PERFORMANCE WORK STATEMENT
FOR
RECYCLING SERVICES

26 May 2026

Fairchild AFB (FAFB), WA

1. DESCRIPTION OF SERVICES. The contractor shall perform recycling collection, processing, marketing, transportation and delivery of recyclable materials and operation of an on-base Recycling Center at Fairchild AFB (FAFB), WA. Services shall be performed In Accordance With (IAW) federal, state, local laws and regulations, commercial standards, and this Performance Work Statement (PWS). The contractor is, however, highly encouraged and expected to use innovative approaches to accomplish these requirements efficiently and effectively in a timely manner, at a reasonable cost, and in a way that fosters pride and ownership in the work performed.

1.1.1. SCOPE OF WORK

1.1.2. COLLECTION REQUIREMENTS. The contractor shall develop recycling collection routes and collection schedule for submission to the Contracting Officer (CO) prior to contract performance. The contractor is expected to complete 100 percent of the collection and processing of the recyclables each week pursuant to this PWS. A copy of the current recycle collection points is provided in Appendix A, as workload data; however, the contractor shall adjust this schedule to reflect real world workload changes maximizing performance. Route and schedule changes shall be forwarded to the designated Contracting Officer Representative (COR) prior to implementation. Any changes to cost, scope, or schedule could require additional coordination with the CO. The contractor shall ensure containers are completely emptied on each collection day and prior to the container exceeding capacity. Additionally, the contractor shall notify the COR of any conditions that may interrupt the schedule, such as delays due to security measures, exercises, vehicle breakdowns, holidays, etc. Collections as a result of these delays shall be performed by the next workday. Any operational change affecting customers requires those customers to be notified by the contractor a minimum of two weeks prior to the change.

1.1.3. ADDITIONAL COLLECTIONS. Upon notification by the COR, the contractor shall provide additional recycling containers and collection for special events (Air Shows, Wing and squadron functions, BX and Class Six parking lot sales, etc.). The contractor will be required to place recycling containers in locations for the length of time designated by the CO or COR.

1.1.4. POINTS OF COLLECTION/RELOCATION. Collection locations for recyclable materials are shown in Appendix A. Changes in recycling collection locations shall be approved by the COR. The COR may instruct the contractor to relocate recycling containers, when required (up to five per month). The contractor shall perform these relocations within one business day after notification.

1.1.5. REFUSAL OF SERVICE. The contractor reserves the right to refuse collection services of Old Corrugated Cardboard (OCC) cages, bins, or bags reserved for recyclable materials that include more than 25 percent contamination from non-recyclable materials by container volume. The contractor reserves the right to refuse collection services of OCC cages that contain more than 25 percent of materials other than OCC. The contractor shall notify the COR on the same

day of service if a container is rejected due to contamination. The COR will notify the Facility Manager/Customer of the contamination issue and request resolution.

1.1.6. CONTAINERS. The contractor shall accept and store Government provided recycling containers delivered to the Recycle Center, distribute containers, and provide the totals and locations in the monthly reports. The contractor shall also track and document the disposition of the workplace Bag-it System bags when discarded or otherwise disposed of, due to being unserviceable, and provide that data to the COR in the monthly reports to track re-order status.

1.1.7. MAINTAINING CONTAINERS AND COLLECTION AREAS. The contractor shall return recycling containers to their original location after servicing, in an upright position with the lids securely in place (closed). The contractor shall notify the COR of locations where debris is frequently placed outside of containers so the COR may notify facility managers. The contractor shall also notify the COR if it is discovered that a particular receptacle is being utilized for the wrong material. The contractor shall notify the COR on the same day of service, if a container is rejected due to contamination.

1.1.8. WEIGHING. Weights of all recycled materials, by type, shall be provided as required by the *State of Washington's Solid Waste Management-Reduction and Recycling Act*, Chapter 70.95 and Washington Administrative Code, Chapter 173-350, Solid Waste Handling Standards. For full semi-truck loads of a single type of material, the contractor shall ensure it is weighed on state-certified public scales/ weigh stations. Weights of individual bales/ containers of a single type of material will be obtained to ensure accurate accounting of materials recycled. A scale is available at the Recycling Center for accurate weights of recycled materials processed at the on-base Recycling Center.

1.1.9. TRANSPORTATION. Recyclable materials shall be collected and transported in a manner optimizing diversion and maximizing revenue. The vendor will ensure collected materials do not exit the vehicle (blow off) while being transported. The contractor is responsible for transportation costs and shall provide for the transportation and/or arrange for the transportation of all the recyclable materials both on base and to off-base recycling facilities/brokers/vendors. Contractor shall ensure requirements of Chapter 173-345, *Recyclable Materials-Transporter and Facility Requirements* of Washington Administrative Code are met.

2.0. RECYCLE CENTER SERVICES

2.1. RECYCLABLE MATERIALS. The contractor shall collect recyclables from all workspaces identified in Appendix A. Workspace materials consist mainly of corrugated cardboard, paper (white, computer, mixed, shredded), aluminum cans and plastics, ink/toner cartridges, but may also include the items listed below.

2.1.2. The contractor is required to process recycling materials collected from base recycling collection locations and the Recycling Center drive through drop-off area. At a minimum, materials collected shall include: corrugated cardboard; newspaper; magazines; phone books and paperback books; white/computer paper; mixed paper; and mixed waste paper (cereal boxes, pop container boxes, junk mail, etc.); shredded paper; aluminum food and beverage containers; tin and steel cans; plastic bottles, jars, jugs, and tubs including PETE Code 1, HDPE Code 2 Colored, HDPE Code 2 Natural, and LDPE Code 4 plastics (shrink/stretch wrap and grocery bags); and inkjet cartridges and toner cartridges.

2.1.3. WOOD PALLETS. The contractor is responsible for collection, processing, and recycling of wood pallets no matter the size or condition. Appendix A-1 identifies the facilities where the contractor is responsible for pallet collection, while other facilities may deliver wood pallets directly to the Recycling Center. Disposal of pallets is prohibited without prior approval from the COR. Disposal of wood pallets will only be approved if recycling/reuse are not viable options.

