

**STATEMENT OF WORK**  
**FOOD CONCESSIONAIRE FOR FARMERS MARKET**  
**YOKOTA AIR BASE, JAPAN**

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1. **DESCRIPTION OF SERVICES:** The Contractor must provide management, tools, equipment, transportation, and labor necessary to set-up, operate, tear down, and remove a temporary food concession booth for the event of FARMERS MARKET (FM) in accordance with this statement of work (SOW) and Concessionaire Contract.

2. **GENERAL INFORMATION:**

2.1 The Contractor must have the ability to comply with installation security and access requirements. If the Contractor assigns personnel who are not US citizens or Japanese citizens, to perform services under this contract, their country(ies) of citizenship must be included in the proposal solicitation to ensure that base access will not be an issue. Any contractor representative (CR) and contractor's employees (CE) with excluded nationality may not be able to enter Yokota Air Base (AB) to run concession booth. The Contractor is not compensated for any losses caused due to installation security and access requirements.

2.2 The NAFI will provide booth space(s) and basic equipment necessary for operations (to include tables, counters, lights, and tents as needed), the Contractor will provide labor, and supplies necessary unless specifically outlined in the paragraphs below. A single booth space will be 10 feet (w) by 10 feet (d) in the size.

2.3 The NAFI will coordinate electrical support. The Contractor is responsible for providing accurate information by filling out the Electrical Request Form (Appendix B) with required voltage, amperage and wattage of all equipment needed for operations. The Appendix B must be submitted to the Contracting office no later than 21 days before the event.

2.4 The Contractor will provide price boards made of durable materials able to withstand rain and wind, with the prices for all items clearly indicated in both yen and legible from a minimum of 10 feet from booth.

2.5 The Contractor is authorized to sell the only items listed and approved in the SPECIAL EVENT VENDOR APPLICATION (Appendix C).

2.6. The Contractor is not authorized to sell or serve alcoholic beverages, non-alcoholic beverages (temperance drink), tobacco products, fireworks, helium balloons, or hazardous materials.

2.7. The Contractor is not authorized to cook in the booth.

### **3. PERFORMANCE AND INSPECTION:**

3.1 The Contractor will ensure all operations are in compliance with this SOW and associated contract, as well as applicable regulations to include Yokota AB Instruction 32-2001 Fire Protection and Prevention Program, and AFI 91-203 AF Consolidated Occupational Safety Instruction. Prior to the start of the FM event, booths must pass inspections conducted by the Fire Department and Wing Safety. Booths will not be allowed to operate until they have passed authority inspections and found in compliance of above AFIs.

3.2 The Contractor is responsible for ensuring that operations be conducted in a manner which does not reflect negatively on Yokota AB or the US Air Force.

3.3 When the CR is not on-site, the Contractor must appoint a shift leader out of other CEs. The shift leader will act as the primary liaison between the NAFI and the Contractor. The shift leader must be familiar with the contractual requirements and booth operations prior to the event.

3.4 Use of Government Vehicles and equipment in the execution of this contract is prohibited per AFI 24-301 *Vehicle Operations*. NAF OV's registered specifically as rental vehicles for private use may be used.

3.5 The Contractor will only report to the Government Representatives (GR) identified as Contracting Officers (CO) or appointed Contracting Officer Representative (COR) on the Farmers Market concessionaire operations. The assigned GRs for administration of this contract will be provided for the Contractor in memorandum format at the time of award.

### **4. SET UP:**

4.1 The Contractor may begin setting up their booth after 07:00 on the event day, unless otherwise specified by the NAFI.

4.1.1 Prior to erecting any structures on the assigned booth location, the Contractor will need to verify the space location on site with the GR. The booth must be ready for operation no later than 08:30 on the event day, unless otherwise specified by the NAFI.

4.2 All booths shall be protected against the entry of insects and rodents by ensuring the food items are:

- a) All food items must be stored at least 6 inches off the ground.
- b) Processed food must be stored covered in sealed containers and be refrigerated when not in use.

4.3 Transport food items in a clean vehicle and in a manner that will not subject the food to contamination. Tasting sales is prohibited.

4.4 All booths will display a disclaimer sign stating food sources and food preparation is not regulated by military health authorities. (Signs will be provided)

## 5. DURING THE MARKET:

5.1 Concession sales may be conducted between the hours of 09:00 – 14:00 on the event day, unless otherwise specified by the NAFI. Contractors must cease sales immediately within forty-five (45) minutes after the event closes.

