

**Statement of Work  
for  
Medical Gas Delivery and Pickup Services**

**1.0. DESCRIPTION OF SERVICES.** The contractor shall provide all personnel, equipment, supplies, facilities, transportation, delivery, tools, materials, supervision, and other non-personal services necessary to provide, deliver, and pickup medical gas for the 355th Medical Group (355 MDG), on Davis-Monthan Air Force Base (DMAFB), Arizona.

**1.1. Delivery Sites and Gas Quantities.** The contractor shall provide and deliver medical gas to the following two locations on DMAFB. Contractor will pick up and replace empty cylinders, every three weeks on a Tuesday to maintain the quantity levels listed below.

**1) 355 MDG - 4175 S. Alamo Ave. Building 400/Loading Dock Rooms 112 & 113**

Gas	Quantity
Liquid Nitrogen Cryogenic Tank USP (50-liter capacity)	1
Size E Oxygen USP	20
Size D Oxygen USP	3
Size M Oxygen USP	4
Size M Nitrogen USP	1

**2) Veterinary Clinic - 5350 Arizola St.**

Gas	Quantity
Size E Oxygen USP	4

**1.1.1. Gas Requirements.** The contractor shall provide United States Pharmacopoeia (USP) grade medical gases of Oxygen, Nitrogen, and Cryogenic Liquid Nitrogen. The contractor shall provide Certificate of Purity to Government Medical Logistics personnel documenting the Liquid Oxygen (LOX) concentration and amount. To meet current Food & Drug Administration (FDA) requirements, oxygen must have a potency (purity) of 99.0 percent by volume of oxygen to be labeled as a USP grade medical gas, regardless of what state it is in (e.g., compressed or liquid/bulk). The contractor shall specify what actions are to be taken and who must be notified if, at the time of delivery, the oxygen potency (purity) is less than 99.0 percent. Medical Logistics is not required to obtain a certificate of analysis prior to accepting the delivery of medical gases in cylinder form. The cylinders and their contents are required by the FDA to be manufactured in accordance with both the FDA's current Good Manufacturing Practices and the USP specifications for medical grade gases in compressed cylinder form. The vendor is required to maintain all documentation certifying the purity of the compressed gas being supplied to the organization. The supplier shall establish contingencies for emergency resupply of medical gases, to include turnaround time in the event of a natural disaster or disruption of medical gases. Ensure all cylinders have been hydrostatically tested within the past 5 years. The contractor shall ensure all Oxygen Cylinders contain "Do Not Oil" tags and Green Full/In-Use Tags. The contractor shall ensure cylinders (especially oxygen) will not be contaminated with oil, grease, paint, etc., by the shipper while en route to or from the filling agency. Cleaning, internal and

external, is performed by the commercial supplier and/or vendor at the time of retesting and reconditioning or at the time the cylinder is filled. The contractor shall maintain the records of the examinations and tests and make them available to the Government upon request.

## **1.2. General Information**

**1.2.1. Contract Manager.** The contractor shall designate a Contract Manager (CM) who is responsible for contractor-performed services. Upon contract award, the contractor shall submit the name and telephone number of the CM, in writing/email, to the Contracting Officer. The CM shall have full authority to act for the contractor on all matters relating to daily execution of the contract.

**1.2.2. English Language.** All contractor employees must be able to read, write, speak, and understand English fluently.

**1.2.3. Contractor Employee Conduct.** The Government reserves the right to require removal from the installation any contractor employee who endangers persons or property, whose actions are inconsistent with professional conduct, whose continued employment is inconsistent with the interest of military security or who is found to be incapacitated or under the influence of alcohol, drugs, or other substances. Removal of employees for any reason does not relieve the contractor of the requirement to perform services specified herein.

**1.2.3.1. Contractor Travel on DMAFB.** Contractor employees shall not loiter in any working area before or after performing services. All contractor employees shall limit their travel on DMAFB only to the specific areas required for performance of services or in travel directly to and from these locations. Upon completion of contract work, contractor employees shall promptly depart DMAFB.

**1.2.4. Federal Holidays.** The following federal holidays are observed at Davis-Monthan AFB. The contractor is not required to perform services on federal holidays or the day set-aside for the holiday.

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

**1.2.5. Safety.** The contractor shall comply with all local, state and federal laws and safety regulations. Compliance with OSHA and other applicable laws and regulations for the protection of contractor employees is exclusively the obligation of the contractor, and the Government will assume no liability or responsibility for the contractor's compliance or noncompliance with such responsibilities. The contractor is responsible for furnishing contractor employees with all necessary personal protective equipment to perform services.

**1.2.6. Smoking in AF Facilities:** Contractors are advised that the AF has placed restrictions on the smoking of tobacco products in AF facilities. AFI 40-102, *Tobacco Use in the Air Force*, outlines the procedures used by the commander to control smoking in our facilities. Contractor employees and visitors are subject to the same restrictions as Government personnel. Smoking is permitted only in designated smoking areas.

**1.2.7. Illegal Substances:** Illegal substance possession and/or use shall not be tolerated on any military installation, including DMAFB. This includes the use, possession, distribution, or purchasing of marijuana, even if it has been medically prescribed. The contractor shall ensure that contractor employees who have base access do not possess and/or use illegal substances. All contractors and subcontractors are required to adhere to all local, state and federal laws concerning possession and/or use of illegal substances. Contractors found to be in possession of illegal substances will be barred from the installation, and subject to arrest and prosecution by local authorities.