2.1.4. RECYCLABLE MATERIALS PROCESSING. The base operates a Qualified Recycling Program (QRP) to reduce the volume of non-hazardous solid waste generated. It is the intent of the base to conduct direct sales of recyclable commodities through a QRP. The contractor shall provide a detailed accounting of recyclable commodities sold (type/ weight/ price) to the QRP along with 100 percent of the sales proceeds. The contractor shall be aware of the Department of Air Force (DAF) waste diversion goals and notify the base QRP manager of potential waste diversion opportunities in the local area. Sale proceeds are discussed in Section 2.1.7 of this PWS.

2.1.5. PROCESSING. All recyclable material will be processed (sorted, packaged, baled, and/or crushed in preparation for marketing) in a manner that optimizes revenue. Supplies used for processing the recyclable materials (e.g., bale ties, gaylord totes, etc.) will be provided by the contractor unless otherwise provided as incidental Government-Furnished Facilities and Incidental Property (GFF_IP). (See Appendix B).

2.1.6. MARKETING. The contractor shall market recyclable commodities and provide or arrange for the transportation of the recyclable materials. The contractor shall obtain at least three competitive quotes per shipment of recyclable materials and maintain awareness of local, regional and national marketing conditions to ensure optimum market value for each material. In the event the contractor is unable to obtain three competitive quotes, the contractor shall provide the COR with documentation of all efforts taken to achieve competition. All materials processed at the base shall have pricing established prior to being shipped, with transportation costs itemized separately. The contractor shall ensure that loads of materials are combined in a manner to ensure revenues are generated (i.e., negative value loads are not acceptable), unless prior approval is obtained from the COR. If negative value loads are approved by the COR, the contractor shall be responsible for the initial payment of the load. The contractor shall invoice

the Government for the actual cost of the negative load plus no more than 10percent handling fee to receive reimbursement. The off-base recycling facility/broker/vendor shall meet federal, state and local regulations including any associated permits.

2.1.7. REVENUES & PROCEEDS. The contractor shall provide a *Commodity Direct Sale Proceeds Chain of Custody (CoC)* to the COR with each sale proceeds check (payment). Supporting documentation to accompany the CoC and reimbursement check includes a physical copy of any associated shipping manifest(s), Bill of Lading(s), and any other supporting documentation needed to explain/prove any discrepancies. Sale proceed checks shall be made out to the United States Treasury and be submitted to the Government within forty-five calendar days of the commodity shipment date. CoC and shipment manifest templates will be provided by the Government. (See Appendix F).

2.1.8. EDUCATION. To encourage participation in the base recycling program, the contractor shall provide education to the general base populace. The contractor shall provide on-site educational training to each facility, annually. In addition, the contractor shall have printed information available for the base populace regarding the services provided under this contract and shall address customers' recycling questions and concerns. The contractor shall provide a comprehensive education plan to the Government for review and acceptance within thirty calendar days after award. As a minimum, the plan shall describe the methods of education and training, dissemination process, frequency, and target audiences. The contractor shall provide the COR a "wet ink" sign-in roster of personnel contacted from each education session on a monthly basis. This roster shall include at a minimum: Full name, office symbol, building number, e-mail, and phone number

2.1.9. EQUIPMENT MAINTENANCE AND REPAIR. The contractor shall provide maintenance per equipment manual recommendations (i.e. cleaning, adjusting, lubricating, tightening of nuts and bolts), and repair to include parts, of GFF_IP listed in Appendix B.

2.1.9.1 The contractor shall be responsible for repair costs, including parts, up to and including $1,000.00 per occurrence per piece of equipment. Any repairs/parts estimated to exceed $1,000.00, shall be given to the COR for processing. The contractor shall be responsible for the first $1,000.00 and the Government will reimburse the contractor for the additional amount upon contract modification. The CO must validate pricing for repairs in excess of $1,000.00. All installed parts become the property of the Government. Replaced parts of no value shall be properly disposed of. This includes, but is not limited to: corrosion protection, metal fabrication, signage, labeling and other repairs to ensure the professional appearance and operability of all recycling containers. The COR will validate that GFF_IP is being maintained IAW this PWS and inform the CO of deviations.

2.1.9.2 If the contractor and COR determine equipment is beyond economical repair, the contractor shall recommend to the COR, in writing, the equipment be replaced. The contractor

shall include substantiating data to support the recommended replacement. The contractor shall return unserviceable equipment or equipment no longer used to the Government.

2.1.9.3 The contractor shall own purchased parts and materials used in maintenance and repair until they are installed on GFF_IP. Parts purchased for repairs and maintenance shall be equal to or greater to the original quality than the parts being replaced.

2.1.9.4 The contractor shall perform necessary preventive and scheduled maintenance, IAW manufacturer's instructions and operations and maintenance manuals on all equipment to keep the equipment in good working order. Work shall be executed in a consistent manner by individuals who are qualified to perform the work. The contractor shall complete and maintain a service log of maintenance performed and make it available upon request for review by the COR.

2.1.9.5 The contractor and the COR shall perform an initial walk-through inventory within ten days of contract performance starting and again at contract expiration. The contractor and Government will sign off on the condition of the equipment and associated facilities. Maintenance and repair associated workload is identified in Appendix B.

2.1.10. HOUSEKEEPING. The contractor shall provide custodial and general clean-up services in and around the Recycling Center facility. The interior and exterior of the building shall be free from litter and debris; work areas shall be clean and organized, and when required, snow/ice shall be removed from walkways, docks, and the drive through drop-off area to ensure safe and easy access to facility and outdoor containers. The contractor shall maintain the facility in such a manner that it promotes safe working conditions for both personnel and customers utilizing the facility for recycling purposes.

