

**STATEMENT OF WORK
FOR
BLDG 11912 SUBSTATION ALPHA RELAY FEEDER PROTECTION
REPLACEMENT**

1. **DESCRIPTION OF SERVICES:** The Contractor shall provide all labor, equipment, tools, material, supervision, and any other items necessary to properly replace Substation Alpha's Feeder Protection Relays at Bldg 11912.
 - 1.1. The Contractor shall prepare a material submittal for every deliverable required for the contract. The Contracting Officer reserves the right to issue one (1) or more notice(s) to proceed as needed. If lead-times are excessive and will affect the period of performance, a notice to proceed for acquisition of materials may be issued separately from a notice to proceed for site labor to prevent period of performance extensions. The contractor shall not begin work until the signed notice to proceed to start work has been issued by the Contracting Officer.
 - 1.1.1. The Contractor shall include detailed line items in their quote provided to the Government. A "lump sum" quote shall not be acceptable.
 - 1.2. **Period of Performance:** The period of performance shall be minimized to the maximum extent possible. Based off the Statement of Work and materials needed for the proposed task; the Period of Performance shall not exceed 30 days to complete the Desired Project (negotiable).
 - 1.3. The Contractor shall comply with the NSPC (National Standard Plumbing Code), NEC (National Electrical Code), NETA (International Electrical Testing Association) NFPA (National Fire Protection Agency), UFC (Unified Facilities Criteria), American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRE), Heating Ventilation Air Conditioning standards, and Occupational Safety and Health Administration (OSHA) standards and Manufacturers Manuals for the purchased components.
 - 1.4. The Contractor shall demonstrate adherence to OSHA, NFPA 70E and other utility-specific standards.
 - 1.5. The Contractor shall be responsible for coordinating with the building occupants through the facility manager to ensure there will be minimum interruptions to their daily mission. The Contractor shall ensure the facility manager is notified of any operational impacts or shut down seven (7) days in advance. [REDACTED]
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- 1.6. The Contractor shall notify the Contracting office when all work is complete. A Contracting Representative and a CE Project Planner shall be present for a Final Inspection once all work is completed. The CE Project Planner shall determine whether the completed work is acceptable.
- 1.7. **Work Task – Replace Alpha Substation Feeder Protection Relays:**
- 1.7.1. **GE 760 Relay Replacement and Additive Services:**
- 1.8.1.1.1. The Contractor shall install (2) NEW GE 850 Feeder Protection Relays which are being provided by the Government.
 - 1.8.1.1.2. The contractor shall install and wire in (2) new Feeder Protection Relays in accordance with NEC/ NETA standards.
 - 1.8.1.1.3. The Contractor shall program the (2) new Feeder protection relays to match programming of the previously installed GE 760 relays, via settings provided by the Electrical shop and test functionality without load.
 - 1.8.1.1.4. The Contractor shall coordinate with the Electrical shop prior to energizing the primary voltage for testing and commissioning.
 - 1.8.1.1.5. The Contractor shall commission and test the two new relays with full base load once installed with witnesses from Electrical, Contracting and R&O.
 - 1.8.1.1.6. The Contractor will coordinate with the Electrical Shop before conducting any power outages for acceptance tests if needed.
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- 1.8. Work shall be scheduled during normal business hours 0700-1600, however, the Contractor may request and/or be required to perform work after normal duty hours or on weekends.
- 1.9. The Contractor shall conduct the work in a manner to keep to a minimum disruption of normal operations.
- 1.10. The work may be in an operational or controlled area. In the event of an "actual" or "exercise" scenario, it may be required that the Contractor stop work until the event is complete. This delay will not be an additional expense to the Government. Lost construction time due to stop work will be added to performance time.
- 1.11. It is the responsibility of the Contractor to restore any areas/facility components, disturbed by their work to their original state.
- 1.12. The work area must be kept free and clear of all debris. Access to the facility or driving rights-of-way in the surrounding area will not be closed off or substantially obstructed for long periods of time.

