

PERFORMANCE WORK STATEMENT (PWS)
FOR
PURCHASE AND INSTALLATION
OF
NETWORK VIDEO RECORDERS
AT
UNACCOMPANIED HOUSING (BLDGS 28 AND 205)
BUCKLEY AIR FORCE BASE, COLORADO

460 CES/CEIH
BUCKLEY AFB CO 80011

27 AUGUST 2019

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1.0. SCOPE: The Contractor shall furnish all personnel, supervision, equipment, tools, material, labor, engineering, parts, programming, and other items and services necessary for the replacement and installation of a new Network Video Recorder (NVR) for the current video surveillance system, with future expansion capability. The place of performance shall be at Buckley Air Force Base (BAFB), Colorado, specifically all Unaccompanied Housing/Dormitory facilities (Buildings 28 and 205). The Contractor must perform to the standards in this contract and failure to meet the requirements will result in the Contractor potentially incurring additional costs.

1.1. OVERVIEW

1.1.1. The Contractor shall also furnish and install a workstation with monitors for viewing feeds in each dormitory (Bldg 28 and 205), and in the storage room where recording equipment is maintained for a total of three (3) workstations. The Contractor shall provide portable equipment and software necessary to plug into the individual systems in each building to monitor/review, retrieve, and transfer data to Digital Video Disc (DVD) and external storage media (i.e. Laptop, Tablet, etc.).

1.1.2. The Contractor shall include installation of CAT5e or CAT6 cable, all necessary Ethernet Over Coax (EOC) converters (EOC devices will be used at all replacement camera locations), conduit, boxes and fittings, all necessary Power Over Ethernet (POE) network switches, mounting of devices, final termination, programming and testing of devices, and system training.

1.1.3. The Contractor shall verify all actual measurements at the area of work and conduct field surveys, site investigations, and testing as necessary. Failure on the Contractor's part to verify measurements will result in the Contractor incurring any associated costs.

1.1.4. Listed items and various manufactures are not intended to limit the selection of equal items and materials from other manufacturers, and are indicated to establish specific characteristics of particular items. The 460th Civil Engineer Squadron (460 CES) operates under the principle of equal or better with the proposed acquisition of materials. Unless specifically stated in this PWS that sole source is required, the Contractor is free to use equal or better pending 460 CES representative approval.

1.1.5. The Contractor shall install NVR systems that are compatible/connectable with the existing Exacqvision system located at the Base Defense Operations Center (BDOC) in Building 1028.

1.2. NVR REQUIREMENTS

1.2.1. The NVR systems will provide motion activated video recording capabilities. Systems shall include incident recording system (i.e. NVR), wiring, components, and accessories for a complete and operational system, giving valid users the ability to ensure all cameras are functioning properly at any time.

1.2.2. NVRs will be mounted in a lockable cabinet and connected to either a battery back-up or Uninterrupted Power Supply (UPS) to ensure uninterrupted recording capability during a power outage, and the capability to download targeted video images to a storage device.

1.2.3. NVRs will have the capability to record and store data collected on 170 cameras, 24/7 for a minimum of 90 days. The data must be at a resolution consistent with facial identification capability. NVRs will have multiple logins for more than one user and

maintain a log for user login history. NVRs shall have the ability to burn the recordings to a disk.

1.2.4. Contractor will provide video cables and necessary hardware for each building's NVR system.

1.3. INSTALLATION

1.3.1. Storage space/staging area for materials and or operating space with telephone capability for the installer or installation team must be coordinated through the 460 CES representative. Contractor shall ensure proper separation of the construction site from the general public to prevent injury.

1.3.2. Contractor shall coordinate access for installation at all facilities through the 460 CES representative.

1.3.3. Contractor shall verify the validity of the supplied utility drawings. Government will perform utility locates upon receipt of a Buckley dig permit (Form 103) from the Contractor. The Contractor will be responsible for maintaining utility locates during construction. The Form 103 needs to be initiated by calling 460 CES Customer Service at 720- 847-9913.

1.3.4. Conduit will be used to house cabling running from the NVR system to the cameras where applicable to minimize exposure to weather elements or tampering.

1.3.5. Any penetrations (utility, communication or other) into dormitory floors or walls shall be documented and approved by the 460 CES representative for location, method of penetration and method of sealing opening. Penetrations of fire-walls will be resealed and made fire safe.

1.3.6. All materials and equipment shall be original equipment manufacturer items and new/unused. Prior to ordering approved materials, the Contractor shall evaluate building layouts and inventory existing cameras, cabling and recording devices.

1.3.7. If additional power outlets are required, coordinate with 460 CES representative and a work request will be submitted and it will not be the responsibility of the Contractor to provide additional electrical outlets.