2.2. REPORTS. For recyclable materials that are required to be marketed and shipped, the contractor shall submit a shipping record (manifest) within three working days of each shipment. The record shall include commodity description, quantities, weight, estimated revenue or cost, and name of the marketing vendor/broker. Shipping records (manifests) shall follow the templates provided in Appendix F. The contractor shall provide a monthly report to the COR within seven calendar days after the end of each month summarizing activities for the previous month. The report shall provide monthly recycling quantities by type; a running inventory of materials warehoused, acquired and shipped; the market value quotes for materials shipped; and identify items of interest (e.g. sale proceeds status, issues or concerns, changes in market values, notable occurrences, container drop-off, etc.) Additionally, the monthly report will cover recycle center activities and operations (e.g., educational accomplishments, equipment maintenance and repair-to include work completed during the month and the cost of the material used to maintain the equipment example-grease, oils, tires, parts, large out-of-cycle pick- ups, projected equipment/recycle container needs, etc.) and the contractor monthly hazardous material usage information. The equipment maintenance and repair portion of the report shall include: item, maintenance/repair date, work performed, and list of parts required (if necessary). All monthly reports shall be completed within the Government provided Excel workbook (Appendix F) and

follow the Government provided documentation templates. All reports will be sent via email, with the exception of the sale proceeds chain of custody package.

2.3. RECORDS. The contractor shall maintain records IAW AFI 33-322, *Records Management Program* paragraphs 5 through 5.12. The contractor shall manage all records created for Government use IAW records management procedures outlined in AFI 33-364, *Records Disposition-Procedures and Responsibilities*, AFMAN65-605Vl-AFGM2018-01 1 *Budget Guidance and Technical Procedures*. All records containing Privacy Act material when collecting, safeguarding, maintaining, using, accessing, amending, and disseminating personal information in a system of records, shall be protected as such IAW AFI 33-332, *The Air Force Privacy and Civil Liberties Program*.

2.4. CONTRACTOR PERSONNEL. The contractor shall designate, in writing to the CO, an onsite point of contact and alternate who has full authority to act on behalf of the contractor on all aspects of the contract.

3.0. SERVICES SUMMARY. The Services Summary captures the service requirements that can be measured and are critical operational requirements. Performance Objectives describe desired end results or outcomes the contractor shall achieve. The Performance Thresholds state the minimum acceptable level of those objectives. These thresholds are critical to mission success.

PERFORMANCE OBJECTIVE	PWSPARA	PERFORMANCE THRESHOLD	REMEDY
Collect and transport recyclable materials from workplace areas IAW the PWS.	1.1.2.-1.1.9	No more than 2 valid customer complaints per month.	Re-perform within 1 business day. Work not re-performed is not billable.
Processing and marketing of recyclable materials is performed IAW the PWS.	2.1.4-2.1.7	No more than 1 valid customer complaint per month.	Re-perform within 1 business day. Work not re-performed is not billable.
Reports and records are completed and received on time.	2.2 and 2.3.	No more than 1 valid customer complaint per quarter.	Re-perform within 1 business day. Work not re-performed is not billable.
Cleanliness of interior and exterior of the Recycle Center building and safe access to the facility shall be provided IAW the PWS.	2.1.10.	No more than 1 valid customer complaint per month.	Re-perform within 1 business day. Work not re-performed is not billable.

Provide maintenance, repair, and parts for all Government-Furnished Facilities and Incidental Property IAW the PWS.	2.1.9. -2.1.9.5	No more than 1 valid customer complaint per month.	Re-perform within 1 business day. Work not re-performed is not billable.

3.1. Quality Control. The contractor shall develop and maintain a Quality Control (QC) program ensuring maintenance services are performed IAW commonly accepted commercial practices and services identified in this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. As a minimum, the contractor shall develop Quality Control procedures addressing the areas identified in paragraph 3, Services Summary. The Government reserves the right to review contractor QC Plan and reports.

3.2. Quality Assurance. The Government shall inspect and evaluate the contractor's performance to ensure services are received IAW requirements set forth in this contract. When a performance threshold has not been met or contractor performance has not been accomplished, the COR will initiate and provide the CO with a Customer Complaint for validation and issuance to the contractor. The contractor shall respond to Customer Complaint IAW instructions provided and return it to the CO within ten calendar days of receipt.

3.3. Periodic Validations. This method requires the COR to employ a "spot check" style of evaluation based on the contractor's incorporated maintenance schedule (PWS paragraph 1.1.1). Periodic validations will be conducted (daily, weekly, monthly, quarterly, semi-annual or annually) and may be adjusted, based on quality trends. The maintenance schedule or modified version thereof shall be used for COR scheduled inspections and results documentation. Any unsatisfactory inspection (defect) result shall be recorded, and the contractor shall re-perform the service IAW the Services Summary. Exceeding the performance threshold of these performance objectives, in any combination for any two, or more consecutive or non-consecutive months during a fiscal year may constitute justification to hold an immediate Progress Meeting with the Multi-Functional Team (MFT).

3.4. Customer Complaints. The COR will receive and investigate customer complaints. The COR shall be responsible for initially validating customer complaints. The CO shall make final determination of the validity of customer complaint(s) in cases of disagreement between the COR and the contractor. Validated customer complaints shall be re-performed within twenty-four business hours of notification depending on the complaint.

3.5. Periodic Progress Meetings. The CO, Functional Commander, COR, QRP Manager, other Government personnel as appropriate, and the contractor shall meet when required to

discuss the contractor's performance. Both positive and negative performance trends will be discussed. The following issues could potentially be discussed:

- Improvement Opportunities
- Modifications required of the contract
- Unsatisfactory inspections and valid customer complaints

The written minutes of these meetings will be signed by the CO and any other signatures as deemed appropriate, distributed to the functional area and the contractor. Should the contractor not concur with the minutes, the contractor may provide written notification to the CO identifying areas of non-concurrence for resolution. Those comments will be attached to the formal minutes.

4.0. GENERAL INFORMATION.

4.1. GOVERNMENT-FURNISHED FACILITIES, INCIDENTAL PROPERTY, AND SERVICES.

In addition to the facilities and incidental property listed in Appendix B, the Government will provide local telephone service, electricity, refuse collection, facility maintenance, and police, fire, and rescue services if required.

4.2. QUALITY CONTROL. The contractor shall utilize their own internal Quality Control processes to ensure services are performed IAW commonly accepted commercial practices and this PWS. Should there be repeated unsatisfactory performance, the Quality Control plan and supporting documentation shall be made available to the Government for review upon request.

