MCCULLOUGH AVE SAN ANTONIO TX 78215-2100		CODE F60700	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE					
25. ACCOUNTING AND APPROPRIATION DATA See Schedule		26. TOTAL AWARD AMOUNT \$136,949.40 EST					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.		ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.		ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE SWR Inc <input checked="" type="checkbox"/> OFFER DATED <u>30-Jul-2003</u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)				31c. DATE SIGNED 02-Oct-2003	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) STEVEN W. TAYLOR / CONTRACTING OFFICER			
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED		33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOV'T. REPRESENTATIVE		32c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		40. PAID BY	
		42a. RECEIVED BY (Print)		42b. RECEIVED AT (Location)		42c. DATE REC'D (YYMM/DD)	
				42d. TOTAL CONTAINERS			

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1449 (10-95)
Prescribed by GSA
FAR (48 CFR) 53.212

SECTION SF 1449 CONTINUATION SHEET

<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
0001	Provide management, labor, tools, equipment, transportation and materials to operate the Furnishings Management Office at Keesler AFB, in accordance with the Statement of Work, for the period 1 Oct 2003 to 30 Sep 2004	12.	Months	\$10,412.45	\$124,949.40

0002	REIMBURSABLE PARTS – Used in the repair, maintenance, or replacement of furnishings	NOT	TO	EXCEED	\$12,000.00
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<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1001	Provide management, labor, tools, equipment, transportation and materials to operate the Furnishings Management Office at Keesler AFB, in accordance with the Statement of Work, for the period 1 Oct 2004 to 31 Mar 2005	6	Months	\$10,412.45	\$62,474.70

1002	REIMBURSABLE PARTS – Used in the repair, maintenance, or replacement of furnishings	NOT	TO	EXCEED	\$12,000.00
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<u>ITEM NO</u>	<u>SUPPLIES/SERVICES</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
2001	Provide management, labor, tools, equipment, transportation and materials to operate the Furnishings Management Office at Keesler AFB, in accordance with the Statement of Work, for the period 1 Apr 2005 to 30 Sep 2005	6.	Months	\$10,412.45	\$62,474.70

2002	REIMBURSABLE PARTS – Used in the repair, maintenance, or replacement of furnishings	NOT	TO	EXCEED	\$12,000.00
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ACCOUNTING AND APPROPRIATION DATA

AA: 5743400 304 6442 564408 030000 59201 85779F 660700 F60700 WO:71862 ESP:BX 000000000000
 AMOUNT: \$136,949.40

PURCHASE REQUEST NUMBER F7CDMO327401

CLAUSES INCORPORATED BY REFERENCE:

52.203-3 Gratuities APR 1984
 52.203-6 Alt I Restrictions On Subcontractor Sales To The Government (Jul OCT 1995)

	1995) -- Alternate I	
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.219-3	Notice of Total HUBZone Set-Aide	JAN 1999
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2003
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.232-18	Availability Of Funds	APR 1984
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001
252.225-7001	Buy American Act And Balance Of Payments Program	APR 2003
252.225-7012	Preference For Certain Domestic Commodities	FEB 2003
252.232-7003	Electronic Submission of Payment Requests	MAR 2003
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.247-7023	Transportation of Supplies by Sea	MAY 2002
5352.223-9001	HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS	JUN 1997

CLAUSES INCORPORATED BY FULL TEXT

ADDENDUM TO FAR 52.212-4, CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS

The following paragraphs of this clause are tailored as follows:

(a) Inspection/Acceptance. Inspection and acceptance of the services will be performed at Keesler AFB, MS, by 81 CES/CEH.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties with the exception of administrative changes such as changes in the paying office, appropriations data, etc. which may be changed unilaterally by the government.

5352.242-9000 CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS (AFFARS)(JUN 2002)

(a) The contractor shall obtain base identification and vehicle passes 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.

