

STATEMENT OF WORK

ROAMING BEVERAGE CONCESSIONAIRE FOR 2025 FRIENDSHIP FESTIVAL

YOKOTA AIR BASE, 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 roaming concession operation selling prepackaged single serving snacks, soft drinks, and low alcoholic content beverages (up to 7% alcohol content by volume) for the 2025 Yokota Air Base (AB) Friendship Festival (FF) in accordance with this statement of work (SOW) and signed Concessionaire Contract.

2. GENERAL INFORMATION:

2.1. The Contractor must have the ability to comply with installation security and access requirements.

2.1.1. If the Contractor has employees who will be assigned to perform services under this contract who are not US citizens or Japanese citizens, their country(ies) of citizenship must be included in the bid solicitation to ensure that base access will not be an issue.

2.1.2. Government will not be liable for any losses that are a result of changes in the countries authorized for installation entry from the time of solicitation until the event dates that result in contractor staff being unable to access the installation on the event dates.

2.2. The Contractor will provide all equipment necessary for operations (to include fire extinguishers if required by fire code, tables, counters, lights, and tents as needed), labor, and supplies necessary unless specifically outlined in the paragraphs below.

2.3. The Government will provide the following:

2.3.1. Parking space for up to 2 trucks in a preparation area adjacent to the static display area

2.3.2. One (1) 200 volt, 3-phase, 30 amp electrical connection.

2.3.3. One (1) 110 volt, 15 amp nominal, 20 amp max electrical connection

2.4. The Contractor shall ensure that they do not operate any vehicles on 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.

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

2.6. The Contractor will display item pricing prominently at the point of sale. Pricing displays must be 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 the point of sale.

2.7. The Contractor is not authorized to sell tobacco products, fireworks, glass products, products in glass containers, helium balloons, or hazardous materials. Restrictions on alcoholic beverages that can be sold under this contract are outlined in paragraph 4.

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 COST, OR OTHER ASSOCIATED PENALTIES 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.

2.10. The authorized sales area is limited to the general public access areas of the static display area. A general area layout is shown in Appendix B with end point data from 2022-2024.

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, DAFMAN 91-203 AF Occupational Safety Fire and Health Standards, and DAFI 34-107 Alcoholic Beverage Program. Prior to the start of the FF, the operation must pass inspections conducted by the Fire Department and Wing Safety. Contractors will not be allowed to operate until they have passed authority inspections and found in compliance of above guidance.

3.1.1. Contractors selling food and beverage (F&B) items will be required to be in compliance with DAFI 48-116 Food Protection Program and AFMAN 48-147 Tri-Service Food Code, and will be required to submit and receive an approved Temporary Food Booth Permit at least 8 weeks prior to the event.

3.1.1.1. All F&B items must be procured from approved food sources and properly documented on the Contractor's Temporary Food Booth Application with an Approved Source Memorandum from the Public Health Flight Commander. Concessionaires found to have unapproved food items for sale will be shut down immediately due to zero tolerance for unapproved food source procurement. All food sources must be submitted for vetting by the Public Health office when the bid proposal is submitted under this solicitation. Newly submitted food sources will not be accepted after the solicitation closes out.

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

3.1.1.3. Each F&B booth must have two (2) main points of contact (POCs) attend food handler training provided by the Public Health completed NLT eight (8) weeks prior to the event.

3.1.1.4. The POCs that receive food handler training from the Public Health will be responsible for training and documenting the training of all the other workers in the operation.

3.1.1.5. The documentation of food handler training for all workers will be an inspection item in the food booth inspections referenced in paragraph 3.1.1.2.

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(s) must be familiar with the contractual requirements, rules and restrictions on alcohol sales, 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 Ground Transportation. NAF OV's registered specifically as rental vehicles for private use may be used if the Contractor is an authorized user.

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. RULES AND RESTRICTIONS ON ALCOHOL SALES:

4.1. Alcoholic products that may be sold are limited to the following:

4.1.1. Canned alcoholic beverages that have alcoholic content by volume of less than 7%

4.1.2. Draft alcoholic beverages that have alcoholic content by volume of less than 7%

4.1.3. Shochu based mixed drinks such as sours and chu-hai as long as the shochu and mixer primary packaging is not glass and the final product has an alcohol content by volume of less than 7%

4.1.4. Sale of powdered alcohol products is prohibited under this contract.

4.2. To remain in compliance with DAFI 34-107, Contractors will accomplish the following training:

4.2.1. Each contractor will appoint two (2) to three (3) Dram Shop/Bystander Intervention (DSBI) leads that will attend Government provided training on those subjects.

4.2.2. The DSBI leads who received training in 4.2.1 will train all remaining Contractor personnel who will be selling/serving alcoholic beverages to customers.

4.2.3. The Contractor will document the training for all employees selling/serving alcoholic beverages and maintain a copy of that training documentation on-site while operating the concession.