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- 1.13. The Contractor shall dispose of all construction debris off the installation and in accordance with all local, state, and federal requirements as required by Section 6 of this document. The Contractor shall leave work site clean and clear of any work debris, materials, supplies, tools, or equipment associated with this project.
 - 1.14. The Contractor shall be responsible for all damage to Government property or personal property resulting from actions by Contractor employees or equipment during the performance of this contract or while Contractor employees are on Dyess AFB.
 - 1.15. Upon completion of the work, the Contractor shall provide system schematics (as-builts) for what was installed and maintenance guidelines/service manuals for all components installed (if applicable). A minimum of one (1) hard copy shall be provided as well as one (1) digital file containing the information will be provided to 7th Civil Engineer Squadron.
 - 1.16. The Contractor shall warranty all work for a period of one (1) year from the date of acceptance by the Government.
2. **HAZARDOUS CONDITIONS.** While performing work under this contract, should the Contractor find conditions existing that prevent the performance of task specified; the Contracting Officer shall be immediately notified. A confined space permit must be obtained through the proper authorities before entering any confined spaces.
 3. **GOVERNMENT FURNISHED PROPERTY AND SERVICES.** The Government will provide reasonable utilities and workspace for the Contractor to perform the requested duties. There are no covered or secure storage areas available. The Contractor will provide all equipment and storage media necessary to perform tasks.
 - 3.1. **Toilet Facilities.** Use of existing toilet facilities in the immediate work area only will be permitted. Contractor personnel will ensure facility cleanliness is always maintained.
 - 3.2. **Security Police and Fire Protection.** The Government will provide general on-base security police and fire protection service. Security police phone extension is 911 for emergencies, and 696-2131 for routine calls. Fire protection emergency phone is 117 (from on-base phone only), or 696-2486 from a cell phone.
 - 3.3. **Telephone.** The Government shall not provide telephone services. If available, Contractor may use Government phones in a case of emergencies or during field and site work. No long-distance telephone calls will be authorized.
 4. **HOURS OF OPERATION.** Working hours for the Contractor will normally be between the hours of 0700 and 1600 excluding Saturdays, Sundays, and Federal holidays. The Contractor may work during periods other than normal hours. The Contractor shall email a request to the Contracting Officer five (5) calendar days in advance for approval of intention to work during other periods to allow assignment of CE

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Inspectors. If available, the Contracting Officer may authorize the Contractor to perform work during periods other than normal duty hours/days. If approved, any work outside normal business hours will be at no additional cost to the Government.

4.1. RECOGNIZED U.S. FEDERAL HOLIDAYS

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth National Independence	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

*U.S. Federal holidays that fall on a Saturday will be observed on the preceding Friday, and U.S. Federal holidays that fall on a Sunday will be observed on the following Monday.

5. **HEALTH AND SAFETY.** All holes/pits/trenches/manway openings, etc., that are to be left open shall be surrounded with a 48-inch-high mesh fence with highly visible orange plastic coating. The fence shall be securely anchored with tension wires and posts as required to prevent sagging and located a minimum of 3 feet from the opening to prevent an individual, should they fall across the fencing, from falling into the opening. Holes shall also be covered, when not being worked in, with three quarter inch plywood or a metal grating that will prevent small children from entering the hole.

5.1. **OSHA Requirements.** All Contractor operations shall be conducted and performed in accordance with Department of Labor, OSHA requirements found in 29 CFR 1910 and 29 CFR 1926, project identified national standards, military manuals, instructions, pamphlets, standards and handbooks, and with the Corps of Engineers (COE) Safety Manual 385-1-1, dated 03 Sep 96.

5.2. **State Requirements.** All companies who conduct business within the state of Texas must, in accordance with Texas Workman Compensation laws (Texas House Bill 62), have an approved company safety policy and an Accident Prevention Plan. The plan, approved by the Texas Workman Compensation Commission (TWCC), shall be submitted For Information Only (FIO) in accordance with paragraph SUBMITTAL REQUIREMENTS. In addition to meeting the TWCC requirements; the plan must also include the requirements of COE Safety Manual 385-1-1.

5.3. **Welding, Cutting, and Brazing:** Contractor shall obtain required advance approval for any process that includes welding, soldering, brazing, cutting with or use of a torch, or any other operation that involves a flame or equipment that produces a high degree of heat. Approval must be

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requested 24 hours in advance via an AF Form 592. Assigned COR will assist in filling out and processing the AF Form 592 when/if required. Operations shall not commence until the Dyess Fire Department approves the AF Form 592 and assigns a control number. Contractor shall put a fire watch in place and have appropriate fire extinguishers on-site at the location of the work. Contractor shall coordinate work start to allow an on-site inspection by Dyess Fire Prevention personnel prior to any portion of the work that requires the AF Form 592.

- 5.4. **Work Clearance:** An AF Form 103, *Base Civil Engineer Work Clearance Request*, shall be completed by the Contractor and approved by 7 CES prior to start of work; furthermore, the document must be renewed every 30 days until the completion of the contract. Preparation and approval of the AF Form 103 can be worked through the assigned 7 CE representative.
- 5.5. **Confined Space: Contractors** shall obtain all necessary approvals and permits for entry into confined space prior to work start.
6. **Disposition of Waste, Excess, Scrap, and Salvage Materials.** The title to all waste, excess, scrap, and salvage materials generated as a direct result of this contract is vested in the Contractor - unless specifically excepted below. Further (unless listed below in exceptions), these materials shall be disposed of off the Base by the Contractor in accordance with all applicable Federal, State, and Local Regulations. Following is a list of materials (Exceptions) that will be generated as a result of this contract and shall be turned into the Government at a location at Dyess AFB designated by the Contracting Officer.