(b) 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 and social security number 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 police for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and a base picture ID card to obtain a vehicle pass.

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

(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with AFI 31-209, the Air Force Resource Protection Program, and AFI 31-501, Personnel Security Program Management, as applicable.

(e) 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.

(f) Prior to submitting an invoice for final payment, the prime contractor shall obtain a clearance certification from the issuing office which states all base identification passes have been turned in, accounted for, or transferred to a follow-on contract. This certification shall be submitted to the contracting officer prior to submission of the final invoice for payment.

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

Reference clause 52.228-5 INSURANCE -WORK ON A GOVERNMENT INSTALLATION

The contractor shall, at its own expense, procure and thereafter maintain the following kinds of insurance with respect to performance under the contract.

(a) **Workman's Compensation and Employers Liability Insurance** as required by law except that if this contract is to be performed in a State which does not require or permit private insurance, then compliance with the statutory or administrative requirements in any such State will be satisfactory. The required Workmen's Compensation insurance shall extend to cover employer's liability for accidental bodily injury or death and for occupational disease with a minimum liability of **\$100,000**.

(b) **General Liability Insurance**. Bodily injury liability insurance, in the minimum of **\$500,000** per occurrence shall be required on the comprehensive form of policy.

(c) **Automobile Liability Insurance**. This insurance shall be required on the comprehensive form of policy and shall provide bodily injury liability and property damage liability covering the operation of all automobile used in connection with the performance of the contract. At least the minimum limits of **\$200,000** per person and **\$500,000** per occurrence for bodily injury and **\$20,000** per occurrence for property damage shall be required.

LIST OF ATTACHMENTS/EXHIBITS

Attachment 1	Statement of Work	dated 30 June 2003	10 Pages
Attachment 2	Wage Determination 94-2302 (Rev 16)		8 Pages

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JUN 2003) (DEVIATION)

(a) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of the basic clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **15 calendar days** prior to the expiration date of the contract.

For the purpose of the clause, the date mailed or otherwise furnished to the contractor will be considered notification.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **15 calendar days** prior to expiration of contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60 calendar days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **30 months**.

(d) For the purpose of the clause, the date mailed or otherwise furnished to the contractor will be considered notification.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

<u>Employee Class</u>	<u>Grade Equivalent & Monetary Wage-</u>	<u>Fringe Benefits</u>
01400 Supply Technicians	GS-7 \$14.38/hour	32.85%
21040 Material Handling Laborer	WG-2 \$12.01/hour	32.85%

a. Total fringe benefits factor is 32.85%.

b. Contribution of 24.0 percent of basic hourly rate for retirement, 5.7 percent for insurance (health and life), 1.7 percent for other fringe benefits, and 1.45 percent for Medicare.

c. Ten paid holidays as follows: New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

(a) 2 hours of annual leave each week for an employee with less than 3 years of service; (b) 3 hours of annual leave each week for an employee with 3 but less than 15 years of service; (c) 4 hours of annual leave each week for an

employee with 15 years of service. (In the foregoing clause, the basic hourly rate by classification above shall be Wage Board Pay Schedule step 2 for non-supervisory service employees and step 3 for supervisory service employees)

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any [Defense Federal Acquisition Regulation](#) (48 CFR [Chapter 2](#)) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (APR 2003) (DEVIATION)

In addition to the clauses listed in paragraph (b) of the Contract Terms and Conditions Required to Implement Statutes or Executive Order-Commercial Items (DEVIATION) clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014, Preference for Domestic Specialty Metals, Alternate I (MAR 1998) (10 U.S.C. 2533a).

252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of Clause)

81st Civil Engineer Squadron

FURNISHINGS MANAGEMENT SERVICES

STATEMENT OF WORK

Keesler Air Force Base

30 JUNE 2003

**STATEMENT OF WORK
FOR
FURNISHINGS MANAGEMENT SERVICES**

1. DESCRIPTION OF SERVICES. The contractor shall provide all management, labor, tools, equipment, transportation, and materials necessary to operate the base Furnishings Management Office in support of Keesler Air Force Base, Mississippi, as set forth in this statement of work and AFI 32-6004, Furnishings Management (18 Apr 02). Performance period is to be for a base period of 12 months and 2 six-months options.

