PERFORMANCE WORK STATEMENT

FOR

MAINTENANCE & REPAIR

OF INSTALLED CO2/NO DETECTION SYSTEMS KITCHEN HOOD FIRE SUPPRESSION SYSTEMS AND AUTOMATIC FIRE ALARM SYSTEMS

Reviewed by:

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Dover AFB
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FOR
MAINTENANCE & REPAIR OF INSTALLED CO2/NO
DETECTION SYSTEMS AND KITCHEN HOOD SUPPRESSION & AUTOMATIC
FIRE ALARM SYSTEMS

1. DESCRIPTION OF SERVICES. The contractor shall provide all management, tools, supplies, equipment and labor necessary to repair and maintain all installed CO2/NO detection systems and kitchen hood fire suppression systems, as well as automatic fire alarm systems at Dover AFB (DAFB) in a manner that will ensure their serviceability and operation. The typical system used on DAFB is a Monaco D-21 Central Dispatching system with point-to-point capability. Currently, DAFB has 2,116 smoke detectors, 2,262 heat detectors, 834 pull stations, 397 duct detectors, and 159 alarm panels. All maintenance and repairs to include inspections and testing shall be performed in accordance with (IAW) industry standards to include Unified Facilities Criteria (UFC) 3-601-02.

1.1. MAINTENANCE AND REPAIRS

1.1.1. ROUTINE MAINTENANCE. The contractor shall perform functional operation tests and corrective maintenance as needed on installed CO2/NO detection systems and kitchen hood fire suppression systems, as well as automatic fire alarm systems, IAW industry standards, applicable National Fire Protection Association Standards (NFPA), UFC 3-601-02, and the manufacturer's instructions, to return a system or component to full operating condition. Maintenance and repairs are to be initiated by service request placed to the contractor by the Contracting Officer Representative (COR). The contractor shall respond to routine service requests within 24 hours to assess requirement. The contractor shall schedule work within 48 hours of notification for each request. The contractor shall notify the COR, the Dover AFB fire department, CE Alarm Shop personnel and the Facility Manager a minimum of 24 hours in advance before proceeding with any corrective maintenance or testing on installed fire extinguishing and automatic fire alarm systems. The contractor may be held liable for any damage or discharge of fire extinguishing materials and may be required to replenish them at the contractors' expense if it is determined that the work the contractor performed was not cleared up through base agencies listed above. At the conclusion of the corrective maintenance, those previously notified shall be further notified that the maintenance work is completed. The contractor shall recharge and return to full service all automatic fire alarm panels and installed CO2/NO detection systems and kitchen hood fire suppression systems after use or by an inspection, functional test, or maintenance work.

1.1.2. SERVICE REPAIRS. The contractor may be requested to respond in order to fix a known issue with a specific fire alarm system or component IAW industry standards, applicable NFPA Standards, UFC 3-601-02, and the manufacturer's instructions to return the system or component to full operating condition. The contractor shall be capable of providing replacement parts, maintenance and programming services for all fire alarm control units on DAFB to include Simplex, Monaco, Notifier, and Edwards. At the conclusion of each repair, the COR, affected Facility Manager, CE Alarms shop personnel and DAFB Fire Department shall be notified that the repair work is completed. The contractor shall recharge and return to full service all installed

CO2/NO detection systems and kitchen hood fire suppression systems as well as automatic fire alarm systems after use or repair work as indicated by an inspection or functional test. Upon completion of service repairs the contractor shall report to Building 615, CEOES section, to present a signed service ticket to the COR after each job order completion or email the service ticket within three business days to the COR. The service ticket shall include the following information:

a. Time of arrival and departure

b. Work order number assigned by the COR and facility number where work was performed

c. Type of repairs made and parts replaced

d. List of parts to be ordered

e. List of personnel performing work

f. Cost of repairs to include CLIN's used and hours charged per CLIN

g. Work order number and facility number where work is required is assigned by the COR
***Note:** Labor time for service tickets begins and ends at the job site. The contractor shall be responsible for obtaining high reach and lift equipment if required.

