Department of Defense
Defense Health Agency
Performance Work Statement

Commercial Kitchen Exhaust System and Ceiling Cleaning Services

88th Medical Group at Wright-Patterson AFB, OH

10 August 2026

PART 1: GENERAL INFORMATION

1.1. Description of Services

This is a non-personal services contract. The contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, and supervision necessary to perform commercial kitchen exhaust system and ceiling cleaning services as defined in this Performance Work Statement (PWS). The contractor shall provide services that conform to the most recent applicable standards from the Occupational Safety and Health Administration (OSHA), The Joint Commission (TJC), the Food and Drug Administration (FDA) Food Code, and the National Fire Protection Association (NFPA).

1.2. Background

The 88th Medical Group Nutritional Medicine Flight operates dining services for inpatients, outpatients, staff, and visitors. To ensure operational readiness, maintain a safe and sanitary environment, and prevent fire hazards, a comprehensive cleaning and maintenance program is required for the kitchen exhaust systems.

1.3. Scope

The contractor shall provide qualified personnel and all necessary resources to perform cleaning of the kitchen hoods, ducts, exhaust fans, and ceilings for the Nutritional Medicine Flight. The contractor shall accomplish all services to the standards specified in this contract.

1.4. Period of Performance (PoP)

The period of performance consists of one base year and four (4) one-year option periods.

- Base Year: 10 August 2026 – 09 August 2027
- Option Year 1: 10 August 2027 – 09 August 2028
- Option Year 2: 10 August 2028 – 09 August 2029
- Option Year 3: 10 August 2029 – 09 August 2030
- Option Year 4: 10 August 2030 – 09 August 2031

1.5. Place and Hours of Performance

1.5.1. Place of Performance

The work shall be performed in the Nutritional Medicine Flight kitchen, located in Building 830, 4881 Sugar Maple Dr, Wright-Patterson Air Force Base, Ohio, 45433.

1.5.2. Hours of Operation

The contractor's normal hours of business shall be Monday through Friday, from 0600 to 1600, excluding Federal holidays. Services may be required outside of normal operating hours to

minimize disruption to kitchen operations and shall be coordinated with the facility points of contact (POCs).

1.5.3. Federal Holidays

Contractor services are not required on the following Federal holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

1.6. Contractor Identification

Contractor personnel shall possess and wear an identification badge displaying their name and the company name at all times while on the installation.

PART 2: CONTRACTOR REQUIREMENTS

2.1. Contract Manager

The contractor shall designate a Contract Manager in writing to the Contracting Officer within five (5) business days of contract award. The Contract Manager or a designated alternate shall be available during normal duty hours to meet with government personnel and shall have full authority to act for the contractor on all matters relating to the daily operation of this contract.

2.2. Contractor Employees & Qualifications

2.2.1. Special Qualifications

Technicians performing cleaning and inspection services must be trained and certified in kitchen exhaust cleaning in accordance with NFPA 96 standards.

2.2.2. Prior Experience

The contractor shall have a minimum of five (5) years of corporate experience in cleaning commercial kitchen exhaust systems.

2.2.3. Appearance and Conduct

Contractor employees shall present a neat, clean, and professional appearance. Jeans are permitted if clean and without holes. Personnel must wear appropriate headgear (e.g., cap, hair net) while working in the kitchen.

2.2.4. Conflict of Interest

The contractor shall not employ any person who is an employee of the U.S. Government if such employment would create a conflict of interest.

2.3. Safety

The contractor shall perform all work in a safe manner, with specific emphasis on ladder safety and working in high locations. The contractor shall comply with all applicable OSHA regulations and WPAFBI 32-2001, Fire Prevention.

2.4. Security

The contractor is responsible for the storage and safekeeping of all tools and materials. Contractor personnel will be escorted by a government staff member while in the facility and must complete any facility access requirements prior to the start of work.

2.5. Contractor Furnished Resources

Except for items specifically stated as Government-furnished, the contractor shall furnish all items required to perform the services in this contract.

PART 3: SPECIFIC TASKS

3.1. General

The primary objective is to inspect and clean the kitchen exhaust system to bare metal in accordance with NFPA 96 and to clean the kitchen ceiling. The contractor shall protect all kitchen equipment from contamination during the cleaning process and restore the work area to its original condition upon completion.