### **1.2.8. Security Requirements**

**1.2.8.1. List of Employees:** Upon contract award, the contractor shall submit to the Contracting Officer a list of contractor employee names, social security numbers, and driver's license numbers, or other means of positive identification of all employees that will perform services on DMAFB. Foremen, supervisors, and superintendents must be identified on the list of employees. The contractor shall submit an updated list when an employee's status or information changes. The name of any contractor employee that is terminated during the period of the contract shall be reported to the CO in writing within one workday of the employee's termination.

**1.2.8.2. Safeguarding of Sensitive and Other Information:** The contractor shall ensure that contractor employees do not notify, repeat, comment upon, disclose, or use in any way information seen, observed, or derived from documents or conversations of a sensitive or confidential nature overheard by them. The contractor shall comply with and assume responsibility for compliance of this provision by its employees.

**1.2.8.2.1. Controlled Unclassified Information (CUI).** Controlled Unclassified Information (CUI) is unclassified information requiring safeguarding and dissemination controls, consistent with applicable law, regulation, or government-wide policy. In accordance with Department of the Air Force Instruction 16-1403, Controlled Unclassified Information (CUI), the contractor shall protect CUI, regardless of its form, at all times in a manner that minimizes the risk of unauthorized disclosure while allowing for access by authorized holders. Contractor personnel working with CUI shall be careful not to expose CUI to unauthorized users or others who do not have a lawful government purpose to see it. When not under continuous monitoring or physical control, the contractor shall store hardcopy CUI documents in a locked desk, file cabinet, or similar means, where only authorized personnel have access. The following are examples of CUI:

Personally Identifiable Information (PII)  
Sensitive Personally Identifiable Information (SPII)  
Proprietary Business Information (PBI)  
Unclassified Controlled Technical Information (UCTI)

## Sensitive but Unclassified (SBU) Information

**1.2.8.2.2. Protection of Personally Identifiable Information.** Personally Identifiable Information (PII) refers to information that can be used to distinguish or trace an individual's identity either alone or when combined with other information that is linked or linkable to a specific individual. PII may range from common data elements such as names, addresses, dates of birth, and places of employment, to identity documents, Social Security numbers (SSN) or other government- issued identity, precise location information, medical history, and biometrics. Contractor personnel shall protect all PII encountered in the performance of services in accordance with Department of Defense Directive 5400.11, Department of Defense Privacy Program, and DOD 5400.11-R, Department of Defense Privacy Program. If a PII breach results from the contractor's violation of the aforementioned policies, the contractor shall bear all notification costs, call-center support costs, and credit monitoring service costs for all individuals who's PII has been compromised.

**1.2.8.3. Pass and Identification Items:** The contractor shall ensure the pass and identification items required for contract performance on DMAFB are obtained for employees and non-Government owned vehicles.

**1.2.8.3.1. Delivery Drivers.** Drivers must pass a background check in order to be granted access to the Base and receive a Base pass. A base pass will be provided by the 355 Medical Group point of contact/COR upon award and receipt of required information (Full Name Including middle, SSN, DOB, country of citizenship, Driver's License number and DL state of issue).

**1.2.8.4. Retrieving Identification Media:** The contractor shall retrieve all identification media, including vehicle passes from employees who depart for any reason before the contract expires, e.g., terminated for cause, retirement, etc., or upon contract completion. The contractor shall notify the Contracting Officer in writing when an employee departs and return the employee's identification to the office that issued it.

**1.2.8.5. Traffic Laws:** Contractor employees shall comply with all Davis-Monthan AFB traffic regulations and state traffic laws. Contractor employees are subject to random vehicle speed control checks. Failure to adhere to base traffic regulations may result in the loss of base driving privileges, debarment from the base, or other administrative action. The use of cell phones is strictly prohibited while driving on Davis-Monthan AFB, unless the phone is hands free. Seat belt use is mandatory for all drivers and vehicle passengers.

**1.2.8.6. Random Personnel and Vehicle Searches.** Contractor personnel are subject to random personnel and vehicle searches. If contractor personnel refuse to be searched, they shall be denied entry to the base. Denial of entry to contractor personnel who refuse to be searched, or detention of personnel found to be in possession of contraband, may result in loss of base driving privileges, debarment from the base, or other administrative action. Detention of contractor employees for any reason does not relieve the contractor of the requirement to perform contract services.

**1.2.8.7. Weapons, Firearms, and Ammunition.** Contractor employees are prohibited from possessing weapons, firearms, or ammunition on themselves or within their contractor owned vehicle or privately owned vehicle while on Davis-Monthan AFB.

**1.2.8.8. Reporting Requirements.** Contractor employees shall immediately report to an appropriate DMAFB authority any information or circumstances of which they are aware that may pose a threat to the security of Department of Defense personnel, contractor personnel, resources, and classified or unclassified defense information.

**1.2.8.9. Physical Security.** Contractor employees are responsible for safeguarding all Government property and controlled forms provided for the contractor's use.

**1.2.8.10. Antiterrorism Awareness Training.** Level I – Antiterrorism (AT) Awareness Training is available to all contractor employees. Non-Common Access Card (CAC) holders can accomplish Level 1 - AT Awareness Training at <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>. Additionally, contractor employees may contact the Government sponsoring agency's Unit Antiterrorism Representative (UATR) to request Antiterrorism Awareness Training material.

## **2.0. AVAILABLE SUPPORT SERVICES**

**2.1. Emergency Services.** The Government will provide security forces services (call 228-4444, for emergencies only), and fire protection services (call (520) 228-3333). There are no emergency medical services available on Davis-Monthan AFB, therefore the contractor must call (520) 228-3333 for emergency medical services.