1.3.8. Install devices in accordance with manufacturer's instruction at approved locations by qualified service personnel. Install devices in accordance with the National Electrical Code (NEC) and applicable local codes.

1.4. TEST AND ACCEPTANCE

1.4.1. The Contractor shall notify the Government 14 days prior to initial testing. The Contractor shall provide necessary personnel and equipment to complete testing. The acceptance testing will be conducted by the Contractor and witnessed by the 460 CES representative to demonstrate that all installed equipment and components are performing according to system specifications and operational requirements.

1.4.2. Programming, Internet Protocol (IP) addressing, Field of View (FOV), focusing, and commissioning shall be completed by the Contractor at the completion of the project.

1.4.3. Contractor will provide training to Unaccompanied Housing staff in the use and operation of the surveillance system prior to turning the system over to the Government for daily use.

2.0. SERVICES SUMMARY (SS): The Services Summary identifies the performance objectives and performance thresholds for all critical tasks associated with providing the services outlined in this PWS. This section contains only those items considered most important for mission accomplishment. The performance objectives are those services/tasks required in the PWS, and the performance threshold briefly describes the minimum acceptable levels of service required for each requirement. The Government expects the Contractor to perform at the acceptable levels throughout the life of the contract.

SS #	Performance Objective	PWS Paragraph	Performance Threshold
1	Furnish and install three workstation with monitors for viewing feeds	1.1.1.	No discrepancies
2	System is compatible/connectable with the existing Exacqvision system located at BDOC	1.1.5.	No discrepancies
3	Motion activated recording with anytime access for valid users	1.2.1.	No discrepancies
4	NVR system will include an UPS and have a 90-day, 24/7 video storage capability for 170 currently-installed cameras	1.2.2.-1.2.3.	No discrepancies

3.0. GOVERNMENT PROVIDED PROPERTY AND SERVICES

3.1. GOVERNMENT PROVIDED EQUIPMENT: None.

3.2. GOVERNMENT PROVIDED FACILITIES: The Contractor will be given access

to the facilities, located in Appendix B.

3.2.1. No alterations to the office space shall be made without the specific written permission from the 460 CES representative and the Contracting Officer (CO) as coordinated and approved via the Civil Engineer work order.

3.3. GOVERNMENT PROVIDED UTILITIES: The government will furnish electricity, water and sewage service as necessary for accomplishment of work in accordance with this contract.

3.3.1. The Contractor shall adhere to all base level utility conservation practices or requirements. The Contractor shall be responsible for operating under conditions that prevent waste of utilities.

3.4. SECURITY FORCES, FIRE PROTECTION AND MEDICAL SERVICES: The Government shall provide Security Forces and Fire Protection services. In the case of an emergency situation, the Security Forces telephone number at BAFB is 720-847-9930 and the Fire Department telephone number is 720-847-9924. Ambulance and emergency medical services shall be provided on a cost-reimbursable basis by the City of Aurora. No other property or services shall be Government-furnished. For Emergency services at BAFB, dial 911 from a landline phone. *NOTE – In case of an emergency on BAFB, DIAL 720-847-9117, if using a cellular phone

4.0 GENERAL INFORMATION

4.1. SECURITY REQUIREMENTS: The Contractor and all employees shall comply with all Buckley AFB's security requirements imposed by the Installation Commander at all times while on the premises.

4.1.1. SUITABILITY INVESTIGATIONS: Personnel working anywhere on Buckley AFB property are required to have a current security investigation.

4.1.2. PASS AND IDENTIFICATION ITEMS

4.1.2.1. The Contractor shall ensure the pass and identification items required for contract performance are obtained for all employees and non government owned vehicles.

4.1.2.2. The Contractor will ensure each member processes their Defense Biometrics Identification System (DBIDS) application to obtain a DBIDS Contractor ID card. A DBIDS Contractor ID card is required for performance on the installation in a Contractor capacity, regardless of alternate base access forms of identification (ex. retired military or dependent ID).

4.1.2.3. The Contractor shall provide an up-to-date roster of contractor personnel, authorized to work on the installation to the 460 CES representative at the pre-performance conference and when changes occur. The roster shall list employee name and position title, social security number, date of birth ,weight ,height, eye color, hair color, gender, valid driver license number and state issued(or valid state issued identification card),home phone number, work phone number, address and level of clearance held. An updated listing shall be provided upon change of employees. Individual DBIDS badges will be issued after the 460 CES representative submits each contractor employee's information to 460th Security Forces Squadron (460 SFS). Employees who do not pass security checks will not be allowed on base. Access to base may be revoked later if deemed necessary for security reasons by the Government.