5.2 In the event of a real world incident (i.e. lightning within 10 miles, TCCOR issue, etc.), early closure and evacuation of the market area may result in a temporary halt of sales until it is safe to resume. The NAFI is not liable for reimbursement of lost sales or supplies.

5.3 Each Contractor's staff (CR/CE) will be issued passes that authorize entry to the base for registered vehicles and passengers and also allows passage beyond the traffic control points to drop off goods and parking at the authorized parking lot. Registration for these vehicles and passengers is due 3 weeks prior to the event. The vehicle passes must be displayed on the dashboard of the vehicle at all times while on Yokota AB.

5.3.1 The only area authorized for Contractor parking is the parking lot that has been designated as Vendor parking. If the Vendor parking lot is full, The Contractors will be required to park outside of the traffic control points in authorized parking areas available to the general public.

5.3.2 Vehicles used to transport food items must be clean and food must be transported in a manner that will not subject it to contamination.

5.4 The Contractor will ensure staff working in the booths do not consume alcoholic beverages or use tobacco products while working inside the booth.

5.5 All sales must be made inside the booth set up in the authorized location for each Contractor. Roving sales around the grounds is prohibited. Barkers may only work in the space of up to 30 ft. immediately to the front of the booth. No Contractor staff (including CR/CE) will operate in front of other vendor booths, pull customers from other booth lines, or engage in activities that would hinder the normal business operation of the other vendors.

5.6 If the Contractors are using a stereo to play music or having performances in or around their booth to attract customers, it is the responsibility of the Contractor to insure that:

5.6.1 All equipment is set up in the purchased booth space area with no parts protruding beyond.

5.6.2 The volume of material (music, spoken word, etc.) through the sound system or other means of amplification used does not exceed 85dbA, slow, measured at 1 meter from the source.

5.6.3 The crowd that gathers does not impede the operation of or customer flow to adjacent booths. In the event that the crowd expands and starts to block adjacent booths, it is the responsibility of the Contractor to control the crowd to ensure no negative impact is caused by the crowd increasing in size.

5.6.4 In the event that the Contractor is unable to control the crowd that gathers, they must cease the performance(s) immediately.

## **6. REFUSE AND COLLECTION:**

6.1 During operations, the Contractor will deliver trash to the locations identified as dumpster collection points. The Contractor may not use the general collection cans in the event visitor area.

6.2 The Contractor is responsible for delivering any trash following tear-down (i.e. pallets, tent weight materials, etc.) to the dumpster if no longer needed.

## **7. TEAR-DOWN:**

7.1 Concession booth and equipment must be removed from the FM area immediately following the close of the Market at 14:00 on the day of the event.

7.2 The Contractor must ensure that when removing nails, bolts, screws, and washers that they are all collected and no debris is left on the ground.

7.3 When emptying coolers or other containers containing large quantities of liquids, take them to a nearby drain to dump them, do not dump them in the middle of the booth area.

8. POSTPONEMENT/CANCELLATION: The NAFI reserves the right to postpone or cancel the FM partially or in its entirety. In case of cancellation, the NAFI will not cover any Concessionaire costs.

## **9. REQUIRED SUBMISSIONS:**

9.1. The following must be submitted to contracting office by midnight on the bidding end day:

9.1.1 Concession Plan to include spaces requested, booth layout, menu, and main and alternate contact email and phone numbers.

9.1.2 The Menu Submission Spreadsheet (Appendix A) detailing list of menu items planned for sale, cost of the goods, and intended sell price in Yen.

9.1.3 The booth fee is due upon signing, or within seven (7) days following the signing of the contract. This fee is non-refundable once the contract is signed and the fee is paid.

9.2 The following are due to the contracting office within 14 calendar days after the award of the contract:

9.2.2 Proof of Purchase of Liability Insurance. The Contractor is responsible for obtaining liability insurance. In the instance a claim is filed, the Contractor may be held responsible to compensate the NAFI for any expenditure necessary because of the Contractor's conduct and activities. The insurance must cover bodily injuries and property damage. This requirement is addition to the paragraph 3.j. of the concessionaire contract.

9.3 A list of vehicles and passengers of those vehicles (see the paragraph 5.3) is due to the NAF Contracting office no later than 21 days prior to the event.