DESCRIPTION OF REQUIREMENT – SUPPLIES

MIANG ALPENA CRTC

DATE: 22 MAY 2026

1.0. General.

1.1. Scope. The contractor shall supply and install new Onity trillium locks. A preinstallation site survey and onsite project management is required. The system is intended to replace the existing infrastructure entirely, providing a complete and ready-to-operate solution. To be considered acceptable, the new locks must function properly prior to acceptance of the requirement. To be deemed acceptable for procurement by the government, the proposed "Turnkey" locking solution must satisfy the following comprehensive requirements.

1.1.1. Objectives. The Alpena Combat Readiness Training Center (CRTC) requires a comprehensive upgrade to the existing Onity Trillium lock system, which supports approximately 97 facilities across the Alpena CRTC Main campus and Grayling ATG Gunnery Range. There are a variety of door types which include wood doors, metal doors and glass store front doors. The current system is obsolete, making the acquisition of spare parts for repairs or replacements exceptionally challenging and often impossible.

1.2. Background. Failure to upgrade the system presents a significant risk of complete system failure. Such an event would lead to mission failure for visiting units that rely on these facilities for their pre-deployment preparations. This upgrade is critical to ensure operational continuity and mission readiness at the Alpena CRTC.

1.3. Period of Performance: Installation shall be completed within 365 days of the contract award. Preponderance of onsite work should avoid the months of April-August. A phased approach to installation will be required.

2.0. General Information:

2.1. Reserved.

2.2. Quality Control (QC): QC is the sole responsibility of the contractor. The contractor shall ensure quality work performance in accordance with (IAW) applicable standards and guidelines to ensure that the quality of a product or service shall meet contract requirements.

2.2.1. Quality Assurance (QA): The Government shall evaluate the contractor’s performance under this contract in accordance with this DOS.

2.2.2. The contractor shall ensure that timely and effective corrective action is obtained for all deficiencies identified by the Government.

2.3. Reserved

2.4. Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee’s installation driving privileges.

2.4.1. The contractor’s employees shall become familiar with and obey the regulations of the installation, including fire, traffic, safety, and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall always carry proper identification with them. The contractor shall ensure compliance with all regulations and orders of the installation which may affect performance.

2.4.2. Security Requirements. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Government Point of Contact (POC). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by CRTC Security Forces (SFS). The contractor shall ensure compliance with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

2.4.2.1. The contractor shall comply with all Alpena CRTC security requirements based on Air Force Instruction (AFI) 31-115, Law and Order Operations. The CRTC is a controlled/restricted area and special security procedures are utilized to deter espionage, sabotage and theft of Air Force resources. The contractor shall be responsible for security of their work areas in cooperation with applicable base agencies.

2.4.2.2. Base Access: The award of this contract does not create a right to access any military installation. The contractor shall appoint a single individual to coordinate base access with the Government Point of Contact (POC) for all contractor employees, subcontractor employees, and delivery drivers. Prior to access to this installation the contractor shall coordinate with the POC, no later than 10 business days prior to commencement of work to provide the required information.

2.4.2.2.1. The contractor shall obtain all necessary cards, passes, buttons, decals, or other items required for access to the area or areas in which work will be performed. The contractor shall apply for all vehicle and individual identification media at the Alpena CRTC, SFS, Visitor Control Center, and Building 5060. All personnel operating a vehicle on Alpena CRTC shall obtain a vehicle registration pass. The contractor shall provide proper state registration, proof of insurance, and valid driver's license in order to register the vehicle and drive on base. The contractor may have as many utility vehicles (un-licensed vehicles) in the work area as required to accomplish tasks.

2.4.2.2.2. Alpena CRTC SFS personnel will verify the identity and entry authorization of each contractor employee and vehicle, and may conduct a search of any baggage, articles, or vehicles on the CRTC.

2.4.2.2.3. While operating motor vehicles on a government installation, strict adherence to vehicle safety shall be enforced. Common offenses include, but are not limited to parking vehicles improperly, failure to wear seatbelts, excessive speed, failure to yield to pedestrians, and violating smoking regulations. Violations are subject to fines and/or suspension from driving on base.

2.4.3. RESERVED.

2.4.4. The installation commander reserves the right to deny entry to the Alpena CRTC to any person whose criminal history is unfavorable or upon disclosure of information that indicates that the individual's continued entry to the Alpena CRTC is not in the best interest of the USAF. Additionally, the violation of, or deviation from established security procedures by any contractor employee may result in the confiscation of restricted/controlled area badges and denial of future entry to the Alpena CRTC.

2.4.5. For Contractors that do not require CAC but require access to a DoD Facility and/or Installation. Contractor and all associated sub-contractors' employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (DAFI 31-101 and DoDM5200.8V3_AFMAN31-101V3), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative)

2.4.5.1. Contractor employees requiring entry, but not requiring unescorted entry, will be issued a visitor badge and will be under direct surveillance, at all times, of an employee possessing a badge with escort authority. Contractor employees entering Alpena CRTC will obtain their visitor badge from the CRTC SFS, Building 5060. While within the CRTC controlled area, contractor personnel will display the visitor badge on their outer garment above the waist and shall always remain within view of the escort official.