4.2.4. Alcoholic beverage sales will be for on-premises consumption. Take out or package sales are prohibited.

4.3. Contractor personnel will not sell alcoholic beverages to personnel under the age of 20.

4.4. Contractor personnel will not sell alcoholic beverages to any persons who appear obviously intoxicated.

5. SET UP:

5.1. The Contractor may begin setting up their operations to the west of the service road beginning at 0900 on the Friday prior to the Friendship Festival. The Contractor may not deploy any equipment to the east side of the service road until Saturday morning.

5.2. Prior to erecting any tents or structures at the assigned location, the Contractor will need to verify the space location on site with the GR. The concession must be ready for operation no later than (NLT) 0830 on the Saturday of the Friendship Festival.

5.3. Any structure or tent put in place must be constructed solidly enough to withstand winds of up to 25 knots.

5.4. All exposed wooden surfaces and edges of sheet metals or plastics used on the booth must be sanded, painted, dressed or covered in a way to minimize possibility of injury.

5.5. All F&B booths shall be protected against the entry of insects and rodents by ensuring the food items are:

- a) Stored at least 6 inches off the ground AND
- b) Stored covered in sealed containers, AND
- c) Foods are refrigerated when not in use.

5.8. Transport food items in a clean vehicle and in a manner that will not subject the food to contamination.

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

5.10. Contractors shall ensure that when operating vehicles on the ramp area for set-up and tear-down that they:

5.10.1. Do not drive at a speed in excess of 16mph (24Kph)

5.10.2. Do not 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.

5.10.3 Are escorted by a flightline certified escort anytime a vehicle is driven on the service road between Bldg. 703 and the preparation area on the Friday of the Friendship Festival.

6. DURING THE FESTIVAL:

6.1. Concession sales may be conducted between the hours of 0900 – 1700 on both Saturday and Sunday of the Friendship Festival. Contractors must cease sales immediately at 1700 so as not to impede the clearance of visitors from the static display area by Security Forces.

6.2. In the event of a real world incident (i.e. lightning within 10 miles, TCCOR issue, 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. F&B booths may need to be re-inspected by Public Health after the real world incident is under control before sales can resume.

6.3. Running water will be available at 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.

6.4. The contractor must not place items that impede traffic flow or create an obstacle or tripping hazard in the festival/customer area. This includes anything that is not directly a part of the product delivery apparatus.

6.5. Each Contractor will be issued vehicle 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 eight (8) weeks prior to the event or thirty (30) days after award, whichever is later. The vehicle passes must be displayed on the dashboard of the vehicle at all times while on Yokota AB.

6.5.1. Vehicle passes will be limited to the following quantities:

6.5.1.1. Maximum of two (2) vehicle passes to be used only for set-up and tear down vehicles which can enter the base from 0900 - 2200 on 16 May and 1500 – 2200 18 May 2025. The vehicles registered for this purpose are not authorized to park in the vendor parking lot during the hours of the festival.

6.5.1.2. Five (5) vehicle passes to be used for entry between the hours of 0900 - 2200hrs on 16 May and 0600 - 2200hrs on 18-19 May for transport of food, supplies, and/or personnel to the festival area. These vehicles are authorized to remain in the vendor parking lot during the festival and may exit/enter as needed to retrieve additional supplies/inventory from off-base during the event.

6.5.1.3. Up to two (2) vehicles may be staged in the preparation area adjacent to the static display area.

6.5.1.3.1. These two vehicles are included in the 5 total vehicles authorized in 6.5.1.2.

6.5.1.3.2. These vehicles must be identified on the registration form and have special parking passes issued to remain in the preparation area during after 0815 each morning.\

6.5.1.3.3. These vehicles must remain in place between 0815 – 1730 on Saturday and Sunday.

6.5.1.3.4. If these vehicles are removed from preparation area on Saturday night between the hours of 1730 and 2100, they will be unable to access the preparation area again until after 2110hrs.

6.5.2. All vehicles except those authorized in 6.5.1.3 must exit the flight line area (including McGuire Ave. and its adjacent parking lots) and parked in the authorized vendor parking lot absolutely NLT 0815 each morning of the festival.

6.5.3. The only area authorized inside the traffic control points for Contractor parking is the Vendor parking lot. 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.

6.5.4. If any vehicles are found parked in a place other than the designated parking areas as stipulated in para 6.5.2 – 6.5.3, the pass will be traced back to the Contractor and they will be given one (1) warning move the vehicle. If the Contractor does not move the vehicle to an authorized parking location within 15 minutes, the CO or COR may direct Contractor sales cease until the vehicle is moved.

6.5.5. 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 adjacent to the buildings. The parking lot in between these two buildings is used for handicapped access and emergency response vehicles, therefore Contractor vehicles are not authorized to enter under any circumstances. At no time should you leave the vehicle unattended at the curb, as this area is also used for shuttle bus drop-off and pick-up.

