

STATEMENT OF WORK
RETAIL CONCESSIONAIRE FOR 2025 FRIENDSHIP FESTIVAL
YOKOTA AB, JAPAN

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 retail or food concession booth for the 2025 Yokota Air Base Friendship Festival (FF), scheduled for 17 - 18 May 2025, in accordance with this statement of work (SOW) which will be incorporated in the executed Concessionaire Contract.

2. GENERAL INFORMATION:

2.1. The Contractor must have the ability to comply with installation security and access requirements. DoD affiliated entities, chartered private organizations, and home businesses currently registered with appropriate installation authorities to engage in revenue generating activities will be given preference in this solicitation. Contractor representatives must already have base access privileges. The Government will not generate installation entry EAL authorizations for contractor personnel under this contract.

2.2. The Contractor will provide all equipment for operations (to include fire extinguishers, tables, counters, lights, and tents as needed), labor, and supplies necessary unless specifically outlined.

2.3. The Government will provide the following space:

2.3.1. Booth space: is a concrete or asphalt area 10 feet across the front and 20 feet of depth on the FF event grounds. Any tents erected that have cloth or tarpaulin covers must fit and remain completely within the confines of the booth space.

2.3.2. Grill space: is defined as the area up to 20 feet deep immediately behind the booth space where open flame and cooking elements may be used. Booth spaces that are not located in an area that is not approved for open flame use will not have this additional space available. Structures with cloth, tarpaulin, or other combustible covers/parts may not be erected in the “grill space.”. Illustrated examples are shown in Appendix B.

2.4. The Government will coordinate limited electrical support. The Contractor is responsible for providing accurate information by filling out the Electrical Request Form in Appendix A with required voltage, amperage and wattage of all equipment needed for operations. Contractors can request up to a maximum of 2 ea. 20 ampere max 15 ampere nominal 110 volt drops per rented booth space if needed. If the contractor needs 200v power, two of the 20 ampere 110v circuits may be exchanged for one 30 ampere 200 volt 3 phase circuit.

2.4.1. The temporary power grid may not be stable until 1200 on the Friday prior to the Friendship Festival.

2.4.2. The Contractor will ensure that they do not operate any vehicles on, across, or touching any Government provided electrical cables during the execution of this contract. Contractor will be held liable for damaged cables caused by vehicles under their direct control or control of their agents.

2.4.3. When requesting use of 200-volt power:

2.4.3.1. Contractor will provide a photo of the male plug for their equipment.

2.4.3.2. Contractor is responsible for hiring a licensed electrician to convert the plug or create and conversion cable for their equipment that can plug into the Government provided outlet if not compatible. Government will not rewire contractor owned equipment.

2.4.3.3. If Contractor converts all available 110 volt drops to power 200-volt equipment, they must provide in writing how they intend to meet the lighting requirements as stipulated in paragraph 4.6.

2.4.3.4. Contractor must provide information regarding the total cable length of their equipment. If an extension cord is required to connect to the Government provided 200-volt outlet (sometimes 50 feet away), the Contractor is responsible for providing the needed extension cord.

2.4.3.5. Contractors requesting 200-volt power will be unable to select their own booth location in the booth lottery. The Government will select where to place these Contractor booth spaces to ensure the high draw appliances are balanced across the entirety of the power grid.

2.4.4. The use of internal combustion (gasoline/diesel powered) generators in the vendor area is prohibited.

2.5. 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 dollars and legible from a minimum of 10 feet from booth.

2.6. Registered private organizations may not use their official squadron or DOD organizational name on the signage for their booth (i.e. may not say: 374 Force Support Squadron, 374FSS). Signage may show the official registered name of the private organization (i.e. "Samurai Fox Booster Club")

2.7. The Contractor is not authorized to sell or serve alcoholic beverages, "non-alcoholic" adult beverages (i.e. temperance drinks, non-alc beers/sours/ciders), tobacco products, fireworks, glass products, products in glass containers, helium balloons, or hazardous materials.

2.8. CONTRACTORS WILL NOT SELL TRADEMARKED ITEMS WITHOUT THE EXPRESS WRITTEN CONSENT OF THE TRADEMARK HOLDER. CONTRACTOR WILL

BE SOLELY LIABLE FOR ANY FEES, LITIGATION COSTS, OR OTHER ASSOCIATED PENALITIES FOR UNAUTHORIZED SALE OF TRADEMARKED GOODS .

2.9. The Contractor will be solely liable for any assessed duties or taxes associated with or resulting from the purchase of products, import of products, resale of products, or any other actions while operating as a concessionaire under this contract.

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 DAFMAN 91-203, *AF Occupational Safety Fire and Health Standards*. Prior to the start of the FF, 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 guidance.

