

# STATEMENT OF WORK

## Logistical Equipment

### National Veterans Summer Sports Clinic

#### 1. GENERAL OBJECTIVES AND REQUIREMENTS

1.1 General: This proposal is intended to procure the logistical equipment for the four (4) sport venues of the 2017 National Veterans Summer Sports Clinic.

1.2 Description of Services/Scope of Work: Contractor shall provide all necessary labor, transportation, equipment, materials, and other items and non-personal services required to provide the logistical equipment described in the Statement of Work for the National Veterans Summer Sports Clinic.

1.3 Physical Security: The Contractor shall be responsible for safeguarding all government equipment, information, and property provided to the Contractor personnel while performing the services described herein.

1.4 Period of Performance: The period of performance shall be from September 15 - 23, 2017.

1.5 Type of Contract: The government will award a Firm-Fixed Price (FFP) contract.

1.6 Designated Point of Contact: The Designated Point of Contact will provide unlimited communication with the Contractor in response to the design and printing. The Designated Point of Contact shall not provide any formal direction and/or guidance to the Contractor. The Designated Point of Contact will be on the premises where the services will be provided.

1.7 Contract Administration: The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments and/or issue changes that will affect price, quantity or quality of performance of the contract. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof. All changes to the contract will be issued via an amendment and/or modifications in writing from the Contracting Officer to the Contractor.

1.8 Invoices: All invoices are to be submitted

1.9 Work Stoppage/Delays: The Contracting Officer shall be notified at the earliest time available, but, no later than the next business day, via phone of the Contractor's knowledge of any conditions which may adversely affect the Contractor's ability to perform under the terms and conditions as stated in the specifications of this requirement. For example, vehicular

problems, licenses, or anything that might jeopardize the terms and conditions of the contract should be reported to the Contracting Officer immediately.

## **2. TASK SPECIFICATIONS**

**2.1 Description of Work:** The contractor must assign a senior on-site representative for tents, chairs, and tables, etc. who will be present on each set-up and teardown day, starting on Friday, 15 September through Saturday, 23 September 2017. On-site representative should contact the Venue Coordinators or Event Coordinator for specific site set-up, and to arrange site set-up/walk-through. The on-site representative, Event Coordinator, and Venue Coordinators will only discuss items within the scope of the contract. Any item the vendors consider to exceed the scope of the contract must be reported to the Contract Officer for contract modification PRIOR to execution. The Contractor will certify that their company is in possession of a current, valid, and active State of California Contractor's License, for the applicable specialty.

### **Site 1. Surfing: La Jolla Shores – Kellogg Park, 8200 Camino del Oro, La Jolla, CA 92307**

**Set up: Commence on 17 Sep 2017**

**Teardown: Commence on 23 Sep 2017**

Fifteen (15) 10' x 10' Canopies (or tents without sidewalls)

Six (6) 10' x 20' Canopies (or tents without sidewalls)

Five (5) 10' x 20' Tents (with solid sidewalls)

(380) sidewalls

(50) 8-foot folding tables

(160) folding chairs

One (1) 20k generator

One (1) Gas Gater with bed (UMAX)

Two (2) Portable toilets ADA - Units should comply with Americans with Disabilities Act (ADA) Standards. Units should have Ramped Door that can be locked from the inside and stocked with seat covers, dispensed soap, paper towels and toilet paper. Vendor is responsible for cleaning, treating and pumping the units as needed or specified daily.

One (1) Handwashing Station

NOTE: Weights (either concrete or water-filled) are required, if tents pegs cannot be used. Set up should be capable of surviving high winds/thunderstorms.

### **Site 2. Sailing: Fiddler's Cove Marina, 3455 Silver Stand Blvd, San Diego, CA 92155**

**Set up: Commence on 17 Sep 2017 (between 8am – 6pm only)**

**Teardown: Commence on 23 Sep 2017**

Two (2) 10' x 10' Canopies (or tents without sidewalls)

NOTE: Weights (either concrete or water-filled) are required, if tents pegs cannot be used. Set up should be capable or surviving high winds/thunderstorms.

**Site 3. Kayaking: Mission Bay Yacht Club, 1215 El Carmel Place, San Diego, CA 92109**

**Set up: Commence on 16 Sep 2017**

**Teardown: Commence on 23 Sep 2017**

Two (2) 10' x 10' Canopies (or tents without sidewalls)

(3) 8-foot folding tables

NOTE: Weights (either concrete or water-filled) are required, if tents pegs cannot be used. Set up should be capable of surviving high winds/thunderstorms.

**Site 4. Cycling: Tidelands Park, Coronado, 2000 Mullinix Drive, Coronado, CA 92118**

**Set up: Commence on 17 Sep 2017**

**Teardown: Commence on 23 Sep 2017**

Twelve (12) 10' x 10' Canopies (or tents without sidewalls)

Four (4) 10' x 20' Tents (with solid sidewalls)

Two (2) 20' x 20' Canopies (or tents without sidewalls)

(260) sidewalls

(15) 8-foot folding tables

(75) folding chairs

One (1) 5k generator

Two (2) Gas Golf Car 4 Seater/Folding

NOTE: Weights (either concrete or water-filled) are required, if tents pegs cannot be used. Set up should be capable of surviving high winds/thunderstorms.

**Service Locations:**

**See above site/venue locations and addresses**

2.2 Service Requirements: The Contractor shall be responsible for providing the personnel for all components of the design and printing procurement process for the National Veterans Summer Sports Clinic.

2.3 General Services Information:

2.3.1 The National Veterans Summer Sports Clinic Hours of Operation: Regular hours: Monday – Friday, 07:30 a. m. to 4:00 p. m. After Hours: Not deemed necessary at this time. If needed, this must be coordinated with the Designated Point of Contact – Analisa Enoch, and notify the Contracting Officer.

2.3.2 Contractor unit prices, when incorporated into a Government contract, will be released under the Freedom of Information Act (FOIA) without further notice to the contractor submitter. If the Contractor takes issue with the release, it should submit its proposal data with the appropriate legends and explain in detail why such data cannot be released as a public record under the Freedom of Information Act.

### **3. DELIVERABLES**

Contractor shall provide all items listed above starting with set-up on September 15, 2017 and teardown on September 23, 2017.

### **4. GOVERNMENT FURNISHED EQUIPMENT AND SERVICES**

- N/A