4.3. CERTIFICATIONS. Contractor personnel shall obtain and maintain certifications for operating specialized equipment (i.e. forklift), if required.

4.4. ENVIRONMENTALLY PREFERABLE PURCHASING. In order to comply with federally mandated environmental preference programs-DOD's "Sustainable Procurement Program" (SPP) policy, FAFB requires the use of environmentally preferable products and services. These program elements include: recovered material products, energy and water efficient products, alternative fuels and fuel efficiency, bio-based products, products which are non-ozone depleting or are non-toxic or less toxic alternatives and environmentally preferable products. These program elements are described on the Fed Center website at https://www.fedcenter.gov/programs/buygreen/. The Green Procurement Compilation website (http://sftool.gov/greenprocurement) provides a comprehensive green purchasing resource and identifies all product types covered by mandatory federal environmental programs.

4.4.1. PRODUCTS AND MATERIALS. If it is determined a product does not meet Government performance requirements, the contractor shall submit a proposed alternative meeting the performance requirements with the lowest environmental impact for evaluation and

acceptance. Products falling under the Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (CPG) (https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program) shall meet the minimum recovered (recycled) content. Bio-based products shall meet the requirements of the bio-based product listing from the United States Department of Agriculture (USDA) (http://www.biopreferred.gov/). The contractor shall purchase and use Energy Star or other energy- efficient items listed on the Department of Energy's Federal Energy Management Program (FEMP) Product Energy Efficiency Recommendations product list. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract.

4.4.2. Before implementing any change that results from amendments to these listed publications that will result in a change to the contract price, the contractor shall submit to the CO a price proposal within thirty calendar days following receipt of the change. An equitable adjustment (increase or decrease) shall be negotiated.

4.5. CONTRACTOR HAZARDOUS MATERIALS. IAW AFMAN 32-7002, Environmental Compliance and Pollution Prevention, the OSHA HAZCOM standard, and all Class I and II Ozone Depleting Substances. The contractor shall be responsible for the proper storage, management, and disposal of any hazardous material brought on Base for contractor use.

4.6. HAZARDOUS MATERIAL STORAGE. For any single hazardous material stored on-site in a quantity equal to or exceeding fifty-five-gallons at any time, the contractor shall provide secondary containment for the entire quantity of that hazardous material. Hazardous material shall be stored within a locked secure area not accessible to the base populace after hours. All containers of hazardous material shall be clearly and properly labeled; closed when not in use; and stored in an upright, secure position.

4.7. HAZARDOUS MATERIAL AUTHORIZATION. The contractor shall submit to the COR, prior to using hazardous materials (HAZMAT), a Contractor Hazardous Material Work Sheet and corresponding Safety Data Sheet (SDS) for each hazardous material to be brought onto the base during the performance of the contract. This work sheet and SDS shall be completed for each and every hazardous material to be used by the contractor. If during the course of the contract, items not previously identified are to be brought on the base, the contractor shall submit a Worksheet and SDS for approval prior to bringing the HAZMAT onto the base.

4.8. HAZARDOUS MATERIAL USAGE. Within seven calendar days of the end of every month, the contractor shall submit to COR, quantities of each hazardous material actually used on the base during the month, utilizing and annotating the Government-provided chemical authorization list. A list can be obtained from 92 CES/CEIE via the COR. This information should be included in the monthly report described above.

4.9. HAZARDOUS MATERIAL REMOVAL. The contractor shall be responsible for proper disposal of their hazardous materials during the contract. Disposal actions shall be

accomplished in compliance with the "Hazardous Waste Manifest System" for shipping and ultimate disposal. All manifests will be signed by an authorized person in 92 CES/CEIE prior to hazardous waste being removed from the site. Manifests shall be coordinated through 92 CES/CEIE via the CO at least three days prior to scheduled shipment. No hazardous material shall be left on-site at the end of the contract.

4.10. COSTS OR FINES. Any costs or fines levied against the installation due solely to the contractor's failure to comply with applicable federal, state, or local laws shall be borne by the contractor.

4.11. CONTRACTOR/EMPLOYEE BASE PASS AND IDENTIFICATION, SPECIAL CLEARANCES AND VEHICLE PASSES.

All documentation needed for base passes shall be submitted at the Pre-Performance Conference. Due to the nature of the work only US nationals or verified Green Card holders are eligible to enter FAFB.

4.12. WEAPONS, FIREARMS, DRONES AND AMMUNITION. Contractor employees are prohibited from possessing weapons, firearms, drones or ammunition, on themselves or within their contractor-owned or privately-owned vehicle while on FAFB.

4.13. REPORTING REQUIREMENTS. Contractor personnel shall report any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information to the Base Defense Operations Center (BDOC) Desk at (509) 247-5493.

4.14. PHYSICAL SECURITY. The contractor shall be responsible for safeguarding Government property and controlled forms provided for contractor use. At the end of each work period, all Government facilities, equipment, and materials shall be secured.

4.15. SECURITY REQUIREMENTS. Contractor employees shall comply with FAFB security requirements imposed by the Installation Commander at all times while on FAFB premises. The contractor shall obtain all necessary passes, decals, badges, or other items required for access to perform contract services at FAFB. The contractor is responsible for accountability of all such media, which shall be surrendered to the Security Forces Squadron Pass and Registration Section upon completion or termination of the contract, or upon termination of an individual's employment for the contractor, or at the written discretion of the CO. The contractor shall comply with all FAFB policies regarding entry into the installation, rules of the road, contingency operations compliance, and photography prohibitions. Contractor employees are authorized entry to the installation for the purpose of work under this contract only and are not authorized in other facilities or areas without prior Government authorization. Due to safety/security requirements, contractor personnel shall be required to fluently speak, comprehend, read, and write English.

4.16. BASE ACCESS. The contractor must be aware that entry requirements are subject to change due to installation and world situations. All employees will be subject to a background check for base access.

4.17. MAIN BASE ACCESS. Current security access restrictions require all contractor vehicles (which are the size of a standard bread delivery truck or larger or towing a trailer) to enter through the Rambo Road Gate only. Contractor vehicles may be subject to search prior to gaining base entry. The contractor should plan and allow for delays as a result of increased and ever-changing security procedures.