2.4.5.2 The contractor shall immediately report the occurrence of lost badge(s) to the POC, who will in turn report to SFS. If the POC is not available, the loss shall be reported directly to Alpena CRTC SFS within one duty day of loss. Replacement badge(s) will not be issued until reporting procedures are satisfactorily completed.

2.4.5. Antiterrorism / Operations Security (AT/OPSEC): Access and General Protection/Security Policy and Procedures. The contractor shall comply with all applicable installation/facility access and local security policies and procedures which may be obtained from the POC. The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the local installation's Security Forces, Director of Emergency Services, or local Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by DoD, HAF and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

2.4.6. COMSEC/IT Security. All communications with DOD organizations are subject to communications security (COMSEC) review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. The DOD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DOD organizations. Therefore, the contractor is advised that any time contractor place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DOD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

2.4.6.1. For security reasons the taking of photographs while on the installation is prohibited. Cell phone use while on the airfield is not authorized.

2.4.6.2. Cellular Phone Use: Vehicle operators on the Alpena CRTC and operators of Government owned vehicles shall not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. This is a Department of Defense Policy and is in accordance with 32 CFR 634.

2.5. AT Level I Training. Contractor employees with an area of performance within a government controlled installation, facility, or area. All contractor employees, including subcontractor employees, requiring access to Government Installations, Facilities and Controlled Access areas shall complete AT Level I awareness training within 10 calendar days after contract start date. AT Level I may be accomplished by a Level I qualified instructor; completing the computer-based training (CBT) course on Joint Knowledge Online at http://jko.jten.mil. The contractor shall submit certificates of completion to the POC for each contractor and subcontractor employee.

2.6. Special Qualifications: the contractor shall ensure all employees possess all required licenses for operating any machinery and equipment used in the performance of this contract.

2.7. Post Award Meetings: The contractor agrees to attend any post award convened by the (Contracting Officer) KO in accordance with FAR Subpart 42.5. The KO, POC, and other Government personnel, as appropriate, may meet with the contractor to review the contactor's performance. At these meetings, the Contacting Officer will inform the contractor of how the Government views the contractor's performance and the contractor shall inform the Government of problems, if any, being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

2.8. The contactor shall provide a Point of Contact (POC) who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the POC is absent, shall be designated in writing to the KO. The POC shall ensure that contractor employees do not perform outside the scope of the contract without an official modification issued by the KO. The POC shall ensure contractor employees understand that performance outside the scope of the contract are performed wholly at the expense of the contractor.

2.8.1. Contractor Employees. The contractor shall not employ people for work on this contract if such employee is identified to the contractor by the KO as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

2.8.2. The contractor's staff shall be fully qualified, professional, and customer service oriented. The contractor shall ensure quality work performance IAW applicable standards and guidelines.

2.8.3. Identification of Contractor Employees: All contractor personnel are required to identify themselves as such to avoid creating an impression that they are Government employees. Contractor personnel shall present a neat appearance and wear identification badges or uniform distinguishing themselves as such. The badges shall have the company name, employee name.

2.9. Combating Trafficking in Persons (CTIP): The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in any form of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

2.10. The Contractor shall comply with the "Occupational Safety and Health Administration (OSHA)" standards as contained in OSHA 29 Code of Federal Regulations (CFR) 1910 and 29 CFR 1926, as well as all federal, state, and local regulations governing safety standards during performance of all work under the terms of this contract.

2.10.1. If the Contractor POC becomes aware of noncompliance with safety standards, which may cause injury to Air Force personnel, property, or equipment, he/she shall inform the contractor. The contractor shall take immediate steps to correct /abate the situation.

2.11. Controlled Substances. The use and possession of controlled substances to include marijuana (medicinal or recreational use) on the installation is in violation of Title 10 U.S. Code 912a. Art 112a. Contractors are notified this policy is strictly enforced and violators will be denied entry. Personnel caught on the installation can be prosecuted.

3.0. Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will not provide any (GFP/M/E/S) in support of this contract.

4.0. Contractor Furnished Property, Materials, and Equipment (CFP/M/E): The contractor shall furnish everything required to perform the requirement as indicated in Section 1.

4.1 Personal Protection Equipment (PPE). The contractor shall provide all required personal protection equipment IAW Occupational Safety and Health Act (OSHA) standards, other than Government.

5.0. Requirements. The contractor shall supply and install new Onity trillium locks. The new trillium lock system serves as a retrofit or direct replacement for the current infrastructure. The locks, associated hardware, and associated software must include all required components to function properly after installation.

5.0.1. The new locks will be installed on wood doors, metal doors and glass store front doors. The system must meet the following specifications:

5.0.1.1. Hardware: Each installation must include a new escutcheon, control board, and reader. The hardware must be compatible with both metal and wood doors.

5.0.1.2. Access Methods: The new locks must support RFID key cards and existing mag strip key cards for secure areas.

5.0.1.3. Durability: All lock components must be corrosion-treated for standard atmospheric conditions. Locks installed outdoors must be equipped with specialized weather protection kits.