3.1.1. Booths selling food and beverage (F&B) items will be required to be in compliance with DAFI 48-116, Food Protection Program and FMAN 48-147, Tri-Service Food Code, and will be required to submit and receive an approved Temporary Food Booth Permit from Public Health as outlined in paragraph 9.4.

3.1.1.1. All F&B items must be procured from approved food sources and properly documented on their Temporary Food Booth Application. Concessionaires found to have unapproved food items for sale will be shut down immediately due to zero tolerance for unapproved food procurement. All food sources must be vetted via the Public Health Office. Submissions of food sources are due to Public Health no later than four (4) months prior to the event with final approval occurring no later than four (4) weeks prior to the event.

3.1.1.2. Status of Forces Agreement (SOFA) Article XV organizations must ensure that food and beverage items sold at the FF are for consumption during the event and are not for other resale activity. Article XV organizations must comply with DoDI 1330.17, DoD Commissary Program, and other applicable guidance.

3.1.1.3. Booths selling F&B items will need to pass additional Public Health inspections prior to and during the FF.

3.1.1.4. Each F&B booth must have a minimum of two (2) shift leaders attend food handler training provided by Public Health as outlined in paragraph 10.2.

3.1.1.4.1. A shift leader must always be present in the booth when in operation, therefore, it is recommended to have more than two (2) shift leaders trained by Public Health.

3.1.1.4.2. The shift leaders are responsible for training the other workers in the booth, documenting that training on the prescribed forms, and maintaining that documentation in the booth during operation.

3.1.1.5. The shift leaders that receive food handler training from Public Health will be responsible for training and documenting the training of all workers in the booth.

3.1.1.6. The documentation of food handler training stipulated above will be an inspection item during the food booth inspections referenced in paragraph 3.1.1.3.

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

3.3. When the signing representative is not on-site, the Contractor must appoint shift leaders to act as the primary liaison between the Government 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 owned vehicles and equipment in the execution of this contract is prohibited per AFI 24-301, *Ground Transportation*. NAF OVs 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 Friendship Festival concessionaire operations. The assigned GRs for administration of this contract will be provided in memorandum format at the time of award.

4. SET UP:

4.1. The booth location selection lottery will be held in mid-January to determine where each Contractor will be located at the FF.

4.1.1. The Government reserves the right to forego the booth lottery method of placement and mandate a specific booth location for any Contractor whose operation creates a foreseeable situation that raises safety or emergency response concerns.

4.1.2. If the Contractor has a 200-volt requirement, the Government will mandate a specific booth location based on 200-volt power availability.

4.1.3. If the Contractors who did not have booth locations mandated in the above paragraphs do not attend the booth location lottery, they will be randomly placed as space permits and will be notified by email within 2 weeks of the lottery of their general location.

4.2. The Contractor may begin setting up their booth after 1300 on the Thursday prior to the Friendship Festival.

4.2.1. Prior to erecting any structures on the assigned booth location, the Contractor will need to verify the space location on site with the GR identified above. Space locations can be verified by the GR between 1300-1700 on 15 May and 0900-1700 on 16 May.

4.2.2. The booth must be ready for operation no later than 0800 on the Saturday of the Friendship Festival.

4.3. The booth must have at least 3 solid sides and be constructed solidly enough to withstand winds of up to 25 knots. The sides must be able to keep small children and customers passing through into the booth or space behind the booth.

4.4. All exposed wooden surfaces on the booth must be sanded and painted, and edges of sheet metals or plastics used must be dressed to minimize visitor injury.

4.5. All booths located outside the hangar must have a roof. The roof may be made out of a solid material or a professional canopy may be used. Canopies must be secured/ballasted immediately upon erection so as not to blow away in winds of up to 25 knots.

4.6. Contractors with booths located outside must provide lights for the safety of workers and visitors during the hours of darkness, and must include these lights on their Electrical Request Form.

4.7. Contractors will ensure that when operating vehicles on the ramp area for set-up and tear-down that they do not:

4.7.1. Drive at a speed in excess of 16mph (24Kph)

4.7.2. Drive any vehicles over exposed cables that are laid out on the tarmac. Authorized locations to traverse the cable drops will have cable housing ramps installed.

5. DURING THE FESTIVAL:

5.1. Concession sales may be conducted between the hours of 0900 – 2040 on both Saturday and Sunday of the Friendship Festival. Contractors must cease sales immediately at 2040 so as not to impede the escort of visitors from the site by Security Forces.

5.2. In the event of a force majeure (e.g., lightning within 10 miles, TCCOR issuance, earthquake, etc.), early closure and evacuation of the festival area may result in a temporary halt of sales until it is safe to resume. The Government is not liable for reimbursement of lost sales or supplies due to such force majeure incidents.