1.1. BASIC SERVICES. This contract provides furniture and appliances for lodging facilities, dormitories, unaccompanied officer and NCO quarters, supplemental furnishings for GOQ's and fire department sleeping and entertainment areas.

1.2. SPECIFIC FUNCTIONS. Functional areas of responsibility include financial management, warehouse management, accountability utilizing the government program ACES-HM (local training provided by the government), and furnishings repair. The Contractor shall:

1.2.1. Request, receive, issue, store, deliver, and pick up all government owned furnishings authorized for use in government owned quarters and facilities listed in paragraph 1.1 above. Initialize warranties on new appliances when received. Make partial deliveries based upon availability of assets. Accomplish delivery and/or removal of furnishings in unaccompanied housing, fire department sleeping and entertainment areas, GOQ supplemental furnishings and lodging facilities.

1.2.2. Maintain separate supply and equipment accounts for Unaccompanied Housing and Lodging furnishings assets. This shall include being the primary custodian for all appropriated fund Quarters Furnishings assets.

1.2.3. Perform and document annual inventory of all appropriated fund furniture and appliances. Adjust and reconcile asset balances by submission of proper documentation and provide results to government evaluator.

1.2.4. Serves as the focal point for the Quarters Improvement Committee (QIC) and Quarters Improvement Plan (QIP).

1.2.5. Request new and/or replacement furnishings and initial issue appliances through 81 CES as required. Provide annual input identifying quantity and type of appliances that must be programmed for replacement due to age criteria. Identify, manage, and report excess inventory items.

1.2.6. Perform maintenance and repair on furnishings as required.

1.3. CONTROL FURNISHINGS INVENTORY. The Contractor shall schedule, deliver, and pick up furnishings, to include assembly and disassembly of furniture items. Deliver and install initial issue appliances. Accomplish deliveries and pickups within 3 workdays of request by authorized customers. Ensure assets are protected during transport.

1.3.1. Maintain sufficient furnishings backup stock not to exceed 5%.

1.3.2. The contractor may be required to remove or install all furniture in a dormitory(s) in order to prepare a building for renovation or to furnish a new/renovated facility(s). There will be occasions when mass procurements/movement of furnishings will have to be accomplished on a priority basis and an accelerated schedule. Such "mass moves" will be negotiated on a case-by-case basis between the Contractor and the Government.

2. SERVICE DELIVERY SUMMARY.

Performance objective	Performance Measure	Performance Threshold	Surveillance
Furnishing Management	Customers have sufficient furnishings. Furnishings provided to customers are serviceable, clean, and in good repair. Customers are satisfied with pick up/delivery and availability of furnishings.	No more than 3 defects are allowed per month	Customer Complaint
Control Furnishings Inventory	Inventory records are accurate and current. Furnishings are stored properly.	No more than 2 defects are allowed per month.	Monthly Surveillance

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES. The Government will provide, without cost to the Contractor, the facilities, equipment, materials and services listed below.

3.1 FACILITIES. The facility is described in addendum.

3.1.1. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which work-arounds have been established. Should a hazard be subsequently identified, the government will correct OSHA hazards according to approved base procedures. A higher priority for correction will not be assigned to the facilities provided merely because of this contract.

3.1.2. The fact that no hazards have been identified does not warrant or guarantee that no possible conditions exist, that work-around procedures will not be necessary, or that facilities as furnished will be adequate to meet the responsibilities of the contractor.

3.1.3. Further, the government will assume no liability or responsibility for the contractor's compliance or noncompliance with such requirements with the exception of the aforementioned requirement to make corrections to OSHA hazards according to approved base procedures.

