

**STATEMENT OF WORK**  
**INSTALLATION OF SURVEILLANCE EQUIPMENT**  
**Mountain Home AFB Idaho**  
**29 August 2017**

**1.0 Scope.** The contractor shall accomplish all actions necessary to provide Internet Protocol (IP) compatible video surveillance system for the 366 Security Forces Squadron (SFS) K-9 kennels located on Mountain Home AFB, ID, (MHAFB), as defined by the requirements of this SOW. The Government shall not exercise any supervision or control over the contract service providers performing the services herein.

**2.0 Requirements.** The contractor shall be responsible for providing all personnel, equipment, supplies, transportation, tools, materials, supervision, other items, necessary to perform the installation and programming of all requirements.

**2.1 Deliverables. The contractor shall:** Install a Video Insight IP camera system in Bldg 2201.

**2.1.1.** System shall include:

**2.1.1.1.** One (1) 12 TB Video-Insight server, with 3 output video card, two (2) monitor outputs (connection of up to two (2) separate monitors), keyboard, mouse, unlimited user viewing for remote monitoring of cameras through Video Insight server. The server shall be installed in an enclosure in the communications room of Bldg 2201 (adjacent to 366 Communications Squadron (CS) Comm enclosure) and connected to camera VLAN IAW 366 CS requirements.

**2.1.1.2.** One (1) 2 TB Video-Insight monitoring workstation with 3 output video card, two (2) monitor outputs (connection of up to two (2) separate monitors), keyboard, mouse, and Video Insight Monitoring Station software. Monitoring station to be installed in an office of Bldg 2201 and connected to camera VLAN in communications room of Bldg 2201 IAW 366 CS requirements.

**2.1.1.3.** One (1) Web Smart Switch, 24 Port 10/100 Mbps with 4 Gigabit Ports and 2 Mini-GBIC Slots, 17.6 Gbps switching capacity, Network Media (Ethernet: UTP/STP Cat 3,4,5,6). LAN Ports (24x10/100Mbps Auto-MDIX Fast Ethernet ports, 4 x 10/100/1000Mbps Auto-MDIX Gigabit ports, 2 x 1000Base-SX/LX Mini-GBIC slots \*shared with 2 Gigabit ports)), installed in same enclosure as server identified above. All cameras will be connected to switch and the switch will be connected to the camera VLAN in communications room of Bldg 2201 IAW 366 CS requirements.

**2.1.1.4.** One (1) 17 inch monitor with wall mount to be connected to the server installed in the area of the enclosure in the communications room of Bldg 2201 (adjacent to 366 CS Comm enclosure).

**2.1.1.5.** One (1) 32 inch flat screen LCD color video monitor, anti-glare surface, HDMI, DVI, VGA, and S-Video inputs (video monitor not TV) with wall mount, to be connected to the workstation and installed in office of Bldg 2201.

**2.1.1.6.** Twelve (12) 3 MP (2048 x 1536) resolution cameras with built-in IR, 4 mm lens, PoE (Power over Ethernet), vandal proof, with license, and roof mounting hardware (Advidia A-47 or comparable). Camera must be compatible with Video Insight camera system. Twelve (12) installed in kennel area of Bldg 2201. One (1) camera behind each kennel, and one (1) camera over each entry door to kennel area, and two (2) cameras installed in the hallway outside kennel area of Bldg 2201 (one at each end of hallway), and connected to camera VLAN IAW 366 CS requirements.

**2.1.1.7.** One (1) 2 MP (1080p) color/monochrome day/night exterior Pan/Tilt/Zoom camera with 0x Zoom Lens with f4.9-49mm / F1.8-3.0, DC Iris, , Weather and vandal proof, Power over Ethernet (PoE), camera, with license all exterior wall mounting hardware (Advidia B-210 or comparable). Camera must be compatible with Video Insight camera system. Installed outside (back) of Bldg 2201, adjacent to rear exit door of hallway outside kennel area observing the ARMAG and connected to camera VLAN IAW 366 CS requirements.