5.3. Running water will be available in centralized locations at the FF. Depending on the booth location, the nearest location could be up to 300 yards away. Concessionaires will need to plan for this contingency.

5.4. The Contractor must not place items that impede traffic flow or create an obstacle or tripping hazard in front of the booth in the festival/customer area. This includes condiment tables, photo boards, and any other items that protrude beyond the front line of the booth space.

5.5. Each Contractor will be issued vehicle passes based on the quantity of booth spaces as listed in paragraph 5.5.6. The passes authorize passage beyond the traffic control points to drop off goods and parking at the authorized parking lot. These passes must be displayed on the dashboard of the vehicle at all times while in the controlled areas.

5.5.1. All vehicles must be off the flight line area (including McGuire Ave. and its adjacent parking lots) and be parked in the authorized parking lot absolutely no later than 0815 each morning of the festival.

5.5.2. 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 parking areas available to the general public.

5.5.3. If any vehicles are found parked in a place other than the designated parking area, the pass will be traced back to the Contractor and they will be given one (1) warning to move the vehicle. If the Contractor does not respond within 15 minutes, the CO or COR may direct Contractor sales cease until the vehicle is moved.

5.5.4. Vehicles dropping off goods during the FF may unload at the curb on Davis Street by Bldg. 820. Ensure not to block the entrance and exit to the parking lots around Bldg 820. The parking lots are used for handicapped access and emergency response vehicles, therefore Contractor vehicles are not authorized to enter under any circumstances. At no time can you leave the vehicle unattended at the curb as this area is also used for shuttle bus drop-off and pick-up.

5.5.5. Vehicles will be allowed back in to the festival area at or around 2110. The exact time is dependent on Security Forces completing the escort to the gate for all of our visitors.

5.5.6. Vehicle passes will be issued in the following quantities based on the number of booth spaces operated by the Contractor:

5.5.6.1. 1 to 2 booth spaces: 2 vehicle passes

5.5.6.2. 3 to 4 booth spaces: 3 vehicle passes

5.5.6.3. 5 or more booth spaces: 4 vehicle passes

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

5.7. All sales must be made inside the booth which is 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.

5.7.1. No Contractor staff 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.

5.7.2. Contractors will control the lines for their booth(s) to ensure that the line forms in a way that it does not impede or interfere with customer access to any adjacent booths. Contractors will need to have equipment or personnel available to create alternating direction queues when their line exceeds more than 5 concrete squares from the front of their booth. The first fully exposed square from the front edge of the booth will be counted as square 1.

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

5.8.1. All equipment is set up within the confines of the purchased booth space area with no parts protruding beyond into the festival area.

5.8.2. 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.

5.8.3. 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 stage personnel to control the crowd to ensure no negative impact to other booths is caused by the crowd increasing in size.

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

5.9. The sale of glass containers is not authorized at the FF. Contractors should put forth their best effort to not use any vessels or purchase any products in glass containers. Any glass items used in operations must stay within the confines of the booth and may not be put out for public use or consumption. The Contractor is responsible for ensuring final disposal and clean up of all debris from any broken glass items that they bring on to the festival area.

5.10. All sales items that are purchased via routes that are not subject to duties or consumption tax shall be limited to quantities that can be reasonably consumed on premises or souvenirs incidental to participation IAW DoDI 1015.10, Military Morale, Welfare, and Recreation (MWR) Programs, and AFMAN 10-1004, Conducting Air Force Open Houses. Boxes, cases, or other bulk packaging of products may not be sold at any time.

5.11. THE RESALE OF ITEMS PURCHASED FROM THE COMMISSARY THAT REMAIN UNALTERED FROM THE TIME OF PURCHASE AT THE COMMISSARY TO THE TIME OF SALE AT THE CONCESSION IS PROHIBITED.

5.11.1. The exception to paragraph 5.11 is when the item is a single serving size and the packaging at the time of purchase is the primary serving vessel such as:

5.11.1.1. Beverages sold in single serving cans up to 20oz.

5.11.1.2. Single serving plastic bottles containing beverage such as water or Gatorade up to 32oz.

5.11.1.3. Single serving bags of chips (less than 3.5oz in weight)

5.12. Items which are purchased on the local economy and are subject to duties and taxation (consumption tax, etc.) by the Japanese government are exempt from the restrictions in paragraphs 5.10-11. Proof of payment of Japanese tax (receipt, invoice, etc) is required to be maintained at the booth for this exemption.

5.13. Contractors in violation of the contents of this SOW will be given one warning to implement corrective actions. A second violation will result in the booth being shut down and electricity being shut off for that space for the remainder of the festival.

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 to dispose of waste generated within the booth.