1.1.3. EMERGENCY SERVICES. The contractor shall respond to providing emergency services within 4 hours of the request to repair an installed CO2/NO detection system and kitchen hood fire suppression system as well as automatic fire alarm system as determined by the government. Repairs shall be completed or emergency temporary repairs made and downgraded with accurate permanent repair estimate submitted to the COR for approval. For purposes of this specification, an emergency situation is any condition that requires immediate action to eliminate life or serious injury hazards to personnel, prevent loss or damage to government property, or restore essential services. This is an estimated quantity of 5 occurrences per one contract year. Upon completion of emergency services, the contractor shall report to Building 615, 1st floor CEOES section (or next duty day if past normal duty hours) to present a signed service ticket to the COR after each job order completion or email to COR within three business days. The emergency service ticket shall include the following information:

a. Work order number assigned by the COR and facility number where work was performed

b. Time of arrival and departure

c. Type of repairs made and parts replaced

d. List of parts to be ordered

e. List of personnel performing emergency repairs

f. Cost of repairs to include CLIN's used and hours charged per CLIN

1.2. CERTIFICATIONS. The contractor is required to have a current National Certification in Engineering Technologies (NICET) Level III certification in Fire Alarms Systems, Inspection and Testing of Water-Based Systems or Special Hazard Suppression systems. The technician working on site is required to have a current NICET Level II certification. The contractor shall be licensed by the State of Delaware to work on the fire alarms and extinguishing systems at DAFB. The contractor shall be trained to work on all systems on DAFB to include programming any and all Monaco panels on DAFB. The contractor shall be certified and licensed throughout the duration of the contract. The contractor shall submit all certifications and proof of license to the Contracting Officer with their bid schedule prior to award of contract.

2. SERVICE DELIVERY SUMMARY.

Performance Objective	PWS Para	Performance Threshold	Method of Surveillance
Perform Corrective Maintenance of Fire Alarm Protection Systems. Return alarm system to full operation. Fire system recharged as needed. Discrepancies are noted. Repairs made as needed. Submit service tickets within 3 business days.	1.1.2	Fire protection systems are 100% operational upon completion of work.	Periodic Surveillance Customer Feedback
Perform Routine Repairs to Fire Alarm Protection Systems or Components as Requested. Contractor responds within 24 hours. Accurate estimate and service tickets submitted within 3 business days.	1.1.1	Repairs completed as requested and system 100% operational.	Periodic Surveillance Customer Feedback
Emergency Services. Respond within 4 hours to either make repairs and have service ticket submitted within 3 business days or provide accurate estimate.	1.1.3	Responds within 4 hours. Repairs are completed or emergency temporary repairs made and downgraded with accurate repair estimate submitted. 100% of the time.	Periodic Surveillance Customer Feedback

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES.

3.1 ITEM REQUESTS. The contractor may request support through the provision of various government furnished items to include placards, labels, environmental compliance guidance etc. The DAFB COR or Fire Department will accommodate these requests, if possible, through

availability of these items. The COR will provide as-built drawings, if available, to the contractor for each building that requires services.

4. GENERAL INFORMATION.

4.1. QUALITY CONTROL. The Contractor shall develop and maintain a quality program to ensure maintenance and repair services are performed in accordance with industry standards to include the NFPA Standards 11 through 17 and 72 and the manufacturer's instructions. The contractor shall develop and implement procedures to identify defective services and provide recommendations to keep them from reoccurring. As a minimum, the contractor shall develop quality control procedures that address the areas identified in paragraph 2, Service Delivery Summary. The government evaluator must have a specific quality control inspector to notify customers in case of complaints.

4.2. QUALITY ASSURANCE. The government will periodically evaluate the contractor's performance in accordance with the Quality Assurance Surveillance Plan.

4.3. HOURS OF OPERATION. DAFB standard hours of operation are 0730 to 1630 Monday through Friday. Federally recognized holidays are to be observed and are considered off days. The Contractor may be requested to respond on off days to include weekends for emergency services. The standard 2-hour response requirement for emergency services applies regardless of workday or off-day status.

Recognized Holidays. The contractor is not required to provide service on federal holidays, except in emergency situations. Federal holidays are as follows:

New Year's Day - 1 January
Martin Luther King Day - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day - last Monday in May
Emancipation Day – 19 June
Independence Day - 4 July
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December

4.4. VEHICLES AND PASSES. All contractor or contractor employees' vehicles used in the performance of this contract shall comply with all local, state and federal regulations. In addition, all vehicles described above must be registered through the Security Forces Squadron, Pass and Registration and will comply with DAFB directives.

4.5. CONTRACTOR PERSONNEL. The contractor's personnel shall conduct

themselves in a professional manner. Contractor uniforms, badges, and appearance standards shall be commensurate with industry standards. The military uniform or any part thereof, may not be worn by Contractor's employees while performing work under this contract.

4.6. ROSTERS. The contractor shall provide a list of employees to the contracting officer and to the COR. The contractor shall submit changes to the list immediately as employees begin or stop working on the contract. The list will also identify key personnel with cell phone or pager numbers.