**2.1.1.8.** One (1) Smart UPS (SMART1500LCD or comparable) for server.

**2.1.1.9.** One (1) wall mounted enclosure with door for the server and POE switch. The enclosure will be installed in the communications room of Bldg 2201 (adjacent to 366 CS Comm enclosure).

**2.1.1.10.** Programming server and cameras for use via V-LAN IAW 366 CS requirements.

**2.1.1.11.** All cable and associated equipment (e.g. Cat6 cable and adequate connectors) to connect all equipment and cameras. Installation, programming, shipping, handling and standard commercial warranty for a period of no less than 12 months.

**2.1.2.** All work shall be done in accordance with manufacturer's specifications and to the satisfaction of the government representative.

**2.1.2.1.** All installers/programmers must show certification and training from Video Insight on installation of their specific equipment (to ensure warranty).

**2.1.3.** All work shall conform to the latest issue of the National Electric Code.

**2.1.4.** Poor workmanship or unacceptable performance shall be grounds for withholding payment until the problem is equitably resolved.

**2.1.5.** Contractor shall notify the government representative of any delays or problems affecting task completion including nature of the delay and expected completion date.

**2.1.6.** Contractor shall provide to the Contracting Officer (CO) employees certifications to document that they are qualified to perform electrical and electronic troubleshooting, repair, testing, diagnostics, and proprietary programming.

**2.1.7.** Contractor is responsible for providing all tools and diagnostic equipment required for the duties within this SOW. Major equipment, such as man lifts and bucket trucks including operators, will be provided by the contractor.

**2.1.8. Program Management.** The contractor shall, without any additional expense to the Government, be responsible for obtaining any necessary licenses and permits and for complying with any applicable Federal, State, and municipal laws, codes, and regulations in connection with the performance of work as outlined in this SOW, that are not provided, in advance, by the Government. The contractor shall be liable for all personnel injuries and equipment damage that result from their negligence or failure to follow safety/health guidelines. The contractor shall take proper safety and health precautions to protect work, the workers, the public, and the property of others, to include appropriate insurance.

**2.2. Background.** The POL area requires a camera system to monitor operations and the current system is inoperative. When possible use conduit for camera wiring.

**2.3. Period of Performance.** Any changes to this SOW shall be approved by the CO.

### **3.0 GENERAL INFORMATION.**

#### **3.1 Points of Contact.**

**Primary:**

Contracting Specialist:	<u>A1C Amy DeVore</u>
Squadron/Office Symbol:	366 CONS/PKA
Phone Number:	(208) 828-6485
Email:	amy.devore@us.af.mil

Contracting Officer:	<u>Ms. Monica Bardsley</u>
Squadron/Office Symbol:	366 CONS/PKA
Phone Number:	(208) 828-3117
Email:	monica.bardsley@us.af.mil

**3.2. Contractor Employees.** The contractor shall not employ persons for work on this contract if such employee is identified to the contractor, by the Contracting Officer, as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population. The contractor shall not employ any person who is an employee of the United States government if the employment of that person would

create a conflict of interest, nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval in accordance with DOD 5500.7 and the Joint Ethics Regulation. If prior military, the employee must have been discharged under honorable conditions with no administrative discharge actions taken against them.

**3.2.1. Contractor Appearance.** Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, and types of positions occupied. Attire shall be in good repair and shall not be considered offensive, disruptive, or unsafe. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, overcoats, or hats bearing the company name or logo. The coloring or design of the items selected should be such that the items identify personnel easily and quickly for reasons of safety and personal protection. The Government is authorized to restrict base access to any contractor employee or prospective contractor employee who is identified as a potential threat to the health, safety, security, general well being, or operational mission of the installation and its population.

### **3.3. Hours of Operation.**

The contractor is responsible for conducting business between the hours of 0730-1700, Monday through Friday except Federal holidays or when the Government facility is closed due to Base down days. Local or national emergencies may also affect access to base facilities.