4.18. RESTRICTED/CONTROLLED AREAS. Contractor performance within restricted/controlled areas shall require contractor compliance with various levels of security and established personnel security entry control procedures. The contractor shall ensure all contractor employees performing services in secured areas have Government escorts that are authorized access to those specific areas. This requirement is waived for contractor personnel who have unescorted access privileges and display a Restricted Area Badge (RAB) for the restricted/controlled areas.

4.19. PERSONNEL APPEARANCE. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, bearing the company name or logo that is visible at all times. The coloring or design of the items selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection.

4.20. KEY CONTROL. The contractor shall establish and implement methods to ensure all keys/combinations issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized people. The contractor shall not duplicate any keys issued by the Government. The contractor shall immediately report to the COR occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the CO, to re-key or replace the affected lock or locks at cost to the Government. The Government may, however, at its option, replace the affected lock or locks or, at its option perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, the Government shall replace all locks and keys for that system at the contractor's expense.

4.21. NON-PERSONAL SERVICES AND/OR INHERENTLY GOVERNMENTAL SERVICES. The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the contractor determines actions constitute personal services, it shal1 be the contractor's responsibility to notify the CO. These services shall not be used to perform work of a policy/decision making or management nature, (e.g., inherently governmental functions).

4.22. OPERATIONS SECURITY (OPSEC) REQUIREMENTS. The contractor will protect critical and/or sensitive information from disclosure. The DoD contractor will:

4.22.1. Be familiar with their organization's critical information. When publicly posting or publishing work-related information that potentially contains critical or sensitive information airmen are encouraged to solicit the advice of their immediate supervisor, security office and/or OPSEC Program Manager/Coordinator.

4.22.2. Consider attempts by unauthorized personnel to solicit critical and/or sensitive information as Human Intelligence (HUMINT) gathering and consider it a HUMINT incident. Contract personnel who have been involved in or have knowledge of a possible incident will report all facts immediately to the nearest supporting Air Force Office of Special Investigations (AFOSI) office.

4.22.3. If AFOSI is not readily available, HUMINT incidents will be reported to the organization's Security Manager or Commander who will ensure that, without exception, reports are relayed as securely and expeditiously within twenty-four hours to the nearest AFOSI organization.

5.0 CONTINUATION OF MISSION ESSENTIAL FUNCTIONS. IAW DoDI 1100.22 *Policy and Procedures for Determining Workforce Mix*, and applicable USAF implementation, unless otherwise directed by an authorized Government representative, it is determined that all services and procedures identified in this PWS are determined **NOT** mission essential during a crisis.

6.0 APPENDICES.

Appendix A - Recycle Collection Points

Appendix A-1- Wood Pallet Workload/Collection Points

Appendix A-2 - Additional Collections (Estimated)

Appendix B - Government-Furnished Facilities and Incidental Property

Appendix C - Historical Recycled Material Data

Appendix D - Publications List

Appendix E - Acronyms

Appendix F - Report Templates

APPENDIX A

RECYCLE COLLECTION POINTS

Collection Points: The following table lists the current facility workload. Pick-up at these locations is currently one time per week, unless otherwise specified.

BUILDING NUMBER	FACILITY NAME	CAGES	BINS	BAGS
3	Base Fire Department			Yes
160	ANG Maintenance Control			Yes
325	Fam Camp		PB x2	No
325	Fam Camp		PB x2	No
399	ANG CS	1		No
443	ANGMED/Training			Yes
445	ANG Command Post			Yes
446	256 CBCS	1		Yes
447	256 CBCS			Yes
456	141st ANG CE	1		Yes
610	Base Theatre			No
619	Park (Ball Field #8)		PB x3	No
644	Post Office	1	2	Yes
644	BITS			Yes
644	OSI	1		Yes
644	DLADS			Yes
716	Airman Leadership School	1	2	No
730	Park (Ball Field #7)		PB x3	No
1005	Helicopter Hangar	1		Yes
1034	ANG Maintenance Hangar	1		Yes
1039	ANG Maintenance Hangar			Yes
1048	ANG Hangar	1		Yes
1204	Control Tower			Yes
1238	Water Survival Warehouse	1		No
1249	Survival Supply/TransP	1		Yes
1252	Survival Dormitory	1*		Yes
1252	Fairchild Express(Survival)			Yes
1254	Parachute Training	1		No
1255	JPRA/Survival	1		No
1256	Survival Training/Bud Day	1		Yes
1257	Final Point	1		No
1258	Roger Ross Dining Facility	2*		Yes
1268	336th HQ & 36th & 66th Trng			Yes
1306	Survival Gymnasium	1		Yes
1354	Survival Clinic			Yes
1409	EOD	1		Yes
1414	366th TRS	1		Yes
1724	Resistance Training	1		Yes
2005	92d/1 41 st Operations Group	2		Yes
2007	Operations Group	1		Yes
2025	Snow Barn	1		Yes
2036	36th ARRS	1		Yes
2040	Force Support Squadron	1		Yes
2040	92nd FSS/FSMM		1	Yes
2040	509th Weapons			Yes
2045	Flight Line Supply	1		Yes
2045	LRS			Yes