3.1.4. Before any modification of the facilities may be performed by the contractor, at its expense, to include moving in additional furnishings, the contractor must furnish the Contracting Officer documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without written approval from the Contracting Officer. In the case of alterations necessary for compliance with OSHA requirements, such permission shall not be unreasonably withheld.

3.2. EQUIPMENT. Government computer and printer with LAN access for email and ACES-HM capability.

3.3. SERVICES. The following services will be provided by the Government at no cost to the Contractor.

3.3.1. Utilities. Electricity, water, sewage, heat and air conditioning.

3.3.2. Telephone. One Class A telephone line with DSN access enabling contact with AETC, limited to use for official government business only. The Contractor may have commercial telephones installed at its own expense.

3.3.3. Refuse collection. The Government will provide an outside dumpster for contractor use.

3.3.4. Insect and rodent control. The Contractor shall make arrangements with the Base Civil Engineer to spray the warehouse at least semiannually.

3.4. GOVERNMENT REIMBURSEMENT FOR REPAIRS. The Contractor will be reimbursed for expendable items and component parts used in the maintenance, repair or replacement of furnishings. However, any prime contractor labor costs associated therewith will be contained in the basic bid.

4. GENERAL INFORMATION.

4.1. QUALITY CONTROL. The contractor shall develop and maintain a quality program to ensure furnishings management services are performed in accordance with established commercial standards. The basic quality management system must provide for the appropriate controls of service characteristics and attributes during performance, and include inspection and test criteria/methodology/data that is used to verify /validate conformance to acceptance criteria established for the contract. It should describe specific policies, procedures, and practices and identify quality responsibilities for all operational interfaces. The key consideration is the delivery of services that fall within allowable tolerances. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. As a minimum the contractor shall develop quality control procedures addressing the areas identified in paragraphs 1.2, Specific Functions, and 2, Service Delivery Summary.

4.2. QUALITY ASSURANCE. The government will periodically evaluate the contractor's performance by appointing a representative(s) to monitor performance to ensure services are received. The government representative will evaluate the contractor's performance through intermittent on-site inspections of the contractor's quality control program and receipt of complaints from base personnel. The government may inspect each task as completed or increase the number of quality control inspections if deemed appropriate because of repeated failures discovered during quality control inspections or because of repeated customer complaints. Likewise, the government may decrease the number of quality control inspections if performance dictates. The government will investigate complaints from various customers located on the installation and make final determination of the validity of the complaint(s) in cases of disagreement with the contractor or customer(s).

4.3. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER.

Contractor is not required to provide additional service during emergencies situations.

4.4. GOVERNMENT REMEDIES. The contracting officer shall follow FAR 52.212.4, Contract Terms and Conditions-Commercial Items, for contractor's failure to perform satisfactory services or failure to correct non-conforming services.

4.5. HOURS OF OPERATION. The Furnishings Management Office shall operate on the Compressed Work Schedule used by Keesler AFB. (0700-1645, Monday through Thursday, and 0700-1545 on working Friday. Every alternate Friday is a down day and the facility is closed). The contract manager or alternate shall be available during normal duty hours within one hour to meet on the installation with authorized Government personnel.

4.5.1 RECOGNIZED HOLIDAYS. The contractor is not required to provide service on the following days:

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

4.6. SECURITY REQUIREMENTS. The Contractor shall notify the 81st Security Forces Squadron (81 SFS/SFAI) at Keesler AFB, 30 days before on-base performance begins. The notification shall include:

- a. Name, Address, and Telephone Number of Company Representative(s)
- b. The contract number and contracting agency
- c. The reason for the contract (i.e., the work to be performed)
- d. The location(s) of contract performance and future performance, if known
- e. The date contract performance begins
- f. Any change to information previously provided under this paragraph

4.6.1. The contractor shall ensure that pass and identification media, required for contract performance, are obtained for employees and non-government owned vehicles:

- a. DD Form 1172, Application for Uniformed Services Identification Card.
- b. AETC Form 58, Civilian Identification Card.
- c. AF Form 2219 (series), Registered Vehicle Expiration Tab.
- d. DD Form 2220, DoD Registered Vehicle and Installation Tab.
- e. AF Form 75, Visitor/Vehicle Pass.