4.1.2.4. All drivers will have in their possession the following documentation: base identification card (e.g. DBIDS), valid driver's license, vehicle registration, and insurance card. Any driver who does not have all of these items will be turned away and denied access to the installation. Contractor vehicles may be searched prior to being allowed access to the installation and at any time while on base. All vehicles and drivers must process through the specified entry gate dictated by the Force Protection Condition (FPCON).

4.1.3. RETRIEVING IDENTIFICATION MEDIA: Upon completion or termination of the contract, or termination of a Contractor employee, the contractor shall surrender all Government issued Identification or passes to Security Forces personnel at the Visitor's Control Center (Building 41).

4.1.4. LISTING OF EMPLOYEES

4.1.4.1. The Contractor shall provide an up-to-date roster of Contractor personnel, by employee name and position title, authorized to work on the installation to the Contracting Officer at the pre-performance conference and when changes occur.

4.1.4.2. The Contractor shall provide to the 460 CES representative an Entry Authorization List (EAL) on company letterhead with the names of all employees who will require access to the installation. The EALs will contain the employee's full name, date of birth, driver's license number and state of issue, full social security number and citizenship. Updated listings shall be provided monthly or when an employee's status or information changes.

4.1.4.3. All contracts prohibit hiring of illegal aliens for base duties and corrective/punitive actions can be taken when violations occur.

4.1.5. ANTI-TERRORISM/FORCE PROTECTION (ATFP): Contractor personnel, including subcontractors, must comply with and participate in the

installation AT/FP program, specifically including conducting Random Antiterrorism Measures (RAMs).

4.2. SAFETY

4.2.1. All appropriate safety measures (as outlined in Occupational Safety and Health Administration (OSHA) and Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) guidance) will be utilized and adhered to throughout this project.

4.2.2. The Contractor will be responsible for immediately cleaning up any spills, debris, etc., which may occur during work. The Contractor will be responsible for keeping the work area clean. The site conditions shall be returned to original conditions or better. All Safety precautions, measures and procedures shall be in place. Construction materials and equipment shall not be stored in the construction site during non-working hours except when the Using Agency provided a written approval allowing storage of such materials and equipment on approved site location.

4.3. FOR OFFICIAL USE ONLY (FOUO): The Contractor shall create and maintain FOUO material IAW DoD 5400-7R, *DoD Freedom of Information Act Program*; AFI 33-129, *Transmission of Information via the Internet*, paragraphs 7.4, 8.2.3, 16 and 17; and AFI 33-201, *Communications Security (COMSEC)*, Table 1. Mark all documents meeting the requirements identified in DoD Regulation 5400.7/Air Force Supplement, paragraphs C3.2.1.2 thru 3.2.1.9 as “For Official Use Only” IAW instructions identified in paragraph C4.2.1. Safeguard all sensitive data IAW DoD Regulation 5400.7/Air Force Supplement, paragraph C4.4. When documents containing FOUO material are authorized for destruction, shred the records in an approved shredder fit for the classification. Degauss or overwrite magnetic tapes or other magnetic media.

4.4. TRAFFIC LAWS

4.4.1. The Contractor and its employees shall comply with base traffic regulations and all posted speed limits.

4.4.2. Personnel operating motor vehicles must possess a valid state driver’s license with valid insurance. Contractor-owned vehicles must have a sticker stating the company name and be in clean/working condition.

4.5. LICENSES, PERMITS AND SPECIAL QUALIFICATIONS

4.5.1. Contractor shall obtain any necessary licenses and permits, and comply with any federal, state, and municipal laws, codes, and regulations applicable to the performance of work in this PWS. Contractor shall be certified and

trained to work on camera system prior to contract start date. Contractor shall provide proof of such applicable licenses and permits upon request by the Government.

4.5.2. Contractor shall be responsible for removing all existing cameras and unusable related system equipment, and disposal of such. Every effort will be made to make use of existing equipment (i.e. conduit, racks, etc.) where it does

not affect the new system's capabilities. Contractor must coordinate with 460 CES representative prior to disposal of any equipment to ensure proper disposal methods are used.

4.6. HOURS OF OPERATION: Contractor working hours will generally be from 0630-1700 Monday through Friday. Work on Federal Holidays, Base down days, and weekends will need to be coordinated between the 460 CES representative and the Contractor and will depend on the ability of the 460 SFS to allow for access to the site.

4.6.1. FEDERAL HOLIDAYS:

New Year's Day, January 1 or the Friday preceding or Monday following
Martin Luther King's Birthday, 3rd Monday in January
President's Day, 3rd Monday in February
Memorial Day, last Monday in May
Independence Day, July 4 or the Friday preceding or Monday following
Labor Day, first Monday in September
Columbus Day, 2nd Monday in October
Veterans Day, November 11 or the Friday preceding or Monday following
Thanksgiving Day, 4th Thursday in November
Christmas Day, December 25 or the Friday preceding or Monday following

4.6.2. HOLIDAY OBSERVANCE: If these holidays fall on Saturday, the preceding Friday shall be observed. If these holidays fall on Sunday, the following Monday shall be observed. If a holiday falls on a scheduled service day, the Contractor shall be responsible for rescheduling services for the first day post the holiday observance.