2045	92nd LRS			Yes
2048	Flight Simulator			Yes
2050	4-Bay Hangar	1		Yes
2060	Readiness Center	1		Yes
2071	Security Forces Squadron	1		Yes
2074	Combat Arms	1		Yes
2080	Alert Facility			Yes
2090	92nd ARS	1		Yes
2096	Base Honor Gaurd			Yes
2097	93rd ARS	1	2	Yes
2097	92AMXS			Yes
2115	Vehicle Maintenance	1		Yes
2120	373 TRS DET 13	1		Yes
2125	Intel ARW/XP			Yes
2140	Command Post			Yes
2145	PMEL			Yes
2163	Envision Base Store	1		Yes
2163	Mobility Element	1		Yes
2185	Wing Annex	1		Yes
2187	Wing Headquarters	1		Yes
2190	Base Housing Office	1		Yes
2190	Base Housing Maintenance			Yes
2225	Park (Warrior Park)		PB x3	No
2228	Park (Warrior Pavilion)		PB x3	No
2230	Park (Warrior Pavilion)		PB x3	No
2245	Comptroller Squadron	1		Yes
2245	Base Information Protection	1		No
2248	Communications Squadron	1		Yes
2249	Communications Warehouse			Yes
2256	Dormitory			Yes
2257	Dormitory	1	3	Yes
2258	Dormitory			Yes
2259	Dormitory	1	3	Yes
2260	Dormitory Management			No
2262	Warrior Dining Facility	2*		Yes
2264	Chaplin's Office/Cyber Cafe			No
2266	Dormitory			Yes
2268	Dormitory	1	3	Yes
2272	Dormitory			Yes
2274	Dormitory	1	3	Yes
2276	Dormitory			Yes
2278	Dormitory			Yes
2279	Dormitory			Yes
2310	Youth Center	1		Yes
2319	Auto Skills Center	1		Yes
2316	Football/Soccer Field		PB x3	No
2316	Football/Soccer Field		PB x3	No
2365	Family Support	1		Yes
2379	Fitness Center			Yes
2379	Health & Wellness Center			Yes
2379	Base Gymnasium			Yes
2380	Education Center/Library	1		Yes
2383	Fairchild Express	1		Yes
2392	Fairchild Inn	1		Yes
2393	Billeting			No
2399	Transient Lodging			No

2400	Michael Anderson School	2	6	Yes
2411	Hazardous Materials Facility	1		Yes
2415	Base Entomology	1		Yes
2424	Vet Clinic			Yes
2426	Kennel (SFS)			Yes
2447	Outdoor Recreation	2		Yes
2447	Mobility Element	1		No
2451	Civil Engineering	1		Yes
2451	GOCESS	1		Yes
2451	Furnishing Management	1		Yes
2451	Tessera	1		Yes
2451	FMO/Contracting			Yes
2452	Red Morgan Center	1		Yes
2459	Burger King	1		No
2460	Refill Pharmacy	1		Yes
2463	Class VI Store	1*	3	Yes
2464	Commissary (DECA)			Yes
2464	Global Credit Union			Yes
2464	Armed Services Bank			Yes
2465	Base Exchange (AAFES)	1****		Yes
2465	Travel & Leisure			Yes
2465	Base Exchange Dock	1		Yes
2465	Military Clothing Sales	1		Yes
2500	Child Development Center	1		Yes
4200	Chapel	1		Yes
4203	Base Visitor Center			Yes
4325	Pass and Registration			Yes
4401	Armed Forces Reserve Center	1		Yes
6130	TLF Area	1	4	Yes
9000	Base Medical Clinic West Dock	1		Yes
9000	Base Medical Clinic East Dock	1		Yes
9008	Base Dental Clinic			Yes
9010	Corp of Engineers			Yes
2416/7	P.O.L.			Yes
Clear Lake	Clear Lake Resort	1	6***	No
JPRA-B0009	JPRA/White Bluff	2**		Yes
JPRA- B0015	JPRA/White Bluff	1**		Yes

NOTE:

PB - refers to "Recycle Only Park Bins" at all parks and recreation areas on FAFB.

*Indicates multiple collections during the week are required.

** The cages and bags from JPRA/White Bluff are brought to the Recycling Center by JPRA once a week.

***The bins at Clear Lake are mounted on a trailer and brought to and from Clear Lake by the 92 FSS Outdoor Rec staff. The Recycling Center staff will empty the trailer within one duty day of the trailer arrival, so the trailer can be returned to Clean Lake in a timely manner.

****The cage at the Base Exchange is not a GFF_IP OCC cage. It is just for storing the bags of recyclables for pickup by the Recycling Center.

APPENDIX A-1

WOOD PALLET WORKLOAD DATA AND COLLECTION POINTS

Workload Data: The estimated average total weight of pallets collected is 25 tons per year.

Collection Points: The following table lists the buildings currently requiring pallet pick-up. Pick-up at these locations is weekly. All other users shall self-deliver to the wood pallet designated location at B2420 Recycling Center.

BUILDING NUMBER
1249
2007
2045
2464
2465
2050
9000
2447

APPENDIX A-2

ADDITIONAL COLLECTIONS (Estimated)

EVENT	TIMES PER YEAR
Open House / Air Show	1
Base Picnic / Wing Events	2
Squadron Events	25
AAFES/DECA Parking Lot Sales	4

APPENDIX B

GOVERNMENT-FURNISHED FACILITIES AND INCIDENTAL PROPERTY
BUILDING 2420 - Recycling Center

The Recycling Center is comprised of approximately 6400 sq. ft. There is an additional 3200 sq. ft. of storage in the building located immediately adjacent to the Recycling Center facility. The facility and the equipment listed below are provided as incidental to the place of performance. This property is located on Fairchild AFB, remains accountable to the Government, and is intended for use by contractor personnel while located on the installation.

ITEM DESCRIPTION	MANUFACTURER/ SIZE	PURCHASED	QUANTITY
Side-Eject Horizontal Baler	Marathon SE 504242-830	1998	1
In-Feed Conveyor	Mfg.: Gruppen	1995	1
Down-stroke 60 Inch Baler	EPCO 1992 EPCO 2000	1992	1
Can Densifier	CPMfg. Model 600, #CD600	1995	1
Sorting Belt Conveyor	REM	1995	1
Weigh Scale w/Read-Out	FIRST-Model DI 12- 5211	1995	1
Pallet Jack	Lift Rite	1998	3
Shop Vacuum	Sears 16 Gal. Model #	1999	1
Air Compressor w/accessories	Campbell- Hausfield Model# WL505807AJ	2000	1
Paper Cutter	Triumph 4850	2006	1
Propane Forklift w/ 1 Propane tank	Yale, 2001, 6,0001b	2000	1
Paper Cutter	Model# GLP060TGNUAV087	2006	1
Propane Cylinder Storage **Bag-It System (blue/white nylon bags) With plastic holder	MESCOCSC4H (4 tank capacity)	2003	2
	2 bags each	As Needed	4000 Bags
Propane Cylinder Storage	MESCOCSC4H (4 tank capacity)	2003	1800 Holders
Recycle Containers for Propane Recycle Bins	3 ½yd. 3'x4'x5'	1991 2001	8
			4
Large OCC Cages	6'x5'x6'	1995-2005	28
Small OCC Cages	3'x4'x4'	1995-2005	21
King OCC Cages	5'x6'x6'	1995-2005	5
Medium Hard top OCC	5'x6'x4'	1995-2005	27
Medium Soft top OCC Cages (w/plastic lids)	6' X 5' 4'	1995-2005	9
Tipper Bin (Green) Mfg.:	1 ½ yard	1995-2000	18
Tipper Bin (blue) Mfg.:	1 ½ yard	1995-2000	14
Tipper Bin (yellow) Mfg.: APEX	1 ½ yard	1995-2000	6