4.6.2. The contractor shall retrieve all identification media, including vehicle decals, from employees who depart for any reason before the contract expires (e.g. terminated for cause, retirement, etc.). The retrieved identification media and/or vehicle decals will be turned in to the Pass & ID office.

4.6.3. Suitability Investigations. Contractor personnel shall successfully complete, as a minimum, a National Agency Check (NAC), before operating government furnished workstations that have access to Air Force e-mail systems. These investigations shall be submitted by the government at no additional cost to the contractor.

4.6.4. Reporting Requirements. Contractor personnel shall report to an appropriate authority, 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.

4.6.6. Physical Security. Areas controlled by contractor employees shall comply with base Operations Plans/instructions for FPCON procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property. At the close of each work period, government equipment, facilities, and other valuable materials shall be secured.

4.6.7. PHYSICAL SECURITY. The Contractor shall be responsible for safeguarding all Government property and keys (i.e., facility keys, water tower keys, etc.) provided for Contractor use. The Contractor shall not duplicate any keys issued by the Government. In the event keys, other than master keys, are lost or duplicated, the Contractor may be required, upon written direction of the Contracting Officer, to rekey or replace the affected lock or locks without cost to the Government. The Government may, however, at its option, replace the affected lock or locks or perform rekeying. The Contractor will be responsible for the cost.

4.6.7.1. The contractor shall ensure its employees do not allow government issued keys to be used by personnel other than current authorized contractor employees. Contractor employees shall not be authorized to use keys to open work areas for personnel other than contractor employees engaged in performance of their duties, unless authorized by the Contracting officer or designated representative

4.6.7.2. Lock Combinations. The contractor shall establish procedures to ensure lock combinations are not revealed to unauthorized persons, and ensure the procedures are implemented.

4.6.8. Traffic Laws. The contractor and its employees shall comply with the installation traffic code as specified in Mississippi Law and KAFB Rules of the Road.

4.7. RECORDS. Background electronic data and records specified for delivery to the contracting agency must be accompanied by sufficient technical documentation to permit the Air Force to use the data. Upon completion of the contract, all government-owned/contractor-held records (regardless of media) received, created, maintained, or provided by the government and/or generated for the government in the performance of this statement of work shall be turned over to the government. In the event of default or non-performance, the government will have access to all records in order to ensure mission support is not interrupted.

4.7.1. RECORDS ACCESS

DoD Freedom of Information Act (FOIA) Program. If the contractor receives a FOIA request, the contractor shall immediately handcarry to the base FOIA manager (81 CS/SCBR) for processing. The FOIA manager will task a government official. When tasked, the contractor shall be responsible for searching for the records and providing those records to a government official who as the authorized official will make the decision on releasing government records.

Functional Request. The contractor shall be responsible for searching for the records and providing those records to a government official who as the authorized official will make the decision on releasing government records.

DEFINITIONS

Government-Owned/Contractor-Held Records. Records regardless of media that document the contractor's activities and functions necessary for the performance of the contract. This shall include documentation of those day-to-day operating procedures that are essential to carrying out the statement of work and those actions, organizational structure, policies, decisions, operations, an activities necessary to perform or continue the work performed under the contact

Contractor Owned Records. Records that relate exclusively to the contractor's internal business or are of a general nature not specifically related the performance of work under the contract.

Freedom of Information Act (FOIA) Request. A written request for DoD records made by any person, including a member of the public, an organization, or a business that either explicitly or implicitly involves the FOIA, DoD Directive 5400.7.