6.1.1. The Government will provide a map on the Friday prior to the event indicating specific disposal sites for the following:

- a. General waste
- b. Ash from charcoal grills (may not be disposed of in dumpsters)
- c. Food waste must be disposed in the approved waste disposal cans on the festival map

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.

6.3. On-site cooking oil disposal will not be provided free of charge. If the Contractor requires on-site cooking oil disposal, they need to identify how many liters of oil will need to be disposed of on-site and the Government will provide an estimate. It is the responsibility of the Contractor to ensure that oil disposal is done in accordance with local laws and regulations. Any costs incurred from improperly disposed oil will be the sole liability of the Contractor.

6.4. In the event that cooking oil is spilled on the ramp, the Contractor must immediately notify the GR of the incident. Vendors using large quantities of cooking oil (i.e. deep fat fryers, etc) must be prepared for an oil spill clean-up with non-clumping oil absorbents available on-site.

6.5. The Contractor must ensure that food waste is not washed down any drains unless it is specifically for pot/pan washing. Prior to washing pots and pans, the Contractor must put forth their best effort to remove all food waste from the pots/pans and disposing of that waste the appropriate trash container.

7. TEAR-DOWN:

7.1. Concession booth and equipment must be removed from the festival area immediately following the close of the festival at 2100 on Sunday and must be completed no later than 0100hrs on Monday.

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.

7.4 At least one Contractor representative must remain at the booth location from 2100hrs on 18 May until all contractor owned property/equipment is removed from the booth space and grilling space.

7.5 The Government may dispose of any unattended property/equipment remaining on the festival grounds after 2200hrs on 18 May following conclusion of the Friendship Festival. Contractor will be liable for any costs incurred due to the disposal of leftover booths/equipment (labor, equipment, disposal fees, etc.).

8. POSTPONEMENT/CANCELLATION: 374 AW reserves the right to postpone or cancel the FF partially or in its entirety. In case of cancellation, the Government will not cover any Concessionaire costs.

9. REQUIRED SUBMISSIONS:

9.1. The following must be submitted to NAF Contracting Office by midnight on 28 Nov 2024 for consideration:

9.1.1. Concession Plan (Appendix A) to include:

9.1.1.1. Contractor Name

9.1.1.2. Number of booth spaces requested

9.1.1.3. Primary and alternate contact email and phone numbers

9.1.1.4. If a fryer will be used. If a fryer will be used, must include one of the following verbiages regarding oil disposal method:

9.1.1.4.1. “Contractor will collect and dispose of used cooking oil in accordance with local laws and disposal regulations.”

9.1.1.4.2. “Contractor requests on-site disposal for XX liters of used cooking oil (contractor will pay for disposal costs

9.1.1.5. Electrical Requirements

9.1.1.6. Menu Submission Spreadsheet: detailed list of items planned for sale, cost of the goods, and intended sell price in dollars.

9.1.1.7. Layout of the booth space (and grill space if used)

9.2 The booth space concession fee is due upon signing, or within 15 days following the signing of the contract. This fee is non-refundable once the contract is signed, and the fee is paid.

9.3 For booths selling F&B items:

9.3.1 Temporary Food Booth application is due to the Public Health office NLT 31 Jan 2025

9.3.2 Receipts or order confirmation from approved food source(s) for all F&B items purchased for sale at the Friendship Festival must be provided to Public Health NLT 14 March 2025

9.4. Completed fundraiser request must be submitted to the FSS Private Organization Office NLT 31 Jan 2025

9.5 . Proof of Purchase of Liability Insurance is due to the NAF Contracting Office NLT 17 Apr 2025. The policy must have at least Y300,000,000 total coverage. If there are stipulations regarding bodily injury per person and property damage the policy should meet or exceed the following minimums:

9.5.1 Bodily Injury Liability: Y50,000,000 per person

9.5.2 Property Damage Liability: Y50,000,000 per incident

10. REQUIRED ATTENDANCE: Contractor must ensure that they have one POC who can execute the requirements for each meeting

10.1. Mass contracting briefing that will be held on 13 Dec 2024 at 1300hrs. Attendee will need to be able to sign the concession contract and pay the concession fee

10.2. Booth location lottery will be held on 15 Jan 2025 at 1500hrs. Attendee will need to be able to pull a lottery number and select the place on the map where the Contractor booth will be placed.

10.3. For booths selling F&B items, must have at least two (2) shift leaders attend one of the mass food handler briefings conducted by Public Health scheduled on 29 Jan 2025 at 0900hrs, 19 Feb at 1300hrs, and 19 Mar 1500hrs.

10.4. Final briefing to issue booth permits, vehicle passes, etc. will be held on 13 May at 1400hrs