Green plastic totes (wl	3½x4'x3'	1995-2000	9
White plastic totes	3½x4'x3'	1995-2000	11
Gray Work Totes -20 cu ft., heavy duty (wlcasters & 4 lids)	20cu ft -2ft diameter by 87"H	1999	8
Small carts (blue) - 4 wheel	Rubbermaid ½ cu yd	Unknown	4
Small cart (Gray) - 4 wheel	Rubbermaid 500lb capacity	Unknown	1
4-Wheeled Caster Carts by Toter	60Gal.	2001	9
Reverse Wheeled Containers (Blue) by STEP 2	60Gal.	2000	13
2-Wheeled Recycling Carts (Blue) w/ recycle lids by Toter Inc.	64Gal.	2003	15 (2 located at outdoor Rec)
X-Stream Recycling	60 Gal Bags	2004+	18
Banding Set-Up	27"x26" Wood Box container w/ wheels	No Data	1
Dock Plate	Steel 78"x60" (~6ftx5ft)	1997	1
Park Bins	40gal 21" Diameter by 37" H	1999-2005	14
Propane Tank (Extra)	DOT 4E240 8gal	2001	8
Truck Ramps (wheel risers)	8" Rise 61"x24" bolted down in dock area	1998	2 (set)
Flammable Locker	1 Lg (45gal) 1 Sm (30gal)	Unknown	2
2-Wheeled Recycling Container w/ lids by Brute	50 Gallon	2022	40

NOTE:

** As Bag-It System bags are discarded or otherwise disposed of the contractor shall notify the COR.

APPENDIX C

HISTORICAL RECYCLED MATERIAL DATA

	FY24 & FY25 SHIPPED COMMODITY QUANTITIES (lbs)											
	Month-Year	Aluminum	Tin	Mixed Paper	Office Pack	PETE 1	HDPE 2 (Colored)	HDPE2 (Frosted)	LDPE 4	OCC	Ink/Toner	Pallets
FY24	Oct-23	0	0	0	0	0	0	0	0	0	0	0
	Nov-23	0	0	0	0	12598	1231	3629	9848	56000	0	0
	Dec-23	0	0	0	0	0	0	0	0	0	0	0
	Jan-24	0	0	0	0	0	0	0	0	56000	0	0
	Feb-24	0	0	0	0	0	0	0	0	56000	0	0
	Mar-24	1207	5142	0	0	0	0	0	0	0	0	0
	Apr-24	0	0	0	0	0	0	0	0	0	0	0
	May-24	0	0	0	0	0	0	0	0	56000	0	0
	June-24	0	0	0	0	0	0	0	0	0	0	0
	July-24	0	0	0	0	0	0	0	0	52000	0	10880
	Aug-24	0	0	0	0	0	0	0	0	46000	0	2400
	Sept-24	0	0	0	0	0	0	0	0	0	0	2400
FY25	Oct-24	0	0	38384	0	0	0	0	0	0	0	0
	Nov-24	0	0	0	0	0	0	0	0	43117	0	1540
	Dec-24	0	0	0	0	0	0	0	0	0	0	0
	Jan-25	0	0	0	0	0	0	0	0	40801	0	2485
	Feb-25	0	0	0	0	0	0	0	0	0	0	0
	Mar-25	0	0	0	0	0	0	0	0	43506	0	805
	Apr-25	0	0	0	0	0	0	0	0	0	0	5040
	May-25	0	0	0	0	0	0	0	0	41917	458	0
	June-25	0	0	0	0	0	0	0	0	0	0	0
	July-25	0	0	0	0	0	0	0	0	41324	0	4795
	Aug-25	0	0	0	0	0	0	0	0	0	0	2625
	Sept-25	0	0	0	0	0	0	0	0	9380	0	0

APPENDIX D - PUBLICATIONS LIST

In addition to all applicable federal, state, and local laws and regulations, the following instructions, forms, and guidance shall be followed in the performance of this contract. Copies can be viewed on the following websites:

a) http://www.e-publishing.af.mil/
b) http://www.dtic.mil/whs/directives/infomgt/forms/index.htm, and DoD
c) http://www.dtic.mil/whs/directives/corres/insl .htm I
d) https://www.gsa.gov/reference/forms#
e) https://www.esd.whs.mil/Directives/forms/
f) https://www.fedcenter.gov/programs/eo13834/
g) http://apps.leg.wa.gov/RCW/default.aspx?cite=70.95
h) http://apps.leg.wa.gov/WAC/default.aspx?cite=l 73-350
i) http://sftool.gov/greenprocurement
j) https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program)
k) http://www.biopreferred.gov/

