

Statement of Work

For

2023 Holiday Decorations at Ellsworth AFB

GENERAL: In general, the purpose of this contract is to solidify **transport, installation and removal for holiday decoration** items in support of Ellsworth AFB (as specified below).

Overall, intended contract work shall involve placing trim lighting and wreaths around multiple structures, installing a 21-ft tree of lights, and placing lighting on select trees and shrubs. All decorations, extension cords, and timers shall be provided by Ellsworth Air Force Base; the contractor shall be responsible for providing all mounting supplies (e.g. zip ties, strapping, hardware, etc.), replacement parts, tools, equipment, and labor to support this effort. In addition, the contractor shall be responsible for cleanup/restoration of any lawn areas, buildings or streets damaged during installation and removal of required items under this contract.

Government shall provide the contractor locations in order to run electrical support for holiday decorations. The contractor shall provide separate bid costs for each work item as listed in the below sections. All work performed shall be in compliance with local, state, and federal codes/mandates. Photos of 2020 decorations are included in Attachment 1 for reference purposes.

RESTRICTIONS: All decorations are to be of temporary nature and should make use of existing outlets and mounts. The contractor is strictly forbidden from drilling holes or otherwise permanently damaging structures in any way under this contract. All additional supports or mounting hardware required to mount decorations shall be of a temporary material that is easily removable without damage to the structures in which they are being placed. Mounting hardware and/or supports and materials must be reviewed and approved by the government. Contractor shall be responsible for any damage done to any structure caused by their mounting method, including but not limited to repainting as required, to restore the structure to its original condition.

MAINTENANCE: Contractor shall be responsible for all maintenance and replacement parts for decorations should they fail or otherwise become damaged or inoperable for any reason. Contractor shall respond to call from the government within 24 hours to repair displays during the holiday season. All materials will be stored in a government provided location. All provided lights and equipment will require a small storage container, provided by the contractor, to temporarily store any government furnished equipment for the duration of the period of performance. All materials taken from this location will be returned to said location when removed. Contractor shall be responsible for all maintenance and replacement parts for decorations should they fail or otherwise become damaged or inoperable for any reason.

SITE VISIT: A site visit shall be scheduled at the contractor's request (if required) to survey the site prior to execution of work. A second inspection shall be scheduled prior to acceptance of the work by the government as complete. At the end of the season, a third site visit shall be scheduled to inspect the structures for compliance with this Statement of Work.

WORK TASK #1: Liberty (Main) Gate

Install multi-colored LED trim lighting on the front face of the gate. Lights shall outline the roofline and include four evenly-spaced strands of lights running down the roof. Connect lighting to outlets on the outside of the facility, near the personnel door on the south side of the guard shack. Extension cords and timers shall be required for all connection points, and timers shall keep lights on from 1600-0730 each day. Hang one unlit wreath on the fence on both sides of the gate. Hang unlit evergreen garland across the concrete barriers in front of the gate, and hang the small, unlit wreath around the lit “STOP” sign. Wrap unlit evergreen garland around the five light poles closest to the main gate (three prior to entering the main gate, and the second and third poles after entering the installation). At the end of the season, remove the lights and decorations and store them together in boxes marked “Main Gate.”

WORK TASK #2: Visitor Control Center

Install multi-colored LED trim lighting along the border of the “Ellsworth Air Force Base” sign and on the roof. Lights shall outline the roofline and natural joints on the roof. Connect lighting to outlets on the outside of the facility, at either the west (rear) side of the facility or outlet on the south (left) side of the main personnel entrance. Extension cords and timers shall be required for all connection points, and timers shall keep lights on from 1600-0730 each day. Hang unlit evergreen garland and unlit bell decorations along the front of the facility, above the main doors/below the roof. At the end of the season, remove the lights and decorations and store them together in boxes marked “VCC.”

WORK TASK #3: Raider Café (DFAC)

Install a commercial-grade, cool white, 21-ft Tree of Lights in front of the facility, next to the main entrance. Anchor the Tree of Lights to the existing anchor points. The contractor shall inspect the existing anchor points for any noticeable damage prior to installation. Connect lighting to outlets on the outside of the facility via extension cords. Extension cords and timers shall be required for all connection points, and timers shall keep lights on from 1600-0730 each day. At the end of the season, disassemble the Tree of Lights and store the lights and anchor cables in boxes marked “Tree of Lights.” Ensure the base and poles are stored with these boxes.