Privacy Act Request. A written request from the subject of the records or a request with the subject's written consent.

Functional Request. A written request for DoD records made by any person, including a member of the public, an organization, or a business that either does not cite the FOIA or Privacy Act. This does not include those with a need to know to perform official Government business.

5. APPENDICES.

A. ESTIMATED WORKLOAD DATA

B. MAPS AND/OR SITE PLANS

C. PUBLICATIONS

APPENDIX A

ESTIMATED WORKLOAD DATA

Item	Name	Estimated Quantity	
1	Estimated number of customers	75	Monthly
2	Estimated number of repairs	15	Monthly
3	<p>Estimated new inventory purchase:</p> <p>Triangle Vision - Over the life of the new contract (FY04-FY05) one new student dormitory is scheduled to be built under this program. The dorm will require the requisition, purchase, receipt, storage and installation of approximately 5000 individual items of furnishing.</p> <p>Dormitory Upgrade Program - This ongoing effort to improve the quality of living quarters for single and unaccompanied enlisted personnel will require the requisition, purchase, receipt, storage and installation, in incremental phases, of approximately 1000 items of furnishings for 2 facilities.</p> <p>Note: These projects will be negotiated as “mass moves” and are included for information only. They are not intended to be included in the price for basic monthly performance.</p>	\$2.5M	FY04-FY05
4	Estimated number of deliveries	500	Annually
5	Estimated number of pick-ups	700	Annually
6	Number of customers	7,004	Bed spaces

NUMBER OF CUSTOMERS SERVICED LAST THREE YEARS												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
02	67	51	42	37	35	41	32	37	46	49	57	37
01	25	35	34	52	61	58	97	39	42	55	47	36
00	60	42	52	49	46	50	43	42	36	43	39	32

NUMBER OF PICK-UP/DELIVERIES LAST THREE YEARS												
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
02	368	598	340	399	395	363	455	2296	770	358	1017	1068
01	2761	2896	293	242	462	634	425	385	696	966	456	391
00	1672	678	874	750	3092	725	3160	908	362	2960	1240	305

APPENDIX B

GOVERNMENT-FURNISHED FACILITIES

The Government will furnish warehousing and office facilities in the converted Dining/Kitchen area of Building 4513. The approximate area of this facility is 12,500 square feet.

GENERAL: The government will provide the facilities, equipment, materials, and/or services listed below.

a. Facilities. The government will furnish and/or make available to the contractor the facilities described in Appendix B. The government will retain the right to evaluate and validate assets and requirements through periodic facility utilization surveys. These surveys may be used by Real Property Management to compress space assigned and to ensure maximum effective use and conformity.

b. The contractor shall appoint building managers for assigned facilities and the government will provide necessary training. Building managers shall perform duties. Facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). The government will correct these hazards in accordance with base-wide, government-developed plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to facilities provided hereunder merely because of this contract initiative. The identification of any hazardous conditions does not warrant or guarantee that no other possible hazards exist, or that the work-around procedures currently employed will be adequate to meet the responsibilities of the contractor's 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 and responsibility for the contractor's compliance or noncompliance with such requirements, with the exception of the aforementioned responsibility to make correction IAW approved plans of abatement subject to base-wide priorities.

c. Prior to any facility modification, the contractor shall notify the Base Civil Engineer and provide documentation describing in detail the modification requested. No alteration to the facilities shall be made without concurrence of the Base Civil Engineer and specific written permission from the contracting officer; however, in the case of alteration necessary for OSHA compliance, such permission shall not be unreasonable withheld.

d. 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 in the performance of this contract only.

APPENDIX C
PUBLICATIONS

Publication Number	Date	Title	Mandatory Applicable Paragraphs
AFI 32-6004	Apr 02	Furnishings Management	Mandatory

This publication can be found at the Keesler homepage below under Forms and Pubs:

<https://wwwmil.keesler.af.mil/>