Exceptions: None.

7. **Radiation Permits and Authorizations.** Contractors contemplating the use of devices containing radioactive materials (i.e., soil moisture/density probes) or non-ionizing radiation producing equipment (radio frequency radiation emitters or lasers) while performing work on this contract must obtain written authorization/permit from the Dyess AFB Radiation Safety Officer (RSO), 7 OMRS/SGXB. To obtain the required authorization permit, an application to bring a radioactive device on Dyess AFB must be emailed to the Dyess AFB RSO or forwarded to 7 OMRS/SGXB, 697 Louisiana, Dyess AFB, TX 79607-1367 (this is mailing address, physical address is 880 Third St.) or (325)696-2325, at least 45 days prior to the anticipated use. Without the proper authorization, Contractors will not be allowed to bring these devices on base. Also, Contractor shall provide Bioenvironmental Engineering (7 OMRS/SGXB) a copy of Contractor's radioactive materials permit and training certificates, if radioactive material will be brought onto Dyess AFB.
8. **Security Requirements.**
- 8.1. **Levels of Security.** Dyess AFB security may be viewed as being one of three broad levels, the level in effect being dependent on the location or AREA of Dyess AFB in question.
- 8.1.1. The lowest level of security exists in "GENERAL ACCESS" areas. These areas are all of Dyess AFB outside of the "USAF Controlled" and "USAF Restricted" areas.

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- 8.1.2. “USAF Controlled” access areas are the mid-level security areas. Presence within the CONTROLLED ACCESS AREA is by authorization; however, the movement of authorized personnel in and out of these AREAS is generally not impeded.
- 8.1.3. The highest level of security on Dyess AFB is that within the “USAF RESTRICTED AREAS”. These areas are subdivided to be known as Protection Level 1, 2 or 3 AREAS. Work schedule requests or changes to existing schedules for work to be performed in a “USAF RESTRICTED AREA” shall be submitted at least 7 calendar days in advance for approval and coordination of Dyess AFB Security Forces.
- 8.2. **Closed Base.** Dyess AFB is considered a closed base. All personnel entering must have specific permission of the installation commander for entry. This permission is granted when a contractor employee is issued an identification card. The Contracting Officer will provide information necessary to obtain identification badges. The Contractor shall be responsible to ensure that all its employees obtain and keep on their person at all times while working on the base, a USAF identification card. Upon completion of the work or termination of an employee, the Contractor shall be responsible for the turn in of identification badges to the Contracting Officer or to the Pass and Registration Office of the Security Forces.

NOTE: Failure to turn in badges will result in **WITHHOLDING OF FINAL PAYMENT** and revocation of any future badges issued by Pass and Registration Office to the employee and the Contractor.

- 8.2.1. **Dyess Form 173.** The Dyess AFB Form 173 is subject to the privacy act of 1974, Authority: 10 U.S.C. 8012 and 5 U.S.C. 552a (b) (7). Disclosure is Mandatory: Failure to provide the information and Social Security Number (SSN) could result in denied access to the Dyess AFB installation.
- 8.2.1.1. Effective 1 Nov 04, a completed signed original Dyess Form 173 (Mar 04) must be delivered to Pass & ID by 0900 on the duty day prior to the desired day of entry onto Dyess AFB. The Visitor Control Center no longer issues temporary passes to Contractor personnel unless they have already been previously identified on an executed Dyess Form 173. All information on the Dyess Form 173 must be typed and the authorizing signature must be in blue or black ink. Personal information provided on the Dyess Form 173 will be cross-referenced against state and federal criminal databases to identify those individuals possessing outstanding warrants. Those individuals with outstanding warrants will be detained at the Visitor Control Center on the desired day of entry and turned over to Abilene Police Department.
- 8.2.1.2. The approving authority (individual on the 577) can make “ink changes” in red ink to correct any errors noted on the form. All changes must be initialed by the approval authority.
- 8.2.1.3. All individuals with Dyess Form 173’s will continue to be processed via the Texas Law Enforcement Terminal System (TLETS—police wants/warrants check). Once it is determined the individual is cleared from any wants or warrants. (Reasons why the form would not be at the guard shack would be erroneous driver’s license number, erroneous information, warrant, or identified as illegal alien).

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- 8.2.1.4. Contractors should report to the VCC before proceeding to the gate. Once a badge is obtained, they need only show the badge at the installation gate for entry onto the installation. Please note that neither the Security Forces Control Center nor the Tye Gate Guards will check the Dyess Form 173 for errors. This is the responsibility of the Pass and Registration Section.
- 8.2.1.5. The Dyess Form 173 will be maintained at the Tye Gate entry point for 30 days. After the specified time has expired, it will be destroyed. Should the Contractor not process through Tye Gate in that 30-day period, the Contractor will require someone to physically vouch them on base to get a one-day pass at the VCC so they may proceed to the Pass and Registration office for their badge. The hold period for these forms at the gate can and will be extended should rain days occur or through prior coordination with any affected agency.