### **3.4. Federal Holidays Holidays.**

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

A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) The contractor is not required to provide service during 366 FW Family and/or Down Days:

### **3.5. GOVERNMENT FURNISHED SUPPLIES AND SERVICES.**

MHAFB shall provide electricity and water. All other supplies or services shall be the responsibility of the contractor.

Contract Manager and Alternate. Contractor shall appoint in writing to the CO within 10 business days following contract award a contract manager and alternate(s). Any changes to this letter of appointment shall be provided to the CO within three (3) business days. These individual(s) will be responsible for contract performance IAW the PWS. The contract manager or alternate will have full authority to act for the contractor on all

contract matters. The name of this person, and an alternate or alternates, will act for the contractor when the primary is absent.

All contractor personnel must present a neat appearance and be easily recognized as contractor employees. This may be accomplished by wearing contractor-furnished clothing bearing the company name and/or logo. Dress of office workers will be in good taste and conducive to working with the general public. The contractor will identify himself as a contractor in meetings, telephone conversations, and e-mails and in any correspondence with the Government.

All employees shall fluently read, write, speak, and understand the English language.

**3.6. Security Requirements.** This project is unclassified; access to classified information is not required. All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the Government installation, shall abide by all security regulations of the installation.

**3.6.1. Base Pass for Vehicles and Personnel.** The contractor shall obtain personal identification passes for all employees requiring entry onto Mountain Home AFB, Idaho. Contractor personnel must meet established unescorted installation entry requirements (e.g., background checks) before base identification will be issued. Personnel not meeting the minimal standards will not be issued an installation pass and will not be allowed access to the installation. Contractors must submit request for installation identification (SFS Form 30) to 366 CONS no later than two (2) weeks before individual requires entry to installation. Employees must have vehicle registration, proof of insurance, and a valid driver's license in order for vehicles to be operated on MHA FB.

The contractor shall retrieve all identification media, including vehicle passes employees who depart for any reason before the contract expires i.e., terminated for cause, retirement, etc.

**3.6.2. Safeguarding of Government Property.** The contractor shall be responsible for safeguarding all Government property and controlled forms provided for contractor use. At the end of each work period, all Government facilities, equipment, and materials shall be secured.

**3.6.3. For Official Use Only (FOUO).** The contractor shall comply with DoD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

**3.6.4. Traffic Law.** The contractor and its employees shall comply with base traffic regulations.

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 MHAFB.

**3.6.5.** All personnel performing work on the installation must meet and adhere to all installation entry requirements.

**3.6.6.** Some areas within the installation may require escorts, according to standard practices. When expecting to do work in these areas, the contractor shall coordinate with the government representative who will coordinate with the appropriate site personnel for the given area. To include, but not be limited to, asking for escorts, available access times/windows and advanced notification of said personnel. If escorts are not available, the contractor will notify the appropriate site personnel of the impact to scheduled activities before impact occurs.

**3.6.7.** Contractor shall be responsible and accountable for the safety and actions of their employees while working within the properties of the site.

**3.7. Reporting Requirements.** Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware that 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 prior to their first time access the installation under this SOW.

### **3.8. Safety.**

**3.8.1 OSHA.** Contractor shall comply with all applicable OSHA and AFOSH standards.

**3.8.2 Hazardous Material.** Contractor shall not bring any hazardous material onto Mountain Home AFB or use hazardous materials in any Mountain Home Facility.

**4.0 Records Management.** All records, files, and documents, regardless of media (e.g., paper, electronic, etc), as described in this PWS, which are the responsibility of the Contractor are the property of the Government and shall remain so upon termination or completion of the contract.

The contractor shall keep these item(s) current and maintain and dispose of them in accordance with the requirements established in AFI 33-322, *Records Management Program*, paragraph 10, AFMAN 33-363, paragraph 6.4, AFMAN 33-364, paragraph 2.10 and the Air Force Records Disposition Schedule which may be accessed from the following web address: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm.4>

Records shall be turned over to the government upon completion of the contract unless otherwise stated. All records are subject to the Freedom of Information and Privacy Act.

**4.0.1. Contractor Manpower Reporting.** The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following internet address:

<http://www.ecmra.mil/>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2016. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>.