4.6.3. DOWN DAYS: These are days designated by Major Command or 460 SW/CC as non-working days. The Government reserves the right not to allow all non essential tasks to be performed on these days. The estimated number of down days is eight per year. The Contractor shall not charge any cost for down days unless approved by the Contracting Officer.

4.7. CONSTRAINTS

4.7.1. Contractor shall submit their work plan within 30 days after the notice to proceed. Work plan shall include work locations and schedules. Contractor shall not start work without an approved and coordinated work plan.

4.7.2. The Contractor shall contact the Government representative at 460 CES at least one (1) week in advance of actual performance date to schedule installation. The 460th Contracting Flight (460 CONF) POC and the 460 CES representative will be provided at contract award.

4.8. MULTI-FUNCTIONAL TEAM MEETINGS: The Program Manager and the Contractor may be required to meet with the CO, contract administrator and other Government personnel as deemed necessary. The Contractor may request a meeting with the CO when the Contractor believes such a meeting is necessary. If the CO or contract administrator deems necessary, written minutes of any such meetings shall be recorded in the contract file and signed by the project manager and the CO or contract administrator. If the Contractor does not concur with any portion of the minutes, such nonoccurrence shall be provided in writing to the CO within ten (10) calendar days following receipt of the minutes.

4.8.1. PRE-PERFORMANCE CONFERENCE: The Contractor shall be required to appear at the pre-performance conference at a date and time to be determined by the Contracting Officer prior to any work on Buckley AFB, Colorado. Contractor shall provide key points of contact.

4.9. NON-DISCLOSURE AGREEMENT: The location, direction and pertinent information regarding the camera installation and operations are only to be discussed with authorized personnel. Authorized personnel are the Contracting Officer, Contract Administrator, 460 CES representative designated in writing.

4.10 OPSEC REQUIREMENTS WITHIN CONTRACTS: Contractor(s) shall comply with all provisions of AFI 10-701, dated 8 Jun 11, and applicable AFSPC Supplement. Key excerpts are below:

4.10.1 Contractor(s) will practice OPSEC to protect critical information for specific Government contracts and subcontracts. Contractor(s) should identify OPSEC measures in their requirements documents and ensure they are identified in resulting solicitations and contracts. Contractor(s) will consider OPSEC for all contractual requirements. Contractor(s) will protect critical, sensitive and For Official Use Only (FOUO) contracted information. The user organization will provide OPSEC guidance for the Contractors. The following OPSEC guidance is provided:

- a. Organization's critical information list.
- b. Adversaries' collection threat information as it applies to the organization's mission and the contract, (phishing, dumpster diving, etc.).
- c. Operations security guidance (AFI 10-701).
- d. Specific OPSEC measures the organization requires (as appropriate).

- e. 100% shred policy.
- f. Out-of-office replies/messages.
- g. E-mail guidance with respect to OPSEC.
- h. OPSEC Training.

4.10.2 All required OPSEC training will be provided free to mission partners and Contractors from the Government OPSEC Coordinators.

5.0. WARRANTY: The Contractor will warranty the installed system in accordance with manufacturer guidance for parts/components and one (1) year for installation or longer based on industry standards. The Contractor will respond to system performance problems for one (1) year after the Placed in Service Date.

6.0. PROJECT CLOSEOUT

6.1. PRE-FINAL INSPECTION: Contractor's Quality Control (CQC) personnel and the Government Quality Assurance (QA) Inspector or representative shall conduct a pre-final inspection. At this stage, the system is considered to be complete but not in operation. CQC and QA Inspectors will generate a punch list if deficiencies are found during the pre final inspection.

6.2. FINAL INSPECTION OR PLACED IN SERVICE DATE: Contracting Officer or representative will conduct the final inspection of the project. Contractor, Government QA Inspector, and the Using Agency (customer) shall be in attendance. Listed deficiencies in the punch list should have been corrected at this point. However, deficiencies that cannot be corrected due to operation or seasonal weather can be rectified in dates approved by the Contracting Officer. All construction shall be complete and in operation.

APPENDIX A – FACILITY DRAWINGS

The Contractor will be given access to the following facilities:

Facility No. Address

28 18101 East Steamboat Ave, Buckley AFB, CO 80011-9564 205 129
North Telluride Dr, Buckley AFB, CO 80011-9564

Drawings attached. (Note: Floor layout drawings were provided as part of the PWS but have been removed from this sample to protect sensitive information.)