

ADDITIONAL CONTRACTOR INFORMATION:

REQUIRED INSURANCE (IAW FAR 28.306(b))

Reference FAR clause entitled "Insurance..." the Contractor shall, at its own expense, procure and thereafter maintain the following kinds of insurance with respect to performance under the contract. The Contractor will have the option to complete a form entitled "Notification of Compliance with Contract Insurance Requirements" that will be provided by the Government at time of award, or to submit an insurance certificate before any work commences on the installation.

- a. Workman's Compensation and Employers Liability Insurance as required by law except that if this contract is to be performed in a state which does not require or permit private insurance, then compliance with the statutory or administrative requirements in any such state will be satisfactory. The required Workmen's compensation insurance shall extend to cover employer's liability for accidental bodily injury or death and for occupational diseases with a minimum liability limit of \$100,000.00.
- b. General Liability Insurance. Bodily injury liability insurance, in the minimum limits of \$500,000.00 per occurrence shall be required on the comprehensive form of policy.
- c. Automobile Liability Insurance. This insurance shall be required on the comprehensive form of policy and shall provide bodily injury liability and property damage liability covering the operation of all automobile used in connection with the performance of the contract. At least the minimum limits of \$200,000.00 per person and \$500,000.00 per occurrence for bodily injury and \$20,000 per occurrence for property damage shall be required.

PREPARATION OF MATERIAL APPROVAL SUBMITTALS

Submittals contemplated by the clause herein entitled "Material and Workmanship" shall be accomplished on and in accordance with instructions pertaining to AF Form 3000 (Material Approval Submittal). Contractor's should be prepared for Government processing time of a minimum of fifteen (15) days for review and approval of submittals. This timeframe may take longer depending on complexity or submittal disapproval.

PREPARATION OF SCHEDULE FOR CONSTRUCTION CONTRACTS

The reports contemplated by clause entitled "Schedule for Construction Contracts" shall be accomplished on and in accordance with instructions pertaining to AF Form 3064 (Contract Progress Schedule) and AF Form 3065 (Contract Progress Report). Contractors shall submit a completed AF Form 3065 weekly to the Contracting Office for review and approval.

CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS (JUN 08)

(a) The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

(b) Contractors will be required to complete a Contractor Employee Listing (to be provided at the pre-performance conference) in order for employees to gain access to the installation:

(i) The Contractor Employee List. This form must list every employee requiring access. Every time employees change, it must be updated to reflect additions and/or deletions. Identify those individuals you wish to have escort authority by including the word "escort" or "E" next to their names. Limit the number of individuals designated as escorts to a reasonable number (i.e. one or two). For work locations please use building numbers or areas (i.e. Bldg 90618 or Red Horse, AMMO Area, etc.). Once completed, send the list to the Contracting Office representative in EXCEL format using secure means such as hand carry, mail or the AMRDEC file exchange (referenced below). The Contracting Officer will then prepare and attach a cover letter, and forward the Employee List to the Visitor Control Center.

(c) During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with [AFI 31-101, Volume 1](#), The Air Force Installation Security Program, and [AFI 31-501](#), Personnel Security Program Management, citing the appropriate paragraphs as applicable.

(e) Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

(f) Failure to comply with these requirements may result in withholding of final payment.

PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII) ON ELECTRONIC MEDIA

1. Protecting sensitive PII is everyone's responsibility. Sensitive PII is defined as personal information, which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.

a. Some information, standing alone, is sensitive PII, such as: social security number in any form (including the 'last four'), alien registration number, biometric information, and financial account numbers.

b. Some information is sensitive PII when grouped with the person's name or other unique identifiers (like an address or phone number), such as: driver's license number, medical information, citizenship or immigration status, passport number, full date of birth, and authentication information, such as mother's maiden name, place of birth, or phone passwords.

2. Contractors shall:

a. Encrypt all e-mails containing sensitive PII sent to or from an unclassified e-mail account;

b. When encrypted e-mail is not feasible, but electronic transmission of sensitive PII is operationally required, will use a DoD-approved file exchange, such as the Safe Access File Exchange, which can be found at <https://safe.amrdec.army.mil/safe/>;

c. Not send sensitive PII to any person who does not have an official need for such information; and

d. Not post or place sensitive PII on social media, share drives, SharePoint sites, or other similar collaborative environments, unless required for daily operation and the drive or site is password-protected or has other similar robust access controls which limit access only to persons who have an official need for such information.

3. These rules apply to any contractor doing business with Hurlburt Field.

4. Failure to comply with these rules may result in termination and/or debarment.