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

6.6 The Contractor must ensure staff working in the booths do not consume alcoholic beverages or use tobacco products including all products that may be configured to deliver nicotine, including but not limited to, cigars; cigarettes; electronic cigarettes (e-cigarettes); stem pipes; water pipes; hookahs; vaporizers; smokeless products that are chewed, dipped, sniffed, or “vaped” and any other nicotine delivery system that the Food and Drug Administration (FDA) defines as a tobacco product while working inside the booth.

6.7. All sales must be made inside authorized sales area as shown in Appendix B.

6.7.1. No Contractor staff will conduct sales within 25 feet of any aircraft that is open for public viewing. Sales around closed aircraft may occur up to the established rope barrier.

6.7.2. Contractors may not conduct sales in a manner that interferes with memorabilia sales concessions in front of the aircraft.

6.8. If contractors are using amplified sound system to play music or make announcements, it is the responsibility of the contractor to insure that:

6.8.1. All equipment is set up within the confines of the authorized selling area with no parts protruding beyond into the festival area.

6.8.2. 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.

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

6.8.4. In the event that the contractor is unable to control the crowd that gathers, they must immediately stop sales.

6.9. The sale of glass containers is not authorized at the FF. Contractors must not use any vessels or purchase any products in glass containers.

6.10. Contractor must ensure that for every two (2) alcoholic beverage vendors, there is at least one (1) soft drink vendor in operation. Vendors who carry a combination of alcoholic beverages and soft drinks will be considered soft drink vendors for the purpose of this calculation as long as they still have soft drinks in stock/available to sell.

6.11. Contractors in violation of the terms of this SOW and Concessionaire Contract 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.

7. REFUSE AND COLLECTION:

7.1 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.

7.1.1 The Government will provide a map on the Friday prior to the event indicating specific disposal sites for general waste.

7.2 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.

8. TEAR-DOWN:

8.1. Concession preparation area and equipment must be removed from the festival area immediately following the close of the static display area at 1730 on Sunday and must be completed no NLT 2300hrs on Sunday.

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

8.3. 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.

8.4. At least one Contractor representative must remain at the preparation location from 1800hrs on 18 May until all contractor owned property/equipment is removed from the space.

8.5. 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.).

8.6. The Contractor must ensure that they have adequate vehicle operators on-site prior to installation entry shutdown at 2200hrs Sunday to remove all Contractor vehicles, equipment, and supplies from Yokota Air Base. Chauffeured services rate/minimum charges at FSS Vehicle Operations will be assessed if a Government operator is used to move a vendor vehicle off-base. In the event of an accident, the Contractor's vehicle liability insurance will be used to cover any damages/liabilities. Any damage that is not covered by the vendor's liability insurance will be the responsibility of the vendor.

9. 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.

10. REQUIRED SUBMISSIONS:

10.1. The following must be submitted to contracting office by midnight on 5 Jan 2025 for consideration:

10.1.1. Concession Plan (Appendix A) to include:

10.1.1.1. Contractor Name

10.1.1.2. Primary and alternate contact email and phone numbers

10.1.1.3. Method of execution/equipment used for product delivery:

10.1.1.4. How many roaming sales personnel are anticipated to be selling at any given time.

10.1.1.5. What product(s) will be sold and in what quantities (i.e. 3 personnel will have beer servers, 3 personnel will have Chu-hai servers, and 4 personnel will be selling soft drinks)

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

10.1.1.7. Electrical Requirements sheet (Appendix A)

10.1.2 List of sources for food/beverage items that will be procured/served under this contract (Appendix C).

10.1.3. List of similar scale events where the Contractor has previously provided food and beverage services to illustrate past performance.

10.2. The booth fee is due upon signing, or within ten (10) days following the signing of the contract. This fee is non-refundable once the contract is signed and the fee is paid.

10.3. A list of vehicles and passengers of those vehicles (see para 6.5) is due to the NAF Contracting Office NLT eight (8) weeks prior to the event or 30 days after award, whichever is later.

10.4. Proof of Purchase of Liability Insurance that has at least ¥300,000,000 coverage must be submitted to the NAF Contracting Office NLT twenty-one (21) days after award of this contract. If there are stipulations regarding bodily injury per person and property damage the policy should meet or exceed the following minimums:

10.4.1. Bodily Injury Liability: ¥50,000,000 per person

10.4.2. Property Damage Liability: ¥50,000,000 per incident

10.5. For booths selling F&B items, the following are due to the Public Health office NLT eight (8) weeks prior to the event.

10.5.1. Registration paperwork provided by Public Health for food booth sales.

10.5.2. Proof of food handler training

10.5.3. Receipts or order confirmation from approved food source(s) for all F&B items purchased for sale at the Friendship Festival.