3.2. Cleaning Procedures

3.2.1. System Protection

Before starting work, the contractor shall cover all surfaces (grills, ovens, fryers, etc.) below the exhaust system with a suitable protective material.

3.2.2. System Cleaning

The contractor shall clean all hoods, grease removal devices, fans, ducts, and other appurtenances to bare metal. After cleaning, the system shall not be coated with any powder or other substance. All access covers and panels shall be removed for cleaning and securely replaced upon completion.

3.2.3. Ceiling Cleaning

The ceiling shall be cleaned using non-abrasive, food-safe cleaners that meet NFPA and OSHA standards.

3.2.4. Reporting

The contractor shall report any worn, frayed, or defective system components to the facility POC. The contractor shall not attempt to perform repairs.

3.2.5. Labeling

After cleaning, the contractor shall place a label within the kitchen indicating the date of service and the name of the service company, as required by NFPA 96.

3.2.6. Hood Filter Inspection, Cleaning, and Replacement

The contractor shall inspect the hood filters monthly for Hood #1, Hood #2, Grill Hood, Pizza Hood, and the Stage 1 Grease Extractor. Based on the results of each inspection and the condition of the filters, the contractor shall clean or replace the filters on a bi-annual basis (every six (6) months). The contractor shall determine, based on filter condition, whether cleaning or replacement is required at each six-month interval. All replacement filters shall be furnished by the contractor and shall be compatible with the existing hood and grease-extractor equipment. Removed grease, debris, and any discarded filters shall be disposed of by the contractor in accordance with applicable federal, state, and local regulations. For pricing purposes, the contractor shall assume bi-annual filter replacement; the cost of replacement filters shall be included in the contractor's fixed price.

3.3. Technical Exhibit: Cleaning Schedule & Scope

Area	Item	Method	Frequency	Dimensions	Linear Feet	Ductwork
Main Kitchen Hoods	Hood #1 Hood #2 Grill Hood Pizza Hood	Manual Wipe Down	1 X Month	31′ × 16′ 31′ × 16′ 9′ × 9.5′ 3′ × 3.5′	169 169 44 45	4′ × 3′ 4′ × 3′ 20″ × 20″ 10″ × 10″
Grease Extractor	Stage 1 Grease Extractor	Manual Clean	1 X Month	N/A	N/A	N/A
Inspect, Clean, or	Hood #1, Hood #2, Grill Hood,	Inspect monthly; clean or replace	Inspect: Monthly · Clean/Replace: Bi-Annual (6-	N/A	N/A	N/A

Area	Item	Method	Frequency	Dimensions	Linear Feet	Ductwork
Replace Filters	Pizza Hood, Stage 1 Grease Extractor	based on filter condition	Month Increments)			
Kitchen Exhaust Duct	Duct, Interior, and Roof Exhaust Fan	Clean and Inspect to Bare Metal	Bi-Annual (6-Month Increments)	N/A	N/A	N/A
Main Kitchen Ceiling	Ceiling Surface	Manual Wipe Down	Bi-Annual (6-Month Increments)	2,509.15 Sq Ft	N/A	N/A

PART 4: PERFORMANCE & QUALITY

4.1. Performance Requirements Summary (PRS)

Performance Objective	Performance Standard	Performance Threshold	Method of Surveillance	Remedy of Failure
PRS#1: Kitchen Exhaust System Cleaning	All hoods, devices, ducts, and other appurtenances shall be cleaned to bare metal to ensure maximum fire protection.	100% in accordance with NFPA 96 standards.	Visual surveillance by the Nutritional Medicine Flight representative before/during/after contractor's performance and validated customer complaints received by the Contracting Officer.	Re-performance within mutually acceptable timeframe between Government and contractor.

4.2. Quality Control

The contractor shall maintain records of all cleaning and inspections performed. These records shall be made available to the Government throughout the contract performance period.

4.3. Inspection and Acceptance

In accordance with FAR 52.212-4, the Government has the right to inspect services for acceptance. The Government may require re-performance of non-conforming services at no increase in contract price.

4.4. Invoicing

All invoices shall be submitted through Wide Area Workflow (WAWF) and must reflect all work accomplished during the service period.

PART 5: POINTS OF CONTACT

5.1. Contractor Point of Contact

The contractor shall provide an emergency contact phone number and a daily operations contact phone number for troubleshooting and service calls.