4.7. RECORDS MANAGEMENT. The contractor understands that when creating, handling and maintaining records for the Air Force, either electronic or paper, you must meet the requirements established in AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Management Program. In order to meet the requirements established IAW the above-mentioned contact the Base Records Management Office (436 CS/SCXK, Bldg. 310) at (302) 677-5157 for guidance and training.

5. SECURITY AND SAFETY REQUIREMENTS. In performing any work under this contract on premises which are under the direct control of the Government, the Contractor shall conform to all safety rules and requirements prescribed in Air Force Pamphlet 91-210, Contract Safety and Public Law 91-596, The Occupational Safety and Health Act of 1970. Effective on the date of this contract, the contractor shall take such additional precautions as the Contracting Officer may reasonably require for security, safety, traffic fire, personnel clearances and accident prevention purposes. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of the Contractor, Government Property and Government personnel performing or in any way coming in contact with the performance of this contract on such premises. These requirements are additional to and do not replace the standards promulgated by the Department of Labor under the Occupational Safety and Health (OSHA) Act. In the event of a conflict between the OSHA Standards and these requirements, the most stringent shall apply. Any violation of such rules and requirements, unless promptly corrected, as directed by the Contracting Officer, may be considered grounds for termination of this contract in accordance with the default provisions hereof.

5.1. SECURITY. All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the governmental installation shall abide by all security instructions and directives of DAFB. Employees are responsible for safeguarding all government property provided for contractor use.

5.1.1. At the close of each work period, government facilities, equipment and materials shall be secured, lights, heat and water turned off and all doors and windows secured.

5.1.2. The contractor and, as applicable, subcontractor shall not employ persons for work on this contract if such employee is identified as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population, nor shall the contractor or subcontractor employ persons under this contract who have an outstanding criminal warrant as identified during the Criminal Background Check (CBI).

5.1.3. Contractors shall ensure their employees and those of their subcontracts have the proper credentials allowing them to work in the United States. Employees and subcontractors later found to be undocumented or illegal aliens will be remanded to the proper authorities.

5.1.4. All contractors and subcontractors when working in a Controlled, Restricted or other sensitive areas must be escorted at all times. The military agency or unit responsible for the project or work is responsible for providing the escorts. The Contractor shall follow existing procedures and instructions for obtaining entrance to restricted or controlled areas.

5.1.5. Operations Security (OPSEC)

5.1.5.1. Avoid revealing or discussing information/media related to work conducted on/for the installation to any person without a valid need to know and adhere to a 100% shred policy when discarding written/printed materials.

5.1.5.2. Contractors or subcontractors possessing a Common Access Card (CAC) will complete DAF-Operations Security Awareness Training (CBT) course through the MyLearning site. This training site is available through the AF Portal at https://lms-jets.cce.af.mil/moodle/. This site automatically records members' completion of training and enables the user to print a certificate if needed by the Unit or Base Training Manager.

5.1.5.3 For contracts that require additional OPSEC measures, elevated security requirements will be conducted utilizing DD Form 254, Department of Defense Contract Security Classification Specification and appropriately annotated IAW DODM5220.22V2_AFMAN 16-1406v2, NATIONAL INDUSTRIAL SECURITY PROGRAM: INDUSTRIAL SECURITY PROCEDURES FOR GOVERNMENT ACTIVITIES. Additionally, if the OPSEC block is checked on the DD Form 254, the 436th Contracting Squadron unit OPSEC coordinators shall: Task the contractor to develop an OPSEC program plan to address how the contractor plans to protect critical and sensitive contracted information, and upon organization acceptance, implement an OPSEC program plan crafted for nature of work and operational concerns.

5.2. CONTRACTOR BADGE POLICIES. All requests for contractor badges will be submitted through the Base Contracting Squadron Office and/or the requesting agencies base point of contact. The Contracting Squadron Office or base point of contact will then fill out an Operational Risk Management Assessment Form (ORM) for the requesting agency and submit it to the Pass and Registrations section for approval IAW OPlan 31-101. As a minimum the ORM will be submitted 10 days prior to the requested date of employment.

5.2.1. All contactor employees who'll be granted unescorted access to the installation are required to consent to a Criminal Background Investigation (CBI) prior to being granted entry to the installation. Continued employment is contingent upon successful completion and favorable reporting of criminal background checks.

5.2.2. DAFB Contractor badges will be issued for a maximum period of one year. Prior to reissuing new badges, all old badges must be returned to 436 SFS, Pass and Registration for destruction. Also, before a new badge is issued an ORM must be resubmitted to the Pass and Registration section for approval again. In the event a badge is lost or stolen, immediately contact the 436 SFS, Pass and Registration office. The badge holder must accomplish the Loss/Theft of Identification Worksheet and provide it to his/her supervisor. The supervisor of the contractor will investigate the loss and report in writing the circumstances in which the badge was lost to the 436th Contracting Squadron and 436 SFS, Pass and Registration office and submit a new request for badge before a new badge can be reissued.