8.2.2. Trusted Agent Letter for Day Labor Requests.

- 8.2.2.1. **Purpose of Letter:** To provide sponsoring authority to specific Contractor individuals as identified by their sponsoring agency (7 CONS, Army Corp of Engineers, etc.) to sponsor day laborers on the installation for designated period of time.

8.2.2.2. The Letter Process:

- 8.2.2.2.1. The sponsoring agency, in coordination with their Contractor, will identify Contractor individuals that require sponsoring/vouching authority. This authority is given to the Contractor for the purpose of sponsoring day laborers/job site personnel sub-contracted because of an unexpected or new requirement not previously identified in the current contract. This authority will not be given to Contractors for convenience only but should be limited to the smallest group of manager or foreman Contractor personnel needed to complete their assigned contract. It is the responsibility of the sponsoring agency to ensure the Trusted Agent Letter remains current. Additionally, all reasonable actions should occur to prevent use of this process when a known laborer/sub-Contractor was required well in advance of the day labor/sub-Contractor request. (Effective Date: Immediately)

- 8.2.2.2.2. The sponsoring agency will provide this letter to the Pass and Registration Section who will keep it on file. The Pass and Registration section shall post a copy of the letter at the VCC, as a reference, to verify which Contractor personnel have sponsoring/vouching authority.

8.2.2.3. The Process to get Day Labors/Job Site Personnel Sub-Contracted onto the Installation:

- 8.2.2.3.1. The Contractor individuals identified in the Trusted Agent Letter will provide a typed or hand-written form (form will be provided by the 7 SFS) with all

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individuals they will sponsor onto the installation to the VCC. The VCC will verify the identity of all individuals on the form by checking the information against a valid State/Federal Identification card. The VCC will randomly check a percentage of the individuals via the TLETS. Should any individual not possess a valid identification card, they will be turned away at the VCC and entry to the installation denied. Pen and ink changes can be made to the form, but all information must be validated by the VCC before the Contractor is allowed to proceed onto the installation with the sponsored individuals. No AF Form 75/Visitor Pass will be issued to any individual who is sponsored by the Trusted Agent Contractor, unless the sponsored individual will be driving a vehicle onto the installation. Trusted Agent Contractors are encouraged to consolidate all sponsored individuals into the smallest number of vehicles as possible to avoid the issuance of multiple AF Forms 75. Should an AF Form 75 be issued, the driver will be required to produce a valid driver's license, current insurance card, and current registration for the vehicle being operated. Once on installation, the Trusted Agent Contractor will be responsible for the actions of the sponsored individuals. Should an incident occur with a sponsored guest, and negligence be proven on the part of the Trusted Agent Contractor, their vouching/sponsoring authority will be revoked. The Trusted Agent Letter can be adjusted to add and delete names of Trusted Agent Contractors as needed, as long as the provisions of this paragraph are followed. Although the 7 SFS form is used in lieu of the AF Form 75, it carries the same authority and responsibilities. Additionally, the 7 SFS Form will expire at 0001 daily or at the end of the Contractor duty day, whichever occurs first. At no time will the Trusted Agent Contractor depart the installation and leave any of his/her sponsored individuals with another Contractor that does not have the same vouching/sponsoring privileges.

- 8.2.2.3.2. All Contractors must attend a contractor briefing given to the Contractors by Pass and Registration who will provide a more detailed explanation regarding Contractor badges and their uses. Pass and Registration reserves the right to not issue a contractor badge due to erroneous information or failure to disclose information on the Dyess Form 173. Any derogatory information received from the background check will result in the non-issuance of the Contractor badge.

9. **EAL Submission Process.** In the event the Contractor requires an Entry Authorization Letter, the contractor shall request the appropriate form from the Contracting Office and return the form no later than seven (7) business days prior to the start of work.
10. **Identification of Contractor Vehicles.** Contractor vehicles must be marked on each side with company name with either permanent or semi-permanent/magnetic signage.
11. **Other Vehicle and Licensing Requirements:**

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- 11.1. All Contractor employees who will be driving a vehicle on Dyess AFB shall always have a current driver's license with them while on Dyess AFB.
- 11.2. All Contractor vehicles to be operated on Dyess AFB will have valid state registration, vehicle inspection, and insurance. Proof of registration and vehicle insurance must always be physically available while the vehicle is on Dyess AFB.
- 11.3. Any Contractor employee who will be operating heavy equipment or specialized equipment that requires a license or certification shall be so licensed and/or certified with proof presented to the contracting officer prior to work start.