PUBLICATION/ FORM	TITLE	DATE
Executive Order 14057	Revoked EO 13834, Catalyzing Clean Energy Industries and Jobs Through Federal sustainability	8 Dec 2021
Washington Administrative Code (WAC)	Chapter 173-350, Solid Waste Handling Standards	17 Sep 2018
Washington Administrative Code (WAC)	Chapter 173-345, Recyclable Materials-Transporter and Facility Requirements	22 Apr 2009
DODI5000.64 DAFI 23-111	Accountability and Management of DOD and other Accountable Property	05 Dec 2021
AFI 33-322DODI5000.64 DAFI 23-111 -	Records Management and Information Governance Program Accountability and Management of DOD and other Accountable Property	27 Jul 2021 05 Dec 2021
AFI 33-332AFI 33-322	Air Force Privacy and Civil Liberties Program Records Management and Information Governance Program	09 Mar 2020 27 Jul 2021
AFI 33-364AFI 33-332	Records Disposition-Procedures and Responsibilities Air Force Privacy and Civil Liberties Program	22 Dec 2006 09 Mar 2020
DAFI63-101 20-l0lAFI 33-364AFI 33-322	Integrated Life Cycle Management Records Disposition-Procedures and Responsibilities Records Management and Information Governance Program	15 Feb 202422 Dec 2006 27 **Jul** 2021
DAFI 63-138DAFI63-101 20-l0lAFI 33-332 -	Acquisition of Services Integrated Life Cycle Management Air Force Privacy and Civil Liberties Program	01 Jan 2024 15 Feb 2024• 09 Mar 2020
AFI 71-l0lV1DAFI 63-138AFI 33-364	Criminal Investigations Program Acquisition of Services Records Disposition-Procedures and Responsibilities	30 Jun 2019 01 Jan 202422 Dec 2006
AFI 71-101V2AFI 71-101V1DAFI63-101 20-101	Protective Service Matters Criminal Investigations Program Integrated Life Cycle Management	20 May 2019 30 Jun 2019 15 Feb 2024

AFPD 33-3AFI 71-101V2DAFI 63-138	Information Management Protective Service Matters Acquisition of Services	20 Jan 2016 20 May 2019 01 Jan 2024
AFPD 33-3AFI 71-l0lVl	Information Management Criminal Investigations Program	20 Jan 2016 30 Jun 2019
DODI 1100.22AFI 71-101V2	Policy and Procedures for Determining Workforce Mix Protective Service Matters	01 Dec 2017 20 May 2019
DODI 4105.72DODI 1100.22AFPD 33-3	Procurement of Sustainable Goods and Services Policy and Procedures for Determining Workforce Mix Information Management	31 Aug201801 Dec2017 20 **Jan** 2016
DODI 4715.06DODI 4105.72	Environmental Compliance in the United States Procurement of Sustainable Goods and Services	31 Aug 201831 Aug 2018
DODI 4715.06DODI 1100.22	Environmental Compliance in the United States Policy and Procedures for Determining Workforce Mix	31 Aug 201801 Dec 2017
DODI 5200.02DODI 4105.72	DOD Personnel Security Program Procurement of Sustainable Goods and Services	24 Sep 202031 Aug 2018
DODI 5200.46DODI 5200.02DODI 4715.06	DOD Investigative and Adjudicative Guidance for Issuing the Common Access Card DOD Personnel Security Program Environmental Compliance in the United States	02 Nov 202024 Sep 202031 Aug 2018
DODI 6050.05DODI 5200.46	DOD Hazard Communication (HAZCOM) Program DOD Investigative and Adjudicative Guidance for Issuing the Common Access Card	10 Jun 201902 Nov 2020
DODI 6050.05DODI 5200.02	DOD Hazard Communication (HAZCOM) Program DOD Personnel Security Program	10 Jun 201924 Sep 2020
DODI 5200.46	DOD Investigative and Adjudicative Guidance for Issuing the Common Access Card	02 Nov 2020
DODI 6050.05	DOD Hazard Communication (HAZCOM) Program	10 Jun 2019
DODM 5200.05.07V3 AFMAN16-703V3	Air Force Special Access Program (SAP) Security Manual: Physical Security	31 Dec 2015
DODM 5205.07Vl AFMAN16-703V l-AFGM2019-01	DOD Special Access Program (SAP) Security Manual: General Procedures	10 Jan 2019
AFFARS MP 5346.103	Contracting Office Responsibilities	03 Jun 2016
AFFARS MP 5301.602-2(d)	Designation, Assignment, and Responsibilities of a Contracting Officer's Representative	03 Oct2017
AFMAN65-605Vl-AFGM2018-01	Budget Guidance and Technical Procedures	24 Oct 2018
AF 1297	Temporary Issue Receipt	01 July 1987
SF 312	Classified Information Nondisclosure Agreement	Jul 2013
DD254	DOD Contract Security Classification Specification	01 Apr 2018
DD 2875	System Authorization Access Request	01 Aug 2009

APPENDIX E - ACRYONYMS

AAFES	Army and Air Force Exchange Service
AFGM	Air Force Guidance Memorandum
AFI	Air Force Instruction
AFOSI	Air Force Office of Special Investigations
AMXS	Air Maintenance Squadron
ANG	Air National Guard
ANGMED	Air National Guard Medical
ARS	Air Refueling Squadron
ARW	Air Refueling Wing
BDOC	Base Defense Operations Center
CES	Civil Engineering Squadron
COR	Contracting Officers Representative
CPG	Comprehensive Procurement Guidelines
DECA	Defense Commissary Agency
DOD	Department of Defense
DODI	Department of Defense Instruction
DODM	Department of Defense Manual
EOD	Explosive Ordnance Disposal
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAFB	Fairchild Air Force Base
FEMP	Federal Energy Management Program
FSS	Force Support Squadron
HAZCOM	Hazard Communication
HAZMAT	Hazardous Material
HDPE	High Density Polyethylene
HUMIT	Human Intelligence
JPRA	Joint Personnel Rescue Agency
LRS	Logistics Readiness Squadron
MXS	Maintenance Squadron
PETE	Polyethylene Terephthalate
PWS	Performance Work Statement
OCC	Old Corrugated Cardboard
OPSEC	Operational Security
OSHA	Occupational Safety and Health Administration
OSI	Office of Special Investigations
QC	Quality Control
QRP	Qualified Recycling Program
SDS	Safety Data Sheet
SPP	Sustainable Procurement Program
TLF	Temporary Living Facility
TRS	Training Squadron
USAF	United States Air Force
USDA	United States Department of Agriculture
WAC	Washington Administrative Code

APPENDIX F - REPORT TEMPLATES

1. All report templates and any updates to the forms will be provided by the QRP Manager to the COR. The COR will then distribute them to the contractor for use.