5.2.3. Base Contracting Office or base point of contact will immediately notify Security Forces, Pass and Registration when a contractor's employment has been terminated. The Site Supervisors are responsible for notifying and returning the contractor's badge to Pass and Registration when this occurs. At no time will a contractor contact Security Forces directly regarding badge denial; they need to contact the Dover AFB Contracting Office.

5.3. INSTALLATION ACCESS. The contractor shall obtain personal contractor identification badge for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto Dover AFB from 436 SFS, Pass and Registration, for the duration of the contract. Employees are only permitted to enter the Installation during the date and time periods indicted on their contractor badge.

Vehicle registration, proof of insurance and a valid driver's license must be presented for all vehicles while operating on the Installation. All vehicles entering the DAFB Main Base, Military Family Housing or sensitive areas are subject to search. Any refusal or non-consent by an employee will result in termination of their base access and immediate confiscation of this access badge.

5.3.1. During Force Protection Condition (FPCON) Normal and Alpha, personnel without base issued badges must be sponsored onto the installation.

5.3.2. During FPCON Bravo, Charlie and Delta, personnel without base issued identification shall be physically escorted onto the installation.

5.3.3. During Higher FPCONs (Charlie and Delta) the base will normally curtail non-essential operations/functions; access by non-essential Contract operations will be suspended at the direction of the Installation Commander.

5.4. FLIGHTLINE DRIVING. Contractors will have to adhere to the provisions in DAFBI 13-202 if operating on the airfield.

6. HAZMAT REQUIREMENTS: The contractor shall submit Material Safety Data Sheets (MSDS) of all chemicals planned for use on DAFB.

6.1. Purpose. As required by AFI 32-7086, paragraphs 2.5.5.2.4, 2.5.5.2.8 and 2.5.5.2.9; require DAFB to account for all hazardous materials (HAZMATs) brought on the facility to include contractors as well as providing procedures for the reporting of those items.

6.1.1. This part outlines actions to be taken by the contractor in the request for approval of hazardous materials prior to initiating field activities associated with the subject project and the reporting of approved hazardous materials usage during contract performance.

6.1.2. Compliance with this part is mandatory and contractor failure to comply will result in the contractor not being allowed to bring any hazardous materials on DAFB. Contractors must also comply with mandatory Federal, State and local guidelines, regarding storage and management of hazardous materials, failure to comply can result in legal action by Federal, State or local enforcement officers against the offender.

6.2. RESPONSIBILITIES: Contractor Reported Usage of HAZMAT.

6.2.1. Contractors must submit to the associated Contracting Office the information and supporting documentation including Material Safety Data Sheets (MSDSs) necessary to obtain HAZMAT usage authorization. Report data on the HAZMAT used during the performance of the contract at intervals and in the format specified by DAFB.

6.2.2. The contractor shall provide a complete DAFB HAZMAT Chemical Worksheet (Appendix A) for each HAZMAT to be used during the duration of the contract to include MSDS. This list of all HAZMATs shall be provided at the beginning of the contract. Any additional HAZMATs required during the course of the contract shall be requested for approval at that time. In addition, the quantity of chemicals expended will be reported to the DAFB Hazardous Materials Pharmacy (HAZMART) by filling out the Contractor's Monthly Report (Appendix B) for HAZMATS. Both the Worksheet and Monthly Report forms shall be provided upon award of contract.

6.3. WASTE and HAZARDOUS WASTE REMOVAL: The contractor shall dispose of all waste generated in the performance of their task. No hazardous waste or solid waste materials shall be placed in any trash receptacle on DAFB. The Contractor must comply with all federal, state, and local regulations regarding the transport and disposal of any and all hazardous wastes generated as a result of maintaining and repairing fire extinguishing and fire alarm systems under this contract.

6.4. MATERIALS. All materials used in the performance of services on the installation shall follow industry standards, local, Federal and State laws, and will be used according to manufacturers' recommendations. Materials will be used for intended purposes and will be stored and utilized in accordance with industry standards. The Contractor will submit Material Safety Data Sheets on all materials to be used fifteen (15) days prior use for approval by the COR and the Environmental Flight Hazardous Waste Coordinator.

