

**STATEMENT OF WORK**  
**Barber/ Cosmetologist Shop Concessionaire**  
**Open Bid deadline will be from 14-29 March**

**LOCATION:**

Community Commons  
Building 700  
Luke AFB, Arizona 85309

**Organization/Flight/POC:**

56 Force Support Squadron  
Community Services Flight  
Melissa Arnold, Community Services Operation Manager  
Office: 623-856-2198 Mobile: 661-487-8818

**SUMMARY OF STATEMENT OF WORK (SOW)**

**Scope of Work:**

Provide full barber/cosmetology service including Shampoo, haircut, Hairline shave, eyebrow trim, edge ups, women's cut & style, beard trims service for 3 chairs. Personnel must meet the health and security standards, give prompt and courteous treatment to authorized customers. Personnel must be neatly dressed and wear a nameplate at all times.

**Specific Objectives the Contractor is to achieve:**

Contractor will provide a copy of Barber/Cosmetology licenses to the Contracting Officer (CO) annually for all three chairs, these documents can be from any state in the US as many of our Barbers/stylist may be Military spouse who move often. The Contractor shall be fully responsible to keep valid licenses up to date and provide updated copies for all three chairs to the CO.

Contractor shall be open for business and available to the Luke community Monday-Friday from 700am-600pm, Saturdays from 9:00am-10:00pm excluding holidays, and government down days.

Contractor must provide professional signage in authorized space. Contractor is authorized to use the Luke Print Shop for marketing and printing materials needed for an out of pocket fee. Contractor must provide marketing material to the CO for approval prior to advertising to base populace. NAFI will promote business through LukeEvents website, Bolt Magazine, social media.

Contractor shall maintain a good working relationship with all Air Force leadership and members of the community as well as other Contractors and Activity Managers. Failure to cooperate in a functional working relationship will result in contract termination and dismissal from the base.

**Period of Performance:**

One year Contract Beginning April 1, 2019 – April 1, 2020, with option to renew yearly up to 5 years. If initial performance is good and funding is available.

**Requirements:**

Contractor will provide a yearly business plan on operation goals and mission for approval to the CO.

Contractor will follow this applicable Point of Contacts and will refer to this listing sequence any time contractor has a request for modifications, questions or concerns regarding contract, vendors or customers. The following is the appropriate order of contact list:

Melissa Arnold-Community Services Operations manager 623-856-2198 [Melissa.arnold.3@us.af.mil](mailto:Melissa.arnold.3@us.af.mil)

Alicia Thornton-Murray Community Services Flight Chief 623-856-6625 [Alicia.thornton-murray.1@us.af.mil](mailto:Alicia.thornton-murray.1@us.af.mil)

Louis Vance- Deputy Director 623-856-3845 [Louis.vance@us.af.mil](mailto:Louis.vance@us.af.mil)

Contractor shall provide all supplies, labor, parts, equipment, training and cleanup needed to perform the described tasks during work on site to accomplish this statement of work. Contractor will provide cash register, tapes and ribbons to keep record of all three chairs transactions, maintain daily checkout tapes and prepare a Concessionaire Settlement Report signed by the contractor showing the gross sales and percentage due to the NAFI within that calendar month. The original of the form reflecting sales data will be attached to AF Form 2555. Disbursement owed to the NAFI for that month will be submitted with the signed Concessionaire Settlement Report to the Cashier's Cage at Club Five Six on the first business day of each month before 8:00am with percentage of gross sales payment.

Contractor will provide menu of services, Price Listing, Gift Certificates, and Coupons for approval to Contracting Officer. Contractor will need to submit redeemed Gift Certificates and Coupons at the end of the month with settlement report. Upon approval by the CO the Contractor will clearly post pricing for customers in work area.

The Contractor shall maintain the concession area in a neat clean manner, and provide immediate notice to the building manager of any maintenance required.

The Contractor, at its own expense, provide Insurance and maintain during the entire performance period of contract. The Contractor shall be fully responsible to keep Insurance up to date and provide updated copies.

For all personnel requiring access to Luke AFB the contractor shall complete 1) AFFormLUKEAFB338 and submit to Government POC to gain base access throughout the contract. Vehicle drivers shall have a valid driver's license and each vehicle shall have in it a valid/current proof of registration and proof of insurance if they are to drive or be driven on Luke AFB at any time.

**Acceptance/Monitoring/Surveillance:**

Contractor performance shall be monitored by; Customer satisfaction, Public health reports, Facility appearance, Revenue generated, Availability to customers.

**Deviation from Scope of Work:**

The Contractor shall not depart from nor perform work outside of this statement of work and criteria on which the statement of work is based without the written direction of the CO. If the contractor performs such work without written approval, it does so at its own risk. Any changes to the SOW will be coordinated with 56 FSS/FSWC as well as the CO.

**Acceptance of Work:**

The NAF CO will select a panel that will review all proposals submitted. The proposal that is in the best interest of the NAFI (i.e. offers the best percentage to the NAFI not to be less than 20% and competitive service prices), will be selected.

**Other Requirements:**

The contractor shall not enter into any subcontracts that are not identified in its original proposal without prior written approval of the CO.

**RELEASE OF DATA:** All data, reports and materials relative to this SOW are the property of the Government and will not be released by the contractor without written approval of the CO.

**General Proposal Information:**

Proposals in original and 1 copy to perform the work described herein are due at the office location identified below, or electronically, to [ana.robinson@us.af.mil](mailto:ana.robinson@us.af.mil) no later than 12:00pm local time, 29 March 2019.

**Address:**

56 FSS/FSRC  
C/o Ana Robinson  
7383 N. Litchfield Rd  
Luke AFB, AZ 85309-1566