WORK TASK #4: Bomb Wing Headquarters

Hang a lit evergreen wreath in the center of the brick wall over the main entrance and hang lit evergreen garland along either side of the wreath. Place multi-colored net lighting over the bushes on both sides of the main entrance. Connect lighting to outlets on the outside of the facility. Extension cords and timers shall be required for all connection points, and timers shall keep lights on from 1600-0730 each day. At the end of the season, remove the lights and decorations and store them together in boxes marked “BW HQ.”

WORK TASK #5: Rushmore Center

Hang three lit evergreen wreaths around the main entrance of the Rushmore Center: one

centered over the main doors, and one on each brick column on either side of the doors. Connect lighting to outlets on the outside of the facility. Extension cords and timers shall be required for all connection points, and timers shall keep lights on from 1600-0730 each day. Hang unlit evergreen garland over the main doors and around the free-standing “Rushmore Center” sign in front of the facility. Ensure garland is secured due to wind exposure at this location. At the end of the season, remove the lights and decorations and store them together in boxes marked “Rushmore Center.”

WORK TASK #6: Child Development Center

Install multi-colored LED lighting in a spiral fashion along all four brick pillars in front of the building. Connect lighting to the ceiling outlet located under the overhang. Outlets are connected to the automatic outdoor lighting circuit so timers are NOT required at this location. At the end of the season, remove the lights and store them together in a box marked “CDC.”

WORK TASK #7: Dorms Pavilion and Entrances

Install multi-colored LED trim lighting on the front face of the pavilion. Lights shall outline the roofline and include two evenly-spaced strands of lights running down the roof. Connect lighting to outlets on the of the columns of the structure. For buildings 3510, 3520, and 3530, install multi-colored LED trim lighting on the main entrance to each dorm. Hang lit evergreen wreath adjacent to the entrance, at approximately 6 foot or at eye-level. Extension cords and timers shall be required for all connection points, and timers shall keep lights on from 1600-0730 each day. At the end of the season, remove the decorations and store them together in a box marked “Dorms.”

WORK TASK #8: Dakota Club

Install multi-colored LED lighting trim around the main entrance of the Dakota Club building and on the two bushes on both sides of the entrance in a spiral fashion. Extension cords and timers shall be required for all connection points, and timers shall keep lights on from 1600-0730 each day. At the end of the season, remove the lights and store them together in a box marked “Club.”

WORK TASK #9: Base Chapel

Install cool-white LED lighting in a spiral fashion around the evergreen tree adjacent to the Chapel. Securely place the cool-white star at the top of the tree. Connect lighting to the provided outlet board at the base of the tree on the West side of the facility. Extension cords and timers shall be required for all connection points, and timers shall keep lights on from 1600-0730 each day. Do not turn lights/timers on until the Christmas tree lighting ceremony on 01 December 2023. At the end of the season, remove the lights and store them together in a box marked “Chapel.” Leave the 10-ft stick of conduit (supporting the star) attached to the tree for future use.

TIMELINE:

It is desired that all work will be completed and ready to turn on by **1600** on **13 November 2023**. The contractor shall also be responsible for providing on-site support for the Christmas tree lighting ceremony on 01 December 2023, to ensure a smooth transition to the holiday season. Decorations shall remain in place until **08 January 2023**, at which time all electrical circuits shall be disconnected by the contractor and work shall commence to remove and store items.

BID SCHEDULE:

Contractor shall bid each Work Task listed above as a separate, stand-alone complete line item to include all labor/materials/equipment needed to complete the work listed individually. The government, at its option, may award anyone, multiple, or all Work Tasks for completion by the contractor depending on bid outcome and funds available. The evaluation criteria shall be best value to the Government and shall consist of one base year.

Attachment 1

Photos of 2020 Decorations

WORK TASK #1: Liberty (Main) Gate (*note: Happy Holidays sign will not be hung at the main gate*)



WORK TASK #2: Visitor Control Center



WORK TASK #3: Raider Café (DFAC)



WORK TASK #4: Bomb Wing Headquarters *(not pictured: net lighting on bushes)*



WORK TASK #5: Rushmore Center



WORK TASK #6: Child Development Center



WORK TASK #7: Dorms Pavilion and Entrances for 3510, 3520 and 3530



WORK TASK #8: Dakota Club Entrance



WORK TASK #9: Base Chapel