7.0. ANTITERRORISM.

References:

- **Department of Defense Instruction O-2000.16, Volume 1 DoD Antiterrorism (AT) Standards, Standard 18**
- **Defense Federal Acquisition Regulation Supplement (DFARS) (*R*eference (r)) reflects current DoD AT security requirements for defense contractors.**
- **Joint Publication 3-07.2 Antiterrorism**

Terrorism is defined as: The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

Antiterrorism: As a prelude and during performance of any contract, it is critical that the Contractor be supportive of all Department of Defense (DoD) requirements to protect personnel and their families, installations, facilities, information, and other resources from terrorist acts.

Antiterrorism Awareness Level I Training
Contractors or subcontractors *possessing a Common Access Card (CAC)* will complete AT Awareness Level I training IAW DAFI 31-145, *Antiterrorism*, Standard 25, by completing the—Force Protection computer-based training (CBT) course through the MyLearning site. This training site is available through the AF Portal at https://lms-jets.cce.af.mil/moodle/. This site automatically records members' completion of training and enables the user to print a certificate if needed by the Unit or Base Training Manager.
Contractors or subcontractors *without a CAC* or who do not have access to a government Non-classified Internet Protocol Router Network (NIPRNET) computer performing construction/services on the installation will complete AT Awareness Level I training IAW DAFI 31-145, Antiterrorism, Standard 25, by completing the— Level I Antiterrorism Awareness computer based training (CBT) course through the Joint Knowledge Online (JKO) Learning Management System (LMS) at https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf
Force Protection Condition (FPCON) Impact on Work Levels: If the DAFB FPCON level is elevated to Charlie, the installation shall evaluate the need for contract services to be discontinued. At FPCON Delta, services are discontinued. Services shall resume when the FPCON level has been lowered.

Administrative Note: In the event of an emergency, dial 9 1 1 from any land line on the installation. The call will be routed to the Emergency Control Center (302-677-6666). If you use a cell phone and dial 9 1 1, you will be routed to the county 9 1 1 dispatch (Kent County). Simply inform the dispatcher that you are on DAFB, they will route your call to the DAFB Emergency Control Center.

8.0. CONTRACTOR MANPOWER REPORTING.

8.0.1. The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for Fire Alarm Maintenance and Repair Services via data collection site. The contractor is required to completely fill in all required data fields at http://www.ecmra.mil.

8.0.2. Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year, which runs from 1 October through 30 September * of each calendar year. Contractor may direct questions to the CMRA help desk."

*Reporting Period: Contractors are required to input data by 31 October of each year.

8.0.3. Uses and Safeguarding of Information: Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor's name and contract number associated with the data.

8.0.4. User Manuals: Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at http://www.ecmra.mil.

APPENDIX A

Contractor Name:							
[Company preforming the work]							
Contract Number and Title:							
Project Number (FJXT):							
Estimated Start Date:			**Estimated Completion Date:**				
Shop Code (DV):							
[To be completed by base personnel]							
PROCESS CODE:							
[To be completed by Bioenvironmental Engineering]							
National Stock Number (NSN), or Part Number:							
Manufacture:							
Material Name:				**Size:**			
[Be Specific]				[ounces, gallons or pounds,etc.]			
Amount used:				**Container type:**			
[Per week, month, year]				[box, bottle, can, tube, drum etc.]			
Unit of Issue:				**Units per container:**			
[each, dozen, kit, etc.]				[2 ea., one dz., 3 part kit, etc.]			
Will the process be performed inside or outside?							
Will the process be performed on equipment, structure or aircraft?							
Physical location of process proformance:							
Location Of stored Material:							
Is a Hazardous Waste Generated?			YES	NO			
If yes, how is waste disposed:							
[remarks]							
Is a site digram available?			YES	NO			
[remarks]							
Does the site have a listing of base procedures for reporting a spill?						YES	NO
[remarks]							
This request requires both the contractors and QAE signature for processing.							
Contractor and Title:							
Phone:				Date:			
Government Representative:							
Phone:				Date:			

APPENDIX B

CONTRACTOR'S MONTHLY REPORT FOR HAZMATS

Contractor: Shop Code:

Contract# Location:

The following information is required for tracking of Hazardous Materials on Dover AFB. For contracts **exceeding** six months, this form is required to be filled out on a monthly basis and returned to the Government Representative (QAE). Contracts less than six months, this form is required at the beginning and at the completion of the work. The QAE will provide a copy to the Hazmart Pharmacy. This information is required to comply with State, Federal and Air Force laws and regulation.

Material Name	Manufacture	NSN/Part #	Start Balance	Amount Used

Use additional sheets are required.

Contractor printed and name and date:

Signature:

Government Rep. printed name and date:

Signature: