

**Department of Homeland Security  
Customs and Border Protection  
Statement of Work for Personal Protective Equipment**

**1.0 BACKGROUND**

U.S. Customs and Border Protection, Rio Grande Valley Sector, is seeking the services of a qualified firm to furnish leased work apparel, which is referred to herein as Personal Protective Equipment (PPE). Lease shall include pickup, delivery, and laundering of PPE on a weekly basis for the Operational Support Facilities (OSF) Departments. PPE is required to provide quick Identification of CBP support personnel at all times. PPE also provides for the health and safety of employees handling hazardous chemicals and lubricants and eliminates contamination. PPE and apparel are synonyms and the terms are interchangeable.

**2.0 SCOPE OF WORK**

The contractor shall provide delivery, and laundering services of PPE to CBP for the location listed below. The contractor shall provide 14 PPE sets (pants/shirts) for 12 months, plus 1 jacket per employee for 6 months out of the year (January, February, March, October, November and December). PPE shall be delivered and picked up at the CBP location outlined below. Frequency of deliveries will remain the same during each season and location. All PPE must be new when initially issued to each employee. All PPE must be ironed and free from wrinkles.

**2.1 PERSONAL PROTECTIVE EQUIPMENT / WORK APPAREL TYPES**

The contractor shall provide pants, shirts and mechanic industrial jackets. The Departments shall be provided a color chart to select colors. On all initial or new orders, and replacement of PPE issued, the contractor shall only provide new PPE. Apparel material changes or type of PPE will not be allowed once contract has been awarded.

**2.1.1 FACILITIES DEPT SHIRTS/BLOUSES**

Employee will have the option of short versus long-sleeved work shirts. Industrial-type work shirts shall be made from lightweight chambray with UPF 50+ and extra flex for easy movement. Shirt shall fight sweat, odor and feature two chest pockets. Customer shall provide button-down work shirts and have premium banded collar, front button through chest pockets and reinforced at stress points.

**2.1.2 FACILITIES DEPT JACKETS**

Jacket shall be 7.5 canvas exterior, poly-fleeced quilted lined interior, with adjustable side tabs, bottom-cuffed, and have front and sleeve pockets. Jackets shall be provided only for the following months: January, February, March, October, November, and December.

### **2.1.3 Facilities Dept Pants**

Pants shall be quality work pants include durable materials, reinforced pockets and hems and water-resistant stretch fabric (moisture wicked), as well as additional features like cell phone pocket, multipurpose cargo pockets, reinforced knee panels and reflective trim.

## **2.2 LOCATION, DELIVERY, AND ESTIMATED QUANTITY**

The Points of Contact (POCs) indicated below shall confirm the quantity of employees and service locations prior to setting up fittings at each location.

1. McAllen Annex 2301 South Main Street McAllen, TX 78504 (11 employee)
2. Kingsville 2422 E. Senator Carlos Truan Blvd, Kingsville, TX 78363 (3 employee)

### **Facilities Personnel:**

Currently 14 employees require PPE:

Maintenance Mechanic (10)

Maintenance Work Leader (2)

Maintenance Mechanic Supervisor (2)

## **2.3 QUANTITY AND BILLING**

Paragraph 2.2 outlines the current personnel to be provided PPE as of the date of this statement of work. Quantity and list of names will be provided at the time the contract is awarded. The Government reserves the unilateral right to increase and decrease the amount of PPE under this contract based on the number of employees requiring PPE. The Government also reserves the right to request PPE in variations of complete sets or shirts and jackets only based on employee medical waivers. Increase and decrease of PPE requirements due to staffing levels, and changes due to medical waivers, shall be done in writing by email or letter. Notification can be made by phone with an email or letter confirming the change. The contractor must respond within 10 workdays after notification of change to provide fittings for any new PPE and must provide new PPE within 10 work days after fittings are completed. Requests for changes shall be initiated by the designated Contracting Officer (CO), and no one else. Lease shall include pickup, delivery, and laundering of PPE on a weekly basis and the Government requires separate invoices for each department to insure proper payment to vendor.

### **Facilities Dept Billing Point of Contact:**



#### **2.4 FITTINGS**

The vendor shall provide on-site fittings of employees within 10 work days after contract award. The vendor shall visit each location to ensure appropriate size, style, and color of uniform is ordered. During the initial on-site fitting, the company representative shall bring samples of the PPE in the styles and types of PPE listed in this statement of work for selection. After initial on-site fitting, the vendor may be required to provide fitting services as new requirements occur. The response time to such requests will be within 10 work days after the contractor is notified of new requirements. Requests for changes shall be initiated by the designated CO, and no one else.

#### **2.5 IDENTIFICATION PATCHES**

Contractor shall provide and sew two patches to the front of the shirt uniform (chest area) as approved by the COR. For the OSF, one patch on each shirt will read "CBP/OSF". This patch shall be placed on the right and a patch, with the employee's last name and first name initial shall be placed on the left. The COR shall approve the placement, font, and color of the patches.

#### **2.6 MAINTENANCE AND LAUNDERING**

The contractor shall ensure that PPE looks professional and crisp. All PPE shall be ironed and free from wrinkles. PPE shall not have excessive wrinkling and shall be replaced for unsightly stains or tears. The contractor is responsible for the proactive inspection, repair, and replacement of PPE that are torn or stained based on the normal working conditions in which they are exposed to. Any items found to have been unsatisfactorily laundered shall be re-cleaned at no additional cost to the Government. The CBP COR will notify the Contractor's POC as soon as the unsatisfactory condition is discovered. The item(s) shall be rewashed and returned at the next delivery. Contractor shall ensure rewash items are segregated from other laundry articles when returned. Contractor shall also ensure that items are readily identifiable upon return to the Government as rewash items. For example, items may be labeled with a tag stating "Re-washed". Any PPE that is damaged due to employee neglect shall be the responsibility of the Government. All PPE shall be picked up for laundering and delivered once a week.

#### **2.7 FREQUENCY AND DELIVERY OF PPE**

The contractor shall schedule a pickup and drop off of PPE with the POCs at the locations listed in Paragraph 2.2 above. The contractor shall be responsible for picking and dropping off PPE from each station's Department. The contractor shall pick up PPE weekly from the designated locations and replace all soiled PPE with clean PPE. PPE are to be delivered on a set date. Except for unforeseen cases, such as hurricanes, floods, etc., or if a holiday falls on the set date, the contractor shall make arrangements to deliver one day before or after.



## **2.8 ALTERATIONS AND REPLACEMENT OF PPE**

There are occasions when PPE must be altered or replaced due to increase or decrease of weight, etc. The contractor shall be responsible for ten (10) alterations a year at no cost to the Government. Alterations above this amount shall be ordered at the rate as outlined in the contract for additional alterations. The Government shall notify the contractor for the requirement of alterations. The contractor has two weeks after the notice to alter the PPE.

## **2.9 UNIFORM REPLACEMENT DUE TO LOSS**

If a uniform is lost by the employee, the contractor shall be compensated at the price outlined in the contract for that particular piece of uniform (i.e., shirt, pants, both). The price included in the contract for individually priced PPE is based on a life span of 1 year. If a uniform is lost, the amount due the contractor will be based on pro-rating the unit price based on the number of months since the uniform was initially issued. If the Government determines that the employee is responsible for the cost of the uniform due to neglect, the contractor shall accept payment for the uniform from the employee. The Contractor shall be notified in writing if an employee will be paying for a lost uniform.

## **3.0 CONTRACT TYPE**

This is a fixed price.

## **4.0 PERIOD OF PERFORMANCE**

Base Year: May 20, 2024 – May 19, 2025  
Option Year 1: May 20, 2025 – May 19, 2026  
Option Year 2: May 20, 2026 – May 19, 2027  
Option Year 3: May 20, 2027 – May 19, 2028  
Option Year 4: May 20, 2028 – May 19, 2029

## **5.0 GENERAL INFORMATION**

### **5.1 Disclosure of Information**

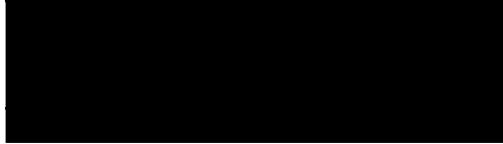
5.1.1 Any information made available to the contractor by the government or its customers shall be used only for the purpose of carrying out the provisions of this contract. This information shall not be divulged or made known in any manner to any persons except as may be necessary in the performance of the contract.

5.1.2 In the performance of this contract, the contractor assumes responsibility for the protection of the confidentiality of government records.

## **5.2 Technical Contact**

5.2.1 The Customs and Border Protection technical contact person or Contracting Officer's Representative (COR) will be assigned upon contract award.

**Facilities Dept. COR:**



5.2.2 Any alteration, additions, deletions, or replacements to PPE included in the contract will only be initiated by the designated COR.

## **5.3 Procedures for Payment**

The contractor is responsible for submitting invoices timely which include all adjustments to the invoice based on additional PPE, etc. The Contractor shall invoice on a weekly basis and the Government reserves the right to increase or decrease the number of PPE under this contract based on the number of employees requiring PPE. If corrections are required to the invoices, the contractor must re-submit the invoices and the payment period will start from the time the corrected invoice is received. The contractor shall provide a copy of the invoice to the COR for certification and the government will not pay for services based solely on delivery receipts.

## **6.0 SECURITY PROCEDURES**

All personnel employed by the contractor for the performance of deliverables:

- Will be U.S. citizens or lawful permanent residents
- Will provide within 5 days of contract award, the full names, dates of birth, copy of Social Security Administration card, and driver's license, to the COR.
- Will commence work under this contract upon favorable determination of Security Background checks.

Should a security background check reveal unfavorable findings, the contractor will provide a replacement capable of passing a Security Background check. Contractor will also notify COR of any changes in delivery personnel in order to proceed with security background check process.