5.0.1.4. Programmability: The system must be fully programmable to accommodate the specific security and access needs of the CRTC.

5.0.1.5. Programming & Management: The installation will include portable programming devices and encoders at the two existing locations (Building 2 and Building 122).

5.1 OnPortal Front Desk Encoding System.

5.2. Central Computing & System Management. To ensure seamless integration, the new system software must be compatible with the existing government IT environment.

Component	Requirement
Operating System	Compatible with Windows 11, Windows Server 2012 or 2016.
Server CPU	x64 architecture, 3.0 GHz or faster multi-core processor.
Server RAM	8 GB minimum.
Server Disk Space	5 GB minimum.
Server Display	Minimum resolution of 1280x1024 pixels.
Backup Capability	Two (2) USB Flash Drive to backup Lock System Computers

5.2.1. Two (2) dedicated computers, serving as the core of the system, are required for managing user profiles and encoding key cards.

Feature	Requirement
System Capacity	Must support a minimum of 200 user profiles and the simultaneous management of up to 2,000 encoded RFID keys.
Network Isolation	The computers will operate on a standalone basis and will not be connected to the Air Force Network.
Connectivity	Must include both Local Area Network (LAN) and Wi-Fi capabilities for the sole purpose of receiving software updates and license renewals.
Operating System	Windows Platform, version 11
Included Hardware	Each computer must be supplied with its own protective case, power supply, and all necessary cables to connect to the key card encoder and portable programming tablets.

5.3 Mobile Programming & Diagnostics

5.3.1. Four (4) portable Windows-based tablets are required for on-site programming and maintenance tasks.

Feature	Requirement
Functionality	Must be capable of: syncing with both the main computers and individual locks; diagnosing lock issues; forcing locks open; and encoding door locks directly.
Network Isolation	The tablets will operate on a standalone basis and will not be connected to the Air Force Network.
Power & Durability	Each tablet must have a minimum 3-hour rechargeable battery life and be rated to operate in temperatures ranging from 32°F to 110°F (0°C to 43°C).
Included Hardware	Each tablet must come with a power supply and all necessary cables for syncing with the main computers and door locks.

5.3.2. Two compatible (2) RFID Card Encoders

5.4. Lock Hardware & Consumables

5.4.1. (UPDATED) The procurement includes a total of 1,100 locks of various types, all of which must be supplied with the necessary batteries for operation. A critical requirement is that all new lock hardware must be compatible with existing door preparations (e.g., mortise, cylindrical cuts) to prevent the need for door replacement.

Item	Quantity
Onity Trillium RFID Lockset - Left Mortise Locks	**296**
Onity Trillium RFID Lockset - Right Mortise Locks	**454**
Onity Trillium RFID Lockset - Cylindrical Locks	**230**
Onity Trillium Lock Panic Push Bar Assemblies	**114**
Onity RFID Wall Reader Power Supply, Controller and	**13**
Reader Du alTech RFID-HICO Ke yCards	**10,000**

5.5. Services, Licensing, and Support

5.5.1. Software Licensing. A two-year software license is required, covering the full system of 1,100 locks.

5.5.2. Installation. The vendor is responsible for the complete installation of all door locks and card readers across both Services and Civil Engineering facilities. This includes the initial setup of all key card profiles on the main computers. The Contractor shall perform all work in coordinated phases to ensure continuous access for daily base personnel usage.

5.5.3. Training. A comprehensive system user training class must be provided for Alpena CRTC personnel. Training course to certify Alpena CRTC personnel to complete warranty work on the door locks without voiding the warranty. Two (2) Operating and Manufacturer Manuals minimum for Alpena CRTC personnel use.

5.5.4. Maintenance items. Provide Four (4) complete tool kits for lock installation, ongoing hardware maintenance, and lock cleaning must be included.

5.5.5. Onity license fee 500+ Locks and any other required licenses for lock and system to function properly.

5.5.6. Compliance and Certification. All supplied laptops, computers, and tablets must be compliant with the following standards:

5.5.6.1. FCC (Federal Communications Commission): Regulates interstate and international communications in the US.

5.5.6.2. IC (Industry Canada): Now known as Innovation, Science and Economic Development Canada (ISED), it is the Canadian regulating body.

5.5.6.3. WEEE (Waste Electrical and Electronic Equipment): An EU directive aimed at reducing e-waste by promoting recycling and reuse.

5.5.6.4. RoHS (Restriction of Hazardous Substances): Restricts the use of specific hazardous materials in electrical and electronic products.

5.5.6.5. REACH (Registration, Evaluation, Authorization and Restriction of Chemicals): An EU regulation to protect human health and the environment from risks posed by chemicals

5.6. Warranty. The supplied system and installation must include a minimum 2-year warranty. Please provide details on any available options for extended warranties. The warranty must cover faulty component replacement and vendor-provided troubleshooting and repair services.

5.7. Materials and Media. The contractor shall furnish to the government all materials, manuals, media, technical data, and any other supplemental items that accompanied the locks or that was incidental to the installation. Any unused equipment left after installation must also be furnished to the government.

ATTACHMENTS:

1. List of Doors and Locks Quantities.xls
2. **ADDENDUM 1 to DOR**